

**EXAMINATION RULES**  
**ACADEMIC YEAR**  
**2023-2024**

## NOMENCLATURE

UoM: University of Mumbai

SPCE: Sardar Patel College of Engineering

CoE: Controller of Examination

CEC: Chairperson of Examination Committee

DCoE: Department Controller of Examination

CAP: Central Assessment Process

PRE: Passed in Re-examination

## EXAMINATIONS

1. The Institution shall constitute examination committee which shall consist of:
  - a) The Principal/ Director/ Head of the Department/ Dean Academics, as case may be as Chairperson
  - b) Three teachers with ten years teaching experiences nominated by rotation according to the seniority.
  - c) Controller of the Examinations of the University or his nominee not below the rank of Deputy Registrar.
  - d) One Evaluation Expert nominated by the Principal/ Director/COE of institute.
  
2. Powers and duties of Examination Committee.
  - i) The Examination Committee shall
    - a) Ensure the proper organization of examinations and related processes including tabulation and declaration of the results.
    - b) Appoint examiners, paper-setters from the persons included in the panels prepared by the respective Board of Studies (BoS).
    - c) Undertake, exercise and experiment in examination reforms.
    - d) Conduct audit of question papers, answer books and examination process from external expert.
  
  - ii) The committee shall prepare the time schedule of the examination and the dates of the declaration of the results at the beginning of the term.
  
  - iii) The assessment of the answer books for all the examinations shall be done centrally through Central Assessment System.
  
  - iv) The redressal committee shall investigate for mal practices and lapses on the part of the candidates, paper setter, or any other person connected with the conduct of the examination.
  
  - v) The disciplinary action given by the redressal committee shall be considered final and shall be executed by the exam committee.
  
  - vi) The committee shall arrange for strict vigilances during the conduct of examinations so as to avoid the use of unfair means by the students, teachers, invigilators, supervisors, etc
  
  - vii) Two-third members shall constitute the quorum. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such meeting.
  
  - viii) The committee shall meet twice during the academic year and such other time as may be required.

## Unit 1. RULES AND REGULATIONS:

### a. Full time Undergraduate Programs

#### 1. Conversion of SWAYAM/NPTEL results to SPCE grades

From AY2019-20, students with C.P.I. higher than 8.5 can opt for obtaining the credits by completing an online course (approved by department) offered through SWAYAM or NPTEL portal instead of completing the open elective courses offered by department/institute. Upon successful completion of course, the score given on certificate issued by SWAYAM/NPTEL shall be converted to letter grade as per Table 1.1.

Table 1.1: Conversion of SWAYAM/NPTEL score to SPCE grade

Consolidated score in % reported on SWAYAM / NPTEL certificate	Equivalent grade for UG students	Equivalent grade for PG students
90-100 %	S	S
80-89 %	A	A
70-79 %	B	B
60-69 %	C	C
50-59 %	D	D
40-49 %	E	NOT APPLICABLE
Less than 40 %	F	NOT APPLICABLE

- Eligibility criteria for admission to UG programme shall be as decided by the Directorate of Technical Education, Govt. of Maharashtra and University of Mumbai unless specified otherwise.
- The Bachelor of Technology programme leading to B.Tech. degree shall be a four year (eight semesters) course.
- Criteria for passing regular examinations  
Students shall secure 40% points in end semester examination of each course and 40% points in all heads (T1, T2, Internal Evaluation, Term work, Laboratory Work, End Semester Examination as may be applicable) taken together.
- If the student remains absent for Test 1 and/ or Test 2 due to medical reasons (hospitalization/accident/specific illness) or due to participation in the College/ University/ State / National / International level Sports events/examinations with prior permission from the Course Instructor, Chairman Gymkhana/ Technical Event coordinator, Head of the Department, he/she shall be given chance to appear for makeup test conducted at end of semester subject to he/she is recommended for the same by Head of the Department. The makeup test paper shall be set on entire course content and for 20 (R18), 15 (R22/R23) points. In case, the student remains absent for both Test I and Test 2, only

one makeup test shall be conducted and the points shall be awarded as gained by student out of 20 (R18) and 15(R22/R23).

**6. Criteria for passing in the Re-Examinations**

Students shall secure 40% points in re-examinations and 40% points in all heads (T1, T2, Internal Evaluation, Term work, Laboratory Work, Re-exams may be applicable) taken together only in immediate re-examinations. However, term work/ assignment/ tutorial points shall be carried forward for further examinations.

**7. Promotion to next year for UG program**

The criterion for promoting a student to next year shall be subject to backlog of maximum 9 credits in all previous semesters taken together.

To appear for any of the third-year examinations (Semester V), the students must pass all courses in Semester I and II examinations. To appear for any of the fourth-year examinations (Semester VII), the student must pass in all courses of Semester I, II, III, and IV examinations.

**8. A student who has failed in the examinations held by the University of Mumbai prior to 2010-11, shall have to clear the respective examinations of the University of Mumbai.**

**9. At the beginning of the academic year the college shall issue an examination calendar. The calendar shall clearly indicate schedule which shall include dates of the beginning of two semesters, two In-semester tests, makeup test, end semester examination, Re-examinations and Result declaration.**

**10. The results of In-semester tests shall be declared by the respective teacher by displaying the points obtained in the test on departmental notice board.**

**11. Only students of current semester shall be permitted to appear for end semester examinations. Failed students shall be permitted to appear for the re-examinations.**

**12. Students who fail in any of the course (other than value added courses) can appear for re-examination/previous semester examination. The students shall have to fill the examination form and pay prescribed examination fees for re-examination/previous semester examination. Re-examination/previous semester examination forms shall be accepted after due date by paying a fine of Rs. 1000/-. Grade sheet of re-examinations shall be issued with remark "PRE n" for those courses passed at the n<sup>th</sup> attempt.**

13. Students shall be shown assessed answer books as per the schedule. Final point and grade sheet shall be submitted by course teacher to exam section along with grievance form.
14. The Re-examinations of current semester shall be conducted within 30 days from the date of declaration of End Semester result. The result of Re-examination shall be declared within 15 days from the last date of Re-examination.
15. **There is no provision for revaluation in any examinations.**
16. For re-examination in any course, the actual grade awarded in that course shall be one step lower to the grade obtained in that course. Hence, maximum grade awarded shall be 'A' or less as per his/her performance. However, grade 'E' shall be maintained as it is.  
\* **Grade range of regular examination shall be considered as a reference for award of grades”.**
17. If the student is admitted in particular Regulation but for any reason fails to complete coursework and examination in that regulation then student shall complete the same through equivalent courses running for current Regulation. The course equivalence shall be given by Head of the department with the help of department course committee.
18. In case of any dispute regarding the interpretation of the rules and regulations, the decision of the Principal (CEC) shall be final.
19. For any case which is not covered, the decision of the Principal (CEC) shall be final.

#### **b) Full time Postgraduate Programs**

1. Eligibility criteria for admission to PG/PhD program shall be as decided by the Directorate of Technical Education, Govt. of Maharashtra and University of Mumbai unless specified otherwise.
2. The M.Tech. degree programme shall consist of two In-semester tests, one End-Semester examination and internal assessment on a continual basis.
3. Criteria for passing:
  - 3.1 Regular Examinations

Students shall secure 50% points in end semester examinations of each course and 50% points in all heads (T1, T2, Internal Evaluation, Term work, End Semester

Exam) taken together for the courses of semester I and II. Further 50% points shall be obtained in each course in semester III and IV consists of evaluation of seminar on literaturereview, Dissertations stage I, II and viva-voce examinations.

### 3.2 Re-examinations

Students must secure minimum 50% points in the re-examination and weightage of in-semester tests T1, T2, Internal Evaluation, term Work of courses of semester I, II and may be III shall be considered only in the immediate re- examinations. However, term work/ assignment/ tutorial points shall be carried forward for further examinations.

4. The candidate shall submit the dissertation before the end of fourth semester after registration. In case a candidate is unable to submit the dissertation by the end of fourth semester, he/she shall apply in advance with the recommendation of the supervisor and concerned department Head to the examination committee for the extension of maximum six months at a time for maximum of two periods.
5. For promoting to the second year the student shall not have a backlog of more than three heads of passing. Further, no candidate shall be allowed to appear for the dissertation and viva-voce examinations only if he/she has passed fully in semester I, II and III examinations.
6. A candidate passing any course in more than one attempt shall not be considered eligible for a prize to be awarded.
7. (a) The seminar on the dissertation topic shall be conducted on the date decided by the supervisor/program coordinator/academic calendar and shall be evaluated jointly by the concerned supervisor and one internal examiner. The internal examiner shall be decided by the concerned Head of the department/program coordinator.  
(b) The dissertation report shall be submitted to the examination section in a typed and spiral bound form and it shall be assessed jointly by the concerned supervisor and an external examiner appointed by the Dean R & D.

### **Amendments of Results Due to errors**

In any case if it is found that the result of any examination has been affected by errors, the

Controller of Examinations shall have power to amend such result in such manner as shall being accordance with the true position and to make such declaration as is necessary, with the necessary approval of Chairperson Examination Committee, provided the errors are reported/detected within 6 months from the date of declaration of results. If any errors detected thereafter, shall be placed before the Examination Committee.

**Error means-**

- (i) Error in computer/data entry, printing or programming and the like.
- (ii) Clerical error, manual or machine, in totaling or entering on Ledger/ register.
- (iii) Error due to negligence or oversight of examiner or any other person connected with evaluation and result preparation.
- (iv) Due to fraud, malpractices etc.

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by the malpractices, fraud or any other improper conduct whereby an examinee, has benefited and that such examinee, has in the opinion of the Examination Committee been party of, privy to, or connived at such malpractice, fraud or improper conduct, the Examination Committee shall have power at any time notwithstanding the issue of the certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Examination committee considers necessary in that behalf.

**Appointment of Paper setters, Examiners, SeniorSupervisors and conduct of examination etc.**

1. Appointments of persons as paper setters / Examiners shall be ordinarily made for T1, T2, Mid-term, End semester and Re-examinations at start of the semester.
2. The paper setters/examiners shall ensure that their availability for assignment is communicated to the examination section, in the prescribed time limit. If no communication is received within the prescribed time limit, it shall be presumed that assignment is accepted by the paper setter / examiner.
3. The Principal (CEC) shall be the Chief Conductor for all the examinations. Whenever substitute arrangement is required it shall be done only by prior permission of the Principal.
4. Controller of examination shall ensure that the stationery required for the conduct of examinations, question papers, etc. are received at the examination center. He/She shall also ensure that the packets of question papers are intact and duly sealed and are opened in



his/her presence 20 to 30 minutes before the start of the examinations in presence of at least one DCOE and two students' representatives.

5. Invigilator shall ensure that the students are not resorting to unfair means /practices. In case incidences occur, he/she shall immediately report the cases of unfair means to the Controller of Examination along with his/her report.
6. The answer books shall be handed over to the Exam section immediately after the examination is over
7. The examiners shall submit the point and grade sheet, and assessment report to the Controller of Examination as provided in the scheme and as per the instructions received by the college authorities from time to time.
8. As soon as the assessment reports are received in the examination section they shall be processed immediately for preparation of result.
9. The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed in the examination calendar of the institute and the result along with the statement of grades shall be distributed to the concerned students.
10. The answer books of examinations shall be preserved for a period of at least 6 months from the date of declaration of result of the concerned examinations. Thereafter answer books shall be securely destroyed.

### **Ordinance regarding unfair means reported**

1.

- (a) On receipt of a report regarding use of unfair means by any student at any college examinations, including breach of any of the rules laid down by the college authorities, for proper conduct of examination, Principal (CEC) shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from the college examinations or from any college course in a college either permanently or for a specified period, or by cancellation of the result of the student in the institute examination for which the student appeared or by deprivation of any University/Institute Scholarship to him/her or by cancellation of the award of any University/institute prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.
- (b) On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of

examination held by the colleges including breach of the rules laid down for proper conduct of examination, Principal (CEC) shall have power at any time to institute inquiry and to punish such malpractices or lapses by disqualifying the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for.

2. Competent Authority

- (i) The Examination Committee of the college shall be competent authority to take appropriate disciplinary action as recommended by the redressal committee, against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the institute.
- (ii) The Principal (CEC) shall be final competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the institute.

3. Definition- Unless the context otherwise requires:

- (a) “Student” means and includes a person who is enrolled as such by the University/ college / institution for receiving instruction qualifying for any degree or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree or certificate examination.
- (b) “Unfair means” includes one or more of the following acts or omissions on the part of the student/s during the examination period.
  - i) Possessing unfair means material or copying therefrom.
  - ii) Transcribing any unauthorized material or any other use thereof.
  - iii) Intimating of using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of the examination or man handling him/her or leaving the examination hall without permission of the supervisor or causing disturbance in any manner in the examination proceeding.
  - iv) Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.

- v) Mutual / Mass copying.
  - vi) Smuggling-out, either blank or written or smuggling-in of answer books as copying material.
  - vii) Smuggling in blank or written answer book with Signature.
  - viii) Interfering with or counterfeiting of College seal or answer-books or office stationery used in the examinations.
  - ix) Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
  - x) Impersonation at the College examination.
  - xi) Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the University or College or Institution examination.
  - xii) Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.
- (c) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s.
- (d) "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on -clothes, or body of the student (examiner) or on wood or other material or carrying cell/mobile phones, in any manner or in the form of chart, diagram, map, presentation, notes etc.
- (e) "Possession of the unfair means material of the students" means having any unauthorized material on his / her person or desk/ chair/ table or at any place within his/ her reach in the examinations center and its environs or premises at any time from the commencement of the examination till its conclusion.
- (f) "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor member of the vigilance Committee or Examination Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched

away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided report to that effect is submitted by the Sr. Supervisor or Chief Conductor or any other authorized person to the Controller of Examinations or Principal or Head of the Institution concerned or any officer authorized in this behalf.

- (g) "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.
- (h) "Chief Conductor" means Principal/CEC of the College or any other person duly authorized by him or person appointed as in-charge of examination, by prior approval of the appropriate act.

4. During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s.

5. Chief Conductor/s shall, in the case of unfair means, follow the procedure as under:-

- i) The student shall be called upon to surrender to the Controller of Examinations the unfair means material found in his or her possession, if any, and his/her answer book.
- ii) Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Invigilator and COE shall also sign on all the relevant materials and documents.
- iii) Statement of the student and his/her undertaking in the prescribed format and statement of the concerned invigilator shall be recorded in writing by the COE. . If the student refuses to make statement or to give undertaking the concerned invigilator and COE shall record accordingly under their signatures.
- iv) Chief Conductor shall take one or more of the following decisions depending upon seriousness/ gravity of the case:
  - (a) In the case of impersonation or violence expel the concerned student from the examination and not allow him/her to appear for remaining examination.
  - (b) Obtain undertaking from the student to the effect that decision of the concerned competent authority in his/her case shall be final and binding and

allow him/her to continue with his/ her examination.

- (c) May report the case to the concerned Police Station as per for preventing mal-practices at specified examinations.
- (d) Confiscate his/her answer book, mark it as "suspected unfair means case" and issue him/ her fresh answer book duly marked.
- v) All the materials and list of material mentioned in sub-clause i) and the undertaking with the statement of the student and that of the invigilator as mentioned in clause No. (ii) and (iii) and the answer book/s shall be forwarded to the redressal committee in a separate and confidential sealed envelope marked "Suspected unfair means case"
- vi) In case of unfair means of oral type, the invigilator or concerned authorized person shall record the facts in writing and shall report the same to the Controller of Examinations.

6. Procedure to be followed by Examiner during Assessment:

If the examiner at the time of assessment of answer book suspects that there is a prime-facie evidence that the student/s whose answer books the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report along with the evidence, to the Controller of Examinations with his/her opinion in separate confidential sealed envelope marked as "Suspected unfair means"

7. Case of "Unfair means" having prima-facie, reports Chief Conductor/Jr Sr. Supervisor and or Examiners by the Board of Examinations/Principal/ Head of the Institute of unfair means reported through any other sources, the Unit to which the case is primarily pertained, at the Examination shall scrutinise the case, collect preliminary informs so as to fix up primary responsibility for framing a chart of his/her primary report to the concerned Competent Authority. There is a prima-facie case it shall place the same before the investigation. The concerned Officer of the Sub-Section/ case is pertaining to, shall be the Presenting Officer 01 Authorities and "Court of Justice and shall deal with the case till it is finally disposed off.

8. Examination results of the concerned student involved in such cases shall be held in reserve till the competent authority takes final decision in the matter and the concerned student shall be informed accordingly.

9. Appointment of unfair means committee

- i) For the purpose of investigating Unfair means resorted by the students at the examination, the Examination Committee shall appoint the committee in terms of the provisions made under Section 32(6)(a) of the Maharashtra Universities Act 1994. The term of the Committee shall be five years subject to provision of Section 42 & 43 of the Said Act.
- ii) A redressal committee shall be appointed by the College for the purpose of investigating unfair means resorted to by the students at the examination held by the College/Institution. The members appointed on the College/ Institution Examination Committee shall not be appointed as members of the Redressal Committee.
- iii) The Redressal Committee shall provide recommendations in the form of a report to the Examination Committee. which shall issue the final orders with regard to the appropriate action to be taken against the student/s shall be issued after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the concerned implicated student in his/her defense, the principle of natural justice has been followed and recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

10. Procedure of the Committee shall be as under;

- i) The Controller of Examinations shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall invite him/her to appear before the Redressal Committee.
- ii) The student may appear before the Redressal Committee on a day, time and place fixed for the meeting. The Redressal Committee shall ask him/her to show cause as to why the charges availed against him/her should not be held as proved. The student- himself/herself only shall present his/her case before the Committee.
- iii) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student shall be shown to him/her by the Redressal Committee, if the student presents himself/herself before the Committee. The evidence, if any, shall be recorded in the presence of student.
- iv) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defense before the Committee. The reply/explanation given by the student

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

- (v) The Committee shall follow the above procedure in the spirit of the principle of natural justice.
- vi) After serving a show cause notice, if the implicated student fails to appear before the Redressal Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.
- vii) The Committee shall submit its report to the Examination Committee along with its recommendations regarding punishment to be inflicted or otherwise.

## 11 Punishment

The Competent Authority concerned i.e. the Examination Committee after taking into consideration the report of the Redressal Committee shall pass such orders as it deems fit including granting the student 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 :

- (a) Annulment of performance of the student in full or in part in the examination he/she has appeared for.
- b) Debarring student from appearing for any examination for a stipulated period not exceeding five years.
- (c) Debarring student from taking admission for any course in College for a stipulated period not exceeding five- years.
- (d) Cancellation of the College Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- (e) In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment/penalty as it may deem fit.
- (f) As far as possible the quantum of punishment shall be as prescribed (category wise) in Appendix A.

- (g) The student concerned be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorized by it in this behalf, under intimation to the College/Institution he/she belongs to.

The broad categories of unfair means resorted to by student at the university / college institution examination and the quantum of punishment for each category thereof.

(Appendix A)

Appendix A:

Sr. No.	Nature of malpractice	Quantum of Punishment
1	Possession of copying material	Annulment of the performance of the student at the College examination in the course in which the student is caught for malpractice.
2	Actual copying from the copying material	Annulment of the performance of the student at the College examination in full.
3	Possession of another student's answer- book	Exclusion of the student from College examination for one additional examination. (BOTH THE STUDENTS)
4	Possession of another student's answer- book + actual evidence of copying therefrom	Exclusion of the student from College examination for two additional examinations
5	Mutual / Mass copying	Exclusion of the student from College examination for two additional examinations
6	(i) Smuggling-out or smuggling – in of answer book as copying material. (ii) Smuggling – in of written answer book based on the question paper set at the examination. (iii) Smuggling – in of written answer book and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from College examination for two additional examinations Exclusion of the student from College examination for three additional examinations Exclusion of the student from College examination for four additional examinations
7	Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement	Exclusion of the student from College examination for four additional examinations
8	Interfering with or counterfeiting of University/College/institution seal, or answer books or office stationery used in the examinations.	Exclusion of the student from College examination for four additional examinations



9	Answer book, main or supplement written outside the examination hall or any other insertion in answer book.	Exclusion of the student from College examination for four additional examinations.
10	Insertion of currency notes / to bribe or attempting to bribe any of the persons connected with the conduct of examinations	Exclusion of the student from College examination for four additional examinations ( Note : this money shall be credited to the Examination section Fund)
11	Using obscene language / violence threat at the examination center by a student at the College examination to Jr. / Sr. Supervisors / Chief Conductor or Examiners.	Exclusion of the student from College examination for four additional examinations
12	a) Impersonation at the College examination b) Impersonation by a College students at S. S. C. / H. S. C. / any other examination	Exclusion of the student from College examination for five additional examinations. (both the students if impersonator is University or College or Institute students). Exclusion of the student from College examination for five additional examinations. Annulment of the performance of the student at the College examination in full.
13	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the College examination.	Exclusion of the student from College examination for five additional examinations. Annulment of the performance of the student at the University or College or Institution examination in full.
14	Found having written on palms or on the body or the clothes while in the examination	Annulment of the performance of the student at the College examination in full.
15	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the College examination in full and severe punishment depending upon the gravity of the offence.
16	If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he / she is caught again for malpractices used at the examinations, in this event he / she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extent to double the punishment provided for the offence, when committed at the second or subsequent examinations.	
17	<b>PRACTICAL / DISSERTATION / PROJECT REPORT EXAMINATION</b> Student involved in malpractices at Practical / Dissertation / Project report examinations shall be dealt with as per the punishment provided for the theory examination.	
18	The Competent Authority, in addition to the above mentioned punishments, may impose a fine not exceeding Rs. 10,000/- on the student declared guilty. <b>* Note : THE TERM “ANNULMENT OF PERFORMANCE IN FULL” INCLUDES PERFORMANCE OF THE STUDENT AT THE THEORY AS WELL AS ANNUAL PRACTICAL EXAMINATION, BUT DOES NOT INCLUDE PERFORMANCE AT TERM WORK, PROJECT WORK &amp; DISSERTATION EXAMINATION.</b>	

12 Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of

Examinations.

(I) Competent Authority:

- a) The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connect with the conduct of the examination. Committee lapses / using, to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.
- b) The Management (includes the Trustees, Managing Body or Governing Body) of the constituent affiliated/conducted college or Recognised Institution shall be the competent authority to take appropriate disciplinary action against the paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations. Committing lapses or using, attempting to use, aiding, abetting, instigating, or allowing to use mal-practice/s at the examination conducted by the constituent affiliated/conducted colleges or Recognized Institution on behalf of the University.

II) Definition-Unless the Context Otherwise Requires :

- a) "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term any other person connected with the conduct of examination" means and includes persons appointed on examination duty by the competent authority.
- b) Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination :-
  - i) Leakage of question/s or question paper set at the university/ College / Institution examination before the time of examination.
  - ii) Examiner/ Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
  - iii) Paper-setter omitting question, sr.no. Of question repeating question or setting question outside the scope of syllabus.
  - iv) Examiner/ Refree showing negligence in detecting malpractice used by student/s
  - v) Jr. Supervisor, Chief Conductor showing negligence / apathy in carrying out duties or aiding/ abetting/ allowing / instigating students to use malpractice/s.
  - vi) Or any other similar act/s and or omission/s which may be considered as malpractices or lapses by the competent authority.
- c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influences with a view to obtaining wrongful gain to him/ her or to any other person or causing wrongful loss to other person/s or omitting to do what he/ she is bound to do as duties.
- d) "College" means conducted constituent or affiliated college of recognized

institution of a university.

III) Investigating Committee

- i) The Committee appointed by the Board of Examinations to investigate unfair means resorted to by student/s at the Institution examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the institution examinations.
- ii) Similarly, a Committee appointed by the College or institution to investigate unfair means resorted to by student at the concerned examinations shall also investigate malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the affiliated/ conducted college or institution on behalf of the university.

v) Procedure for Investigation

- i) The cases of alleged used of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct examinations, reported to the University/ college/ institution shall be scrutinized by the concerned Officer/ In-charge of the Sub-Section/ Unit to which the case is primarily pertained at the Examination Section of the University/ college/ Institution, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Inquiry Committee for further investigation. The concerned Officer of the sub-Section/ Unit through which, the case has originated or the case is pertaining to, shall be

the presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

- ii) The Competent Authority of the Officer authorized by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of malpractices used and or lapses or committed by him/her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her shall not be held as proved and the punishment stipulated in the Show Cause notice be imposed.
- iii) The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/ her and charge levelled against him/her therein. The concerned person himself/herself only shall present case before the committee.
- iv) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry committee if he/she presents himself/herself before the committee. The evidence, if any, shall be recorded in presence of the delinquent.
- v) Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/ her defense before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- vi) The Committee shall follow the above procedure in the spirit of principle of natural justice.
- vii) If the concerned person fails to appear before the committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/ her defense. Even after offering two chances, if the concerned person fails to appear before the committee, the committee shall take decision in his/her case in his/her absentia on the basis

of whatever evidences/documents which are available before it and same shall be binding on the concerned implicated person.

viii) The committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

v) **Punishment**

The competent authority, after taking into consideration the report of the committee; shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:-

- (i) Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specified period.
- ii) Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment/penalty as it may deem fit
- iii) Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- iv) The competent authority or the Officer authorized in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.
- v) An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No. (iii) above, shall lie with the Board of Examinations if the case is pertaining to the University examination or

with the Management of the College or Institution, if the case pertaining to the college/institutions examination and their decision in the appeal shall be final and binding.

- vi) The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/petitioner, if applied for in writing.
- vii) The court matters in respective cases of malpractices/lapses shall be dealt with by the respective competent authority.
- viii) As far as possible the quantum of punishment shall be prescribed category-wise as here under :-

13 Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of University/College/Institution Examination/s

#### Appendix B

Sr. No.	Nature of Malpractice /Lapses	Punishment
1	Paper-setter found responsible for leakage of the question set in the University / College / Institution examinations whether intentionally or due to the negligence before the time of examination	Disqualification from any examination work + disciplinary action by the competent authorities as per the rules applicable

2	Leakage of the question/question paper set in the University / College / Institution examinations before the time of examination at the University / College / Institution examinations by any person /s connected with the conducts of examination	Disciplinary action by the competent authorities against the guilty/ responsible person/s as per the prevailing rules/code applicable
3	Favoring a student (examinee) by examiner, moderator, referee in assessment of answer books / dissertation / project report /thesis by assigning the examinee marks to which the examinee is not entitled at the examination	Disqualification from any examination work + disciplinary action by the competent authorities
4	Examiner/ moderator/ referee intentionally/ negligently not assigning the students in assessment of his/her answer books/ dissertation / project work, the marks to which the student is entitled to at the University / College / Institution examinations.	Disqualification from any examination work + disciplinary action by the concerned competent authorities
5	Paper-setter omitting question at the time of finalization of question paper set at examination of repeating Sr. No. of question while writing.	Disqualification from any examination work for a period of three years.



6	Paper-setter setting question in same/different section/s	Disqualification from any examination work for a period of three years.
7	Paper-setter setting question outside the scope of the syllabus	Disqualification from any examination work for a period of three years
8	While assessing answer books examiner showing negligence in detecting malpractices used by the student/s	As decided by the concerned competent authorities of the institute.
9	Guiding Teacher showing negligence in supervision of dissertation/ project work (e.g. use of manipulating date by a student)	As decided by the concerned competent authorities of the institute.
10	Sr. Supervisor/ Chief Conductor showing apathy in carrying out duties related to examinations.	As decided by the concerned competent authorities of the institute.

11	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision day.	Disqualification from any examination work up to a period of three years + disciplinary action by concerned competent authority as per the rule if he/she is a University / college / Institution employee.
12	Jr. Supervisor helping student (examinees) in mass copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned competent authorities as per the rule if he/she is a University / college / Institution employee.
13	The competent authority, in addition to the above mentioned punishment may impose fine on the concerned person if declared quilt.	
14	The competent authority may report the case of the concerned implicated person to the appropriate police Authorities as per the provision of Maharashtra Act No. XXXI of 1982.	

## Unit 2.GRADING SYSTEM

### 1. Grades

At the end of every semester, student shall be awarded a grade based on his/her performance in examination and/or assignments in every course registered by him/her. These grades are described by the letters S, A, B, C, D, E, F and their numerical equivalent (Grade Points GP) as given below. Minimum passing points for UG course is 40% (E grade) and for PG courses is 50% (D grade).

LETTER GRADE	NUMERICAL EQUIVALENT(GP)
S	10
A	9
B	8
C	7
D	6
E	5
F	0

The performance of student in a semester is indicated by a number called the semesterperformance index (SPI).

The SPI is weighted average of the grade points obtained in all the courses taken by the student during the semester. It is calculated as follows:

Let n=Number of courses in semester.

M= Number of semesters.

C<sub>i</sub>=The credit of ith course.

GP<sub>i</sub>=Grade points of ith course

$$\text{Then } SPI = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

The overall performance of the student is indicated by a number called the cumulative performance index (CPI). CPI is the ratio of sum of the earned grade points to the sum of the earned credits.

$$CPI = \frac{\sum_{l=1}^m \sum_{i=1}^n C_{ij} GP_{ij}}{\sum_{j=1}^m \sum_{i=1}^n C_{ij}}$$

**2. Eligibility for ‘S’ Grade (83.33% of total points):**

Total points in the course	Threshold points for case of “S-E” Grade band (greater than or equal to)
15	13
25	21
50	42
85	71
100	83
125	104
150	125
175	146
200	167

Above guideline is applicable only to calculate number of possible grades as mentioned in section 3 and 4.

**3. Determination of range of grade for a course**

a) Undergraduate Programme

Range = Highest points obtained – Minimum passing points

Number of possible Grades\*

\*1. Number of possible grades are 5 (A, B, C, D, E) in case if ‘S’ grade is not applicable as per the eligibility criteria mentioned above.

\*2. Else number of possible grades shall be 6 (S, A, B, C, D, E)

b) Postgraduate Programme

Range = Highest points obtained – Minimum passing points

Number of possible Grades\*

\*1. Number of possible grades are 4 (A, B, C, D) in case if no student is eligible for ‘S’ grade as per the eligibility criteria

\*2. Else number of possible grades shall be 5 (S, A, B, C, D)

**4. Sample calculation**

Example for deciding Grade in each Paper for students

a) Let highest mark obtained by a student in the course be 134 out of 150.

$$\text{Range} = \{(134-60) / 6\} = 12.33 \approx 13$$

<b>S</b>	125 and above
<b>A</b>	112 to 124
<b>B</b>	99 to 111
<b>C</b>	86 to 98
<b>D</b>	73 to 85
<b>E</b>	60 to 72

**Note:** When step range comes in fraction and even less than 0.5, it has to be rounded up. Further, range is to be applied from minimum passing points (except case mentioned in section 5).

5. *In grade award if the highest grade is not getting awarded even scoring highest point,s in such case the range shall be applied from maximum/ highest points.*

**For example in course consists of maximum points 15, minimum passing points 6 and highest obtained points being 15, following range shall be applied for award of grades in course**

$$\text{Range} = \{(15-6) / 6\} = 1.5 \approx 2$$

<b>S</b>	14 and 15
<b>A</b>	12 and 13
<b>B</b>	10 and 11
<b>C</b>	9 and 8
<b>D</b>	6 and 7
<b>E</b>	-----

6. Absolute grading system shall be followed only for final dissertation viva voce examination of PG programme conducted by internal and external examiner jointly.

**From AY 2022-2023, Absolute grading system shall be followed for dissertation phase I and dissertation phase II course examinations of PG programmes**

Following is the example of range of points and grades

For Dissertation work of 100 points	
<b>S</b>	91-100
<b>A</b>	81-90
<b>B</b>	71-80
<b>C</b>	61-70
<b>D</b>	50-60

### Unit 3. Fees

**Examination fees for the academic year 2023-2024 are as follows:**

For undergraduate Courses

First Year (F.Y. B.Tech.)	:	Rs. 2250/-
Second Year (S.Y. B.Tech.)	:	Rs. 2250/-
Third Year (T.Y. B.Tech.)	:	Rs. 2250/-
Fourth Year (B.Tech.)	:	Rs. 2500/-

Inclusive of grade sheet,

Convocation certificate fee

For Post graduate Courses

First Year M.Tech. (Regular and Part Time): Rs 5000/- per year

Second Year M.Tech. (Regular and Part Time): Rs5000/- per year

Ph.D. : Rs6000/- per year

Additional (Re-Examinations/Previous Semester Examination) examination fees: Rs. 1500 persemester

#### Other fees

Provisional Passing Certificate	:	Rs. 250/-
Duplicate Grade sheet	:	Rs. 500/- per Grade sheet
Duplicate Hall Ticket	:	Rs. 250/-
Re-Examination Fees (Odd & Even)	:	Rs.1500+Rs. 20 form fees
Transcripts Charges	:	Rs. 1200/- (for first 3 copies) <b>Plus Rs. 300/- (for next every single copy)</b>
Other letters	:	Rs. 250/-
Percentage Conversion	:	Rs. 400/-

Bharatiya Vidya Bhavan's  
SARDAR PATEL COLLEGE OF ENGINEERING  
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