



# **Government Polytechnic, Mumbai-51**

**(An Autonomous Institute of Government  
of Maharashtra)**

## **EXAMINATION RULES**

**(Amended up to 2018)**

**PART A**

**CODE OF CONDUCT**

**For**

**EXAMINATIONS**

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## **1. INTRODUCTION**

The teaching – learning process adopted provides a key to develop the competencies amongst the students to fulfill the industrial expectations. Providing resourceful environment and opportunities to the students in acquiring the desired competencies and a well-defined and designed quality assurance mechanism are the key factors in implementing the curriculum. The significant changes that have taken place in the environment make it appropriate to evaluate and redefine the teaching learning process.

Academic Autonomy has been recognised as a step towards improving effectiveness of Educational Institutions, especially in Technical Education Institutions which cater to the needs of well-trained and qualified Technical manpower suited to needs of local user Industry and community.

In order to give academic freedom to well established technical institutes for designing, developing, implementing and evaluating the curriculum to suit the needs of the local industries and society, the Government of Maharashtra took a policy decision in 1994 to grant autonomy to select institutes. Accordingly, 18 Government and Government aided institutes in the state were accorded academic autonomy. The autonomous status for Polytechnic aimed at giving opportunity to the teachers and students to undergo need based courses. Further, institutes can take up the programs in emerging areas of technology due to availability of flexibility necessarily for the above experimentation.

Government Polytechnic Mumbai was conferred autonomous status vide Government Resolution No. WBP-1093/(2640)(69)/VE-5 dated 30/05/1994.

## **2. OBJECTIVES OF AUTONOMY**

- (i) To improve effectiveness of technical education by providing an interactive system to cater to needs of the local user Industry/Community.
- (ii) To generate adequately trained technical manpower capable of dealing with futuristic and emerging technologies.
- (iii) To Provide for institutional initiatives and promote innovations in teaching-learning, evaluation methods and techniques.
- (iv) To provide a flexible system which can respond to the changing needs of the industry.
- (v) To serve as a lead institution in the region.
- (vi) To enable the Institute to cater to the following factors to achieve success:
  - (a) Build-up of consensus and participation within the institution.
  - (b) Acquisition and high utilisation of resources.
  - (c) Developing human resources periodically for sustaining a high level of competence.
  - (d) Stable and effective leadership in a long term and short-term perspective.
  - (e) "Change Proneness" and "Innovativeness" .

To meet above objectives an autonomous polytechnic shall have freedom to

- (a) Determine its own courses of study and curricula
- (b) Conduct of examination & Diploma certification.
- (c) Devise innovative methods of teaching Learning Process

Admission of Students are governed by Government rules as amended from time to time. Such a recognised institute shall have the power to make rules and regulations on specific matters necessary for the purpose of securing the objective, inherent in the conferment of autonomous status; provided that they are consistent with Maharashtra State Board of Technical Education/ Directorate of Technical Education/ State Government Rules as amended from time to time.

### **3. RELATIONSHIP WITH MSBTE AND OTHER EDUCATIONAL INSTITUTES**

MSBTE monitors the academic activities of autonomous polytechnics even after autonomy is conferred.

The Institute has freedom to ask for expertise from other recognised Polytechnics. The Institute also has freedom to enter into collaborative teaching, research or extension education program with other Institutions of higher learning with a view to strengthening their programs and take benefit of facilities existing elsewhere.

### **4. AWARD OF DIPLOMA :**

The Institute conducts its own examinations including the final semester/year examination progressively and also issues the Diploma Certificates to the successful students on behalf of Government of Maharashtra. Institute obtains equivalence to its programs from MSBTE.

### **5. GOVERNANCE OF AUTONOMOUS INSTITUTE**

The Institute has the following Committees to ensure proper management of academic and related affairs.

- (a) Governing Board.
- (b) Examination Committee
- (c) Special committee.
- (d) Board of Studies
- (e) Program wise Board of studies
- (f) Grievances / Appeals Committee.

#### **A. GOVERNING BOARD**

- i. Joint Director, Technical Education, R O Mumbai - Chairman
- ii. Four persons from industries etc
- iii. One nominee of the MSBTE not below the Rank of Deputy Secretary
- iv. Principal of the nearby Government Polytechnic
- v. Two Senior faculty of the Polytechnic/Institute to be nominated in rotation according to seniority by the Principal for a period of two years.
- vi. The Principal of the Institute -*Ex-Officio* Member-Secretary.

#### **B .EXAMINATION COMMITTEE**

- i. Director, MSBTE, Mumbai - Chairman
- ii. Principal of nearby AICTE approved polytechnic - Member
- iii. Two HODs of the Institute - Member
- iv. Controller of Examinations - Member Secretary

#### **C. SPECIAL COMMITTEE**

- i. Chairman Principal of the institute
- ii. Member Secretary Controller of Examination
- iii. Member Secretary / Dy. Secretary, MBTE
- iv. Member Principal of nearby Polytechnic
- v. Member Academic Co-ordinator

#### **D. BOARD OF STUDIES**

- i. Principal of the Institute .. Chairman
- ii. All Heads of the Department of the Institute. Members
- iii. Local experts of each program Members.

- iv. Nominee - MSBTE
- v. Incharge Curriculum Development Cell – Member Secretary

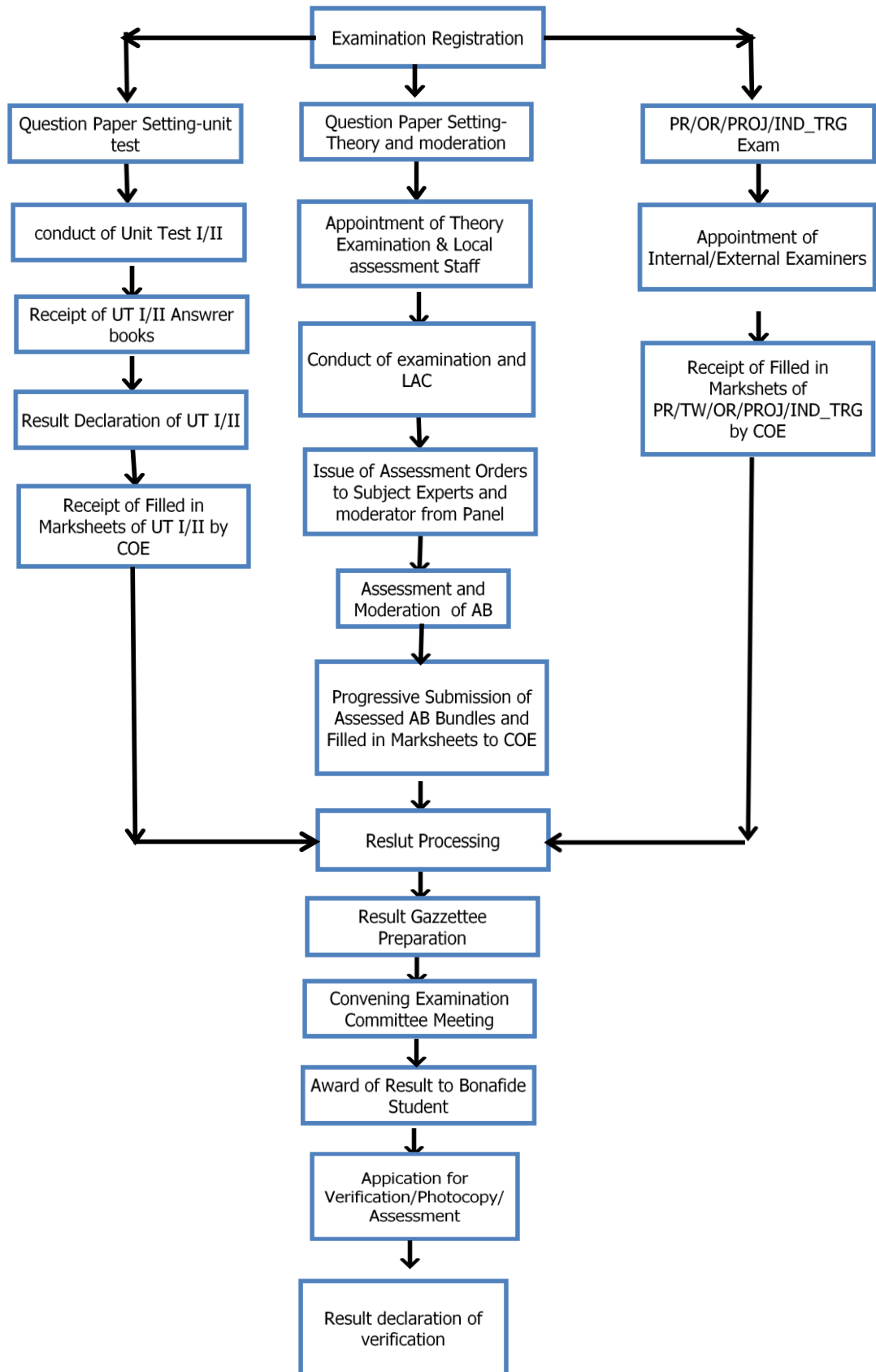
**E. THE PROGRAM WISE BOARD OF STUDIES**

- vi. Head of the Department concerned .. Chairman
- vii. All the faculty in the Department having five years of service in the Institute. *Members*
- viii. Two experts in the subject from outside the institute.
- ix. One expert to be nominated by the MSBTE  
The Chairman, Board of Studies may with the approval of the Principal of the Institute
  - (a) Co-opt experts from outside the institute whenever special courses of studies are to be formulated;
  - (b) Co-opt other members of staff of the same faculty.

**F. GRIEVANCES/ APPEALS COMMITTEE**

- i. Joint Director, Technical Education, R O Mumbai - Chairman
- ii. One Industry representative from Governing Board – Member
- iii. The Principal of the Institute -*Ex-Officio* Member-Secretary.

## 6. EXAMINATION CELL



## **Major functions of the examination cell**

The major functions of the examination cell are as under.

- i. To prepare and display academic calendar.
- ii. To enroll the admitted student by filling in enrollment form and allot enrollment number (in case of newly admitted students)
- iii. To call list of courses to be registered in each term, curriculum of the first time offered/ modified courses and list of paper setters from each department.
- iv. To prepare and display test and term end examination time table in the starting of odd term and even term.
- v. To distribute registration forms to all department along with notice for payment of fees.
- vi. To notify list of students who fail to register on the stipulated date, register them and enter data.
- vii. To display notice for claiming exemption by distributing exemption forms to the students and collecting them through the departments.
- viii. To distribute the list of registered students course wise and to departments online.
- ix. To call requirement of test examination stationary from each department and supply the stationary.
- x. To print test question papers as per requirement.
- xi. To co-ordinate test examination department wise
- xii. To call test mark sheets from each department. Check for any discrepancy and carry out data entry.
- xiii. To prepare and send appointment letters to paper setters along with necessary documents.
- xiv. To distribute term end examination registration forms to all departments along with notice to pay examination fees.
- xv. To collect manuscripts from the paper setters and carry out moderation.
- xvi. To secure office order of appointment of officer in charge and associate staff for the term end examination.
- xvii. To collect list of disallowed students course wise from the departments and enter data accordingly in the computer.
- xviii. To print attendance sheet and mark sheets course wise and carryout sample checking.
- xix. To keep vigil on the examination conduction and help officer in charge whenever needed.
- xx. To receive dully filled in mark sheets and answer books from the QC team, check for any discrepancy such as blank space overwriting etc and carry out double data entry of data received.
- xxi. To call meeting of the special committee to decide the copying cases, discrepancy in the question paper, misconduct during examination etc.
- xxii. To call sealed packets of practical examination marksheets from each department, check for any discrepancy and check for data entry carried out by examiners.



- xxiii. To process the result and distribute result sheet, statement of marks to all the departments.
- xxiv. To notify time period for clearing off discrepancy in the result and make available verification forms the examinees.
- xxv. To secure office orders of staff for carrying out verification and reassessment.
- xxvi. To analyse the result and send result analysis to all departments for further action.
- xxvii. To print bar chart! Graph according to result for review.
- xxviii. To pass remuneration bills of paper setters, paper assessors, examiners and all examination staff.
- xxix. To send letters to all departments for calling list of courses to be offered in the next term.
- xxx. To pass remuneration bills of paper setters, paper assessors, moderators, examiners and all examination staff.
- xxxi. To send letter to all departments for calling list of courses to be offered in the next term.

## **7. EXPLANATIONS TO VARIOUS TERMS USED IN THIS DOCUMENT.**

- i. Curriculum :- It is a plan of intents about learning outcomes, the processes, resources designed and implemented to achieve the predetermined goals.
- ii. Course :- It is subject that a student learns with different heads such as theory, sessional, performance, Oral and Term work, wherever applicable, in a term.
- iii. Program :- It is a set of various courses prescribed for the award of Diploma or post diploma .
- iv. Credit :- It is the total number of contact hours per week for teaching learning process as prescribed in the curriculum of a course. The credits are said to be earned by the students only when the student passes in every head of the course as per the examination scheme.
- v. Course registration in a term :- It is the course which the student has to select for study in a term.
- vi. Exemption :- It is granted in terms of credits to the equivalent courses under autonomy.
- vii. Term :- It is the set of number of weeks prescribed for the completion of teaching learning process of a course with the prescribed hours. The term has parity with semester. There are two terms(Odd & Even) in a year. The term commencing from summer is a ODD term and following the odd term is a EVEN term.
- viii. Term End Examination :- It is the examination (theory and practical) conducted at the end of each term as per time table.
- ix. Exam registration for the term end examination :- It is the registration of the course for term end examination.

- x. Enrollment number :- It is 9 digit number allotted to each admitted student which also his examination seat number for every examination till he passes the diploma program. No separate examination seat number will be given. First two Alphabets show shift of admission, next two digits show year of admission, next two alphabets show program code and remaining three digits show serial number in that program.
- xi. High Achiever Student :- The S.S.C or its equivalent examination passed student who registers 6 courses in first term and 6 courses in next term examination and passes in all the courses in one attempt with 60% marks in each course is a high achiever student.  
The H.S.S.C. or its equivalent examination passed student who registers minimum 6 courses in first and next term end examinations and passes in all the courses in one attempt with 60% marks in each course is a high achiever student.  
The student once identified as high achiever student will remain as HAS till completion of the Diploma Program.
- xii. Examinee :- It is the student appearing at the examination.
- xiii. Disallowed student :- It is the student who did not complete 100% term work and failed to attend classes for minimum 75% attendance.
- xiv. Re registration of the course in a term :- If any student is disallowed in any course. He/She has to register same course again and the previous examination record (class test) of same course will be cancelled.
- xv. Re registration of the course for the examination :- If any student does not earn credit of a course, he/she has to register same course again for the term end examination and appear at the examination for the particular head only. His previous examination record of remaining head of the same course will be carried forward.
- xvi. Credit Course :- It is compulsory and or optional course having examination.
- xvii. Non examination non credit course :- It is the course without examination. The registration for the same & completion as per curriculum is a must in a program.
- xviii. Level of course :- There are seven levels in a diploma program (eight levels in Mechanical and Civil Engg.) as listed below from which the student has to register courses offered by the institute.
  - Level 1 :- Science and Humanities Courses
  - Level 2 :- Foundation Technology Courses
  - Level 3 :- Basic Technology Courses
  - Level 4 :- Allied Courses
  - Level 5 :- Management Courses
  - Level 6 :- Applied Technology Courses
  - Level 7 :- Diversified Courses
  - Level 8 :- Inplant Training

- xix. Paper Setter :- It is qualified person (at least graduate in concerned field) appointed by the Principal for framing the question paper for term end examination.
- xx. Paper Assessor :- It is the qualified person (at least graduate in concerned field) appointed by the principal for assessing the answer books of the courses of the term end examination.
- xxi. Invigilator :- It is the staff member of the institute appointed by the Principal for the conduct of theory examination in a class room/hall.
- xxii. Practical Examination :- It is the examination in which students are required to perform experiments actually as per examination scheme of the course.
- xxiii. Oral Examination :- It is the examination in which students are not required to perform experiments but answer the questions asked by the examiners as per examination scheme of the course.
- xxiv. Term Work Examination :- It is the examination in which the journals, drawing sheets etc. done by the students are assessed by the examiners as per examination scheme of the course.
- xxv. On line examination :- It is the examination conducted online on computers/mobile and the assessment of students is done through software. Online examination may be an alternative for a theory or practical examination.

## **8. COURSE AND EXAM REGISTRATION – REGULAR STUDENTS**

Procedure for course and exam registration of backlog courses (only for regular students) will be as follows.

- i. Registration form (available on website and with student consumer coop society) will be filled by the candidate manually and submitted to the staff appointed by HOD for verification. Concerned staff will check the form for its correctness and eligibility of the candidate for course and exam registration as per rules and sign on the form with remarks for collection of fees. Registration for regular and backlog courses for exam should be checked scrupulously by the concerned staff as per teaching and examination scheme approved by PBOS.
- ii. Supporting staff of the department will mark the form with signature stamp or department stamp of HOD and give it back to the student after recording.
- iii. Student will attach required documents (Xerox copies) along with the registration form.
- iv. Student will give the form to cashier, pay fees as per details given above.

Tuition fees and exam fees will be paid either through Demand Draft or debited to the institute Bank account No. 028010200003773, AXIS BANK TURNER RD BANDRA WEST, MUMBAI ( IFSC CODE - UTIB0000028).online through NEFT/IMPS or through ATM Debit Card. Demand Draft No. or Transaction ID should be written on the registration form and Xerox copy of the receipt attached to the form. **NO CASH WILL BE ACCEPTED.**

- v.. Cashier will record the receipt number on the form, sign it and return it back to the student for online registration.
- vi. Student will immediately handover the completed form to the concerned supporting/teaching staff as assigned by the HOD.
- vii. Concerned supporting/teaching staff as assigned by the HOD will make online entries of the course and exam registration and send all the forms to the exam cell for cross checking and further processing.

## **9.EXAM REGISTRATION – EX STUDENTS**

Procedure for exam registration of backlog courses (EX students) will be as follows.

- i.Registration form (available on website and with student consumer coop society) will be filled by the candidate manually and submitted to the staff appointed by HOD for verification. Concerned staff will check the form for its correctness and eligibility of the candidate for exam registration as per rules and sign on the form with remarks for collection of fees. Registration for backlog courses for exam should be checked scrupulously by the concerned staff as per teaching and examination scheme approved by PBOS.
- ii.Supporting staff of the department will mark the form with signature stamp or department stamp of HOD and give it back to the student after recording.
- iii.Student will attach required documents (Xerox copies) along with the registration form.
- iv. Student will give the form to cashier, pay fees..

Tuition fees and exam fees will be paid either through Demand Draft or debited to the institute Bank account No. 028010200003773, AXIS BANK TURNER RD BANDRA WEST, MUMBAI ( IFSC CODE - UTIB0000028).online through NEFT/IMPS or through ATM Debit Card. Demand Draft No. or Transaction ID should be written on the registration form and Xerox copy of the receipt attached to the form. **NO CASH WILL BE ACCEPTED.**

- v. Cashier will record the receipt number on the form, sign it and return it back to the student for online registration.
- vi. Student will immediately handover the completed form to the concerned supporting /teaching staff as assigned by the HOD.
- vii. Concerned supporting/teaching staff as assigned by the HOD will make online entries of the exam registration and send all the forms to the exam cell for cross checking and further processing.

## **10. EXAMINATIONS**

An examination is a measure for deciding performance of the student in a term. It is the outcome of the teaching learning process which the student is supposed to undergo. So the specific understanding of the examination scheme is utmost necessary, For proper conduction of the examination, following guidelines will be useful to the person who are actually in the examination procedure.

### **10.1. TEST EXAMINATION**

Test examination is one of the tools for knowing progressive assessment of the students in a term. It rightly indicates the performance of the student in the class.

#### **10.1.1 Duties of departmental staff in test conduction.**

Head of department will be the officer-in-charge for conducting test examination with the help of the departmental staff. To conduct test examination is a non remuneratory job. Department shall fill the test marks online on the institute portal and shall submit all test mark sheets to examination cell within 15 days after test examination is over. Afterwards any correction in the test Marksheet will not be permitted.

#### **10.1.2 The duties of the departmental staff as under**

##### **i. Lecturer (course teacher) in the department will**

- a) Declare the portion (course content) for the test will in advance. HOD should ensure it.
- b) Take out test question paper preferably on computer print and duplicate them in the examination cell under own super vision as it is confidential.
- c) Act as invigilator for conducting test examination of the course/s he is teaching. However, HOD can give appointments as per requirements.
- d) Display mark sheet of the test within 10 days (inclusive of all holidays) from the date of conduction of test and allow the students to go through the assessed answer book of test examination. Necessary corrections may be made in the test examination mark sheet, fill the test marks online on the institute portal and then submit test mark sheet to HOD. They any correction in the test mark sheet can not be made.

##### **ii. Laboratory assistant will**

- a) Make seating arrangement for the test examination with the help of hamal/peon.
- b) Send requirements of test stationary to the examination cell through proper channel and receive the same.
- c) Keep record of stationary received and consumed in a register.
- d) Collect and distribute test answer books along with attendance sheet to course teachers.
- e) Collect and send test mark sheets and test answer paper to examination cell within 15 days after test examination is over.

##### **iii. Hamal / Peon will work as per the instructions of HOD while conducting test examination. He will**

- a) Make seating arrangement and clean the furniture.
- b) Carry answer books and related stationary to the classes and bring back test is over.
- c) Serve water to the examinees.
- d) Remain present in the examination room while test is commencing.

#### **10.1.3 Procedure for test conduct of examination**

- i. Two test examinations each of 30 marks for P16 scheme and of 20 marks for P11 scheme one hour duration each of the course, centrally organized, will be conducted in each term. The average of both the tests will be considered for result declaration.
- ii. Examination cell will display test examination time table within first week from the start of the term.

- iii. Course teacher should declare the portion for the test well in advance. HOD should ensure it.
- iv. Examination cell will distribute test Marksheet, attendance sheet, test examination stationary etc. to all departments two days before prior to actual commencement of test.
- v. Examination cell will make necessary arrangement to duplicate test question papers, pack them in a sealed envelope and hand it to respective course teacher.
- vi. Seating arrangement of the examinees (one examinee per bench) and invigilators (one invigilator per class room) will be department wise and it is the responsibility of the HODs.
- vii. Course teacher should display Marksheet of the test within 10 days (inclusive of all holidays) from the date of conduction of test and allow the students to go through the assessed answer book of test examination Marksheet, fill the test marks online on the institute portal and then submit test Marksheet to HOD.
- viii. HOD should submit all test Marksheet to examination cell within 15 days after test examination is over. Afterwards any correction in the test Marksheet will not be permitted.
- ix. Examination cell should check test Marksheet for any blank space, overwriting, AB etc. while accepting. Any such discrepancy, if found the test Marksheet will be immediately returned to the department for compliance.
- x. The test examination answer books should be preserved in the departments for one term and then handed over to stores for further action.

## **10.2 .PERFORMANCE EXAMINATION :**

Performance examination is conducted for judging the performance of the students. This examination is normally taken before or after theory examination. It is better to conduct Performance examination after theory examination because students have already prepared well for theory examination and therefore they can perform well in practical examination. Normally practical examination shall be taken in three ways.

- i. Performance of viva examination in which the students are required to perform the practical actually during three hours of time. The examiners check practical layout, observe the performance and ask related questions to students (viva).
- ii. Oral examination in which the students are not actually performing the practicals but they are required to answer questions asked by the examiners based on practicals, drawings etc. they have studied as per syllabus.
- iii. Term work examination in which only the progressive work i.e. journals, drawing sheets etc. as per syllabus done by the students is checked by the examiners. Term work assessment may be done by only

internal or by both internal and external examiners. Generally (1) & (3) or (2) & (3) shall be taken in combination.

The batch size of examinees for performance examination is decided as 20 and duration is 3 hours. It clearly means that each examinees may be assessed for maximum 9 minutes (180/20). The term work assessment is done either internally or by both the examiners.

Head of department will be the in-charge for conducting performance examination with the help of the departmental staff, HOD will

- a. Will prepare performance examination time table with the help of departmental staff and will be responsible to conduct practical examination according to schedule.
- b. Will recommend names of internal and external examiners to the examination cell two weeks after the start of term for appointing them by the principal.
- c. Will make alternative arrangement under intimation to the principal, if appointed examiner did not turn up or refused the appointment on genuine ground.
- d. Marks of all the performance examinations will be filled by the internal and external examiners online and a printout of the marksheet should be taken out. Seal the signed marksheets and the attendance sheet in an envelope and hand over to HOD immediately after assessment of the course is over, other copy of the attendance sheet along with all other papers, if used, should be submitted to laboratory assistant for further reference.

#### **10.2.1.PRACTICAL EXAMINATION :-**

THE DUTIES OF THE DEPARTMENTAL STAFF ARE AS UNDER.

- i. Lecturer (internal examiner) in the department will
  - a) Check marksheets for maximum and minimum marks, mode of examination i.e. Pratical/Oral/Termwork etc as per examination scheme of the course/s prior to examination. For any discrepancy in the scheme, bring it to the notice of the HOD and Examination cell.
  - b) Obtain signature of the examinees in the attendance sheet, mark as “AB, DS” etc, check and then enter the marks correctly in the marksheets.
  - c) Put signature of both internal examiners, wherever applicable, on the attendance sheets and marksheets. The marksheet and one copy of the attendance sheet in the sealed envelope should be handed over to HOD immediately after the practical examination of the course is over. Other copy of the attendance sheet should be submitted to laboratory assistant for further reference.
  - d) Hand over answer books of practical examination to the laboratory assistant after the end of practical examination of the course/s.
- ii. Laboratory Assistant will

- a) Help in preparing practical examination time table to HOD and lectures.
  - b) Send requirement of practical examination stationary to the Examination cell and receive the same.
  - c) Arrange equipment/ models etc for the practical examination as per instructions from internal examiner with the help of hamal/ machine attendant/ peon.
  - d) Obtain signature of the examinees on two attendance sheets at the time of practical examination and hand it over to internal examiner along with other related stationary.
  - e) Collect one copy of attendance, practical examination answer books and other papers from the internal examiners.
  - f) Send sealed practical marksheets to examination cell within 5 days after practical examination is over.
  - g) Prepare certificate, remuneration bill and submit to examination cell.
  - h) Prepare a file for preserving one copy of each attendance sheet and other related documents for further reference.
- iii. Laboratory Technician/ Wireman/ Electrician/ other such staff will work as expert as per instructions from the HOD.
- They will
- a) Make seating arrangement and clean the furniture/ equipments/ models etc.
  - b) Serve water to the examinees.
  - c) Remain present in the examination room while practical examination is commencing.

### **10.2.2.ORAL EXAMINATION**

The guidelines for conduct of oral examination are as below.

The internal examiner shall

- i. Check marksheets for maximum and minimum marks for oral as per examination scheme of the course/s prior to examination. For any discrepancy, bring it to the notice of the HOD and examination cell.
- ii. See that external examiner turns up for the examination well in advance otherwise alternative arrangement may be made immediately. Oral examination shall not be started in the absences of external examiner. For any unseen un-estimated circumstance, HOD may be consulted and proper action may be taken.
- iii. Obtain signature of the examinees in the attendance sheet and then allow all examinees to enter the room/ hall/laboratory on the examination day at stipulated time mark as “AB,DS” in the attendance sheet and marksheet.
- iv. Conduct oral in co-ordination with external examiner by asking questions on entire syllabus and at the end of examination, put signature of both internal and external examiners, wherever applicable, on the attendance sheets and marksheets.



- v. Marks of all the performance examinations will be filled by the internal and external examiners online and a printout of the marksheet should be taken out. Seal the signed marksheets and the attendance sheet in an envelope and hand over to HOD immediately after assessment of the course is over, other copy of the attendance sheet along with all other papers, if used, should be submitted to laboratory assistant for further reference.

### **10.2.3 TERM WORK ASSESSMENT :-**

Normally term work assessment is associated with either practical or oral examination. The guidelines for conduct of term work assessment during examination are as below.

The internal examiner shall

- i. Check marksheets for maximum and minimum marks of term work as per examination scheme of the course/s prior to examination. For any discrepancy, bring it to the notice of the HOD and examination cell.
- ii. See that external examiner turns up for the examination well in advance otherwise alternative arrangement may be made immediately. Term work assessment shall not be started in the absence of external examiner. For any unseen un-estimated circumstances, HOD may be consulted and proper action may be taken.
- iii. Obtain signature of the examinees in the attendance sheet and then allow all examinees to enter the room/ hall/ laboratory on the examination day at stipulated time. Mark as “AB,DS” in the attendance sheet and marksheet.
- iv. Assess term work conduct oral in co-ordination with external examiner, if any as per scheme, and at the end of examination, put signature of both internal and external examiners, wherever applicable, on the attendance sheets and marksheets.
- v. Marks of all the performance examinations will be filled by the internal and external examiners online and a printout of the marksheet should be taken out. Seal the signed marksheets and the attendance sheet in an envelope and hand over to HOD immediately after assessment of the course is over, other copy of the attendance sheet along with all other papers, if used, should be submitted to laboratory assistant for further reference.

### **10.2.4 ONLINE EXAMINATION**

On line examination for one subject in each semester of all disciplines. As per the directives received from MSBTE, all departments will conduct online examination in one course of each semester.

## **10.3. THEORY EXAMINATION**

### **10.3.1 PANEL OF EXAMINERS AND PAPER SETTERS**

Each Department will prepare an exhaustive list of examiners for paper setting, performance examination (practical/oral/ termwork assessment), answerbook assessment, moderation of answerbooks from within the department and also from other institutes in the vicinity and also from the industry. This list will be sent to

examination cell for getting approval of the examination committee. The approved list will be called the panel of examiners for each department and it will be binding on the department to call examiners for various works as mentioned above from the approved panel of examiners.

**10.3.2 PAPER SETTING** -The controller of Examinations will issue request letters to the paper setters from the approved panel examiners well in advance of the winter/summer examinations. A minimum of five paper sets must be made available for each course code. Controller of Examinations shall maintain a record of order given to paper setters and record of manuscripts received.

**10.3.2.1 ELIGIBILITY CRITERIA FOR PAPER SETTER**

- i. Person appointed as a paper setter shall be Principal/HOD/Lecturer of a recognized Engineering College or Polytechnic or Institute or a person from industry /Field not below the rank of first line supervisor.
- ii. Qualifications: He should possess minimum qualification as prescribed for the post of lecturer in that course.
- iii. Experience: He should possess preferably two years of teaching or industrial/field experience and should have worked as an examiner at degree/diploma level for at least two examinations.

**10.3.2.2 DISQUALIFICATION OF PAPER SETTER :**

A person shall be disqualified for being appointed as paper setter.

- i) If he/she or a near relative of his/her is appearing for the relevant examination being conducted by this institute.
- ii) If he/she has been disqualified for appointment as paper-setter by any statutory body, university or examination board.

**N.B. : The term relative includes the following :**

Wife, Husband, Son, Daughter, Grandson, Granddaughter, Brother, Sister, Nephew, Niece, Grand-Nephew, Grand-Niece, Uncle, Aunt, First Cousin, Son-in-law, Daughter-in-law.

**10.3.2.3PROCEDURE FOR PAPER SETTING**

- i. Controller of examination shall arrange to send appointment orders to the paper setters selected from approved panel of examiners as per requirement. Normally five paper setters shall be appointed for one course.
- ii. Setting of question papers: The paper setter shall set the question paper as per the instructions issued by the Institute
- iii. Following documents are to be sent along with appointment order for paper setter.
  1. Curriculum of the course
  2. Instructions to paper setter.
  3. Previous term end examination question paper
  4. Performa of certificate from paper setter
  5. Blank Question paper manuscript.
  6. Question paper specification table
  7. Biodata form of examiner
  8. Two envelopes
- iv. COE shall keep the records of manuscript received from paper setters in the register maintained for that purpose.
- v. A certificate to the effect that question paper is set as per norms and instructions shall be submitted by paper setter along with question paper manuscript.
- vi. Copyright of Question Papers: Copyright of all question papers set for the examinations of the Institute shall be vested with the Principal,

### **10.3.3 PRINTING OF QUESTION PAPERS :**

#### **A. Selecting a Question paper**

- i. Controller of exam shall maintain the record of orders given to paper setters and shall keep manuscripts received from paper setter.
- ii. COE shall send orders to moderators to get all the received manuscripts moderated by the expert of concern subject/course.

#### **B. Question Paper Moderation**

The moderator shall

- i. Check the envelope containing manuscripts for its proper sealing.
- ii. Check diploma program, course code, course title, duration of paper, timing, instructions to examinees, sections, marks for each question etc. carefully and make corrections, if any.
- iii. Check questions asked are within the scope of the syllabus, make necessary corrections and or frame any question, if required.
- iv. Check figures/ sketches/ circuit diagrams/ block diagrams etc. for its legibility. If anything is missing like incomplete data, figure etc. make corrections.
- v. Check all questions for proper marks and modify if necessary, check also sufficient options.
- vi. Correct spelling mistakes as far as possible.
- vii. Contact controller of examinations for clarification in case of any problem/discrepancy other than above.
- viii. All the moderated manuscripts shall again be sealed and kept in the custody of controller of examinations.

#### **C. Question paper typing**

- i. Typing incharge along with incharge of printing shall make necessary arrangements for typing and printing of question paper in separate room so as to work confidentially.
- ii. Typing incharge shall maintain record of manuscripts received for COE and given to typist for data entry.
- iii. After completion of data entry of each question paper, incharge should match the copy, along with the manuscript of the paper for elimination of errors (symbol, spelling, question number, mark distribution, sequence etc.)
- iv. Typing Incharge should check title of the question paper, course name, course code, program name, time, duration, maximum marks and minimum marks as per code, odd/even term end examination.
- v. After checking thoroughly, the incharge will take print out of the question paper. Which should be sealed along with the diagram if any and handed over to printing incharge for printing purpose. Incharge of typing should return these used manuscripts in sealed packets to the COE.
- vi. Typing Incharge should keep in inventory of printed papers handed over to printing incharge.

- vii. Typing Incharge should maintain record of detailed information of manuscripts handed by particular data entry operator.
- viii. At the end details should be handed over to COE. After handling of last question paper over to the printing incharge take proper care to transfer all information from hard disk to floppy/CD and delete the information from hard disk totally.

#### **D. Question paper Printing**

One day before the examination principal shall select randomly section I and section II (wherever applicable) from all the manuscripts and selected paper containing both sections shall be given to the incharge of Printing

Maximum two incharge will be appointed according to quantum of work.

- i. Printing Incharge should maintain inventory of typed papers received from incharge of typing and moderation.
- ii. Printing Incharge should collect the information from exam cell regarding no. of printout to be taken out.
- iii. The printout of question paper and diagram if any should be very clear and legible so that there is no complaint from the students.
- iv. Printing Incharge should seal the question papers course wise in separate envelopes with title slips. He should hand over the sealed packets to COE.
- v. Printing Incharge should maintain course wise (subject wise) record of no. of copies printed. This record should be handed over to COE after completion of entire work.
- vi. By the end of each day, Printing Incharge should take proper care to destroy Stencil saved by Copier machine and put seal on the Copier machine.
- vii. Printed manuscript received from typing in charge should be given to COE after taking required no. of printouts.

#### **10.3.4 CONDUCT OF THEORY EXAMINATION:-**

The principal of the institute is empowered to appoint staff of the institute to work in the examination committee formed for each examination. The size of the committee should be as follows.

- |                        |                      |
|------------------------|----------------------|
| i. Officer in charge   | – One                |
| ii. Sealing Supervisor | - Maximum Two        |
| iii. Invigilator       | - As per requirement |
| iv. Sealing peon       | - Maximum Two        |
| v. Hamal               | - As per requirement |
| vi. Sweeper            | - As per requirement |

There will be two officers in charge, one for morning session and other for noon session of the examination. The team shall work under the directives of the officer in charge.

The duties of each examination committee staff are defined as

**i. Officer in charge :-** He is a teaching staff of the institute and will be responsible for day to day work for smooth conduct of the examination i.e. he will.

- a) Take Printouts of all necessary documents from the MIS one day before the examination.
- b) Make sealing arrangement for the examinees with the help of sealing supervisor.
- c) Appoint invigilators, hamals, sweepers, waterman as per requirements, ask them to sign in the attendance register on the examination day and allot them examination room/ hall and block no.
- d) Put signature on sealed question paper packets along with sealing supervisor, two invigilators and two examinees and then open sealed question paper packets 10 minutes before actual commencement of the paper in their presence.
- e) Instruct sealing peon to ring the bell at proper timings and keep watch.
- f) Distribute question papers to the invigilators.
- g) Count and carry out check on all answer books received from the invigilator with the help of the sealing supervisor to check the enrollment number, course code, course title, date, section I or II etc.
- h) Keep vigil on invigilators and see to it that they do any work other than invigilation, not to allow any unauthorized person in the examination hall.
- i) Comply any discrepancy in the question paper, if possible, with the help of controller of examination otherwise ask examinees to represent. If any copying case is found, take necessary action.
- j) Take round while examination is commencing and keep vigil on the examination conduction.
- k) Mark attendance of present and absent candidates in the MIS and take printouts of the attendance sheets to submit it to LAC.
- l) Pack all answer books section wise along with attendance sheet and blank marksheet in old newspapers, cover the bundle by brown paper, paste packing slip, put signature and than seal the bundle.
- m) Hand over sealed answer books to the examination cell for further action.

**ii. Sealing Supervisor :-** One sealing supervisor should be appointed for less than registered students for the examination for more than 200 registered students.

One more can be appointed. He will

- a. Arrange desks in the examination room/hall and paste desk numbers with the help of sealing peon at least two days before the start of the examination as per instructions of the officer-in-charge.
- b. Prepare duty chart and appointments of invigilators, hamals and distribute accordingly.
- c. Seal properly answer book bundles and put own signature on each bundle.
- d. Prepare remuneration bills of each examination staff.
- e. Relieve invigilators only from the class room for some time during examination when demanded. Invigilators from the drawing hall can relieve one another in turn.

**iii. Invigilator :-** Invigilator should be anybody from teaching and non teaching staff (class III at least S.S.C. passed). One invigilators should be appointed

for minimum 30 registered students (Class room size) and maximum 3. Invigilator will

- a) Remain present 20 minutes before prior to actual commencement of theory paper in the examination room and sign in the attendance register for knowing allotted examination room/ hall and block no.
- b) Collect the blank answer books and related documents from the officer-in-charge.
- c) Go to allotted examination room/hall, block No.15 minutes before the start of the paper and ask examinees to keep away their belongings not required for the examination.
- d) Distribute two answer books to every examinee as there are two sections in each question paper at the stroke of first bell and ask them to check answer book for its neatness. If found faulty, replace it.
- e) Instruct examinees to follow instruction given on the answer books.
- f) Distribute question papers to the examinees at the stroke of second bell and ask them to put enrollment number on it.
- g) Keep vigil on the examinees in the examination room/ hall and do not allow anybody to use unfair means or to copy or exchange any material or to eat, chitchut, spit, chew etc.
- h) Report to the officer-in-charge in case of any misconduct (talking with other Examinee, exchanging material, moving round etc) and or copying case (possessing copying material in any form) Do not provide any information, clarification or explanation about any illegible, misprinted, incomplete data/ figure/ circuit diagram/ block diagram etc in the question paper to the examinees, without permission of the officer-in-charge. Give fresh answer books as a change to the examinee who is caught while copying, before last 10 minutes at the close of the paper, if examinee desires to write.
- i) Not read any newspaper, magazine etc or not do any other work invigilation and not talk with nor allow any un-authorized person in the examination hall.
- j) Instruct examinees to close the answer books when writing work is over and not see what examinees are writing or do not suggest anything to anybody.
- k) Obtain signature of examinees on the attendance sheets and mark absent examinees correctly.
- l) Allow examinees to enter even after 30 minutes from the start of the paper.
- m) Put dated signature on the answer books, supplements issued to the examinees after verifying entries made by them during first hour.
- n) Report immediately to the officer-in-charge in case of any doubt, discrepancy in the question paper.
- o) Not allow any examinee to leave examination hall during first hour after question paper is distributed.
- p) Collect question paper and then allow any examinee to leave examination hall after one hour from the start of the paper.

- q) Keep record of answer book, supplement unless the examinee has written in the answer book completely i.e. upto last page.
- r) Not issue any supplement unless the examinee has written in the answer book completely i.e. upto last page.
- s) Collect answer books from the examinee when writing work is over.
- t) Ask examinees to tie supplements, graphs etc. to the main answer books of respective sections at the stroke of fifth/ seventh bell and do not allow examinee to leave examination hall until answer books are collected from all examinees.
- u) Allow examinees to vacate examination hall with their all belongings after last bell is rung.
- v) Sort out section I section II answer books and then submit all answer books along with other documents to the officer-in-charge.
- w) Relieve themselves by the sealing supervisor for maximum 10 minutes after informing the officer-in-charge. Invigilators from the drawing hall can relieve one another in turn.

**iv. Sealing peon :-** He is anybody from class IV cadre and he will-

- a. Assist sealing supervisor in the examination work.
- b. Open and close examination control room
- c. Clean the room and furniture
- d. Ring the bell as per instructions.

**V. Hamal :-** One hamal should be appointed for each class room and maximum two hamals for drawing hall. The hamal will –

- i. Open examination room/ hall 10 minutes before start of the examination and put on lights, fans.
- ii. Clean the furniture.
- iii. Carry answer books, drawing sheets and other related stationary to the examination room/ hall
- iv. Serve water to the examinees in the room/ hall.
- v. Close the examination room/ hall after examination is over and put off electricity.
- vi. Work under the control of the invigilators

**Vi. Sweeper :-** The sweeper should be appointed as per requirements (one sweeper for maximum 5 examination room/ hall) on examination day, the sweeper will.

- i. Sweep and clean the examination room/ hall/ lavatory block prior to start of the examination and
- ii. Remain present during examination period.

#### **10.3.4.1 SEATING ARRANGEMENT OF THE EXAMINEES**

It is expected that the seating arrangement for examinees shall be changed for every paper to avoid any misconduct during examinations. Since examination is conducted in two sessions i.e. noon and evening session, it is practically difficult for sealing supervisor and sealing peon to move round the examination halls and write enrollment number on the desk with usual wet chalk. Hence a simplified method helps in changing seating arrangement for

every paper with ease. The following comparison obviously supports the new simplified method.

#### **10.3.4.2 WRITING WITH CHALK METHOD :-**

This traditional wet chalk method faces many problems as cited below.

- i. More time is required for writing enrollment numbers.
- ii. More labour is required.
- iii. Because of stereo type work, there are possibilities of writing wrong numbers, forgetting to write numbers, written numbers get swept etc.
- iv. Personal check on writing numbers can not be possible for officer-in-charge as he is responsible for any discrepancy in writing enrollment numbers.

#### **10.3.4.3 DESK NUMBER METHOD :-**

Due to above problems, this new simplified method is more useful because

- i. Method is easy
- ii. Less time is consumed
- iii. Possibility of writing
- iv. Seating arrangement can be changed easily for every paper can check on it can be exercised by the officer-in-charge.

Officer-in-charge shall

- i. Collect information about number of examinees appearing at the examination course-wise from examination cell at least three days before the start of examination and mark as “DS” against disallowed students enrollment number in the attendance sheets.
- ii. Decide class room/ hall capacity i.e. number of desk to be kept in the class rooms and halls. As far as possible, uniformity in arranging desks in the class rooms and halls shall be observed.
- iii. Once capacity is decided, paint or paste enrollment members on the desks.
- iv. Display ‘seating arrangement’ as per format at the main entrance of the institute. Accordingly, examinees can reach the examination hall where their enrollment number can be found.
- v. Display ‘attendance sheet’ on the door of each examination hall as per format so that examinees can reach to allotted desk number and occupy seat.

#### **10.3.4.4 SEATING CAPACITY OF EXAMINEES**

1. Class room :- Minimum 30 and Maximum 40.
2. Drawing Hall :- Minimum 50 and Maximum 90.

#### **10.3.4.5 RINGING OF BELL TIMINGS :-**

SR.N O	BELL	MORNING SESSION	NOON SESSION	REMARKS
1	First bell	09.20a.m	01.50p.m	
2	Second bell	09.30a.m	02.00p.m	
3	Third bell	10.30a.m	03.00p.m	



4	Fourth bell	11.30a.m	04.00p.m	
5	Fifth bell	12.20a.m	04.50p.m	For 3 hours paper
6	Sixth bell	12.30p.m	05.00p.m	For 3 hours paper
7	Seventh bell	01.20p.m	05.50p.m	For 4 hours paper
8	Eight bell	01.30p.m	06.00p.m	For 4 hours paper

#### **10.3.4.6 INSTRUCTIONS TO STUDENTS (examinee) DURING EXAMINATION**

The student is expected to be present at the examination centre 15 minutes before the commencement of examination.

- i. No student shall be admitted to the examination hall after 30 minutes of commencement of the examination .
- ii. The student shall have the proper hall ticket and the valid institutional identity card for producing when demanded, without which he/she shall not be eligible to appear for the examination.
- iii. Students are not permitted to leave examination hall in the initial 30 minutes at last 10 minutes of the examination duration for the paper.
- iv. A commencement warning bell will be sounded 10 minutes before the commencement of the examination.
- v. Exam commencement bell following the warning bell at examination commencement time announces the commencement of the examination.
- vi. An exam conclusion warning bell will be sounded 10 minutes before the conclusion of the examination. Students shall tie the supplements and enclosures to the main answer book immediately after the warning concluding bell and be ready to handover it to the invigilator at the ringing of the exam conclusion bell announcing the end of the examination.
- vii. The student shall check the answer book issued to him for loose sheets or improper printing and number of pages and if any discrepancy is noticed the same shall be changed before commencing to write the answers.
- viii. The student shall enter the requisite information on the face sheet of the answer book properly before commencing to write the answers.
- ix. Start each answer on a fresh page and write question number at the beginning of each answer. Do not write anything in the margin of answer book.
- x. Use only blue or black colour ink or ballpoint pen to write answers. If there is change in ink colour, it shall be attested by the supervisor/invigilator.
- xi. Do not leave blank pages between the answers. If a page is left blank inadvertently, write "Please Turn Over (PTO)" to avoid the Answers written beyond a blank page left being un -assessed.
- xii. The student shall use separate answer book for each section, where there are sections in question paper.

- xiii. Student has to ensure before submitting the answer book to invigilator at the end of the examination, that the supplements and enclosures if any are securely tied to the main answer book the count of enclosures is properly entered in the stipulated boxes on the main answer book, correct seat number is written on the main answer book, supplements and enclosures.
- xiv. If the student wishes to cancel the performance of the current examination after writing the answers in the answer book, the same can be done by scratching all the written answers and writing the remark "I have scratched all my answers and wish that the answers in this answer book should not be assessed" at the end of the cancelled answer. The supervisor of the block has to attest the answer sheet by putting the remark "the scratching of answers and the student's remark are seen by me". In case this instruction is not adhered to then the scratched answers shall be assessed at the local assessment centre.
- xv. The student shall behave properly before during or after the examination to maintain the conducive atmosphere at the examination centre.
- xvi. Do not write anything that discloses the identity of student, request to examiner or write any objectionable matter anywhere inside the answer book. If any answer requires name or signature, use "XYZ", "ABC", "PQR" etc.
- xvii. Do not tear off any page from the answer book. Such an act amounts to malpractice and warrants punishment.
- xviii. Exchange of answer books, supplements, calculators and drawing instruments etc. during the examination among the students is treated as malpractice.
- xix. Possession of any arms, weapons, etc. by the student in the examination hall or at the examination centre is strictly prohibited.
- xx. The student is prohibited from possessing any blank paper, notes, scribbles, chits, book/s, mobile phone, pager, programmable calculator, electronic communication devices etc in the examination hall. The violation of this instruction shall be liable for punishment under malpractice.
- xxi. The student is prohibited from taking away the answer books or any enclosure/s issued to him/her during the examination. Violation of this instruction amounts to malpractice.
- xxii. If before, during or after the examination. it is found that an student is or has been guilty of misbehavior or misconduct including breach of any of the rules laid down for the proper conduct of examination or has been found to have copied or attempted to copy or used unfair means and is reported by invigilator, supervisor, Officer-in-charge, Controller of examinations, Examiner, he/she shall be liable for punishment as per the provision of examination regulations.
- xxiii. In such cases as in instruction 23 the student will have to give a statement duly signed by him/her. If he/she refuses to give statement in writing, action will be taken without any reference to him/her.

- xxiv. Students shall not write anything on the question paper of the examination except for his/her seat number. Take note that such writings amount to malpractice and is liable for Punishment.

#### **10.3.4.7 INSTRUCTIONS TO INVIGILATORS DURING EXAMINATION**

All the supervisors and relievers should report at exam control room 30 minutes before the commencement of examination.

- i. If invigilator/relievers is unable to perform his/her allotted duties due to some reason, in that case, he/she shall requested respective departmental head to give the alternate arrangement of his/her duties 2 days before in proper format and intimate the change to Officer In charge (exam) through department head.
- ii. If any staff member remains absent on the day of duties without informing the officer in-charge then it will be the duty of respective HOD to give alternative arrangement.
- iii. The Relieving Supervisor shall assist the officer in-charge Exam in addition to all below mentioned duties.
- iv. Every day before examination begins, invigilator shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. But the absence of such a warning or any candidate not having heard the announcement shall not be accepted as an excuse for possession of objectionable material.
  - v. The supervisor appointed for supervision in the examination hall shall collect information about room(s) allotted for supervision, number of examinees appearing in the room, course, semester/ year, subject and duration of examination for the examination room allotted.
  - vi. Prior to the commencement of examination verify and ensure that no student present in the room possesses any objectionable material that is not permissible in the examination hall. Any examinee found to possess such objectionable material shall be instructed to keep it outside examination hall/ room or at the allotted place. If examinee refuses to comply to keep away such material, the supervisor shall immediately bring the matter to the notice of the officer in-charge of the examination.
  - vii. Verify and ensure that each examinee is sitting at a place meant for him.
  - viii. Distribute an answer book to each examinee, appearing for examination.
  - ix. Receive the question papers from the sealing supervisor of the examination centre.
  - x. Distribute appropriate question paper to each examinee at the start of examination that shall be indicated by ringing bell and verify that each examinee has received question paper of his course, semester/ year. In case there is any error the same should be brought to the notice of officer in-charge.
  - xi. Instruct all examinees in the room to write their Roll No. on question paper. He shall also instruct the examinees not to write anything else on the

- question paper except Roll No. Instruct the examinees that writing anything else, other than the appropriate Roll No. would be treated as malpractice.
- xii. Do not permit any examinee to leave the examination hall, before 30 minutes from start of examination. Further, he shall not permit any examinee leaving the examination hall before the end of the examination to take away the question paper. He shall collect such question paper and handover it to officer in-charge for returning it to the examinee after the examination is over.
  - xiii. Verify the identity of the examinee appearing for examination from the Roll No. slip and identity card of the institute. In case of slightest doubt, the matter should be brought to the notice of officer in-charge who shall further investigate the matter and take further necessary action, as per the guidelines of Board.
  - xiv. Sign the answer book of each examinee seated in the block after verifying whether the examinee has filled information correctly and appropriately such as Roll No., Course Name, Semester/ Year of Course, Title of the Subject (not abbreviation), Date of Examination and any other information printed on answer book in appropriate columns.
  - xv. Get corrected any discrepancy committed by the examinees in writing the above information, under his supervision.
  - xvi. Obtain signature of each examinee on attendance sheet and record the serial number of the answer book issued to him on it.
  - xvii. Return all question papers and answer sheets remaining undistributed after 30 minutes from the commencement of the examination and not to permit any examinee reporting for appearing in the examination after 30 minutes from the commencement of the examination.
  - xviii. Announce intermittently the time elapsed and warn 10 minutes before the end of the examination to that effect.
  - xix. Keep vigil on his examination room and see that examination is conducted in free and fair manner. He shall not allow any examinee to use unfair means or indulge in malpractice or misbehavior and ensure that no extra book/ paper lies in the vicinity.
  - xx. Immediately take due action against the examinee found using unfair means or involved in malpractice or misbehavior, as per norms and instructions of Board.
  - xxi. Give a written statement of the event involving malpractice or using unfair means, narrating the details of the incident as needed in the procedure.
  - xxii. Shall collect all answer books, count them and tally with the number of examinees present, at the end of the examination. He/ She shall not allow any examinee to leave the hall till the count of the answer books is tallied.
  - xxiii. Shall complete all reports regarding number of examinees present and absent, number of answer books used and unused.
  - xxiv. Shall arrange all written answer books in ascending order of Roll Numbers.

xxv. Shall then duly hand over the answer books to the officer in-charge Exam.

xxvi. Under instructions, the officer in-charge shall relieve Supervisor/ Invigilator requiring a short break. During this period of supervision he/ shall discharge all above mentioned duties assigned to a Supervisor/ Invigilator.

xxvii. **All the officials (Invigilators, Relievers, etc) and employees (Class 3,Class 4,etc) involved in the examination duties & work shall keep their mobile phones switched off, barring controller of examination, officer in charge and chief officer in charge of examination, Sealing supervisor, class 4 of exam team**

#### **10.3.4.8 OPENING SEALED QUESTION PAPER PACKETS**

Officer Incharge shall

- i. Collect required number of sealed question paper packets from controller of examinations on the examination day at least 20 minutes before start of the examination.
- ii. Paste “Question paper opening slip” on the packets and show packets to sealing supervisors two invigilators and two examinees for its proper sealing. Sign on the opening slip and obtain signature of them along with opening timing.
- iii. Send invigilators and examinees to the respective examination halls, then separate out question papers examination hall wise and distribute them to the invigilators by moving hall to hall 5 minutes before the stroke of second bell.

#### **10.3.4.9 DISTRIBUTION OF ANSWER BOOKS TO EXAMINEES**

- i. The blank answer books / supplements shall be divided in separate stacks, one for each examination block, containing number of answer books / supplements sufficient for the respective examination block.
- ii. These stacks shall be handed over to the block supervisors who shall carry them to the examination hall/s and shall distribute one answer book (two, if there are two sections) to each examinee, at the appointed time, but not earlier than 10 minutes before scheduled commencement of the examination.
- iii. The block supervisor shall verify each examinee's examination registration number, signature and identity from the mandatory documents viz. proper hall ticket, valid examination fee receipt and institutional identity card and then sign the answer book, in the space provided for this.
- iv. The block supervisor shall note down the printed serial number of answer book issued to the examinee and take examinee's signature in the designated columns in the attendance sheet.
- iv. The officer-in-charge examination/ sealing supervisor shall collect the undistributed answer books (along with unused question papers) from each examination block, immediately, 30 minutes after the commencement of examination.
- vi. The block supervisor shall complete all formats prescribed by Institute.
- vii. Block supervisor shall issue supplement to the examinees on demand for use as supplementary answer book. The examinee shall write the requisite information on the face sheet. The supervisor shall verify the registration number and sign at the appointed place on the face sheet, every time a supplement is issued. He shall note down the printed serial number of the

supplement in the designated column of attendance sheet.

viii. Block supervisor shall maintain proper account of all answer books and supplements received and issued to the examinees.

iv. Block supervisor shall return all unused answer books (if any), supplements and other examination stationery to the officer-in-charge at the end of the examination

x. The unused answer books / supplements shall be used again for next session of examination after taking due entry in the register of answer book account.

#### **10.3.4.10 VIGILANCE**

i. During theory examination, an internal vigilance committee shall be appointed to monitor all aspects of the conduct of examination and to ensure that examinations are conducted as per norms.

ii. An internal vigilance squad shall consist of:

1 Head of the department / lecturer selection grade as chairman

2 Two officers, not below the rank of lecturer as Members

Registrar of the institute shall work as member, if lecturer is not available.

iii. This committee shall take rounds of all examination blocks at least once in a session and examination control room to verify that all required records are maintained meticulously as per norms and date wise report to that effect should be submitted to principal to enable him/her to take any corrective measures if needed.,

#### **10.3.4.11 COLLECTION OF WRITTEN ANSWER BOOKS**

i. A warning bell shall be given 10 minutes before the scheduled end of the examination. The block supervisors shall instruct the examinees to secure and tie up the supplements, if any, to the main answer book. He also shall instruct the examinees to enter details of account of answer book and supplements ,if any, in the face page of main answer book.

ii. A long bell be given at the scheduled end of the examination. The supervisor shall collect all answer books and arrange them in ascending order and submit them with all related documents to officer in charge.

iii. Invigilator shall Check all answer books for

a. Registration number

b. Course title and course code

c. Supplements account on main answer book

d. Count all answer books and verify according to the attendance record of examinees,

#### **10.3.4.12 MASKING AND PACKING OF WRITTEN ANSWER BOOKS**

Where prescribed, the written answer books shall be duly masked to induce expedient confidentiality in conducting their assessment.

i. Masking of the answer books shall be carried out at the examination center itself, immediately after a paper of written examination is over and before packing and sealing them.

ii. Masking of the answer books shall be carried out by sealing supervisor in the presence of the Officer-in-charge. Mask all answer books by folding the corner containing the registration number and pasting it with proper paper tapes.

iii. Masked answer books are shuffled and then packed and sealed with sealing wax.

iv. A packing slip is pasted , signed by sealing supervisor and officer-in-charge

v. Sealed packets are handed over to officer-in -charge LAC for further actions.

- vi. The related pre-printed mark sheets shall not be packed along with the masked answer books in the sealed packets. These mark sheets shall be handed over separately in sealed packets to COE.

#### **10.3.4.13 SEALING ANSWER BOOK PACKETS**

Officer Incharge shall

- i. Collect answer books section-wise from the invigilators.
- ii. Check all answer books for
  - a. Enrollment number properly written or not
  - b. Section I/ II properly written or not
  - c. Course title and course code properly written or not.
  - d. Supplements account properly written or not
  - e. Supplements tide to respective sections or not.
- iii. Count all answer books according to the present number of examinees, pack all answer books section-wise in old newspaper along with one copy of attendance sheet and blank marksheet and then cover it in brown paper.
- iv. Write course title, course code, section I/ II, number of answer books etc on the sealing slip correctly and then, sign on it along with signature of sealing supervisor.

#### **10.3.4.14 REPORTING COPYING CASE**

##### **1.GUIDELINES FOR HANDLING COPYING, MISCONDUCT, MALPRACTICE OR IMPERSONATION CASES**

- i. The examinations held or proposed to be held by the Institute shall come under the purview of the Maharashtra Prevention of Malpractices at University, Institute and Other Specified Examinations Act, 1982.
- ii. The Principals, Officers-in-charge and controllers of examinations shall bring the provisions of the above act to the notice of all persons connected with the examination work; each time an examination is planned / held.
- iii Procedure of handling cases of malpractice or use of unfair means in the examination will be as follows
  - i. A statement of the candidate allegedly involved in malpractice / misconduct, giving details of situation / event of malpractice, regardless whether confessed or denied, shall be recorded.
  - ii. Statements of one or two candidates seated adjacent to the alleged candidate shall be recorded, regardless of confession or denial of the offence.
  - iii. Statements of concerned block invigilator or supervisor and officer-in-charge or controller of examination shall be recorded.
  - iv. A sketch showing the seating arrangement with the registration numbers around the alleged candidate and certified by the invigilator/supervisor/officer-in-charge/controller of examinations, shall be enclosed.
  - v. The statements of the candidates and other persons shall be taken in either in English or Marathi or Hindi language only.
  - vi. The copying material found shall be seized after the signature/s of the candidate, with date and time, has been duly taken on such material. The seized material shall be attached /enclosed with the original answer book and kept in the custody of the officer-in-charge.
  - vii. The alleged candidate shall not be excluded from the current paper or the remaining examination.

- viii. If the alleged candidate wishes to continue the examination, a fresh answer book shall be issued to him. Officer-in-charge/supervisor shall record the date and time of issuing the fresh answer book, as well as a remark to the effect that the fresh answer book is issued due to the allegations of the candidate's involvement in malpractice or use of unfair means or misconduct.
- ix. In case of impersonation, the impersonator shall be handed over to the police, after following above procedure.
- x. The Principal shall report the offence to the police. Answer book, along with supplements, if any, of the alleged impersonating candidate, signed, with date and time, by the supervisor and officer-in-charge shall also be handed over to the police. Due care shall be taken to ascertain that the reported cases do fall under the mentioned clauses of the act, before handing over the cases to the police.
- xi. At the end of the day's examination, a report of such cases shall be submitted to the Principal along with the true copies of the case documents.
- xii. A notice for inquiry, in the prescribed format shall be issued to the candidate alleged to be involved in malpractice or use of unfair means or misconduct, by the officer-in-charge on behalf of the Principal. The notice shall inform the place, date and time for the candidate to remain present for further inquiry and giving his statement in the matter. Receipt of the notice for inquiry from the candidate shall be obtained and copy of the same shall be sent to the inquiry officer along with other evidence and documents.
- xiii. The notice for inquiry shall be served on the alleged candidate immediately, in any case before he leaves the examination center on that day.
- xiv. At the end of the examination:
- xv. All original and subsequently issued fresh answer books, along with supplements, if any issued to the alleged candidate shall be collected separately by the officer-in-charge.
- xvi. The answer book/s and other seized evidence, if any, shall be separately packed and duly sealed. The above sealed packet shall be handed over to the Principal for further action on same day along with necessary proofs, statements and documents.
- xvii. In no case, these answer books shall be sent to LAC.

**2 FORWARDING MALPRACTICE / COPYING CASES:**

- i. Following documents should be collected by the Supervisor and submitted to officer in charge.
  - 1. Copying material duly signed by concerned candidate and answer books (previously and freshly issued to candidate) .
  - 2. Statement of the examinee.
  - 3. Statement of the Supervisor.
  - 4. Seating chart showing position of candidate concerned.
  - 5. Photocopy of candidate's hall ticket.
- ii. Officer in charge shall submit with report all such documents collected to the Exam cell in sealed envelope. It should be specifically noted that every statement in above case including copying material must be certified by the officer-in-charge of the examination. If the copying material is a small chit, the photocopy of it, after duly signed by the candidate with his registration



no. and date, shall be certified putting stamp and date. In no case printed formats are used for taking the statement of the candidates alleged in malpractice.

### **3 CONDUCTING INQUIRY OF COPYING CASE/ MISCONDUCT**

- i. Examination cell shall immediately collect the information of the examinees caught during copying/ misconduct during examination and prepare a file of all documents.
- ii. Appointment inquiry officer of the rank of a Sr. lecture/ HOD of the institute having experience of handling such cases and then issue notices to concerned for facing inquiry.
- iii. Make necessary arrangements for inquiry and then collect the report from the inquiry officer.

### **4 REPORTING DISCREPANCY IN THE QUESTION PAPER :**

The general discrepancies cited out by the examinees in the question paper are

- i. Incomplete data, misprint, illegible print, incomplete figure/ circuit diagram/ block diagram/ uneven marks allotted to the questions asked and of such nature and
- ii. Out of syllabus questions.

For the discrepancies as given in (i), immediately send message to the officer-in-charge through examination hall hamal. Do not inform anything to the examinees unless otherwise instructed by the officer-in-charge.

In the cases of above discrepancies, officer-in-charge shall immediately consult to the controller of examinations and take appropriate action to clear off the discrepancy. Convey the same to the examinee and attach a letter to the paper assessor regarding discrepancy and action taken.

For the discrepancy as given in (ii), immediately send message to the officer-in-charge through examination hall hamal. Do not inform anything to the examinees unless otherwise instructed by the officer-in-charge.

In case of such discrepancy, officer-in-charge immediately consults with the controller of examinations and take appropriate action to clear off the discrepancy.

Convey the same to the examinee and attach a letter to the paper assessor regarding discrepancy and action taken.

Controller of Examination shall

- a. Instruct Examinees to report in prescribed proforma regarding how much and which questions are out of syllabus within 5 days.
- b. Obtain supporting comment from the concerned course teacher in writing.
- c. Write forwarding letter to the principal and submit all above with two copies of question papers in which discrepancy is cited out in a envelope latest by next day to the principal for further action.

## **10.4. ANSWERBOOK EVALUATION**

### **10.4.1 PROCEDURE FOR ASSESSMENT OF ANSWER BOOKS.**

1. The Principal shall appoint necessary Officer-in-charge, Supervisors and

Additional supervisors, masking Supervisor etc as per the prevailing norms of the institute

The size of the LAC will be as follows.

- i. Officer in charge -One
- ii. Additional Officer incharge - One
- iii. Sealing Supervisor - Maximum Two
- iv. Examiners - As per requirement
- v. Hamal - Minimum two

The Quality Control team of LAC will Comprise of following members

- i. Officer in charge (QC) – One
  - ii. Additional Officer incharge (QC) - One
  - iii. Sealing Supervisor - Maximum Two
  - iv. Hamal - Minimum two
2. The Principal shall ensure that the officers and staff engaged in LAC work are aware of the rules, regulations, norms and guidelines for assessment, moderation work, masking/unmasking, filling of mark sheet, retotalling of answerbooks and the scheme of quality assurance in assessment. Where necessary, he shall hold meetings to discuss the quality parameters of assessment and moderation work and clarify their roles and responsibilities in it.
  3. Officer In charge (herein called OIC), LAC shall appoint qualified and experienced examiners for assessment of answer books, in consultation with the controller of Examinations (herein called COE)
  - 4 Examiners shall not disclose their appointments, treating them strictly confidential. They are prohibited from communicating any matter related to examination on postcards or as a open letter.
  - 5 Examiners shall make themselves familiar with the instructions contained herein as obligatory part of their assigned duties. They shall treat all instructions and information issued from time to time as confidential.
  6. The acceptance of an appointment as examiner implies an agreement on the part of the acceptor to perform carefully the work entrusted to him and to carry out scrupulously the instructions and directions issued from time to time. Failure to inform acceptance or carry out the instructions and directions, would nullify the appointment.
  7. Examiners shall not communicate either orally or in writing with candidates or other persons who are not their co-paper-setters or examiners in their related subjects, on matters connected with the question papers, distribution of examination work among them, marks obtained by candidates or any other information deserving confidentiality.
  - 8.. Examiners shall communicate latest postal address, e mail address and phone number to the officer-in-charge of LAC. Examiners shall call upon the Exam Cell for any matter relating to the examinations.

In normal circumstances examiner will be issued an average of 30 to 40

answerbooks for assessment on a particular day. It is mandatory on part of the examiner to complete the assessment of allotted answerbooks on the same day. If for any reasons, the examiner is unable to complete the assessment on the assigned day, he shall intimate the matter to the OIC and return the unassessed answerbook bundle to the OIC at the end of the day and will get it reissued the next day to complete the remaining work.

9. Examiner shall open the allotted answer book packet, with the seals broken or intact, immediately on receiving it, check if the contents tally with the supervisor's report or not and see if all the answer books are masked properly. If not masked properly, they will be masked by the LAC staff before commencement of assessment and the matter shall be reported to the Principal through the OIC and COE. In either case, he shall report to the Officer-in-charge, LAC.
10. In no circumstances the answer-books shall be taken out side the confines of the LAC. Each examiner shall be personally responsible for all answer books allotted and received by him and shall keep them under lock and key until they have been duly examined and returned to the Officer-in-charge LAC.
11. Examiners shall report the enrolment numbers of candidates who have made attempts to disclose their identity, to the COE through the Officer-in-charge, LAC.
12. While evaluating the answer papers, examiner shall scrupulously follow the marking scheme/ solutions prepared by the paper setters and duly provided by the LAC. He will give due credit to the step-by-step solution, correctness of the method used, explanations with the help of sketches and final answer. He shall also give due credit to the correctness of language, neatness and presentation.  
**In case of non availability of the marking scheme/ solutions in time, the examiner shall prepare his own marking scheme/ solutions in consultation with the moderator and other examiners if any and submit a copy of the same to the officer incharge before resuming the assessment work.**
13. Examiners should enter the marks in word only on the answer books using ballpoint pen with RED ink in legible hand and make entries of marks given by him, at the end of each answer.
14. If the question is not divided into sub-questions, marks should be given at the end of the answer of that question on the answer-book. Total marks obtained should again be written in the space available at top margin of the page.
15. When a question is divided into bits/sub-questions and marks are assigned to each bit/sub-question, examiners shall write the marks given to each sub-question in the left margin only. The examiner shall verify that the marks given to the sub-questions are correct and the total marks do not exceed the maximum marks assigned to that question. The total marks allotted to that question shall be written in the answer book where

candidate has started answering that question. Marks allotted to the each sub-question should again be written in the space available at top margin of the page where the candidate has started writing the answer of that question by showing addition of marks obtained for each sub question. A circle shall be drawn around the total of marks allotted, indicating that the figure in circle is the total of marks obtained by the candidate for that question.

**Example:** If a candidate has solved 4 sub-questions and obtained marks for these sub-questions as 2, 3, 4 and 3 respectively then at the space available in top margin the marks obtained shall be written as

Two+Three+Four+Three =

Twelve

In case the candidate has solved more bits/sub-questions than asked for, the marks obtained for all sub-questions shall be written at top of the margin as mentioned above and total of the best combination of bits shall be considered as marks obtained by the candidate. The marks allotted to the bit/s ignored shall be underlined and the word *Extra* shall be written adjacent to such ignored marks.

**Example:** If, a question has 6 sub-questions (bits) out of which candidate is to attempt any 4, whereas a candidate has attempted 6 sub-questions and marks obtained by him for the sub-questions are 2, 3, 4, 3, 1 and 2, then at the top of the margin of the page, marks shall be written as under:

Two+Three+Four+Three Two+Three+Four+Three + one + Two =

Extra

Extra

Twelve

16. After the examiner has written the total marks of a question, as mentioned above, he shall immediately transfer these marks on the cover page of the answer book and appropriately enter in the related column.
17. When a candidate does not attempt a question, the examiner shall make an entry on cover page of the answer book by marking a dashed line (---). Likewise, when ~~a~~ question is attempted but does not deserve any mark, the entry shall be marked as 'zero' in words
18. If the answer to a question is not written on consecutive pages in continuous manner, but written at different places in discontinuous manner, in the same answer book or in supplement to the answer book, the examiner shall assign marks to each part separately. The total for such answers should be made as mentioned in 4.11 above, by clearly indicating that it is the total of one question attempted at different places.
19. If a candidate has attempted more questions than he is required to answer, all the answers shall be assessed and the marks of all questions shall be entered on the cover page of answer book. However, while

totaling the marks of the maximum desirable number of questions, including the compulsory question/s, if any, only shall be taken into consideration.

20. Care shall be taken that out of the marks assigned to additional question/s attempted by him, the lowest marks given to any question/s, except compulsory question/s, if any, shall be ignored while totaling and the ignored marks shall be encircled and word Extra written in red ink against such entry or entries on the cover page of the answer book.
21. When all questions in an answer book have been assessed, the examiner shall verify the total of marks secured, by adding the marks of individual questions as entered on the answer book,
22. In case, the answers written in an answer book are scratched or cross-marked, and the matter shall be brought to the notice of the officer-in-charge, LAC. The officer-in-charge shall take action as per the prevailing rules and instructions of the Institute.
23. In case, a candidate has been marked as AB or DT or CPS or EX or OPT in the mark sheet / supervisor's report, but his answer book exists in the packet, then the matter shall be reported to the officer-in-charge, LAC. The officer-in-charge shall send such answer book/s along with the examiner's report to the COE for further action.
24. While evaluating the answer books, if it is found that a candidate has adopted unfair means, the answer book/s shall not be assessed and a report shall be made to the Officer-in-charge, LAC. The officer-in-charge LAC shall forward such answer book/s along with the mark sheets and report of the examiner/s to the Exam cell for further action.
25. **During assessment, if it is found that the performance of the candidates of a particular course is poor (failure more than 50%), the matter should be reported to the Officer-in-charge, LAC. The report shall show probable causes of the poor performance. The officer-in-charge of LAC shall forward such reports to the COE for further action in this regard.**
26. While assessment, if it is observed that a candidate earns marks, which fall under category of critical cases, the examiner shall critically re-assess the answer book/s and certify on the answer book itself that he has **critically assessed** these answer book/s.
27. In no case shall an examiner erase or obliterate an entry of marks once made in an answer book. If, in an exceptional case, such entry has to be revised, the revised figure shall be clearly written adjacent to the old entry and not overwritten on it. The old entry shall only be cancelled by using white ink (correcting fluid), so that the new entry can be easily discerned. The person making the entry shall initial each correction so made and in the case of correction to total, the examiner shall put his full signature. Examiners are not allowed to make any alterations, save corrections to the clerical errors, in their mark sheets, once they have been handed over to

the Officer-in-charge, LAC. The examiner who makes the corrections, must initial all corrections made to the clerical errors.

28. The examiners shall not add grace marks to the totals of marks of the candidates, keeping them as they are. The computer process has been programmed to do the gracing.

29. The examiner shall not write fractional half marks on cover page of answer book. Fraction of a mark should be rounded to the next round number at the end of each question on the answer book only. **The rounding up shall be done in the answer book at the end of a question for its total marks and not after every sub-question or on the cover page of the answer book.**

30. Examiner shall take due care in correctly totaling the marks in the answer books.

31. After all answer books of particular course are assessed, the examiner shall furnish a certificate in prescribed format to the officer-in-charge, LAC, stating that he has assessed all answer books as per the norms and instructions of the Exam cell referring to the marking scheme sent by LAC and critically assessed all critical cases.

#### **10.4.2 MODERATION OF ANSWER BOOKS.**

Consequent to Government of Maharashtra issuing directions, the institute has resolved to introduce 100% masking and a minimum 10% moderation of answer books as an integral part of the process of assessment of answer books at the Local Assessment Centers (hereinafter written as LAC). It has, since, formulated and adopted a scheme detailed hereunder and the same shall be implemented by the LAC for all examinations.

##### **10.4.2.1 OBJECTIVES**

- i. The main objective of moderation of answer books is to ensure envisaged quality in assessment of answer books.
- ii. Other objectives are as under.
- iii. To minimize the cases of discrepancies in the assessment
- iv. To monitor and judge the performance of Examiners
- v. To monitor the entire process of assessment
- vi. To make the examiners and concerned supporting staff of L.A.C. accountable
- vii. To establish and enhance the credibility of the assessment process.
- viii. To propagate the quality aspect in the assessment process among the staff in general.

##### **10.4.2.2 PROCEDURE FOR MODERATION OF ANSWER BOOKS.**

- i. The Chief officer-in-charge, LAC shall appoint adequate number of examiners and moderators for each subject of assessment, well in advance.
- ii. The moderators shall be subject teachers and shall have at least 2 year teaching experience or work experience in the field / industry.
- iii. The examiner and moderator shall prepare solution and marking scheme for the each subject allotted to him for assessment / moderation.

- iv. For theoretical subjects, the solutions shall specify key words that candidates are expected to write in their answers.
- v. Additional officer-in-charge shall keep a copy of the solution and the marking scheme for record.
- vi. All critical cases shall be assessed irrespective of the number of answer books that have to be assessed for that subject. A critical case is one where the marks obtained by a candidate are on the boundary of failing marks. The details of such cases are given in following table.

#### **DETAILS OF CRITICAL CASES**

<b>MAXIMUM MARKS FOR COURSE</b>	<b>MINIMUM MARKS</b>	<b>CRITICAL CASES – MARKS OBTAINED</b>
<b>70</b>	<b>28</b>	<b>25 to 30</b>
<b>80</b>	<b>32</b>	<b>29 to 34</b>

- Note:** 1. If the course has maximum marks different from above, the critical cases shall be considered on proportionate basis.  
 2. If the course has two sections, the critical cases shall be moderated on the basis of total marks allotted
- vii. The examiner shall initially assess only 10 answer books (for course having more than 20 answer books), according to the marking scheme prepared by him and shall record marks given by him in the appropriate column on the answer book.
  - viii. He shall specifically use **green** ink to differentiate the marks given by him from those given by the original examiner.
  - ix. The moderator shall note the difference between his assessment and that of the examiner. If the difference is less than 10% of the marks obtained by the candidate, the examiner’s assessment would be held valid and the examiner shall continue the assessment without any modification to the marking scheme prepared by him. The examiner shall maintain consistency throughout his assessment of the answer books of the subject.
  - x. If the difference between their assessments is more than 10% of the marks obtained by the candidate, the moderator shall consult the examiner and shall analyze the cause/s of the difference and suitably modify the marking scheme by mutual agreement.
  - xi. The examiner shall modify the question wise marks allotted to the candidate and countersign each modification made. He shall then continue to assess remaining answer books, maintaining through out consistency in his assessment. The moderator shall certify that the examiner has modified the marks as per their agreement and he is satisfied with the modifications made.
  - xii. At the end of the assessment of each answer book packet, the examiner shall hand over all answer books to the moderator for moderation. The moderator

shall moderate minimum 10% of the answer books by actually re-assessing them. Moderator shall also re-assess all critical cases, as mentioned in 6.6 above.

- xiii. For each course, moderation shall be carried out to the extent of minimum 10% of total answer books plus all critical cases. The examiner and the moderator shall write on the critically assessed answer books a remark *critically assessed* and sign all such answer books. It shall be the responsibility of the Additional officer-in-charge to get the moderation done.
- xiv. Officer-in-charge shall be responsible for getting done the moderation. If for a course, moderator is not available, the LAC shall call a moderator from other organization or Institute. In case, a moderator is not available despite earnest attempts, the Officer-in-charge shall go through the assessed but not moderated answer books and get themselves satisfied that the due procedure of assessment has been followed by the examiner.
- xv. Moderator shall give confidential report on any non-uniform or inconsistent assessment done by an examiner, to the Chief officer-in-charge

#### **10.4.3 QUALITY CONTROL**

- i. Once all the answer papers are assessed and moderated as mentioned above, the QC staff shall verify the question wise marks given on each answer paper and verify the totals using calculator. This work will be carried out by the officer-in-charge(QC) and Supervisors (QC) specifically appointed for quality control.
- ii. When necessary, the totals on the answer books and mark sheets shall be got corrected by the concerned examiners. If the examiner has left LAC, the officer-in-charge (QC) shall make the corrections. He shall countersign the corrections
- iii. The marks allotted after due consultation among the examiner and the moderator and subsequent modification of the initially assessed answer books, shall only be recorded on the examiners' mark sheets. In no case, the marks given by the moderator shall be recorded in the examiners' mark sheet.
- iv. Verification of marks, if and when done, shall be done with respect to the marks given by the examiner.
- v. The officer-in-charge (QC) shall submit his confidential report on the assessment and moderation work carried out at his LAC.
- vi. Filling in *Examiner's Mark Sheets*

Mark sheets are a very important part of the result processing. Any diversion from the set procedure, in filling in the mark sheets, would cause undesirable and avoidable delay. Utmost care shall be taken to follow the procedure given below. Separate staff will be appointed for filling of marks in the marksheet after the assessed answer books are unmasked.

The examiner will first fill beat wise marks in the marksheet on the institute portal. The filled in marksheets along with assessed answerbooks shall be



handed over to the Officer incharge (QC) for final check. QC staff shall verify whether marks are fed properly or not and if total marks is correct. The examiner, staff appointed for marks filling and OIC(QC) shall sign at the set place on the mark sheet and write their names in capital letters.

#### **10.5. DATA ENTRY OF MARKS OBTAINED IN THEORY EXAMINATION.**

Officer incharge (QC) will send the verified marksheets to the exam cell for data entry. Examination cell will carryout double data entry of each marksheet and then a comparison of the two data entries will be done through software.

#### **10.6. EXAMINATION AUDIT**

A committee shall be constituted at institute level to undertake examination audit. HOD or senior lecturer shall work as the chairman of the committee. Two lecturers or senior instructors shall work as members of the committee. This committee will work as per the checklist provided to them. After completion of the audit, the committee should submit examination audit report to the principal.

##### **EXAMINATION AUDIT CHECKLIST**

- i. Check answer book marks with manually entered marks.
  - Theory
  - Unit Test
- ii. Check manual mark sheet with Printed marksheet.
  - Theory
  - PR/TW
  - Unit Test
- iii. a. Check gazette prepared from marksheet original (manual)  
b. Check individual student statement of marks.
- iv. Exam records (Random Checking)
  - Attendance record/Time-table
  - Supervisory Report
  - Sealed question paper packet (used)
  - Sealed manuscripts
  - Coding sheet with answer book (random checking)
  - Appointment orders- Supervisors, Internal, External etc
  - LAC records
  - Answer Book account
- v. Check summary of students from respective gazettes who has completed diploma program.

#### **10.7. PROVIDING PHOTOCOPIES OF ASSESSED ANSWER BOOKS (AAB) AND REASSESSMENT OF ANSWER BOOKS.**

##### **10.7.1 ELIGIBILITY:**

- (i) The examinee shall be entitled to apply in prescribed form along with requisite fees for obtaining photocopies of his AAB of only the latest examination of the Institute and in which he/she has appeared.
- (ii) The examinee shall be eligible to apply for photocopies of maximum **two** answer book(s) of each of the latest examination of the Institute in which he has appeared
- (iii) The examinee shall not be eligible to apply for the photocopies of the answer books, if any, pertaining to the examinations other than the theory (written) examination such as practical, sessional, project, viva-voce (oral) examinations and also of such examinations of the Institute where grade is awarded instead of numerical marking.

(iv) Application form shall be accompanied by the cost of the application form and the, prescribed non-refundable fee per answer book as may be prescribed by the Institute from time to time, paid in cash.

#### **10.7.2 PROCEDURE OF APPLYING FOR PHOTOCOPY OF ASSESSED ANSWER BOOKS (AAB)**

- (i) An examinee desirous of procuring photocopy of the AABs shall apply in the prescribed form
- (ii) The application form shall be made available by the Exam cell.
- (iii) The examinee shall submit application(s) at the Exam cell.
- (iv) Application form shall be accompanied by the cost of the application form and the prescribed non-refundable fee of Rs.500/- per answer book or such fee as may be prescribed by the Institute from time to time, paid in cash/online.
- (v) The examinee shall submit application form(s) within 07 calendar days from the date of declaration of results of the concerned examination(s). If the 7th day falls on a holiday the next working day shall be the last day for such submission.
- (vi) Applications received after the last date shall not be considered.
- (vii) The application must also be accompanied by a self-attested photocopy of the statement of marks of the concerned examination(s).
- (viii) Applications incomplete in any respect and/or with illegible entries shall be liable to be rejected.
- (ix) Upon receipt of the applications of the examinees in prescribed format, Exam cell shall process them for photocopying.
- (x) Examinees not desirous of obtaining the photocopies of the AAB/s and interested only in verification of marks, shall apply as usual for verification.
- (xi) The Exam cell shall issue the photocopies of the AAB/s (in single copies) to the concerned examinees, getting due acknowledgement.
- (xii) The Exam cell shall declare the schedule indicating dates for various activities in this regard including issuance of the photocopies and result of the reassessment for each examination at appropriate points of time.

**The applicant examinee, shall be the sole custodian of the procured photocopies of the AAB/s, and shall be prohibited from transferring/sharing the same with anybody for any purpose whatsoever. The photocopies are supplied to him for his individual and specific use only.**

If the applicant examinee is found guilty of any misuse of the photocopy, he shall be liable for the award of punishment ranging from cancellation of performance at the concerned examination with his debarment from appearing at further examination(s) to confiscation of his diploma, if already conferred.

#### **10.7.3 PROCEDURE FOR REASSESSMENT OF ANSWER BOOKS**

- i. Upon receipt of the photocopies of the desired AAB/s by the examinee, if any examinee is not satisfied with the marks awarded to him, he may apply to the HOD for reassessment of the answer books in the prescribed form within the time limit as laid down in the schedule of the Institute.
- ii. The application for reassessment of answer book shall be accompanied by the price of the application form and a non-refundable fee per course, payable in cash/online.
- iii.
- iv. All cases of reassessment of answer books received in Department shall be placed before the Departmental level Redressal Committee, for scrutiny.

The Review Committee shall be course-specific and appointed by the HOD, consisting of following members.

- a) Head of the Department. ....Chairman
- b) Academic Coordinator of the Dept ..... Member Secretary
- c) A lecturer in the concerned course..... Member

v. The Review Committee shall perform the following activities.

Upon evaluating from the photocopy of the AAB, if a case is made out for reassessment of the answer book, the Review Committee shall make due commendation to that effect by providing reasons in writing there for.

vi. The Exam Cell shall display the list of the NOT RECOMMENDED cases on Notice board for the information of the concerned applicants.

vii The Exam cell (shall appoint the examiners subject wise with minimum of 10 years teaching experience of the concerned course to reassess recommended cases. He shall not be the original valuer or the moderator).

In case such teacher with requisite teaching experience is not available, Exam Cell shall be competent to nominate a retired teacher or any other expert in the course.

viii The marks given after reassessment shall be finally awarded to the applicant examinee only If the total marks given after reassessment and those given before reassessment differ by 10% of the minimum passing marks of the course on either side. However, if the examinee still fails in the course after the reassessment, the reassessed marks shall not be taken on the examination documents of the Institute.

ix. The Exam cell shall communicate the revised marks to the applicant examinee through a suitable notification within the dates prescribed by the Institute. The decision of the Institute shall be binding on the examinee.

x. The revised marks will not confer any right upon the examinees for admission to the next higher class in the current academic year, if the schedule of admissions to the higher class does not so permit

xi The revised statement of marks shall be given to the examinee only on surrendering his original statement of marks to the Exam cell.

xii. The revision of marks accrued to the applicant examinee shall be counted towards award of merit, medals and prizes, where applicable.

**PART B**  
**RULES**  
**AND**  
**REGULATIONS**  
**FOR**  
**ADMISSIONS**  
**AND**  
**EAMINATIONS**

# **RULES AND REULATIONS FOR ADMISSIONS AND EXAMINATIONS APPLICABLE TO DIPLOMA AND POST DIPLOMA AND DIPLOMA PROGRAMMMES.p**

## **Admission :**

### **AR-1 :-**

The candidate shall be eligible to seek admission to any Diploma program running in this institute after passing the qualifying examination or an equivalent examination prescribed for the admissions to Diploma programs as per Government of Maharashtra state admission rules.

**AR-2 :-** is deleted as decided in B.O.G. meeting on 1/04/2000.

### **Admission to the Double diploma program**

### **AR-3 :-**

The student who has passed anyone Diploma program running in this institute shall be allowed to seek admission to any other Diploma program, depending upon availability of seats. The exemption to be granted in terms of credits will be as per the decision of the equivalence committee.

### **Change of program within Institute.**

### **AR-4:-**

Change of Diploma program within institute shall be allowed as per prevailing Government rules and availability of seats. The exemption to be granted in terms of credits will be as per the decision of the equivalence committee.

### **Transfer from other Institute**

### **AR-5:-**

The student from any Government polytechnics and Govt. aided institute, desirous of taking admission in this institute, on transfer basis in any Diploma program, shall be permitted as per prevailing Govt. rules, subject to availability of seats in that Diploma program. Transfer shall not be granted to the student studying in unaided institutes.

### **AR-6:-**

The student on transfer and on change of Diploma program shall be required to appear and pass in the courses as pre-requisites, decided by equivalence committee of this institute. The decision of equivalence committee will be final.

## **EXEMPTION**

### **AR-7:-**

The admitted student desirous of claiming exemption shall be required to apply for exemption in proper proforma as per notified period, failing which he/she will not be granted exemption. The exemption to be granted shall be in terms of credits as decided by equivalence committee.

The claimants for exemption shall only be from following category.

1. H.S.S.C passed with technical subjects.
2. H.S.S.C passed with vocational subjects and
3. Any equivalent examination.

The exemption to the courses from 5, 6, & 7 levels will not be granted as class of the Diploma program is decided by the courses from these levels. The students admitted from other states should submit syllabus of the subjects (authentic copy) required for exemption.

## **ELEGIBILITY FOR REGISTRATION TO NEW COURSE**

### **AR-8:-**

The student shall register the courses offered by the institute in a term. The student shall be allowed to change the registered optional course only once and register other optional course with the permission of the HOD within the notified period.

(Revised as per decision of the Board of Studies – Ammemdment 2017/B )

- a) If a student is detained in any subject of lower year he/she will not be allowed for admission in higher year. At the end of the year if a student is detained in any course, he/she is not allowed for admission in next year.

If a student is detained in Odd semester of any year, he/she will be allowed to re register for detained courses in even semester of same year along with regular courses of even semester. (Limited to 2 detained courses).

However, if a student is detained in even semester, he/she will not be allowed for admission in next year. He/she will re register for only detained courses. After completion of these courses, he/she will be allowed for admission in next year.

- b) Student is not allowed for admission in third year (Fifth semester) unless he/she clears all first year courses (First and Second Semester). If a student is failed in any course of first year, he/she will not be allowed for admission in third year till he/she clears all first year courses.

### **AR-9:-**

The student shall be required to register normally for 6 (compulsory and or optional) courses as prescribed in the Diploma program in a term. High achiever student can register for 1 or 2 more courses. In no case students shall be allowed to register for more than 8 courses in a term excluding non examination non credit course at a time. Minimum courses to be registered in a term are 3.

However, course registration in a term will be in accordance with AR-18.

### **AR-10:-**

The student shall be allowed to register the courses requiring pre-requisites if such student has completed term for pre-requisite courses.

### **AR-11:-**

The student has to re register the course in which he/she is disallowed to appear at the examination. He/she has to complete the term of the course as a fresh student.

### **AR-12:-**

Registration for the non examination non credit course is compulsory. The classes of such courses shall commence only when the minimum registered students are 05.

## **RULES FOR CONDUCT OF EXAMINATION**

### **AR-13:-**

The student of this institute shall be required to pay test examination and term end examination fees for each term as per notice. Examination fees is different for the registered and re registered courses.

## **TEST EXAMINATION**

### **AR-14:-**

The student of this institute shall appear for two test examinations of 20 marks each, centrally organized in a term. The average marks shall be considered for

declaration of result. There is no provision for improvement of test examination marks.

## **ELIGIBILITY FOR EXAMINATION**

### **AR-15:-**

The student shall be eligible to appear at the examination of the registered course in a term only when he/she is certified by the course teacher and head of the department that he/she has put in 75% attendance in lectures and completed 100% laboratory work (if any) of the course satisfactorily. 75% attendance means attending 75% of the contact hours as per specified in curriculum. The eligibility for in curriculum. The eligibility for the examination will be decided by the principal.

### **AR-16:-**

In case, attendance falls short by 10%, principal may condone it only on medical ground if certified by the registered medical practitioner. However, shortage of 5% attendance may also be condoned on the basis of extra ordinary work, participation in sports, cultural & social activities etc.

### **AR-17:-**

The student shall not be permitted to keep terms or appear at the examination of the courses for two or more Diploma programs simultaneously.

## **REGISTRATION FOR THE EXAMINATION**

### **AR-18:-**

The student shall be allowed to register maximum 10 courses for the term end examination at a time.

## **DISCLOSURE OF ANSWER BOOKS**

### **AR-19:- Deleted**

## **AWARD OF CREDITS**

### **AR-20:-**

The credits of a particular course shall be given only when the student has passed in every head (Theory, Oral, Practical, Term work, wherever applicable) of that course.

## **RESULT DECLARATION**

### **AR-21:-**

The result of the examination shall be declared within two weeks from the last date of the examination inclusive of all holidays.

### **AR-22:-**

If the result declaration, it is found that such result has been affected by any error (except those covered under malpractice, fraud, improper conduct) such cases shall be put before special committee for scrutiny. Principal shall amend such result as per the decision of special committee, which will be final and binding on the students for accepting it. No result shall, however be amended after one month from the date of declaration of result.

### **AR-23**

If the result of an examination is affected prior to its declaration either on account of large number of failures in a course/s due to the question paper/s set not being within the scope of the curriculum or on account of error, malpractice, fraud, improper conduct of examination or any other matter of whatsoever nature, such matters shall be placed before special committee for consideration and decision.

### **AR-24:-**

The result of the examination will be declared coursewise in terms of credits earned by a student in a term. The statements of marks will be issued to the students starting from first term to last term without “Out of total marks” or awarding any class. The marksheet of passing Diploma program will not be given unless the student has

1. Earned all credits as per curriculum of the Diploma program.
2. Completed non examination non credit courses as per curriculum of the Diploma program.

### **AWARD OF CLASS**

#### **AR-25:-**

The class shall be awarded to the student on the basis of selected 9 courses from 5, 6 & 7 levels inclusive of project (Excluding Inplant Training) as decided by the courses committee of the Diploma program. This separate marksheet will be issued to the students along with the provisional Diploma certificate. Inplant training shall be the tenth course to be considered for award of class for sandwich pattern programs. However, Diploma certificate signed by both the chairman of the Governing body and the principal will be issued at the time of convocation ceremony.

1. First class with distinction -----70% or more.
2. First class-----60% & above but less than 70%
3. Second class -----50% above but less than 60%
4. Pass class -----40% & above but less than 50%

A grace of maximum 5 marks shall be given if such marks are falling short for passing with exactly 70%, 60% & 50% only.

### **EXAMINATION PASSING STANDARDS**

#### **AR-26:-**

There is no minimum passing standard for the test examinations. The passing standards decided for the term end examinations are as follows.

1. Practical, Oral, Term-work of 25 marks each-----10 marks.
2. Practical, Oral, Term-work of 50 marks each-----20 marks.
3. Theory paper of 70 marks taken together (both sections)-----28 marks.
4. Theory paper of 80 marks (both section together)-----32 marks.
5. Total of theory & test marks (out of 100)-----40 marks.

If the student has scored minimum marks in the theory paper but test marks score is less to make total as 40, the student has to re-register the same course for the examination.

### **GRACE MARKS**

#### **AR-27:-**

A grace of maximum 3 marks for each course, if needed, shall be given when the student has secured minimum 25 marks in theory paper(out of 70) in the course and secures a minimum of 40 marks out of 100.

A grace of maximum 3 marks for each course, if needed, shall be given when the student has secured minimum 28 marks in theory paper(out of 70) in the course and secures a minimum of 37 marks out of 100.

#### **AR-27(A):-**

A grace of maximum 3 marks for each course, if needed, shall be given when the student has secured minimum 29 marks in theory paper (out of 80) in the course.

### **DISCREPANCY IN STATEMENT OF MARKS**

#### **AR-28:-**

If any discrepancy is observed in the question paper, the examinees should approach the officer in charge of the examination. The officer in charge shall



immediately submit report the principal on the same day or latest by next two days. The report shall be enclosed with.

1. Forwarding letter of officer-in-charge of the examination.
2. Report of the examinees regarding discrepancy.
3. Specific remark of the subject teacher supporting the discrepancy cited out.

The Exam cell shall put up all such cases before the Special Committee and the special committee decision regarding discrepancy shall be final and binding on the students.

**AR-29:-**

If any discrepancy is found in the statement of marks and or marksheet, the same shall be brought to the notice of the principal within 10 days counted from the date of declaration of the result including holidays. The student should write an application regarding discrepancy & attach original copy of the statement of marks/ marksheet. Principal is empowered to clear the discrepancy and a fresh statement of marks/ marksheet will be issued to the student.

**DISCREPANCIES IN PRACTICAL EXAMINATION**

If any discrepancy is found after the Practical/Oral/Term work assessment Examination. the same shall be brought to the notice of the principal within 10 days counted from the date of declaration of the result including holidays. The student should write an application regarding discrepancy & attach original copy of the statement of marks/ marksheet. The Head of the Department shall recommend all such cases with proper justification and the Principal is empowered to clear the discrepancy and a fresh statement of marks/ marksheet will be issued to the student by giving marks as mentioned below..

1) Examinee attended examination but failed to sign the attendance sheet and marks are not given	Average marks be given.
2) Examinee attended examination signed the attendance sheet & marks are not given	Average marks be given.
3) Term work not assessed & the student is not disallowed	Average marks be given.
4) Term work assessed but marks not given in the marksheet	Average marks be given.
5) All other such cases	On the above guidelines committee may take appropriate decision.

**PROCEDURE FOR CALCULATING AVERAGE MARKS :**

- 1) Sum or all marks secured by the examinee, that particular exam except the marks of the particular heads of the particular course in which average marks are to be calculated.
- 2) Divide above sum by maximum marks, except the marks of that particular heads of the particular course in which average marks are to be calculated.

Multiply the result by the maximum marks allotted for the particular head of the course in which average marks are to be given.

**MISCONDUCT DURING EXAMINATION**

### AR-30:-

If before, during or after the examination, it is found that a student has been guilty of misbehaviors or misconduct including breach of any of the rules laid down for the proper conduct of examination, then principal because of such report or when he knows and is convinced of such possible misbehaviors or misconduct of the student, shall place cases before the special committee for decision.

If during the examination, the student has been found to have copied or attempted to copy or helped to copy or used or attempted to use unfair means during the examination, the invigilator shall immediately report to the off-in-charge of the examination and take action according to instructions given.

The result of the such student shall not be declared unless enquiry is over and he/she may be further excluded from the examination for a specified period, as per the decision of the special committee. During the period of punishment. Such student shall not be allowed to register any course in any term.

After expiry of such period, the student shall be eligible to re-register the courses for the term end examination for which he/she is otherwise eligible. Re-registration of the courses for the term will not be allowed. However, previous term work marks will be carried forward.

Punishments for the candidate depending on the nature of malpractice are as per the following chart as approved in the meeting of the Board of Studies dated -----

#### A) COPYING CASES DURING THEORY EXAMINATION

Sr.No	NATURE OF MALPRACTICE	RECOMMENDED REVISED PUNISHMENT
1	Examinee/s making marks/signs, writing roll numbers, name or using any other means of disclosing identity with a clear intent of getting illegal/undue benefits/ frequent changes in ink without permission of the supervisor.	Cancellation of the result/ performance of the guilty examinee in the subject during whose examination he/she caught. (Subject)
2	Examinee making an appeal to the examiner revealing both, former's name and address.	Cancellation of the result/ performance of the guilty examinee in the subject during whose examination he/she caught. (Subject)
3	Examinee writing in provocative or abusive and/ or threatening language in the answer-book.	Cancellation of full performance in the entire examination/s in which the examinee has appeared. (1+0)
4	Examinee or his associate/s influencing the Examiner/Moderator/similar Authority connected with the examination with a clear intent of getting illegal/undue benefits.	Cancellation of full performance in the entire examination/s in which the examinee has appeared and debaring him from appearing in subsequent one examinations. (1+1)
5	Examinee(s) communicating or talking with another Examinee/s during examination session.	Cancellation of the result/performance of the guilty examinee in the subject during whose examination he/she caught. (Subject)
6	Examinee tampering with Answer-books of own or another examinee inside or outside the examination hall.	1.First examination/First semester: Cancellation of the result/performance in the current examination/s of the alleged examinee involved in such action for candidate appearing first examination (1+0). 2.Second examination/second semester onwards: Cancellation of the result/performance in the current examination/s of the alleged examinee involved in such action and debarment from appearing in the next one examination/s.(1+1)

7	Examinee caught during the examination session while in possession and/or copying from the copying material scribbled on articles/ body parts.	Cancellation of full performance in the current examination/s. (1+0)
8	Examinee caught during the examination session while in possession and/or copying from the copying material in the form of written or printed material.	Cancellation of full performance of the alleged examinee in the current examination/s in which he has appeared, plus debarment from appearing in the next one examination. (1+1)
9	Examinee(s) found exchanging (giving or taking) answer books with other examinee(s).	Cancellation of performance of the examinee found guilty in the current examination/s plus debarment from appearing in the next one examination. (1+1)
10	Examinee 'X' found in possession of answer-book/ supplement of another examinee 'Y', forcibly or without his (Y's) knowledge.	Cancellation of the performance in current examination/s, plus debarment from appearing in the next one examination/s, plus debarment from appearing in the next one examination in respect of examinee 'X', exonerating examinee 'Y', provided he has not connived with 'X'. (1+1)
11	Impersonation: i) Examinee who impersonates.	Following actions shall be taken: a) Cancellation of the performance in present examination/s plus debarment of the guilty examinee from appearing in the next two examinations provided he is a bona fide student of institute. Further, he should be handed over to the police.(1+2) b) Matter should be communicated to the employer of the impersonating examinee, provided he is employed and not a bona fide student of Institute. (1+2) c) In case the examinee is unemployed and is a student undergoing education with examination authority other than institute, the information should be given in writing to the concerned examination authority. (1+2)
	ii) Bona fide examinee who is impersonated.	Cancellation of the performance in such examinee in current full examination plus debarment from appearing in the next two examinations. Further, he should be handed over to police and FIR be lodged against the examinee by the officer-in-charge of the Examination Center.(1+2)
12	Examinee found inserting previously written pages smuggled in from outside, in the answer book.	Cancellation of the full performance in current examination/s, plus debarment from appearing in the next two examinations. (1+2)
13	Examinee found with answer-book/s having two different handwritings, one of the examinee's own and the other of a different person.	Cancellation of the full performance in current examination/s, plus debarment from appearing in the next two examinations. (1+2)
14	Cases of mass copying during the examination period, reported from examination center.	Result of examinee/s involved is to be withheld for conducting an inquiry. Punishment shall be awarded as deemed fit on scrutiny of inquiry report.

15	Cases of copying/mass copying reported by the examiners from L.A.C.	Result of the involved examinees to be withheld for conducting inquiry. Punishment shall be awarded as deemed fit on scrutiny of the inquiry report.
16	Examinee attaching currency notes to his/her answer-book with/ without a request to the examiners to assess their answer-books favorably.	Cancellation of the performance in current examination plus debarment from appearing in next one examination and forfeiture of the entire amount and depositing the same in Institute's appropriate account. (1+1)
17	Examinee throwing the question paper/any other copy material to the other examinee, after writing the answer/s on it.	Cancellation of the performance in current examination plus debarment from appearing in next one examination.(1+1)
18	Examinee destroying his own answer book or supplement/s or any copy material in possession after being caught under malpractice.	Cancellation of the full performance in current examination/s plus debarment from appearing in the next two examination. (1+2)
19	Examinee smuggling out his own answer book or supplement or blank answer book/s and or supplement/s.	Cancellation of the full performance in current examination plus debarment from appearing in the next two examination.
20	Free copying or using unfair means, with or without connivance of the management by a group of two or more examinees, during an examination session.	Cancellation of the result/ performance of the involved examinees with their debarment from appearing in next two examinations along with the punishment as deemed fit on scrutiny of enquiry report. Separate inquiry to be set up. (1+2)
21	Examinee attempting to send question paper or its contents out of examination hall by any means.	Cancellation of the full performance in current examination plus debarment from appearing in the next three examinations.
22	Examinee possessing any weapon, explosives, similar material and/or under the influence of any narcotic drugs etc. in examination hall or bringing any of them in the examination hall or causing any kind or violence in the examination hall.	Cancellation of the result/ performance in current examination and debarment from appearing in the next five examinations. A complaint should be lodged with the police by the officer-in-charge of examination. (1+5)
23	Examinee possessing mobile phone or any electronics communication gadget or I-pod or any similar device in examination hall.	Cancellation of the full performance in current examination/s & forfeiture of the device or gadget. (1+0). Penalising the institute as pronounced by special committee.
24	Tampering with the certificate of marks or their copies and any other documents issued by institute.	Cancellation of performance in the examination and debarment of the examinee for next five examinations and filing police complaint by the concerned institute/authority against the candidate involved in such activities.(1+5)
25	Conduct of mischief or causing deliberate disturbance in examination hall. (e.g. making noise, disturbing others etc.)	Cancellation of performance in the subject during whose examination he/she was caught. (subject)
26	The examinees threatening/intimidating the staff associated with examination.	Cancellation of the full performance in current examination plus debarment from appearing in the next two examinations.
27	All other cases not covered above shall be dealt independently on the basis of severity of the cases reported to principal, and all such cases to be placed before special committee and punishment be awarded as deemed fit.	

## **VERIFICATION OF MARKS**

### **AR-31:-**

The student who has appeared at the examination may apply in proper Proforma with requisite fees (non-refundable) as per notified period to the principal for verification of theory marks in any course. Verification of marks restricts only to check all answers have been assessed and there is no mistake in the totaling of marks given to each question in that course & transferring marks correctly on the cover page of the answer books. If change in marks cases have been identified, the result of that student will be altered and necessary corrections will be made. Verification will be done only for theory examination and not for practical, oral or term work examination.

For Application, you have to submit Form No. VF1 alongwith self attested photocopy of the credit marksheet. The verification(Re-totaling of marks ) charges are **Rs. 100/- per course** to be paid at the Cashier Counter.

### **Procedure No. 2.**

Re-assessment of Answer books of current examination as per Exam Rule No. Amended AR-31A.

A candidate who has appeared for theory term end examination of the Institute and obtained the photocopy of his / her answer book shall be entitled for re-assessment of answer book on submission of application and payment of requisite fees along with necessary recommendations of Redressal Committee within the schedule as prescribed by the institute from time to time. This facility is forwarded to students alongwith the following **ELIGIBILITY CONDITIONS**

### **Eligibility Conditions are as below:**

1. The candidate shall be entitled to apply in prescribed form along with requisite fees for Photocopies only of his/her assessed answer books of institute's examination he /she appeared.
2. The candidate shall be eligible to apply for the re-assessment of maximum two courses of each latest institute examination(s) for which he / she had appeared.
3. The candidate shall not be eligible to apply for re-assessment of the answer books pertaining to the practical, sessional, project, viva-voce (Oral) examinations and also of institute examinations and where only grade is awarded instead of numerical marking.

To seek re-assessment of answer books (As per Exam Rule Amended AR-31 A), you have to apply for the photocopy of own answer book as per following method.

### **METHOD FOR ISSUE OF PHOTOCOPY IN ACCORDANCE WITH AR-19**

An examinee desirous of procuring photocopy (Single copy) of the Assessed Answer Book (AAB) shall apply in the prescribed form i.e. (form-VF2) for maximum two theory courses only.

1. Application form shall be accompanied the prescribed non-refundable fee of Rs.500/- per course answer books along with form fee of Rs. 50/- or such fee as may be prescribed from time to time, paid in cash.
2. The examinee shall submit application form to the institute within last date, which is specified in the notices, issued as and when by exam cell.
3. Application received after the last date shall not be considered.
4. The application must also be accompanied by a self-attested photocopy of the Credit marksheet of the concerned examination. The application alongwith required documents & fees is to be submitted to the Cashier.
4. Application incomplete in any respect and/or with illegal entries shall be liable to be rejected and no communication will be done with the applicant.
- 5 Examinees not desirous of obtaining the photocopies of the AAB/s and interested only in verification of marks, shall apply as usual for verification (Procedure No. 1).

The applicant examinee shall be the sole custodian of the procured photocopies of the AAB/s, and shall be prohibited from transferring/sharing the same with anybody for any purpose whatsoever. The photocopies are supplied to him/her for his/her individual and specific use only. If the applicant examinee is found guilty of any misuse of the photocopy, he/she shall be liable for the award of punishment ranging from cancellation of performance at the concerned examination with his/her debarment from appearing at further examination(s) to confiscation of his/her diploma, if already conferred.

Upon receipt of the photocopies of the desired AAB/s by the examinee if any Examinee is not satisfied with the marks awarded to him/her, he/she may apply to the Principal for **reassessment** of the answer books in the prescribed form (form-VF3), along with the photocopy of the AAB/s and payment of re-assessment charges **(Rs.500/- per course + Application Form Fee Rs.50/-)** within the time limit specified by the institute schedule. The maximum two courses are allowed for re-assessment.

All received applications will be scrutinized by the Redressal Committee appointed by the Principal. On the recommendation of Redressal Committee, the further re-assessment of the concerned answer book will be carried out according to procedure.

If the received application is not recommended by Redressal Committee for reassessment of the AAB/s, the result of re-assessment will be declared as **NO CHANGE** of marks.

After the re-assessment of AAB/s, if the re-assessed marks differ by 10% OR more than 10%, of the **minimum** passing marks for that course theory head, on either side (+, - ) will be considered for declaration of result. Irrespective of final change in the marks, however if the examinee (applicant) still fails in course after reassessment, the reassessed marks are not consider for examination record. In such cases, the previous marks, before the reassessment will be considered as the final marks.

Further, the applicant has to submit the undertaking to the principal mentioning, due to Revised marks in the re-assessment, he/she will not have any right for the admission to next higher class in the current academic year, if the schedule and procedure of admission to the higher class does not so permit. Further, he/she will not have any chance to re-appeal for re-assessment.

## **IMPROVEMENT OF MARKS**

### **AR-32:-**

The student who has passed the Diploma Program will, at his opinion, be permitted to re-register at the term end exam within a period of next two terms after passing the program, to enable him to improve his class only in all the theory course examination considered for Diploma.

A proper proforma along with requisite fees (non-refundable) shall be filled in within 45 days from the date of start of the term end exam.

The student so permitted –

1. Shall forfeit the Diploma awarded, earlier statement of marks and other related document, if any.
2. Shall re-register for theory examination and his/her previous term work, practical, oral, sessional marks, wherever applicable, will only be carried forward.
3. Shall try to improve total percentage of marks so as to improve secured class only in one attempt, failing which earlier result will be considered.

## **ISSUE OF STATEMENT OF MARKS**

### **AR-33:-**

The student after result declaration shall obtain statement of marks secured by him/her from the Controller of Exam. No marks of individual question, section will be supplied.

## **DUPLICATE STATEMENT OF MARKS**

### **AR-34:-**

Duplicate statement of marks will be issued only when original statement of marks has/have been lost, soiled, burnt, forgotten etc. on the production of following supporting documents.

1. Valid affidavit in original of having lost the original statement.
2. Xerox copy of complaint lodged at the police station if statement of marks is lost.
3. Payment of requisite fees.

## **DUPLICATE DIPLOMA CERTIFICATE**

### **AR-35:-**

Duplicate Diploma Certificate will be issued only when original Diploma Certificate has been lost, soiled, burnt, forgotten etc on the production of following supporting documents.

1. Valid affidavit in original of having lost the original certificate.
2. Xerox copy of complaint lodged at the police station if diploma certificate is lost.
3. Payment of requisite fees.

## **STORING OF ANSWER BOOKS**

### **AR-36:-**

The assessed answer books of an examination and test examination shall be preserved till the declaration of results of two consecutive examinations. Then all the answer books should be handed over to stores for further action (AR-36:- Amended order no. GPM/ODD 2014-15/121,Dt-03/07/2014)

“The examination documents shall preserved for the period mentioned below unless otherwise the retention of documents is mandatory as an evidence for some enquiry and /or judicial purpose. The documents shall be handed over to stores for disposal after retention period.

Name of document	Retention period
Printed question papers	Till declaration of result of related examination
Handwritten manuscripts of used question papers	Till declaration of result of related examination
Written answer books	Up to declaration of result of next two examinations
Examiner mark sheets	Up to declaration of result of next six examinations
Seating Chart/ Attendance sheets of theory, oral, practical examinations	Up to declaration of result of next two examinations

## **RULES FOR POST DIPLOMA PROGRAMS**

### **AR-37:-**

Admission to post Diploma program shall be as per prevailing Government Rules-Post Diploma program is of semester pattern i.e (Two Semester)and there is no credit system.

**AR-38:-**

Exemption to any subjects will not be granted and no change of post Diploma program will be allowed.

**AR-39:-**

Class of post Diploma program will be decided by the average of marks secured in both the semester, this separate marksheet will be issued to the students along with the provisional Diploma certificate.

However, post Diploma certificate signed by the both the chairman of the Governing Body and the principal will be issued at the time of convocation ceremony.

**AR-40:-**

Rules regarding filling in examination form, examination conduction (test, theory, practical's etc) are having parity with the rules of Diploma program.

**AR-41:- Allowance/ Concession of extra time to disabled candidate.**

**a. Permission for writer**

- i. Permission for writer would be granted to a candidate only if he is physically unable to write the answers and has been medically so certified, at the time of examination.
- ii. Any physical disability, which existed during course of study, shall not be considered as valid reason for permitting a writer.
- iii. The writer so permitted shall be less qualified than the candidate. Further, the writer shall neither be a relative of the candidate nor an employee of the institute. The Principal/COE shall ascertain this fact.
- iv. Change of writer: Changing the permitted writer is not allowed. If a change is necessary in exceptional circumstances, the officer-incharge, examination, may permit the change, after ascertaining that the new writer also satisfies the conditions applicable for a writer as mentioned in (iii) above and inform the Exam Cell. The Exam Cell shall inform the LAC such change, to account for any possible confusion regarding change in hand writing in concerned answer books.
- v. For obtaining permission for writer, the candidate or his parents shall apply to the Principal in writing along with medical certificate and supporting documents issued by a registered medical practitioner.
- vi. The Exam Cell would make separate seating arrangement for such disabled candidate and the writer. The candidate and the writer, both shall be present together, during the sessions of the examination.
- vii. Use of writer shall be limited to writing answers of theory papers only, and shall exclude drawing/graphics, and subjects wherein the motor skill of the candidate has to be tested.
- viii. Further, the candidate permitted to use writer shall not be allowed to write or



draw anything. Occurrence of any such event shall be considered as misconduct on the part of the candidate and he shall be liable for disciplinary action.

### **b.Extra Time for Physically handicapped Candidates**

Physically disabled or physically handicapped candidate shall be allowed a concession of extra time of 30 minutes for duration of examination of three clock hours and of proportionate time for examinations of lesser or more duration on production of due medical certificate from competent authority.

### **C. Candidate with learning disability due to dyslexia, dysgraphia or dyscalculia**

Candidate with learning disability due to dyslexia, dysgraphia or dyscalculia, supported by due medical certificate, shall be eligible for following facilities/concessions. The candidate shall duly apply to the principal for availing any or all of them.

1. Facility of a writer in a manner stipulated as under.
  - i. Permission for writer would be granted to a candidate only if he is physically unable to write the answers and has been medically so certified, at the time of examination.
  - ii. Any physically disability, with existed during course of study, shall not be considered as valid reason for permitting a writer.
  - iii. The writer so permitted shall be less qualified than the candidate. Further, the writer shall neither be relative of the candidate nor an employee at the center of examination. The principal or Head of institute shall ascertain this fact.
  - iv. Change of writer:- Changing the permitted is not allowed. If a change is necessary in exceptional circumstances, the officer-in-charge, examination may permit the change, after ascertaining that the new writer also satisfies the condition applicable for writer as mentioned in (iii) above and inform the LAC In-charge such change, to account for any possible confusion regarding change in handwriting in concerned answer books.
  - v. For obtaining permission for writer, the candidate or his parents shall apply to the principal in writing along with medical certificate and supporting document issued by Registered Medical Practitioner.
  - vi. The institute would make separate seating arrangement for such disabled candidate and the writer. The candidate and the writer, both should be present together, during the sessions of the examination.
  - vii. Use of writer shall be limited to writing answers of theory paper only, and shall exclude drawing/ graphics and course wherein motor skills of the candidates has to be tested.
  - viii. Further, the candidate permitted to use writer shall not be allowed to write or draw anything. Occurrence of such events shall be considered as

misconduct on the part of the candidate and he shall be liable for disciplinary action.

2. Concession of extra time of 15 minutes for a theory paper of 1 hour duration and 30 minutes for paper of duration of 2 hours or more for writing examination.
3. Concession of maximum 20 marks to a failing candidate for passing. This concession may be given in any one or more subjects without exceeding the limit of total 20 marks.

#### **AR42 CONDONATION OF MARKS**

(Revised as per decision of the Board of Studies –Amendment 2015/B )

- i. Marks will be condoned upto not more than 05 marks in aggregate for students only to complete diploma for not more than two heads, theory and/or practical including oral covering not more than two subjects. This condonation will be given to the student only if he/she has secured 60% in diploma award courses. The total number of marks secured by such candidate will remain unaltered and CON will be shown against his/her result in Final Marksheet. CON will not be mentioned in the diploma certificate. Benefit of Condonation will be given only if a candidate wishes so and he/she shall obtains written permission from the Principal, prior to examination only. Any such request after the commencement of examination shall not be considered.

OR

- ii. A Candidate who fails to pass an examination by not more than 10 marks in aggregate in not more than two heads, theory and /or practical including oral covering not more than two subjects, such deficiency in marks, would be condoned provided the candidate has secured at least 50% marks in aggregate and has not availed of exemption mentioned in AR-7
- iii. A candidate whose failure is thus condoned would be eligible for award of class on par with other successful candidates. The total number of marks secured by such candidates would however remain unaltered and “CON” (meaning Condonation) would be shown against his result in the certificate of marks. However, “CON” will not be mentioned in the Diploma Certificate.
- iv. Benefit of Condonation will be given only if a candidate wishes so and he/she shall obtains written permission from the Principal, prior to examination only. Any such request after the commencement of examination shall not be considered.