

Examination Rules Effective from Academic Year – 2023 - 24 onwards

(Draft copy revision of Examination Rules to changed from Summer - 2024 and onwards)

1. Preamble: Government College of Engineering, Jalgaon is one of the pioneer engineering institutes of Government of Maharashtra in Kavayitri Bahinabai Chaudhari North Maharashtra University area. The institute was established in 1996. The institute offers Undergraduate (B. Tech.), Postgraduate (M. Tech.) and Doctoral (Ph.D.) Programs in Engineering. The institute has been awarded an autonomous status vide UGC, New Delhi letter No. 22-1/2014(AC) dated 19.06. 2014 and NMU letter No- NMU/2/223/2014 dated 10.07.2014 and the extension of autonomous status in July, 2021 till AY 2025-26.

Being an autonomous institute, it was essential to constitute various authorities of autonomous institutes and develop suitable mechanisms for curriculum design, examination/evaluation system and rules/regulations/ordinances for autonomous institutes to implement autonomy effectively. Accordingly, the institute has already designed and implemented the mechanism. The institute has various authorities of autonomy like Board of Management (BoM), Academic Council (AC), Examination Committee (EC), Academic Program Evaluation Committee (APEC), Board of Studies (BoS) and Departmental Faculty Boards (DFB), etc approved by appropriate authorities. These authorities have been conferred with certain powers and duties as per UGC guidelines and functioning smoothly from the inception of autonomy. This institute has well defined autonomy rules and examination rules for UG and PG programs.

The curriculum of UG and PG programs were revised in academic year 2018-19 and in AY 2022-23. Also, the revision of curriculum is done in AY 2023-2024 as per the NEP 2020 compliance. Hence, it is essential to revise the examination rules for the revised curriculum. These revised rules are included in this document.

2.Executive Authorities for Academic and Examination: Academic Council is the highest authority to take decision in the academic matters of an autonomous institute. Academic standard of the institute mainly depends on decision/policies of AC and its effective implementation. Therefore; this autonomous institute shall constitute Examination Committee (EC) and Academic and Examination Cell (AEC) for effective implementation of decision/policies of AC in respect of academic reforms including curriculum and examination/evaluation reforms.

2.1 Examination Committee (EC): Institute shall constitute Examination Committee under the chairmanship of Principal of the institute in the similar lines of Maharashtra University Act 1994. It shall be approved by the Academic Council of the institute and shall consist of the following members.

- a) Director / Principal (Chairman)
- b) Dean, Academic of the institute
- c) Director, Board of Examinations, North Maharashtra University, Jalgaon
- d) One senior faculty member of the university department not below the rank of Associate Professor; nominated by Hon. Vice Chancellor of KBCNMU, Jalgaon
- e) One evaluation expert from industry.
- f) Three regular senior faculty members of the institute nominated by the Principal of the institute.
- g) All Head of the Departments (HoDs)/BoS chairpersons as invitee members
- h) Controller of Examination, Government College of Engineering, Jalgaon (Member Secretary)

- a. **Meetings of Examination Committee:** The meetings of the examination committee shall be conducted as per following guidelines:
- The committee shall meet twice during the academic year and such other times as may be required.
 - Two-third members shall constitute a quorum for examination committee. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such adjourned meeting, which will be conducted within 15 minutes.
 - Honorarium: On consideration of the honorarium payable to members of BoM, AC and BoS; it decided that -
 - i. Honorarium is not payable to faculty/staff members of this institute.
 - ii. Rs 2000.00 per meeting or per day may be the honorarium to the other member of EC.
- b. **The duties of Examination Committee:** The examination committee shall perform following duties for the smooth conduct of examination, evaluation and declaration of result:
- The committee shall ensure proper organization and timely execution of all types of examinations as specified in the Academic Calendar.
 - The committee shall ensure proper evaluation, tabulation and declaration of results of all types of examinations.
 - To deal and take appropriate action with the cases of use of unfair means supported/helped by any faculty member/examiner/moderator/ invigilator/Senior Supervisor/Assistant CoE/CoE/Dean or any person (except students) at any examination.
 - Observe reforms in the examinations rules if any
 - To suggest essential modifications in examination rules for effective implementation of autonomy to AC for its approval.
- c. **The powers of Examination Committee:**
- Appoint examiners, moderators and paper - setters from amongst the persons included in the panels prepared and approved by the respective Board of Studies (BoS). Such appointments shall not be issued to any person whose close intimates (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) are examiners at that program. AEC shall obtain appropriate undertaking in this regard from concerned members and submit to EC. However, such members can participate in all other activities (if otherwise eligible) which are not related to examinations.
 - The committee shall perform such duties and responsibilities that are assigned from time to time by the Board of Management or Academic Council.
 - BoS, Chairman is empowered to appoint examiners, moderators and paper- setters out of panel in exceptional cases when the persons included in the panels prepared and approved by the respective Board of Studies (BoS) are not available as examiners, moderators and paper-setters. Furthermore, these powers are delegated to BoS, Chairman to which that particular course belongs.
- 2.2 Academic and Examination Cell (AEC):** Principal (Chairman, EC) shall constitute Academic and Examination Cell (AEC) under the control of Dean – Academics. It may consist of the following members (No. of members can be varied by Director / Principal as per requirement).
- a) Dean, Academic of the institute
 - b) Controller of Examination (CoE) of the institute
 - c) Assistant CoE (Pre-examination) and Assistant CoE (Post-examination)

- d) MIS officer in-charge
- e) Three faculty member assistants (one each for pre-exam, ESE and post-exam activities)
- f) Programmer/Data entry operator/other class III
- g) Three class III members of the institute (one each for pre-exam, ESE and post-exam activities)

2.3 The duties and responsibilities of AEC: The AEC shall perform following duties for academic reforms and the smooth conduct of examination, evaluation and declaration of result:

- To coordinate the meetings of the Academic Council (AC) and Examination Committee (EC).
- To maintain the record of minutes of meetings and related documents of the meetings of AC and EC.
- To monitor and facilitate the implementation of academic reforms suggested by the Academic Council.
- To ensure eligibility of all admitted students as per norms and procedure.
- To collect registration and examination forms through the concerned department and issue a permanent registration number (PRN) to each admitted student.
- To maintain the record of all students through MIS.
- To issue appointment orders to examiners, moderators and paper- setters etc as per directives of EC. It shall obtain appropriate undertaking in the format from examiners, moderators and paper- setters stating that his/her close intimates (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) is/are not examinee at that program and submit all such undertaking to EC.
- To issue appointment orders to invigilators, relievers and vigilance squads, etc. Such appointments shall not be issued to any person whose close intimates (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) are examiners at that program. AEC shall obtain appropriate undertaking in this regard from concerned members. However, such members can participate in all other activities (if otherwise eligible) which are not related to examinations.
- To print the answer books, supplements, graph papers and all other examination related stationery well in advance following the State Government procedures. The AEC shall ensure strict vigilance during the conduct of all types of examination to avoid the use of unfair means by anybody.
- The AEC shall ensure proper organization of all types of examinations including conduct of ESE, evaluation, revaluation, issue of photocopy of answer book, tabulation and declaration of results as per directives of EC.
- To issue a grade card, provisional degree certificate (if otherwise eligible) and migration certificate.
- The AEC shall prepare the time schedule of all types of examinations and dates of declaration of the results at the beginning of the term and get it approved from, EC
- To prepare the academic calendar and get it approved by the Examination Committee and Academic Council.
- To compile result analyses carried out by all programmes/departments and present the same in the meeting of AC and EC.
- Dean, Academics shall monitor the overall working of AEC while CoE shall look after examination related work.

Note: Any person should not work in AEC if his /her close intimate (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) is/are the

examinee at this institute. Chairman, EC shall obtain appropriate undertaking in this regard from concerned members and submit to EC.

3. Examinations: The various examinations for B. Tech. and M. Tech. Programmes shall be conducted in accordance with the curriculum structure as well as autonomy Rules and Regulations for UG and PG Programs as approved by AC for the various Programs. The students shall be evaluated for their academic performance in a theory course through Mid Semester Examination (MSE), In Semester Assessment (ISA), and End Semester Examination (ESE) while academic performance in a laboratory course shall be evaluated through Internal Continuous Assessment (ICA) and End Semester Examination (ESE).

3.1 ISA for theory courses: In Semester Assessment should support the principle of continuous assessment and may be based on two to four different tools like surprise test, group discussion, quiz, home assignments, presentation skills, etc. The tools (with their weightage) to be used for ISA shall be declared by course teacher (with prior approval of course coordinator) at the beginning of semester. The course teacher shall keep all the relevant record of the In Sessional Assessment. The course coordinator shall ensure that each course teacher has performed proper In Sessional Assessment.

3.2 MSE for theory courses: In each semester; one MSE shall be conducted as per schedule. In general, MSE shall be based on at least 50 % of the syllabus. The course coordinator shall declare the exact syllabus for the MSE at least two weeks in advance in coordination with all course teachers.

3.3 ESE for theory courses: There shall be three ESEs in one academic year; out of which the first ESEs (viz regular winter examination) shall be conducted only for all the courses of odd semester while next second ESEs (regular summer examination) shall be conducted only for all the courses of even semester. Regular ESE shall be conducted immediately after the semester is over. The Re-exam for students who achieve 'f', 'I' grade in regular winter and summer examinations shall be conducted after regular summer examination of that academic year. Re-examination shall be conducted with a gap of at least two weeks after the previous regular ESE. Every ESE shall be based on the complete syllabus of the respective course. For appearing in re-exam, the student shall have to do exam registration for regular winter/summer examination. For appearing in re-exam, it is mandatory for the student to do exam registration for regular winter/summer examination. If any student fails to do so, (s)he will not be allowed to appear for the re-exam.

3.4 Internal Continuous Assessment (ICA) for laboratory courses: Internal Continuous Assessment should support regular performance of practical and its regular assessment. It shall be based on the understanding of the principles, skills to be developed, punctuality, regular submission and neatness of the journal for each practical/experiment carried out. It shall be assessed by the subject teacher and its record shall be maintained in the appropriate format. The course coordinator shall reserve 5 marks out of 25 and proportionately higher marks for total ICA for term work submission. If any student fails to submit his/her journal on the date of submission, the course coordinator shall not enter absent (-1 in MIS) and shall enter positive integer value. The course coordinator and department shall ensure that the student is not assigned 'Not Eligible' for that particular course.

3.5 ESE for laboratory courses: There shall be three ESEs for laboratory courses in one academic year; out of which the first regular ESEs (winter examination) shall be conducted only for the courses of odd semester while next regular ESE (summer examination) shall be conducted only for the courses of even semester. Regular ESE shall be conducted immediately after the semester is over while re-examination shall be conducted with a gap of at least two weeks after the previous

regular ESE for laboratory courses. It shall be based on a complete syllabus as specified in the detailed curriculum. The Re-exam for students who achieve 'f', 'I' grade in regular winter and summer examinations shall be conducted after regular summer examination of that academic year. Re-examination shall be conducted with a gap of at least two weeks after the previous regular ESE. Every ESE shall be based on the complete syllabus of the respective course. For appearing in re-exam, it is mandatory for the student to do exam registration for regular winter/summer examination. If they fail to do so, students will not be allowed to appear for the re-exam.

3.6 Duration of various Examinations: The time duration of various examinations shall be as specified below:

- a. **MSE for theory courses:** Duration of MSE shall be one hour and 30 minutes.
- b. **ESE for theory courses:** Duration of ESE shall be three hours or 04 hours as specified in the structure approved concern BoS and AC.
- c. **ESE for laboratory course:** Duration of ESE for laboratory course shall be three hours.

4. Question Paper Setting: The guidelines for appointment of paper setters for all the examinations are as follows: These guidelines shall be strictly followed by the paper setters.

4.1 MSE: The course teacher shall set a question paper based on the pre-decided syllabus for the respective MSE in coordination with course teacher/s. The MSE question paper shall be set for one hour and 30 minutes duration (i. e. the students should be able to solve the complete question paper comfortably) and for 30 marks as specified in curriculum structure.

4.2 ESE: Following are the guidelines for paper setting TH-ESE:

- a. **Appointment:** The paper setter appointed for UG course shall have at least UG degree in concerned/allied branch of engineering or PG degree in concerned/allied branch of non engineering subjects and the examiner eligible for PG course shall have at least PG degree in concerned/allied branch of engineering or Ph. D. degree in concerned/allied branch of non engineering subjects.
- b. It is compulsory to set the question paper by the course teacher who teaches that course. One set/course/exam shall be set by the course teacher.
- c. No person can claim appointment as paper setter as a matter of right.
- d. The Pre CoE shall appoint paper setters from amongst the persons included in the panels prepared by the respective BoS.
- e. Appointments of a person as a paper setter shall be made at least two months before the end semester examination.
- f. Paper-setting by internal faculty members: Paper setting shall be done by the internal faculties of the institute.
- g. Question paper shall be submitted in hard copy to Pre-CoE for further proceeding.
- h. Instructions to paper setters:
- i. The paper setter should not accept appointment order if his /her close intimate (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) is/are the examinee at that program. AEC shall obtain appropriate undertaking in this regard from concerned members and submit to EC. In such case if the course teacher is unable to set the question paper, course coordinator shall complete it, with prior permission of concern BoS, Chairman
- j. The paper setter shall follow all the directions given by EC from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
- k. The question paper for End Semester Examination shall be three hours or two hours for 60 or 30 marks respectively or as per the curriculum structure of concern department. The question

- paper of a course with three/four hours shall include minimum four and maximum six questions while that of two hours shall include minimum three and maximum five questions.
- l. The students have to attempt all questions and internal options/choice can be given to the students. There is no upper limit for internal choice.
 - m. The paper setter shall not disclose his/her appointment and shall not make any correspondence on postcards regarding any matter connected with the examination.
 - n. The internal paper setter shall submit the one set as per his/her appointment order.
 - o. Nature of the question paper should be precise.
 - p. Paper setters should design question paper such that the questions – (i) are written with simple, straight forward and meaningful wording (ii) are unambiguous (iii) are asked for relevant marks and (iv) cover the entire syllabus of the course.
 - q. Questions should be set in such a way that it will test the skill of applying the knowledge acquired and thinking ability in addition to testing the memory and skills acquired.
 - r. The questions should be serially numbered as 1, 2, 3, 4, 5 and 6 while sub-questions shall be numbered as a, b, c, d, etc.
 - s. Marks shall be indicated on the right side of the sub-question or the question.
 - t. Diagrams or sketches, if any, should be drawn in black ink or with black ball pen and should be attached separately (to the question paper) with question number mentioned below the sketch. The diagram/figure in question paper shall be clear, visible, readable and understandable. For guidance of assessment of answer books, paper setters should prepare the scheme of marking, giving distribution of marks for different points in the question.
 - u. In case of numerical problems, solutions of the problems with distribution of marks for different stages shall be given in the scheme of marking.
 - v. The paper setter should specifically mention the charts, tables, IS codes, data books etc required for the examination.
 - w. “Common Instructions to Candidates” shall be sent to the paper setter with appointment order. However, a paper setter is requested to delete excess instructions or add some instructions, if required.
 - x. Each paper setter will have to submit a declaration, along with the question paper.
 - y. The paper setter is provided with a sample copy containing the format of question paper and common instructions to candidates.
 - z. The hard copy of the question paper shall be placed in the green envelope (Cover – A) and the scheme of marking shall be placed in the red envelope (Cover – B). These two envelopes (Cover–A and Cover – B) and shall be placed in a yellow envelope (Cover – C). These three envelopes (three Cover -C, one for each paper set) shall then be placed, along with the declaration in appropriate format, in the brown envelope (Cover – D).
 - aa. The old stationary shall be utilized first and the green envelope (Cover F) shall be used. The hard copy of question paper and marking scheme with solution to numerical shall be placed in two different envelopes.
 - bb. In case of any difficulty regarding getting soft copy and/or hard copy, the setter may report to Assistant CoE (Pre-Examination).
 - cc. Paper setter shall submit the question paper to Assistant CoE (Pre-Examination) and receive the acknowledgement.
 - dd. In case the question paper is set in institute purchased software, the setter shall submit the question paper and marking scheme and solution to numerical through his login and complete the process as set by the software.

4.3 Format of the question paper: If the paper is set in offline mode, then following guideline

are given: In general half of A4 size paper should be used for ESE and if required, the question paper may be printed on both sides. Times New Roman font and size 12 pt should be used. However, the ESE question paper shall be submitted using the following format.

- In general A4 size paper should be used for ESE examination.
 - Both the sides of the papers should be used for printing.
 - White colored paper shall be used for the question paper printing.
 - Following format shall be used.
 - The question papers shall be prepared in MS-Word word processor only
 - Font to be used shall be Times New Roman, size 12 pt., color black of the text.
 - Matter to be printed on question paper:
- a. Name of the institute shall be printed on the top of question paper as shown below:

Government College of Engineering, Jalgaon

*(An Autonomous Institute of Government of Maharashtra, NAAC Accredited and Affiliated to
K.B.C.N.M.U., Jalgaon)*

- b. Name of Examination: *Example:* First year B. Tech. Examination: Winter/Summer/Re-exam
Winter and Summer/20__

OR

Second year B. Tech. (Civil) Examination: Winter/Summer/Re-Exam Winter and Summer
20__

- c. Course code and course name: *Example:* ME303 Fluid Mechanics
- d. Maximum marks: 30 or 60; as given by the setter and specified in curriculum.
- e. Duration: 1.5 or 3/4 hours; as given by the setter.
- f. Instructions: as given by paper setter
- g. Page numbering e.g. 1, 2, 3, etc

5. Question Paper Moderation: MSE and ISA question paper need not be moderated; however ESE question paper shall be moderated using following guidelines:

- The moderation of the ESE question paper sets received shall be carried out by the BoS, Chairman. BoS, Chairman is authorized to moderate the question papers. Any BoS, Chairman shall not moderate question papers, if his /her close intimate (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) is/are the examinee at that program. AEC shall obtain appropriate undertaking in this regard from EC, Chairman.
- The moderation work will be carried out in the AEC office and a report shall be submitted in the proforma given below on the same day to AEC.
- In case of moderation carried through software, it can be done from anywhere, but within the stipulated time.
- Following particulars should be checked and moderated accordingly:
 - a. Check the cover of envelope A and the hard copy of the question paper.
 - b. All necessary corrections are to be carried out on a hard copy of the question paper.
 - c. Check and correct the course code, course name, time allotted, number of questions, and total marks, instructions given to the students (instruction number 6 of the paper format to be deleted, if not applicable)
 - d. Check total number of questions (maximum 06) and, wherever possible, check and correct marks allotted per question.
 - e. Check repetition of questions, format and visibility/readability of the figures, and its data while moderating the question paper set.
 - f. Check whether the envelope contains a solution or not.

- g. Moderators can make necessary changes in the question paper like edit/add/delete row/making the row blank if moderated through software.
- h. Moderators can revert the question paper to the paper setter through revert button available in his/her login in case of any modification/correction, in case moderation is carried out in software.
- Moderators shall not have any communication with the paper setters.
- Moderator shall sign envelopes necessary remarks after the work is finished and envelopes are sealed again.
- Assistant CoE (Pre-Examination) shall call upon the paper setter for necessary corrections in the question paper as suggested by the moderator and get a new fresh question paper from him/her within the stipulated time.

Format for Moderation of ESE Question Paper in offline mode

Name of the Moderator:

Department:

Course Code:

Course Name:

Sr. No.	Guideline No.	Remarks mentioning corrections made
1	Check the information on the cover of envelopes and hardcopy of the question paper and make necessary corrections if required.	
2	Check and correct the course code, course name, time allotted, and total marks, instructions given to the students (delete the instructions which are not applicable) on hard copy of question paper and make necessary corrections if required.	
3	Check total number of questions (minimum and maximum as per guidelines) and if required/possible correct the marks allotted per question. Same correction should be done in the solution/markings scheme of that question paper too.	
4	Check repetition of questions, format and readability of the figures, while moderating the question paper set on hard copy of question as per and make necessary corrections if required .	
5	Check the cover for solution and contents and submit information on whether the envelope contains solution or not.	
6	Visibility/readability of the figures, and its data	
7	Additional Remarks, if any:	

Signature of the Moderator with Date

6. Printing of question paper, answer books and other stationery: Following are the guidelines for printing of MSE/ISA/ESE question paper:

6.1 MSE: MSE question paper shall be printed at departmental level by course coordinator using the facilities available in the department. In case of the Open Elective courses, the question paper with sufficient quantity shall be printed and kept at the departmental level who offers the course.

6.2 ISA: The course teacher shall print the sufficient quantity of question papers for ISA at the departmental level.

6.3 ESE: ESE question papers shall be printed at institute level as following procedure and guidelines.

a. Assistant CoE (Pre- Examination) shall observe the sealed status of the envelope after the moderation.

b. Printing of the question paper shall be completed one working day before the examination and sealed immediately using the procedure given in point No. 8 by Assistant CoE (Pre- Examination) and retained in his/her own custody.

c. Sealed packets containing question papers shall be arranged date-wise in sequence.

d. No. of copies to be printed will be decided by the following formula and rounded off to the next number that is multiple of 5.

$T = N + A$, Where,

- T = Total number of question papers to be printed

- N = No. of candidates appearing,

- A = Additional question papers = 20% of the number of students appearing, subject to a minimum of 5 and maximum of 20 question papers.

e. Hard copy of the question paper provided by the paper setter shall be used for the printing. In case of paper is set in software, it can be used for printing purchase.

f. Setting up the format of the question paper or any modifications suggested by moderator if required, shall be done by Asst. CoE (Pre-examination) and the printing command shall be given without creating any file on any of the storage devices. However, the care shall be taken that the content of the original question paper does not get changed due to setting up the format.

g. The original hard copy moderated by moderator shall be placed in original envelope which will then be placed in envelop E and shall be sealed by Assistant CoE (Pre-Examination).

h. No part of the question paper shall be saved on any of the storage devices during and after printing.

i. Damaged question papers, extra copies of question paper, part of the question paper, the upper portion of which is affixed on the packet and stencils if any, etc. shall be taken in possession by the Assistant CoE (Pre-Examination) immediately after they are created and shall be destroyed by crushing it at the end of the printing work every day.

j. Pending commands given to the printing machine if any shall be erased before closing the room.

6.4 The printing committee:

- The committee for printing the question papers shall consists of,

- i. Assistant CoE (Pre-Examination)

- ii. One faculty member (If required)

- iii. DTP operator for printing - Class III

- iv. One Class IV

- Person other than those deputed for printing shall not be allowed to enter the printing section.

- The person deputed for the printing shall not leave the room until the work is completed.

- No member shall carry any communication or storage device, such as mobile, bluetooth, pen drive or any such device that may be used for transferring or storing the data from the computer.
- All computer accessories that can be used to transfer or save the data, but shall be removed or disabled. If not possible, remove it physically from the computer used for printing.

6.5 Printing of answer books, supplements and other stationery:

- a. Hon. Principal shall appoint a purchase committee for AEC. The Purchase Committee is responsible and authorized for printing of answer books, supplements, graph papers, drawing sheets and all other stationery related to examination.
- b. Dean and CoE shall collect and compile the requirement of MSE and ISA answer books for the entire academic year well in advance. He/she shall estimate the requirement of ESE answer books for the entire academic year well in advance.
- c. The Purchase Committee shall get all stationery printed in sufficient quantity well in advance following Government norms and procedure.
- d. The Purchase Committee shall get all formats printed in sufficient quantity well in advance following Government norms and procedures which are required during examination/evaluation process.
- e. CoE shall handover stationery to HoD or any other official and maintain the account of answer books, supplements, graph papers, drawing sheets at AEC with the help of class – III.

7. Sealing of question paper packets: Following are the guidelines for sealing MSE/ESE question papers:

7.1 MSE: MSE question papers shall be sealed by course coordinator as soon as the printing work is over and put his/her dated signature on sealed packet. Sealed packets of the question papers of MSE shall be retained by the course coordinator/departmental coordinator at least two days before the commencement of the MSE. In case of the Open Elective courses, the question paper with sufficient quantity shall be sealed and kept at the departmental level who offers the course.

7.2 ESE: Following are the guidelines for sealing of printed ESE question paper by Assistant CoE (Pre-Examination):

- a. Requisite number of question papers shall be printed using the available printing machine.
- b. After printing the requisite number of question papers, they shall be counted and placed in the packets (Envelop *F*). In order to minimize the number of packets, the envelope shall be filled with 100, 75, 50, 20, 10 and 5 no. of question papers.
- c. The number of question papers placed in each packet shall be ascertained by the second person in the team.
- d. Open end of the packet shall be pasted with gum.
- e. The matter printed on the top of the question paper shall be cut and pasted on the packet so that all the three joints of the packet shall be covered as shown below in Fig 1.
- f. Subsequently packets shall be sealed using sealing wax with the personal metal seal of the Assistant CoE (Pre-Examination) as shown in the Fig 1 by letters MS encircled.
- g. Assistant CoE (Pre-Examination) shall put his/her signatures on the places as shown in Fig 1.
- h. Sealed packet of question paper shall be issued to CoE/Coordinator Examination and the acknowledgement shall be taken in the format and duplicate copy shall be issued to him.

Government College of Engineering, Jalgaon	
<i>(An autonomous Institute of Government of Maharashtra, NAAC Accredited and Affiliated to K. B.C. N. M. U., Jalgaon)</i>	
Name of Examination: First year B. Tech.	Examination: Summer/Winter – 2024
Course Code and Course Name: EE151N Basic Electrical Engineering	
Maximum Marks: 60	Duration: 2.5 Hours
Sign of Asst CoE (Pre-Exam)	Sign of Asst CoE (Pre-Exam)

Fig 1: A sample question paper packet showing positions of seals and signatures.

7.3 ESE question paper packet: These shall be made of cloth woven paper, thickness greater than 140 gsm, size- suitable to accommodate A4 size question papers, the plain side of which shall be printed with the statement to be signed by the CoE and others while opening the packet 30 minutes before the commencement of the final examination.

7.4 Sealing of the room and cupboards: Paper seals duly signed with date and time have to be pasted on all the cupboards in the printing section, all the doors of the printing section

8. Evaluation of the Quality of Question Papers: In order to maintain the quality and standard of question papers of the various examinations, they shall be evaluated by using some strategy. The MSE question papers shall be evaluated by the concerned BoS chairman and appropriate instructions/suggestions shall be given to the paper setter/course coordinator. The ESE question papers shall be evaluated on a five point scale from the various academic/ industrial subject experts outside the institute. The Format for Evaluation shall be as given below: In addition, the quality of ESE question paper shall be discussed in BoS meeting and appropriate comments may be communicated to the Examination Committee through AEC.

Format for Evaluation of the ESE Question Paper Name of the Evaluator:	
Department:	Exam: Winter/Summer/Re-exam 20....
Course Code:	Course Name:

1. Uniform coverage of the entire syllabus prescribed for the course.

a) 5	b) 4	c) 3	d) 2	e) 1
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2. The time allotted for the paper.

a) 5	b) 4	c) 3	d) 2	e) 1
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3. Language of the questions asked.

a) 5	b) 4	c) 3	d) 2	e) 1
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4. Clarity and completeness of the questions asked.

a) 5	b) 4	c) 3	d) 2	e) 1
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5. The standard of questions to judge the knowledge and analytical skills of student.

a) 5	b) 4	c) 3	d) 2	e) 1
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6. The easy level of the questions asked for an average student.

a) 5	b) 4	c) 3	d) 2	e) 1
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7. difficulty level of the questions asked for an average student.

a) 5	b) 4	c) 3	d) 2	e) 1
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8. Innovative questions asked in the paper.
 a) 5 b) 4 c) 3 d) 2 e) 1
9. Quality of the scheme of marking and model answers
 a) 5 b) 4 c) 3 d) 2 e) 1
10. The overall quality of the paper.
 a) 5 b) 4 c) 3 d) 2 e) 1

Quality	Excellent	Good	Average	Below Average	Poor
Points	5	4	3	2	1

Dated Signature of Evaluator

9. Conduct of examination: The various examinations for UG and PG programs shall be conducted in accordance with the evaluation scheme approved by AC and as per Rules and Regulations for B. Tech. and M. Tech. program respectively. Dean, Academics shall supervise the smooth conduct of all types of examination and issue guidelines/instructions to members of AEC; however CoE is responsible for smooth conduct of all types of examination in coordination with all other members of AEC. General guidelines for conducting various examinations are given below:

- 9.1 MSE:** MSE shall be conducted at the departmental level as per following guidelines:
- HoD shall work as departmental CoE for MSE and he/she is responsible for smooth and proper conduct of the MSE.
 - HoD shall prepare a detailed time table of MSE, display its copy on notice boards of their departments, circulate it among the course coordinator/course teachers and submit its one copy to AEC. In general, there shall be MSE for only two courses of the same class in a day.
 - HoD shall appoint invigilators for MSE. However, the course coordinator shall be one of them.
 - Seating arrangements, preparation of attendance sheets, etc shall be done for MSE in each department in the class rooms allotted to respective departments. For the First year, the classrooms of other departments shall be used in coordination with those HoD.
 - HoD shall send the requirement of answer books, drawing sheets, graph papers, blank proforma and other stationery required for conducting the MSE to AEC and obtain the same well in advance from AEC office and keep it in his/her own custody.
 - On the day of examination, the course coordinator shall bring the sealed packets of question papers in front of HoD at least 20 minutes before the start of the MSE. The course coordinator shall be responsible for maintaining secrecy of question paper, supply of required number of question papers and communicating corrections if any to the examinee.
 - HoD shall appoint the invigilators for the courses they offer. However, for first year, the invigilators shall be appointed by HoD (Science and Humanities) with coordination of the other HoDs.
 - Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the test, and question papers at the beginning of the MSE. He/she shall check the identity cards of the students, check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on the front page of answer books and then sign on the answer books of the students. He/she shall then obtain the

signature of the students on the attendance sheet and maintain the attendance record of the students of his/her class/hall. At the end of the MSE, he/she shall collect the answer books from the students and arrange them sequentially as per the class roll numbers of the students, separately for each course, and hand over the same to HoD/course coordinator.

- i. Invigilators shall observe the general discipline in the class / hall during the MSE and report the cases of indiscipline, misbehavior and use of unfair means to the HoD for further necessary action as per point No 18 of examination rules.. HoD shall forward all such cases directly to the Discipline and Redress Committee, the copy of which to be sent to AEC for information and checking the results generated through MIS.
- j. Course teacher shall collect the answer books of the respective course from HoD/course coordinator, after the MSE is over on the same day for assessment.
- k. HoD shall maintain the record of answer books received and consumed for the MSE/ISA.
- l. Students shall not be permitted to appear for the examination; if they are late by more than 10 minutes after the commencement of examination.
- m. In case of the open Elective, all the above procedure, instructions and notices shall be completed by the HoD, of the department who offers that course, but in coordination with the other Heads.

9.2 ESE of Theory Courses: ESE for theory courses shall be conducted at the institute level as per following guidelines:

- a. Students shall report the institute 20 minutes prior to the scheduled time and occupy their seat in the examination hall. Students shall not be permitted to appear for the examination; if they are late by more than 30 minutes after the commencement of examination.
- b. CoE is responsible for smooth and proper conduct of the ESE.
- c. CoE/AEC shall prepare a detailed time table of ESE and display it on the notice board in AEC. There shall be ESE for maximum one course of the same class in a day.
- d. CoE/AEC shall appoint staff for examination, invigilator and vigilance squad for ESE using following guidelines:
 - (i) In general one invigilator per 30 – 35 students shall be appointed. Full time or visiting faculty members can be appointed as invigilator.
 - (ii) No relievers required and appointed shall be as per following chart: Full time or visiting faculty members can be appointed as reliever. When a reliever is not appointed due to less number of rooms/halls (less than or equal to three), the vigilance squad members shall relieve the invigilators.

No. of blocks	Up to 5	from 6 to 10	From 11 to 15	Above 15
No. of relievers required	3	5	8	10

- (iii) The Vigilance squad shall consist of 2 to 3 senior faculty members including at least one lady faculty. Amongst the squad, one senior faculty will be appointed as Chairman. No. of vigilance squad members required and appointed shall be as per following chart:

No. of blocks	Up to 5	Above 5
Squad required	2 (one gents and one ladies)	3 (out of which one compulsorily ladies)

- (iv) Administrative staff and class IV for the examination control room may be appointed as per the volume of work.
 - (v) Masking & sealing assistant: 2 to 3 class III employees of the Institute.
 - (vi) Sweeper: One for 1 to 5 class rooms, two for 6 to 10 class rooms, three for 11 to 15 class rooms and so on.
 - (vii) Waterman: One for 1 to 3 class rooms, two for 4 to 6 class rooms, three for 7 to 9 class rooms and so on.
 - (viii) One bellman shall be appointed.
- e. Seating arrangements for ESE shall be made at the institute level and CoE shall display the same on examination notice board on the same day of the Examination 45 minutes before the start of the examination.
- f. CoE shall prepare bell schedules and inform bellmen, students, invigilators and vigilance squad etc.
- g. CoE or his/her authorized representative shall collect the sealed packets of question papers from Asst. CoE (Pre-examination) one hour before the commencement of examination. He/she shall verify the correctness of course code, course name etc printed on the cover page of sealed packet as per schedule of examination and report to Principal and Asst. CoE (Pre- examination) for any discrepancy.
- h. CoE shall distribute all the exam related stationary in sufficient quantity to the Class - III appointed on annual basis for conduction of the examination prior to the start of the examination.
- i. CoE shall sign him/herself and obtain signature of other concerned persons as specified on the sealed packets of question papers certifying the intactness of that packet; 30 minutes before the commencement of examination. Then he/she shall count the question papers and distribute to junior invigilators as per seating plan well in advance.
- j. CoE shall maintain the account of question papers and report to the Principal and Asst. CoE (Pre- examination) if any discrepancy is found in the sealed packet of question papers.
- k. Invigilators shall enter their class/hall at least 20 minutes before the start of examination and he/she shall
- i) check whether the students have occupied their seats as per the seating arrangement plan,
 - ii) read loudly all instructions as provided so that all students in the room/hall should know and understand the instructions.,
 - iii) distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
 - iv) distribute the question papers to the students at the beginning of the examination,
 - v) check the identity cards of the students and sign on their answer books, if all details are correct,
 - vi) take the signature of students on the attendance proforma, mark 'AB' for absent students and maintain the attendance record of his/her room/hall,
 - vii) distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,
 - viii) maintain general discipline in the classroom by frequently moving in the classroom/hall

- and preventing any malpractices, attempts of copying by the students.
- ix) report cases of students misbehavior, indiscipline, malpractices and copying cases to the CoE for further necessary action, give warning to the students to tie their supplements, 10 minutes before the end of examination,
 - x) collect the answer books from the students at the end of examination and arrange them sequentially as per the seat number of students for each course separately,
 - xi) hand over the answer books and filled proforma to the CoE/member assistant to CoE.
- l. Invigilators shall observe the general discipline in the class/hall during the ESE and report the cases of indiscipline, misbehavior and copying cases to the CoE for further necessary action. CoE shall forward all such cases to the Discipline and Redress Committee.
- m. CoE shall maintain the record of answer books received and consumed for the ESE.
- n. CoE/Vigilance squad shall take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination. He/she shall also send the relieving supervisors to various rooms/halls to relieve the invigilators for not more than 10 minutes at a time.
- o. If any examinee is not in position to write at all, or write as fluently as a normal student, on account of physical disability or injury due to accident just before the examination and produces a medical certificate from the Civil Surgeon on this account, then a writer shall be allowed to such examinee. Such a writer shall not be a student of any Program of B. Tech. / M. Tech. of the Institute or any other Technical Diploma or Degree course of other Institutes. The examinee shall, however, apply in a prescribed proforma to CoE asking for permission to allow for such a writer. CoE then shall verify the medical certificate and give a permission letter to the examinee for the writer after taking the undertaking from the writer in a prescribed proforma. The examinee shall produce the permission letter to the invigilator for examination of each course.
- p. In the case of a physically disabled examinee, who can write but at much slower speed as compared to a normal student, he/she may be allowed to write for 10 minutes/hour of examination extra. Total time duration will vary as per the total time duration of ESE. The examinee shall, however, apply in a prescribed proforma to CoE asking for permission to allow for additional time. CoE then shall verify the medical certificate and give a permission letter to the examinee for the additional time.
- q. At the end of examination CoE shall check answer books as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately. He/she shall then get it masked from the masking assistant.
- r. Masking assistants shall hide the exam seat number and serial number of each answer book by suitably folding the front page of the answer book and pasting with brown tape, as per the procedure laid down or instructions given by CoE.
- s. CoE shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question paper, copy of attendance sheet, record of supplements issued etc, and pack them in packets of cloth and seal them with sealing wax, and paste a packing slip on each packet indicating all details of packed answer books. Thereafter, CoE shall handover all the packets to Assistant CoE (Post-Examination) for assessment.
- t. Sealing assistant shall maintain the account of answers books and supplements received and consumed for the examination in a register. He/she shall also prepare the bills of remuneration of all staff involved in the examination work and submit to the CoE for further action.
- u. Assistant CoE (Post-Examination) shall receive all the packets of answer books of all courses for all Programs for assessment.

10.3 End Semester Examination (ESE) of Laboratory Courses/Project/Seminar/ Dissertation:

ESE of LAB/Project/Seminar/ Dissertation shall be conducted at the departmental level as per following guidelines:

- HoD shall work as departmental CoE for ESE of LAB/Project/Seminar/ Dissertation and he/she is responsible for smooth and proper conduct of the ESE.
- HoD shall prepare course wise time table of ESE of LAB/Project/Seminar/ Dissertation and prepare detailed batch wise/laboratory wise time table, display its copy on notice boards of their departments, circulate it among the course coordinator/course teachers and submit its one copy to AEC. There shall be ESE of LAB/Project/Seminar/ Dissertation for maximum one course of the same class in a day.
- Consent of HoD of other departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem.
- Departmental CoE shall appoint External and Internal Examiners as per the panel given by concern BoS, Chairman and approved by the Examination Committee. However, the course coordinator shall be appointed as internal examiner if he/she is eligible. If HoD permits, visiting faculties can be appointed as Internal Examiners.
- BoS shall recommend the list of external/internal examiners for practical examination of each course to the examination committee. In case an external examiner doesn't report for the examination due to an emergency, the concerned HoD shall make alternative arrangements from the list of panels. In case no examiner is available in the panel; the HoD is empowered to make suitable arrangements with the consent of the Chairman, Examination Committee. HoD/Departmental COE shall send the appointment letters to the external/internal examiners.
- HoD shall appoint staff for ESE of LAB/Project/Seminar/ Dissertation examination as per following structure:
 - Laboratory Expert: (For performance in practical examination only) One faculty member for each laboratory course.
 - Laboratory assistant: One Laboratory assistant of the respective laboratory.
 - Laboratory Peon: One for each course, preferably peon of the respective laboratory.
- For workshop practical, the structure of staff for practical examination shall be as under;
 - Forman: One for each practical course
 - Shop Instructor: One for each shop, in which the examination is to be conducted
 - Peon: One for each shop, in which examination is to be conducted.
- In case of common courses in the same semester of different programs, different internal and external examiners may be appointed for each program.
- Internal examiners along with laboratory experts/assistant and laboratory peons shall make all the necessary arrangements of equipment/laboratory set up required for conducting practical examination for their respective courses.
- AEC will start the activity for attendance and marks entry before the start of the exam, and the course coordinator shall generate the attendance/marks list through his/her login. Attendance and blank marks list shall be printed and kept for the record, bills, etc.
- ESE of laboratory courses shall be conducted in following manner or as specified in curriculum:
 - a. For oral examination (viva voce) only, both internal and external examiners shall ask questions to the students based on the practical content of the course, so as to assess his/her practical knowledge of the course. Answer sheets may not be issued to the examinee for an oral exam.
 - b. Practical examination, in which a student is required to perform a given practical, followed by the oral examination (viva voce) based on the practical content of the course. Answer sheet of appropriate page no. shall be given to the examinee. The performance of the students then shall be

judged by both Internal and External examiners. For assessment of the seminar, the student shall be asked to give a presentation in the presence of another examinee followed by a question and answer session. Examiner shall judge the student on the basis of presentation/communication skill, depth of understanding, selection of seminar topic, literature survey, seminar report etc.

- c. For assessment of project/dissertation the student/s shall be asked to give a presentation and demonstration followed by a question and answer session. Examiners shall judge the student on the basis of depth of understanding concepts/principles used, selection of project/dissertation topic and related literature survey, contribution in the execution of project/dissertation, project/dissertation report, presentation/communication skill etc.
- d. After the practical examination of the course is over, internal examiner along with the external examiner shall enter the marks given to the students on the answer book, sign on it, seal all the answers books/drawing sheets/workshop jobs of the practical examination in a packet, write all details on the packet and hand over the same to HoD/Departmental CoE on the same day. HoD/Departmental CoE shall preserve the answer books as per the institute level policy approved by EC and AC.
- e. After the ESE of the laboratory course is over, internal examiner along with the external examiner shall fill in the marks given to the students in the mark sheet, sign on it, seal it in a packet, write all details on the packet and hand over the same to HoD/departmental coordinator on the same day.
- f. HoD/Departmental coordinator shall enter marks in MIS as and when the activity is started in MIS.

10. Assessment: Assessment of various examinations shall be carried as per following guidelines:

10.1 ISA: Course teacher shall assess the performance of the students in respective theory courses as principles stated earlier in point no 3.1. Performance shall be regularly monitored and record of assessment shall be maintained in the prescribed proforma and marks shall be entered in MIS by course coordinator as and when the activity is started. The consolidated marks list generated through class teacher login shall be printed and preserved at departmental level taking sign of every course teacher and/or course coordinator.

10.2 ICA: The course teacher shall assess the student's performance based on the understanding of the principles, skills to be developed, punctuality, regular submission and neatness of the journal for each practical/experiment carried out. **In addition, ICA of special courses like seminar, project and dissertation should include the evaluation of paper published (for PG students)/paper presented (for UG students) in any technical event as specified in autonomy rule R7.** Performance shall be regularly monitored and record of assessment shall be maintained in the prescribed proforma and marks shall be entered in MIS by course coordinator as and when the activity is started. The consolidated marks list generated through class teacher login shall be printed and preserved at departmental level taking sign of every course teacher and/or course coordinator.

10.3 MSE: Assessment of Mid Semester Examination shall be carried by the course teacher/course coordinator. Records shall be maintained in the prescribed proforma and marks shall be entered in MIS by course coordinator as and when the activity is started. The consolidated marks list generated through class teacher login shall be printed and preserved at departmental level taking sign of every course teacher and/or course coordinator.

10.4 ESE of Laboratory Courses: Assessment of End Semester Examination of Laboratory Courses shall be done using following guidelines:

- a. It shall be assessed by both internal and external examiners at the time of examination.

- b. It shall be assessed batch wise and there should not be more than 15 students for UG and 12 students for PG in one batch.
 - c. In one day there may be at the most three batches. i. e. in one day one examiner can assess at most 45 UG students or 36 PG students.
 - d. Marks shall be entered in MIS by both the examiners and reports shall be generated through login of course coordinator and shall be sealed in envelopes. After that it shall be handed over to the HoD of concern department who offers that course.
- 10.5 ESE of Special Courses like Project/Seminar/Dissertation:**
- a. It shall be assessed by both internal and external examiners at the time of examination as specified in point No 10.3.
 - b. There should not be more than 30 students for seminar or ten project groups for UG and not more than 18 students for seminar or five dissertations for PG in one day.
 - c. Marks shall be entered in MIS by both the examiners and signed hard copy of marks shall be submitted in a sealed envelope to HoD of concern department who offer that course.
- 10.6 ESE of Theory Courses:** Assessment of End Semester Examination of theory courses shall be executed at institute level under the control of Assistant CoE (Post-examination) as Central Assessment Program (CAP) using following guidelines.
- a. For central assessment of answer books of ESE, the Principal of Institute shall form a committee under the control of Assistant CoE (Post-examination) at institute level. Assistant CoE (Post-Examination) shall issue office order for assessment to assessor as per directions of Chairman, Examination Committee.
 - b. Assessment is compulsory to all teaching staff of this institute. Wherever the number of persons involved in assessment is more than one, in such cases, Assistant CoE (Post Examination) shall request all assessors to sit together to decide a common scheme of evaluation and prepare its minutes in writing before beginning assessment.
 - c. Normal working hours of CAP shall be 8 a.m. to 8 p.m. Considering quantum of work and time consent, working hours may be extended as per requirement.
 - d. Assistant CoE (Post-Examination) will receive masked answer books from CoE and carry out the assessment as per given procedure in stipulated time period
 - e. **Assessment procedure:** After receiving the order for assessment of answer books, the assessor shall
 - i) not disclose the order as it is confidential.
 - ii) report at the CAP.
 - iii) submit the “Evaluator’s Declaration” form given by Assistant CoE (Post-Examination).
 - iv) collect a sealed bundle of answer books from CAP officials, count all the answer books in the bundle and check for proper masking of answer books. If there is any discrepancy, get it clarified from CAP officials immediately. In any case, do not receive any unmasked answer book.
 - v) collect question paper and solution/scheme of marking of the course from CAP officials.
 - vi) not assess any answer book without solutions/scheme of marking.
 - vii) award step-wise marks for each solved question and minimum awarded mark shall be $\frac{1}{2}$ i.e. half.
 - viii) transfer marks as it is without rounding off on the front page of the answer book and write -- (dash) for not attempted (completely ignored) question by the student. Make addition of marks and round off marks to higher integers, if required.
 - ix) assess the answer in terms of marks only. He/she neither shall put any comment nor shall put any markings on the answer book.

- x) put a signature with his/her name in the space provided on the front page of the answer book.
- xi) not hand over the bundle to CAP officials for further action under any of the following situation:
 - answer book found with a written request stating cancellation of previously written answer,
 - answer book found with multiple-writings/with multiple use of inks,
 - answer book found attached with any currency note to the answer book and or found requesting assessor to assess answer book favorably,
 - mass copying,
 - answer book found disclosing identity of the examinee in any form with a intent to get clear-cut illegal benefit,
 - answer book found writing abusive and threatening language
 - question paper with missing data, misprint of any nature and all other such cases
- xii) handover valued answer books to CAP officials.

Moderation: Moderation of valued answer books of F. Y. B. Tech. students shall be carried using following guidelines:

- i) Moderation shall be carried out for those courses which are valued by more than one evaluator.
- ii) In general moderators shall be other than evaluators and preferably senior to all evaluators. In exceptional case; Chairman, EC can use his/her discretionary power and appoint any suitable moderator.
- iii) In general all answer books which are awarded marks in the range 85% to 100 % or 1/3rd +/- 5 % marks of maximum marks shall be moderated while 10 % answer books of the remaining answer books shall be moderated.
- iv) Marks awarded by moderator shall be final except the cases falling under point no. (vi) and (vii).
- v) After moderation if it is found in the case of 50 % or more of moderated answer books; the change in marks is more than 20 % of maximum marks then Asst. CoE (Post. Exam) shall convene the meeting of all evaluators and moderators to receive a uniform evaluation scheme. If required; evaluators shall re-evaluate all the answer books as per uniform evaluation scheme without any additional remuneration.
- vi) After moderation if it is found that 75 % or more of moderated answer books evaluated by one evaluator has one sided (either increase or decrease) change in marks then Asst. CoE (Post. Exam) shall convene the meeting of all evaluators and moderators to receive a uniform evaluation scheme. If required; evaluators shall re-evaluate all answer books as per uniform evaluation scheme without any additional remuneration.
- vii) The remuneration rates for moderation shall be same as that for revaluation.
- viii) Re-totalling: Re-totaller shall see that examinee attempted the questions considering the internal choice and shall check the marks given by the assessor are as per the marks allotted to the questions. Re-totaller shall see all questions and sub questions are valued and awarded marks.
- ix) Re-totaller shall report to the Assistant CoE (Post-Examination)/CAP official in case of any discrepancy who shall get it corrected from the concerned evaluator.
- x) The Re-totaller, Assistant CoE (Post-Examination)/CAP official shall not correct any such mistakes on their own under any circumstances.
- xi) Re-totaller shall unmask the answer books and arrange sequentially with the help of the class-IV appointed in CAP.

- xii) The class - III appointed on an annual basis in CAP shall feed the marks in the MIS at CAP.
- xiii) The Assistant CoE (Post-Examination) shall send all valued masked answer books in sealed bundles to the CoE on the last day of CAP.

- **Display of marks, model answers and marking scheme:** Marks shall be displayed on or after the last day of ESE, but within 3 days from the last day of ESE. The model answers and marking scheme used for assessment of the answer papers shall be made available for the perusal of students on written application to Asst CoE (Post-Examination).
- **Preservation of assessed answer books:** All evaluated answer books shall be preserved for two consecutive semesters in the AEC office or as per the institute level policy revised from time to time.

11 Declaration of Marks: Marks of various passing heads/evaluation tools shall be displayed on notice board/institute's website using following guidelines.

- 11.1 ISA:** Marks secured by students in each evaluation tool shall be timely displayed by the course teacher. At the end of the semester, course teachers shall tabulate marks allotted to students for Internal Sessional Assessment, display it on notice board with the signature of course coordinator for students' reference and rectify any grievance received from students in that respect and finalize ISA marks. Course coordinator shall enter ISA marks in MIS and display its print on notice board and hand over the copy of the same to HoD.
- 11.2 ICA:** The course teacher shall keep a record of marks secured by students in each assignment/experiment in the format. At the end of the semester, course teachers shall tabulate marks allotted to students for Internal Continuous Assessment, display it on notice board with the signature of course coordinator for students' reference and rectify any grievance received from students in that respect and finalize ICA marks. Course coordinator shall enter ICA marks in MIS and display its print on notice board and hand over the copy of the same to HoD.
- 11.3 MSE:** Concerned Course Coordinator shall prepare and display the results of MSE of respective courses within three days from the last date of completion of MSE for students' reference and rectify any grievance received from students in that respect and finalize MSE marks. Course coordinator shall enter MSE marks in MIS and display its print on notice board and hand over the copy of the same to the HoD.
- 11.4 ESE of Theory Courses:** Assistant CoE (Post-Examination) shall enter ESE marks in MIS and display its print on notice board.
- 11.5 ESE of Laboratory Courses:** The concern course coordinator shall enter the marks in MIS after the examination is over. The marks shall be entered and locked in MIS as and when the link is made active by the AEC official. The sealed marks list shall be preserved by the concerned BoS Chairman who offers that course.

12 Revaluation: Revaluation of answer books at various examinations of theory courses is permitted and it shall be carried out as per following guidelines:

- 12.1 ISA:** Students shall contact the course teacher for any query about his/her evaluation/assessment in any of the ISA tools within 3 days from the declaration of marks of that ISA tool. It implies revaluation/grievance of ISA shall be done at course teacher level. The final mark list of each ISA tool shall be submitted to the HoD.
- 12.2 ICA:** Revaluation of ICA of laboratory courses is neither required nor permitted as marks are given in the presence of a student and his/her signature is to be obtained on the assessment sheet.

12.3 MSE: The course teacher shall show assessed answer books of MSE to the students and make necessary corrections, if required and finalize the marks. It implies revaluation/grievance of MSE shall be done at course teacher level. The final mark-list of MSE shall be submitted to the course coordinator.

12.4 ESE of Laboratory Courses: Revaluation of ESE of laboratory courses of laboratory courses is not permitted.

12.5 ESE of Theory Courses: Revaluation of ESE of theory courses shall be carried out as per following guidelines:

1. The TH-ESE marks will be communicated to the students first by AEC office and then open house will be implemented.
2. The Open House revaluation shall be done by Assistant CoE (Post Examination) by issuing the notice for the students. The aspiring candidate shall apply for revaluation to AEC in prescribed format by paying requisite fees as per the schedule specified in academic calendar/or notice circulated by AEC and obtain the acknowledgement.
3. Assistant CoE (Post-Examination) shall collect and compile all received applications of revaluation and prepare course wise bundles of answer papers and issue those bundles to the concern BoS, Chairman/HoD of the department.
4. CoE shall make the schedule for open house in concern with all respected HoD and HoD shall final the schedule and publish to students.
5. Respected HoD shall conduct the Open House smoothly in presence of course teacher/course coordinator/HoD.
6. The Heads/course coordinators/course teachers shall remain present during the entire process.
7. It is the responsibility of all concern Head to which the course is offered.
8. The respective Head shall receive the bundle of answer sheets from CAP (Post CoE office, Room No. 214) with the help of class – III of their own department and once the bundle received it shall be returned to CAP on the same day after the open house system is implemented. At the time of receiving the answer sheets bundle and returning it, class – III shall sign on the register which is available in CAP.
9. The answer sheets along with question paper, marking scheme if available and marks list are given to the respective department. The course teacher will distribute the answer sheet to the students and grievances if any shall be solved. All the grievances shall be solved at the departmental level. The changes (if any) shall be made by using purple pen on the answer sheets. Changes in marks shall be made with the RED pen on the mark list provided. Old marks are rounded of and course teacher/Head shall sign on the mark list.
10. Students shall sign on the front page on the main answer sheet.
11. HoD shall return the answer sheets, question paper, marking scheme (if any) and marks list along with the changes if any.
12. Open House system shall be implemented without affecting the regular theory classes if any.
13. Departmental laboratory/lab shall be utilized; Seminar Hall and Conference Hall can be utilized with prior permission of Hon. Principal if required.
14. All the students who appeared in the exam shall remain present for this Open House as per the schedule published by the concern HoD.
15. Students shall contact the course teacher/Head of the Department for it.
16. Pen, electronic gadgets or any other material is not allowed during the Open House.
17. I card is compulsory during the Open House.

18. Anyone who remains absent loses his/her claim and no further time is made available.
19. There will be no revaluation and marks will be finalized given by concern Head.
20. The students shall sign on the front page of the main answer sheets after it is shown to him/her.
21. Decision given by respective HoD will be final.
22. Assistant CoE (Post-Examination) shall collect the answer sheets/mark list/markings scheme (if any) from HoD after the conduction of Open House.
23. Marks if changed are entered in MIS after the Open House and revised results (R9) shall be published to the students via notice board. Revaluation activity shall be completed as per the schedule specified in the academic calendar for the activity.
24. Any positive change shall be accepted and entered in MIS by Post CoE. Negative marks shall not be entered.
25. Once the R9 reports are generated AEC shall proceed further.

13 Record of Audit Points: Record of audit points earned by students during the semester shall be maintained by class teacher/coordinator as per following procedure:

- The student shall submit the application along with supporting documents for grant of audit point to class teacher before the end of term (inclusive of last day).
- HoD shall call a meeting of all class teachers/coordinators within three days from the end of term and grant audit points as per guidelines of autonomy rules.
- Class teacher shall prepare a table indicating total audit point earned by each student for all corresponding activities and the same shall be displayed on departmental notice board.
- Students may contact to class teacher/coordinator for any grievance/query of audit points earned within next three days and get it solved. Then class teacher/coordinator shall enter audit points earned by students in the MIS

14 Declaration of Result and Distribution of Grade Card: After the declaration of the Open House Revaluation marks of each ESE, the final result shall be declared and MIS officer shall process for the results and generate R12, R13, R14, R15 and R16 (only for even semester). Grade Cards shall be distributed to students by Academic Examination Cell using following guidelines:

- MIS shall combine the marks (after revaluation if any) of all the examinations i.e. MSE, ISA, ICA, ESE etc of each Theory/Laboratory course of the students and shall award grades in respective courses.
- Separate Grade Moderation Committee shall be formed for each semester consisting of all course coordinators of that respective semester under the chairmanship of HoD.
- Grade Moderation Committee shall complete verification/modification of grades awarded as per autonomy rules and AEC shall distribute the R12 and R13 reports to the concern HoD. Chairman, Grade Moderation Committee shall verify the final grades awarded, credits and earned grade points semester wise and audit points semester wise submit it to the AEC office.
- After receiving the semester wise results from Chairman, Grade Moderation Committee of each program, the AEC shall prepare the tabulation register through MIS and declare the final results.
- AEC shall prepare and print Grade Cards through MIS. Grade Cards shall be distributed to the students through the concerned department.
- Grade Cards shall be distributed to the students through concerned department.

15 Provisional Degree and Migration Certificate: Aspiring students are entitled to receive provisional degree and/or migration certificate before receiving the final degree certificate as per

convocation schedule.

15.1 Provisional Degree Certificate: The institute shall issue “Provisional Degree Certificate” to the outgoing student who otherwise has completed all the requirements for award of degree as per autonomy rules of this institute **to be verified and approved by concerned program head.**

15.2 Migration Certificate: The institute shall issue a “Migration Certificate” to the outgoing students, on his/her application in the prescribed format if it is required for Higher Studies (as per the demand of respective universities/institute) along with transfer certificate. The format for migration certificate shall be as decided by AEC.

16 Unfair Means/Disorderly Conduct at Examination: Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982 (Appendix-A) providing for preventing Malpractices at the University/College/Board Examinations. Under the section of the act, use of unfair means of any kind by an examinee/ any person/person related to examination during the conduct of examination is a cognizable and non-bailable offense. For implementation of the act, the following procedure shall be adopted:

16.1 Competent Authority:

- a. On receipt of a report regarding use of unfair means by any student at ESE, including breach of any rules laid down by institute authorities, for proper conduct of examination, the Discipline and Redress Committee (DRC) under the chairmanship of Dean – Student’s Affairs constituted by the EC, Chairman shall be the competent authority. It shall investigate, and take appropriate disciplinary action against the student using, attempting to use, aiding, abating, instigating or using any other unfair means at examination center. The report shall be put before the Examination Committee for final approval.
- b. On receipt of a report regarding use of unfair means from invigilator/Senior Supervisor/CoE/HoD/any other person at ESE, including breach of any rules laid down by institute authorities, for proper conduct of examination, the Chairman, EC shall be the competent authority to investigate, recommend and take appropriate disciplinary action against the invigilator/Senior Supervisor/CoE/any other person using, attempting to use, aiding, abating, instigating or allowing to use unfair means at examination center. Chairman, Examination Committee can appoint a special committee to investigate, recommend and take appropriate disciplinary action in this regard. Its report shall be put before the Academic Council for final approval.
- c. For any type of misconduct, copy case, etc during MSE and ISA, concerned HoD (who is working as CoE) shall forward the case to the DRC. HoD shall submit the statement of the student, invigilator and HoD to DRC. Also, concerned HoD shall communicate to the concerned student to be present in front of the DRC. DRC is the competent authority to investigate, and take the appropriate decision, and decide the punishment and the final report shall be submitted to the concerned HoD. The Xerox copy of which is to be submitted to AEC for information and result verification. Concern HoD shall do the needful for appropriate entry in MIS as and when the activity is started by AEC.

16.2 Procedure for Dealing with Unfair Means Cases at Examination Center of ESE: In case of unfair means, the CoE/examination coordinator shall follow the following procedure:

- a. The student shall be called upon to surrender to the CoE/Exam coordinator with unfair means material found in his /her possession, if any, and his/her answer book.

- b. Signature of the concerned examinee shall be obtained on the relevant material and listed there on. Concerned invigilators shall also sign on all relevant material and documents and counter signed by CoE/Exam coordinator.
- c. Confiscate his /her answer book along with unfair means material; mark it as “Suspected Unfair Means Case”. Obtain the statement of the examinee in the format and if demanded issue him/her fresh answer book duly marked as “Second Answer Book”
- d. Obtain his /her undertaking in format to the effect that the decision of the competent authority in his/her case shall be final and binding on him/her and allow to continue with his /her examinations. Statement of the concerned invigilator in format shall be obtained by the CoE/Exam coordinator and he/she shall make forwarding remarks in the same format. If the examinee refuses to make a statement or to give undertaking the concerned invigilator and CoE/Exam coordinator shall record accordingly under their signature.
- e. The format for copy cases to be filled by member assistant to CoE is as given below:



GOVERNMENT COLLEGE OF ENGINEERING, JALGAON

(An autonomous Institute of Government of Maharashtra)

National Highway No-53, Jalgaon- 425002.

Phone No. 0257 – 2281522

Fax.No. 0257 – 2281319

Website : www.gcoej.ac.in

E-mail - princeoj@rediffmail.com

1) Name in Full : _____ 2) PRN: _____

3) Programme and Year _____ 4) Examination: _____

5) Code and Name of Course : _____

6) Date & Time of Examination: _____ 7) Block No: _____

To,

**The Controller of Examination,
Government College of Engineering
Jalgaon - 425002.**

R/Sir,

I, the undersigned involved in /tried to use unfair means as detailed below in end semester examination of _____ course on _____ at _____ (am/pm)

Detailed statement of examinee :

1. _____
2. _____
3. _____
4. _____

Enclosures: Self attested papers/ _____ **(_____ Nos.)**

Place : Jalgaon **Date :** _____ **Time :** _____

Mobile no. : _____

Email ID:- _____

Please issue me a fresh Answer book. (✓ Tick appropriate) Yes/No

I, the undersigned invigilator appointed on the above mentioned block/room at the _____ Examination held on dated _____ in morning/noon session, hereby submitting report regarding unfair means adopted by examinee, Shri/Kum. _____ PRN _____ at the examination as follows:

- 1. _____
- 2. _____
- 3. _____

Thanking You,

Yours faithfully

Place : Jalgaon

Date: _____ Time: _____

Mobile no. _____

Name and Sign of the Invigilator

- f. Issue show-cause notice in appropriate format to the examinee instructing to appear before the Discipline and Redress Committee.
- g. In the case of impersonation or violence, expel the concerned examiner from the examination and not allow him/her to appear for the remaining examination and report the action taken to the Chairman, Discipline and Redress Committee.
- h. Case may be reported to the concerned police station in a prescribed format, as per the provision of Maharashtra Act No. XXXI, 1982 for preventing malpractices at University/board/other examination and it should be informed to the Chairman, Discipline and Redress Committee
- i. All the materials and list of materials, statement and undertaking of examinee, and statement of invigilator along with the forwarding remarks shall be forwarded by the CoE/Exam coordinator to the Chairman, Discipline and Redress Committee in separate and confidential sealed envelope marked with “Unfair Means Case”.
- j. In case of unfair means for which written proofs are not available (e.g. chit chatting with neighbor, looking in neighbor’s answer book etc) invigilator and/or concerned authorized person shall record the facts in writing and report the same through CoE/Exam coordinator to the Chairman, Discipline and Redress Committee.
- k. CoE/Exam coordinator shall be the presenting officer of the case of malpractice which originated through him before Discipline and Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

16.3 Procedure for Dealing with Unfair Means Cases at Assessment Centre: During the assessment of answer book, if examiner suspects that there is prima facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have used unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the Assistant CoE (Post-Examination). Then Assistant CoE (Post-Examination) shall forward the case in a separate sealed envelope marked with “Suspected Unfair Means Case” to the Discipline and Redress Committee.

If any staff/student/any person is found involved in any type of malpractice/unfair means, Assistant CoE (Post-Examination) shall report the case to the Chairman, Examination Committee for further action through CoE and Dean, Academics. Assistant CoE

(Post-Examination) will be the presenting officer of the case of malpractice which originated through him/her before the Examination Committee, police authority, court of Justice and shall deal with the case till it is finally disposed of.

16.4 Procedure for Dealing with Unfair Means Cases at Paper Setting/Printing: If any student/staff/any person/s/person related with paper setting/person at printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, Assistant CoE (Pre-Examination) shall report the case to the Chairman, Examination Committee for further action. Assistant CoE (Pre-Examination) officer will be the presenting officer of the case of malpractice which originated through him/her before the Examination Committee, police authority, and court of justice and shall deal with the case till it is finally disposed of.

16.5 Procedure to be followed by Discipline and Redress Committee for Dealing with Unfair Means Cases: Discipline and Redress Committee shall make necessary investigation/enquiry and take appropriate decision as per the following guidelines:

- **Examinee involved in unfair means:** For the purpose of investigating unfair means reported at the ESE;
- The Academic Council shall appoint Discipline and Redress Committee under the chairmanship of Dean – Student’s Affair which will function as a body to investigate in the matter and decide the punishment on the basis of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defense.
- The Discipline and Redress Committee will then issue final order/s with regard to the penal action to be taken against the implicated examinee/person/s.
- The Discipline and Redress Committee shall inquire; decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means prescribed in point no 18.6, in respect of cases of unfair means referred to it. However, depending on the situation, the Discipline and Redress Committee may quantify the severity of the punishment.
- As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges leveled on him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defense. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
- After issuing show cause notice if the implicated examinee fails to appear before committee on the day, time and the place fixed for the meeting, the committee shall take decision in his/her case in absentia, on the basis of available evidence/documents, which shall be binding on the examinee concerned. In disciplinary action against a concerned implicated student/examinee/person, the Discipline and Redress Committee can also cancel Institution scholarship/s or awards or prize or medal etc. awarded to him/her in that examination.
- The committee shall dispose of the case within three days from the last date of examination and in no case later than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to the Dean -Academics, CoE and other concerned officer through which the case is reported.
- Discipline and Redress Committee shall put/recommend punishment to the Examination Committee. The Examination Committee shall approve the recommendations and shall forward it to the Academic Council for final noting.

- **For paper setter/examiner/moderator/evaluator/teacher/other persons involved in unfair means:**

- After receiving the report of malpractice in case of paper setter, examiner, moderator, evaluator, teacher or any other person related with conduct of examination along with primary documents; Examination Committee/Special Appointed Committee shall investigate into the matter and submit the report along with the recommendations to Academic Council. The officer through whom the case originated shall be the presenting officer before the Examination Committee, police authorities, and court of justice and shall be dealt with until it is finally disposed of.
- The implicated person shall be informed in writing about the malpractices used and/or lapses committed by him at the examination and to ask him/her to be present before the Examination Committee/Special Appointed Committee on a particular day, date, time and place.
- The documents pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity including oral hearing shall be given to the concerned person in his/her defense before the Discipline and Redress Committee. The reply/ explanation given by the concerned person shall also be considered by the Examination Committee /Special Appointed Committee before making the final report/ recommendation.
- The Examination Committee/Special Appointed Committee shall follow the procedure in the spirit of natural justice.
- If the concerned person fails to appear before the Examination Committee /Special Appointed Committee, on the day, date, time, and place fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidence/ documents which are available before it and same shall be binding on concerned implicated person.
- The Examination Committee /Special Appointed Committee shall submit its report to the Academic Council along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise after taking into consideration the categories prescribed in point No 18.6
- After receiving the report along with the recommendations from Examination Committee /Special Appointed Committee regarding punishment the Academic Council will pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning, or exonerating him/her from charges and shall impose any one or more of punishment taking into consideration the categories mentioned in point No 16.7.

16.6 Punishments to Students: In every case, where a candidate appearing for an examination is found using or attempting to use Unfair Means/Malpractice at the examination following punishment may be imposed by the Discipline and Redress Committee:

- a) The Principal, after taking into consideration the report of the Discipline and Redress Committee, shall pass such orders as he deems fit, including granting the student a benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means:
 - (i) Annulment of performance of the student in full or in part in the examinations/he has appeared for.
 - (ii) Debarring student from appearing for any examination of the Institute for a stipulated period not exceeding two years.
 - (iii) Debarring student from taking admission for any course in the institute for a stipulated period

- not exceeding two years.
- (iv) Cancellation of the Scholarship/s, Fellowship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- (v) In addition to the above mentioned punishments, Principal may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, he may impose on such a student additional punishment / penalty as s/he may deem fit.
- (vi) As far as possible the quantum of punishment should be as prescribed (category-wise) below in Appendix-A
- (vii) The student concerned shall be informed of the punishment finally imposed on him/her in writing by the Registrar.
- b) The broad categories of unfair means resorted to students at the Institute's examinations and the quantum of punishment for each category thereof (the examinations referred to are Institute examinations). Following are the quantum of punishment against the nature that shall be followed by DRC and decide the punishment accordingly. following table shall be followed for any malpractice, copy cases, etc in MSE, ISA, TH-ESE and PR-ESE.

Sr. No	Nature of Malpractice	Quantum of Punishment
1	Possession of copying material	Annulment of the performance of the student at the examination in full.*
<i>Note: - This quantum of punishment shall apply also to the following categories of malpractices at Sr.2 to Sr.12 in addition to the punishment prescribed thereat.</i>		
2	Actual copying from the copying Material	Exclusion of the student from the examination for one additional examination
3	Possession of another student's Answer book	Exclusion of the student from the examination for one Additional examination (both the students)
4	Possession of another student's Answer Book+actual evidence of copying there from	Exclusion of the student from the examination for two additional examinations (both the students)
5	Mutual/Mass copying	Exclusion of the students from the examination for two additional examinations
6	a) Smuggling-out or smuggling-in of answer book as copying material. b) Smuggling-in of written answer book based on the question paper set at the examination c) Smuggling-in of written answer book and forging signature of the Jr. Supervisor thereon	<ul style="list-style-type: none"> • Exclusion of the student from the examination for Two additional examinations • Exclusion of the student from the examination for three additional examinations • Exclusion of the student from the examination for four additional examinations
7	Attempt to forging the signature of the	Exclusion of the student from the examination for four

- c) If on a previous occasion, a disciplinary action was taken against a student for malpractice used

at examination and he/she is caught again for malpractices used at the examinations, in this event, he/she shall be dealt with severely. Enhanced-punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination or dismissal from the course.

d) **Practical/Dissertation/Project Examination:**

Students involved in malpractices at Practical/Dissertation /Project Report examinations shall be dealt with as per the disciplinary action provided for the theory examination.

The Principal, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

*(Note :- The Term “Annulment of performance in full” includes performance of the student at the theory as well as Practical examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used there at.)

16.7 Punishments to paper setter/examiner/moderator/evaluator/teacher/other persons involved in unfair means: In every case, where a person performing examination duty is found using or attempting to use Unfair Means / Malpractice at the examination following punishment may be imposed by Discipline and Redress Committee. The DRC shall finalize the punishment after due consideration of the type of use of unfair means, reports of the CoE or any other officer deputed by the Institute. The DRC is the competent authority to decide the punishment as mentioned in the following table:

Sr. No.	Allegation	Punishment
1	Providing assistance to any candidate or any other person in any unauthorized manner in the examination room/hall.	Rs. 500 and debarring from one subsequent examination including the re-examination
2	Taking assistance from any other person in an unauthorized manner for confidential work.	
3	Deliberately disclosing confidential things	Rs. 1000 and debarring from any subsequent examinations up to two including the re-examination
4	Assisting the candidate for smuggling in/out, replacing an answer-book or its any continuation sheet during the examination.	
5	Assisting the candidate for getting impersonated by any another person in the examination.	
6	Any other case of use of unfair means	
7	Leaving examination hall in any unauthorized manner	Rs. 500/-
8	Remaining absent in any unauthorized manner for examination duty.	Rs 500/-
9	Using indecent and/or abusive language against the higher authorities during examination.	Debarring from many subsequent examinations up to three examinations including the re-examination and additional monetary fine.
10	Any other case of negligence of duty.	

17 Examination and Revaluation Fees:

17.1 Examination fees shall be accepted from all such students who apply for appearing in the examination along with their examination forms. The fees/course shall be charged as follows:

Sr. No.	Description of examination	Regular Winter/Summer Exam		Re-exam Winter and Summer	
		UG	PG	UG	PG
1	A theory course with written ESE	175	250	225	325
2	A theory course without written ESE	100	150	150	225
3	A practical course with ICA and ESE	175	250	300	400

4	A practical course with only ICA	75	125	125	175
5	A practical course with only ESE	100	150	200	300
6	Seminar/Dissertation Seminar	175	250	300	400
7	Project/Dissertation	250	1500	500	2000
8	Open House Revaluation fees per course	300	400	400	600

17.2 **Fine for Late Submission of Examination Form:** The late fee for the students who make registration late after the due date of TH-ESE registration. The late fee will be charged to the students as per the following table:

Sr. No.	Delay (No. of days from last day)	Fine in Rs. (In addition to regular exam fees)
1	1 to 2 days (including holidays)	Rs. 200
2	3 to 5 days	Rs. 400
3	6 and more days till end	Rs. 400 + Rs. 100 per delayed working day

18 Policy for NPTEL Credit Transfer- Summer 2024 and onwards:

- Reference : 1. Request by SPOC-NPTEL Local Chapter
2. HoD meeting dated 21/02/2024

UGC has already issued the UGC (Credit Framework for online learning courses through SWAYAM) Regulation 2016 advising the Universities to identify courses where credits can be transferred on to the academic record of the students for courses done on SWAYAM. AICTE has also put out gazette notification in 2016 and subsequently for adoption of these courses for credit transfer.

Following policy has been resolved in the HoD meeting, for the credit transfer of NPTEL courses in Summer-2024 semester.

1. All the students who enroll and register for SWAYAM-NPTEL [Study Webs of Active Learning for Young Aspiring Minds- National Program for Technology Enhanced Learning] course are eligible for credit transfer provided the course is approved by respective BoS(Chairman)
2. Students need to complete the course registration in MIS for the respective NPTEL course during course registration for Summer-2024 and get it approved by the class teacher.
3. NPTEL enrollment fee will be reimbursed to the students who PASS the NPTEL course with certificate type such as Successfully completed /Elite /Elite+Silver /Elite+ Gold only.
4. The course coordinator will decide the marks range for those option – II students.

5. The marks secured in the NPTEL course are converted by the concerned course mentor/ coordinator such that the highest securing student should get A+ grade as per institute grading system mentioned in Autonomy rules. Accordingly, other students' marks will also be updated.
6. In case of no certification/FAIL in NPTEL examination, students will be eligible to appear for Summer-2024 examination of equivalent course approved in BoS and EC and AC. Concern BoS, Chairman shall convey the name and code of that course to AEC, so that the exam will be conducted for those students. To pass the course, students need to score 24 marks [40%] out of 60 in the TH-ESE Summer-2024 examination of equivalent course. The marks secured out of 60 will be converted to out of 100 for further entry in MIS.
7. The final mark list of the students will be sent by the concerned course mentor/ coordinator to Academic and Examination Cell for marks entry into MIS.

19 Remunerations and TA/DA:

19.1 TA/DA: TA/DA shall be paid to any examiner, and moderators (for Theory ESE only), etc who is coming to this institute from any other institute. Paper setters (local or arrived in Jalgaon for any other reason) shall be paid local conveyance only if they submit question paper in person. No DA shall be paid in that case. In general they shall submit question papers by registered/speed post and the expenses for the same shall be payable. In exceptional case, Chairman, Examination Committee may ask paper setter to submit question paper in person and in such case paper setter shall be paid TA/DA as per institute rules and regulations.

19.2 **Remuneration:** Any examination related work except internal continuous evaluation (ICA, MSE and ISA) shall be paid remuneration as per following:

Sr. N o.	Examination Activity	Remuneration in Rs
Overall Coordination in Academic and Examination Cell		
1	Dean Academics	Rs. 24000 pa for AY2017-18 and onwards
2	Controller of Examination (CoE)	Rs. 21000 pa for AY2017-18 and onwards
3	Assistant CoE (Pre-Examination) and Assistant CoE (Post-Examination)	Rs. 18000 pa for AY2017-18 and onwards
4	Faculty member appointed in AEC	Rs. 15000 pa for AY2017-18 and onwards
5	Class III appointed in AEC (If handling additional work of examination)	Rs. 10500 pa for AY2017-18 and onwards
6	Chairman Grievance and Redress Committee	Rs. 3000 per academic year

7	Member Grievance and Redress Committee	Rs. 2400 per academic year	
8	Cashier (If handling additional work of examination)	Rs. 5000 pa for AY2017-18 and onwards	
9	Class IV appointed in AEC	Rs. 7000 pa for AY2017-18 and onwards	
Coordination and conduct of examination			
10	Departmental examination coordinator (MSE/ISA of TH)	Rs. 500 per semester	
11	Course coordinator (TH)	Rs. 500 per course per division	
12	Course coordinator (LAB)	Rs. 200 per course per division	
Paper setting, Moderation and Printing of ESE question papers.			
		UG	PG
13	To set question paper of MSE examination with solution and submit it as hard and soft copy (Typed as per format)	200	200
14	To set question paper of ISA examination with solution and submit it as hard and soft copy (Typed as per format)	100	100
15	To set question paper of ESE theory examination up to 2 credits and submit it as hard and soft copy (Typed as per format)	400	450
16	To set question paper of ESE theory examination more than 2 credits and submit it as hard and soft copy (Typed as per format)	500	550
17	To set question paper of ESE theory examination up to 2 credits and submit it as manuscript	150	200
18	To set question paper of ESE theory examination more than 2 credits and submit it as manuscript	200	250

19	To provide appropriate marking scheme without solutions of numerical of ESE theory examination up to 2 credits	150	200	
20	To provide appropriate marking scheme with model answers and solutions of numerical of ESE theory examination up to 2 credits.	600	800	
21	To provide appropriate marking scheme without solutions of numerical of ESE theory examination more than 2 credits.	200	300	
22	To provide appropriate marking scheme with model answers and solutions of numerical of ESE theory examination more than 2 credits.	800	1000	
23	Moderation of a question paper of ESE theory examination.	60	60	
24	Faculty member appointed for paper printing (if required)	Rs. 30 per course with minimum of Rs 600 per examination		
25	Class III appointed for paper printing (if required)	Rs. 20 per course with minimum of Rs 400 per examination		
26	Class IV appointed for paper printing (if required)	Rs. 12 per course with minimum of Rs 250 per examination		
Conduct of ESE theory and laboratory courses				
	Examination Activity	Remuneration in Rs.		
		Duration 2 Hrs	Duration 3 Hrs	Duration 4 Hrs
27	Chief Controller of Examination (Principal)	Rs. 200 per day		
28	Faculty member appointed for conduct of ESE theory courses	100	150	200
29	Junior Invigilator	75	125	150
30	Vigilance squad chairman	200		

31	Vigilance squad member	150		
32	Class III appointed for any work related to conduct of ESE theory examination.	50	75	100
33	Class IV appointed in examination control room, bellman, waterman, sweeper etc.	60		
34	Departmental CoE for laboratory courses (HoD)	Rs. 150 per day		
35	Departmental coordinator for conduct of ESE laboratory courses	Rs. 150 per day		
36	Laboratory expert appointed for laboratory examination	100 per batch	125 per batch	
37	Laboratory assistant appointed for laboratory examination	70 per batch		
Valuation/Revaluation of ESE theory and laboratory courses				
38	Faculty member appointed for CAP	Rs. 200 per day		
39	Class III appointed for CAP	Rs. 120 per day		
40	Class IV appointed for CAP	Rs. 80 per day		
		UG	PG	
41	Assessment of answer book of MSE*	10	10	
42	Assessment of answer book of ISA*	05	05	
43	Assessment of answer book of ICA*	05	05	
44	Assessment of answer book of ESE theory examination up to 2 credits*	20	25	
45	Assessment of answer book of ESE theory examination more than 2 credits*	30	35	
46	Moderation of answer book of ESE theory examination up to 2 credits*	30	35	

47	Moderation of answer book of ESE theory examination more than 2 credits*	45	50
48	Open House Revaluation of answer book of ESE theory examination up to 2 credits*	40	50
49	Open House Revaluation of answer book of ESE theory more than 2 credits*	60	70
50	Assessment of ESE of laboratory courses (practical) with performance*	25	30
51	Assessment of ESE of laboratory courses (oral) without performance*	20	25
52	Assessment of ESE of seminar*	40	80
53	Assessment of ESE of project - I/dissertation - I*	20	300
54	Assessment of ESE of project - II/dissertation- II*	40	600
55	Evaluation of Ph D thesis	NA	2000
56	Viva Voce of Ph D	NA	1500
57	Evaluation of question paper of ESE theory examination	350	500
58	Visiting faculty appointed for the invigilation of MSE	100 per invigilation	100 per invigilation

*Minimum remuneration shall be Rs. 200/-

Note: Chairman, EC is empowered to decide the remuneration for any other work related to examination which is not covered in above table.

19.3 TA/DA: It shall be paid as per following guidelines:

- Visiting faculty appointed for invigilation for TH-ESE, PR-ESE and Open House Revaluation: TA shall be given Rs. 100/- per day.
- In general DA shall be paid as per State Government norms.
- Hotel/food bills are payable as per State Government norms.
- Travel by bus, train and air is permissible as per State Government norms.
- Own/rental car is permissible for the examiner appointed for PG dissertation and Ph D viva

- voce examination and car rates shall be as per State Government norms.
- Own/rental car is permissible for the examiner appointed for UG/PG examination other than PG dissertation and Ph. D. viva voce examination; if three or more examiners are travelling by the same car and car rates shall be as per State Government norms.