

*Sardar Patel College of Engineering*  
*Andheri (West), Mumbai 400 058*  
*Academic Book*  
*Year: 2021-22*

**EXAMINATION**

**Year 2021-22**

**Units**

- 1. Rules and Regulations**
- 2. Grading System**
- 3. Fees**

*Sardar Patel College of Engineering*  
*Andheri (West), Mumbai 400 058*  
*Academic Book*  
*Year: 2021-22*

**Nomenclature**

**UoM : University of Mumbai**

**SPC : Sardar Patel College of Engineering**

**CoE : Controller of Examinations**

**CEC : Chairman Examination Committee**

**DCoE: Department Controller of Examinations**

**CAP: Central Assessment Process**

**PRE: Passed in Re-examinations**

## **EXAMINATIONS**

1. The Institution shall constitute examination committee as per statues 628 of University of Mumbai which shall consist of:
  - a) The Principal/ Director/ Head of the Department/ Dean Academics, as case may be – Chairman
  - b) Three (3) teachers with ten (10) 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. (Ref. Statues UoM 629)
  - i) The Examination Committee shall
    - a) Ensure the proper organization of examinations and related processes including moderation, tabulation and declaration of the results.
    - b) Appoint examiners, paper-setters from the persons included in the panels prepared by the respective Subject Boards.
    - c) Undertake, exercise and experiment in examination reforms.
    - d) Obtain 2 sets of question papers for end semester examinations in sealed cover for a course. The Principal / Chairman Examination Committee/ Head/ COE shall draw at random one of such sealed cover with seal intact.
    - e) 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) In order to investigate and take disciplinary action for mal practices and lapses on the part of the candidates, paper setter or any other person connected with the conduct of the examination, the committee shall constituted the subcommittee consisting of three members of whom one shall be Chairman (Refer section XXX for constitution of subcommittee).

- v) The recommendation of subcommittee shall be placed before the exam committee which shall take the disciplinary action in the matter as it deems fit.
- 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

<b>Consolidated score in % reported on SWAYAM / NPTEL certificate</b>	<b>Equivalent grade for UG students</b>	<b>Equivalent grade for PG students</b>
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

1. Eligibility criteria for admission to UG programme will be as decided by the Directorate of Technical Education, Govt. of Maharashtra and University of Mumbai unless specified otherwise.

2. The Bachelor of Technology programme leading to B.Tech. degree will be a four year (eight semesters) course.
3. Criteria for passing regular examinations
  - 3.1 Students should secure 40% points in end semester examination of each course and 40% points in all heads (T1, T2, Term work, Laboratory Work, End Semester Examination as may be applicable) taken together.
4. Criteria for passing in the Re-Examinations
  - 4.1 Students should secure 40% points in re-examinations and 40% points in all heads (T1, T2, Termwork, 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.

#### **5. Promotion to next year for UG program**

For promoting to the next year, the student should not have a backlog of more than three heads of passing.

For students admitted in AY2019-20, 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.

6. A student who has failed in the examinations held by the University of Mumbai prior to 2010-11, will have to clear the respective examinations of the University of Mumbai.
7. At the beginning of the academic year the college will issue an examination calendar. The calendar will clearly indicate schedule which will include dates of the beginning of two semesters, two In-semester tests, End-semester examination, Re-examinations and Result declaration.
8. 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.
9. Only students of current semester will be permitted to appear for end semester examinations. Failed students will be permitted to appear for the re-examinations.

10. Students who fail in any of the course (other than value added courses) can appear for re-examination. The students will have to fill the examination form and pay prescribed examination fees for re-examination. Re-examination forms will be accepted after due date by paying a fine of Rs. 1000/-. Grade sheet of re-examinations will be issued with remark “PRE”.
11. Students will be shown assessed answer books as per the schedule. Final point and grade sheet should be submitted by course teacher to exam section along with grievance form.
12. The Re-examinations of current semester will be conducted within 30 days from the date of declaration of End Semester result. The result of Re-examination will be declared within 15 days from the last date of Re-examination.
13. **There is no provision for revaluation in any examinations.**
16. For re-examination in any course, the actual grade awarded in that course will be one step lower to the grade obtained in that course. Hence, maximum grade awarded will be ‘A’ or less as per his/her performance. However, grade ‘E’ will be maintained as it is.  
**\* Grade range of regular examination shall be considered as a reference for award of grades.**
17. In case of any dispute regarding the interpretation of the rules and regulations, the decision of the Examination Committee will be final.
18. For any case which is not covered, the decision of the college authorities will be final.

**b) Full time Postgraduate Programs**

1. Eligibility criteria for admission to PG/PhD program will 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 during semester-I,

II and may be III. Seminars on dissertation topic and dissertation and viva-voce during semester-III and IV.

3. Criteria for passing

3.1 Regular Examinations

Students should secure 50% points in end semester examinations of each course and 50% points in all heads (T1, T2, Term work, End Semester Exam) taken together for the courses of semester I and II. Further 50% points should be obtained in each course in semester III and IV consists of evaluation of seminar on literature review, 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 and T2 of courses of semester I, II and may be III will be considered only in the immediate re-examinations. However, term work/ assignment/ tutorial points shall be carried forward for further examinations. Student who fail in course of semester III and IV shall improve upon by re-appearing in those courses.

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. No candidate shall be allowed to attend the semester III course unless he/she has satisfactorily kept the terms for semester I and II. For promoting to the second year the student should 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

unless he/she has satisfactorily kept terms for semester I to IV and 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 will be conducted on the dates decided by the supervisor/program coordinator/academic calendar and shall be evaluated jointly by the concerned supervisor and one internal examiner. The internal examiner will 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 RR.

#### **UOM ORDINANCE 5048 SPC-1001: 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 be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Chairman Exam 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.

**UOM ORDINANCE 5049 SPC-1002: Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examination etc.**

1. Appointments of persons as paper setters / Examiners shall be ordinarily made for T1, T2, end semester 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 will be presumed that assignment is accepted by the paper setter / examiner.
3. The pattern of the end semester exam question paper shall be as follows
  - Question number 1 is compulsory
  - Solve any 4 questions from remaining 6 questions
  - Each question shall be of 20 points
  - Precaution shall be taken that full syllabus should be covered in question paper.
4. 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.
5. Controller of examinations 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 COE, examination committee and two students' representatives.
6. 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 Examinations along with his report.

7. Immediately after the examination is over, the answer books should be dispatched to the CAP center.
8. The Controller of Examinations shall receive the bundles of answer books.
9. The examiners shall submit the point and grade sheet, assessment report to the Controller of Examinations as provided in the scheme and as per the instructions received by the college authorities from time to time.
10. As soon as the assessment reports are received in the examination section they should be processed immediately for preparation of result.
11. 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 will be distributed to the concerned students.
12. 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.

**UOM ORDINANCE 5050 SPC-1003: 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 declaring disqualify 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 or any two or more of the aforesaid ways.

2. Competent Authority

- (i) The Examination Committee of the college shall be competent authority to take appropriate disciplinary action 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 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, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma 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 and signature.
  - viii) Interfering with or counterfeiting of University/College/Institution seal, or answer books or office stationary 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 University/College/Institution 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 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** of the Examination **Contra** 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 Sr. Supervisor and the Chief Conductor 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 Jr. Supervisor and Sr. Supervisor shall be recorded in writing by the \_\_\_\_\_ Chief \_\_\_\_\_ Conductor (Appendix-C). If the student refuses to make statement or to give undertaking the concerned Sr. Supervisor and Chief Conductor 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 the provisions of Maharashtra Act No. XXXI 1982-An Act to provide for preventing mal-practices at University; Board and other specified examinations.
    - (d) Confiscate his/her answerbook, mark it as "**suspected unfair means case**" and issue him/ her fresh answerbook 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 Jr. Supervisor as mentioned in clause No. (ii) and (iii) and the answer book/s shall be forwarded to the Chief Conductor, along with his report, to the concerned Controller of Examinations/Principal/CEC/Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked "Suspected unfair means case"

- vi) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/Principal/CEC/Head of the Institution, as the case may be.

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, preferably through the Chairman in the subject along with the evidence, to the Controller of Examinations/Principal/Head of the Institution, as the case may be, 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 reserved 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 University examination, the Board of Examinations 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) For the purpose of investigating unfair means resorted by the students at the examination held by the College/Institution, the Unfiar Means Inquiry Committee appointed by the College/ Institution shall consist of five teachers (other than the Principal / Head) to be nominated by the Principal/ Head of the Institution, one of whom shall be designated as Chairperson. **The members appointed on the College/ Institution Examination Committee shall not be appointed as members on the unfair mean Inquiry Committee.**

iii) The Unfair Means Inquiry Committee will function as a recommendations in the form of a report to concerned competent authority, which will issue final orders with regard to the penal action to be taken against the student/s 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 defence, 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 should be as under;**

i) The Controller of Examinations of the University/Principal of the College or Head of the Recognized Institution, or the Officer authorized by them as the case may be, shall inform the student concerned in writing of the act of unfair



- means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s availed against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- ii) The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. 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 should be shown to him/her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of delinquent.
  - iv) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence 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 should follow the above procedure in the spirit of The principle of natural justice.
  - vi) After serving a show because notice, if the implicated student fails to appear before the Inquiry. 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 defence. 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 concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

11 Punishment

The Competent Authority concerned i.e. the Board of Examinations in the cases of institute examination, the concerned Principal in the cases of College examination, and the Head in the cases of examination held by the recognized Institution, after taking into consideration the report of the 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 of the University or College or Institution for a stipulated period not exceeding five years.
- (c) Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five- years.
- (d) Cancellation of the University or College or institution 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 should 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.

- 12 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

*Sardar Patel College of Engineering*

*Andheri (West), Mumbai 400 058*

*Academic Book*

*Year: 2021-22*

<b>Sr. No.</b>	<b>Nature of malpractice</b>	<b>Quantum of Punishment</b>
1	Possession of copying material	Annulment of the performance of the student at the University / College / Institution examination in full. (Note: This quantum of the punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereof.
2	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
3	Possession of another student's answer- book	Exclusion of the student from University or College or Institution 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 University or College or Institution examination for two additional examinations
5	Mutual / Mass copying	Exclusion of the student from University or College or Institution 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 University or College or Institution examination for two additional examinations Exclusion of the student from University or College or Institution examination for three additional examinations Exclusion of the student from University or College or Institution 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 University or College or Institution 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 University or College or Institution examination for four additional examinations

*Sardar Patel College of Engineering*

*Andheri (West), Mumbai 400 058*

*Academic Book*

*Year: 2021-22*

9	Answer book, main or supplement written outside the examination hall or any other insertion in answer book.	Exclusion of the student from University or College or Institution 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 University or College or Institution 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 University / College / institution examination to Jr. / Sr. Supervisors / Chief Conductor or Examiners.	Exclusion of the student from University or College or Institution examination for four additional examinations
12	a) Impersonation at the University / College / Institution examination b) Impersonation by a University / College / Institute students at S. S. C. / H. S. C. / any other examination	Exclusion of the student from University or College or Institution examination for five additional examinations. (both the students if impersonator is University or College or Institute students). Exclusion of the student from University or College or Institution examination for five additional examinations. Annulment of the performance of the student at the University or College or Institution 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 University or College or Institution examination.	Exclusion of the student from University or College or Institution 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 University or College or Institution examination in full.
15	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution examination in full and severe punishment depending upon the gravity of the offence.
16	<b>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.</b> 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	PRACTICAL / DISSERTATION / PROJECT REPORT EXAMINATION 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. * 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 & DISSERTATION EXAMINATION.

13 **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 under the provisions of Section 52(6)(i), 42 and 43 of the Maharashtra Universities Act 1994 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.

IV) Procedure for Investigation

- i) The cases of alleged use 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 should 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, should 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 should 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 should be dealt with by the respective competent authority.
- viii) As far as possible the quantum of punishment should be prescribed category-wise as here under :-

14 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

<b>Sr.</b>	<b>Nature of Malpractice /Lapses</b>	<b>Punishment</b>
------------	--------------------------------------	-------------------

*Sardar Patel College of Engineering*

*Andheri (West), Mumbai 400 058*

*Academic Book*

*Year: 2021-22*

No.		
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	Disqualification from any examination work for a period of three years.

*Sardar Patel College of Engineering*

*Andheri (West), Mumbai 400 058*

*Academic Book*

*Year: 2021-22*

	set at examination of repeating Sr. No. of question while writing.	
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.	

*Sardar Patel College of Engineering*  
*Andheri (West), Mumbai 400 058*  
*Academic Book*  
*Year: 2021-22*

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. Undergraduate (B.Tech.)

At the end of every semester, student will 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 semester performance 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 i<sup>th</sup>course.

G<sub>Pi</sub>=Grade points of i<sup>th</sup>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.

$$CPI = \frac{\sum_{j=1}^m \sum_{i=1}^n Cij * GPij}{\sum_{j=1}^m \sum_{i=1}^n Cij}$$

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

**Range =  $\frac{\text{Highest points obtained} - \text{Minimum passing points}}{\text{Number of possible Grades*}}$**

- \*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 will be 6 (S, A, B, C, D, E)

b) Postgraduate Programme

**Range =  $\frac{\text{Highest points obtained} - \text{Minimum passing points}}{\text{Number of possible Grades*}}$**

- \*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 will 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 points insuch 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.

Following is the example of range of points and grades

For Dissertation work of 100 points
-------------------------------------



*Sardar Patel College of Engineering*

*Andheri (West), Mumbai 400 058*

*Academic Book*

*Year: 2021-22*

<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

### 3. Fees

Examination fees for the academic year 2018-19 are as follows:

For undergraduate Courses

First Year (F.Y. B.Tech.) : Rs. 2000/-

Second Year (S.Y. B.Tech.) : Rs. 2000/-

Third Year (T.Y. B.Tech.) : Rs. 2000/-

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): Rs5000/- per year

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

Ph.D. : Rs6000/- per year

**Additional (Re-Examinations) examination fees : Rs. 1500 per semester**

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) **Plus Rs. 300/-  
(for next every single copy)**

# University of Mumbai

No. DSD/05/of 2019

Dr. Sunil Patil  
I/c Director



Department of Students' Development  
Vidyapeeth Vidyarthi Bhavan,  
'B' Road, Churchgate  
Mumbai - 400 020  
Tel. No. 2204 28 59

## CIRCULAR

To,  
The Principals/Directors  
of the Affiliated Colleges/Recognized Institutions  
of the University of Mumbai

**Subject: Constitution of College Grievance Redressal Cell (CGRC)  
as per maharaYT/ Saasana rajap~ AsaaQaarNa Baaga caar baÊ  
AsaaQaarNa k`maaMk 67**

Sir/Madam,

As per directives received from the University Authorities, I am directed to inform your goodself that as per maharaYT/ Saasana rajap~ AsaaQaarNa Baaga caar baÊ AsaaQaarNa k`maaMk 67, dated February 27, 2019, each Affiliated College and Recognized Institution of the University of Mumbai has to constitute a **College Grievance Redressal Cell (CGRC)**. All grievances of students relating to College/Institution shall first be addressed to College Grievance Redressal Cell (CGRC) to be constituted at the level of College/Institution by following below given steps:

1. Affiliated College/Recognized Institution shall constitute College Grievance Redressal Cell (CGRC). The composition of CGRC shall be as follows:
  - a. Principal of the College or Head/Director of the Recognized Institution – **Chairperson**
  - b. One Senior Faculty Member Nominated by the Principal of the College or Head/Director of the Recognized Institution – **Member**
  - c. One Senior Faculty Member Nominated by the Principal of the College or Head/Director of the Recognized Institution – **Member Secretary**

The tenure of all the members of CGRC shall be of two years.

2. Affiliated College/Recognized Institution shall create a Portal on their website where student shall register their grievances online with necessary documents.
3. Affiliated College/Recognized Institution shall upload the information of functioning of CGRC on the portal.
4. Affiliated College/Recognized Institution shall give wide publicity to College Grievance Redressal Cell (CGRC) among all students, teachers, administrative staff and non-teaching staff of their College/Institution through various means like, Website, Prospectus, Notices, Electronic Gadgets, etc.
5. The concerned student of the Affiliated College/Recognized Institution shall register his/her complaint on the portal available on the website of his/her College/Institution.

6. The Member Secretary of CGRC shall maintain the documentation of the grievances of students who have registered their grievances on the portal of the College/Institution.
7. The Member Secretary shall prepare the Agenda for the meeting of the College Grievance Redressal Cell (CGRC) in consultation with the Chairperson and shall communicate to all members prior to the meeting.
8. The committee shall resolve the grievance of the complainant student by giving an opportunity of hearing to all the concerned parties and following principles of natural justice.
9. The Member Secretary shall convene meeting of College Grievance Redressal Cell (CGRC) in consultation with the Chairperson in order to redress the grievances registered on portal within 15 days of its receiving.
10. The Member Secretary shall prepare Minutes and Action Taken Report for College Grievance Redressal Cell (CGRC).
11. The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of CGRC on the portal.
12. The Member Secretary shall communicate the Minutes and Action Taken Report of each meetings of CGRC for the information to the Director, Students' Development, University of Mumbai by an email on **cgrc@mu.ac.in**
13. The Member Secretary will prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai by an email on **cgrc@mu.ac.in**
14. If the concerned student is not satisfied with the decision of the College Grievance Redressal Cell (CGRC) then he/she can appeal to University Grievance Redressal Cell (UGRC) which comes under Department of Students' Development within 30 days. The Member Secretary shall communicate this to all students who have registered their grievances on the portal. The student desire to appeal on the decision given by CGRC shall register his/her grievance/s on the portal available on the website of University of Mumbai, **www.mu.ac.in** with all supporting documents within 30 days.
15. The procedure and directives for functioning of College Grievance Redressal Cell (CGRC) are enclosed here for information and necessary action at your end.

Mumbai  
May 14, 2019

**Dr. Sunil Patil**  
**I/c Director, DSD**

**University of Mumbai**  
**DEPARTMENT OF STUDENTS' DEVELOPMENT**

**PROCEDURE AND DIRECTIVES FOR FUNCTIONING OF  
COLLEGE GRIEVANCE REDRESSAL CELL (CGRC)**

**A. Role and Functions of CGRC**

The CGRC shall exercise the following role and perform the following functions, namely-

- 1) To receive the applications of the students from the portal available on the website of College / Institute and process them further.
- 2) To attend all applications relating to the grievances of the students.
- 3) To entertain and consider the grievances of the students. It may hear the students in person by giving opportunities of hearing.
- 4) To hear all the concerned parties and settle grievances as early as possible.
- 5) To counsel the students whenever necessary to resolve their grievances.
- 6) To give advice to the students through correspondence.
- 7) The CGRC shall not discuss with any sub-judice grievances.
- 8) It shall make efforts to settle the disputes amicably.
- 9) To prepare and submit the recommendations relating to the redressal of grievances to the concerned.
- 10) To consider and submit recommendations and suggestion in respect of reforms in the working of various sections/units/departments/cells of the College/Institution relating to the redressal of grievances of students.
- 11) To prepare Minutes and Action Taken Report of the meeting of CGRC and submit it to the Director, Students' Development, University of Mumbai.
- 12) To prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai.

**B. Role of the Chairperson of CGRC**

- 1) The Principal of Affiliated College or Head / Director of Recognized Institution shall be the Chairperson of CGRC. In absence of Principal / Head / Director, the Incharge of the College / Institution shall be the Chairperson of CGRC with prior permission of his/her Management/Higher Authorities.
- 2) The Chairperson shall finalize the date of meeting of CGRC in discussion with Member Secretary.
- 3) The Chairperson shall preside over the meeting of CGRC.

**C. Role of the Member Secretary of CGRC**

- 1) The Member Secretary shall be the Primary Officer of the CGRC. He shall be the custodian of all accounts and records, if any, placed at the disposal of the Cell.
- 2) The Member Secretary shall prepare the Agenda for a meeting of the CGRC in consultation with the Chairperson and shall communicate the Agenda with all necessary documents of students to all members prior to the meeting through an email.
- 3) The Member Secretary shall convene meetings of CGRC in consultation with the Chairperson in order to redress the grievances registered on portal within 15 days of its receiving.
- 4) He shall also attend the meetings and shall be responsible for maintaining a record of the minutes of the proceedings of the meetings.
- 5) He shall prepare Action Taken Report on the previous meeting of CGRC.
- 6) The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of CGRC on the portal.

- 7) The Member Secretary shall communicate the Minutes and Action Taken Report of each meetings of CGRC for the information to the Director, Students' Development, University of Mumbai by an email on **cgrc@mu.ac.in**
- 8) The Member Secretary shall prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai by an email on **cgrc@mu.ac.in**
- 9) The Member Secretary shall discharge such other duties and functions related to grievances of the students as the Chairperson and the Director, Students' Development assign to him from time to time.

#### **D. Meetings of CGRC**

- 1) The CGRC shall meet regularly as per the exigency in order to redress the grievances registered on portal within 15 days of its receiving. If there are no grievances, the CGRC shall meet once in every semester.
- 2) The Member Secretary may directed by the Chairperson to convene a meeting of the CGRC at the place, date and time to be fixed in consultation with him/her.
- 3) Every meeting of the CGRC shall be numbered serially.
- 4) The Notice of the meeting shall be issued by the Member Secretary well in advance, in consultation with the Chairperson and shall communicate to all members with its Agenda and necessary documents prior to the meeting through an email.
- 5) However, any non-receipt of notice by the members shall not invalidate the proceedings of the meeting.
- 6) In case of a meeting being called urgently the Notice and Agenda with necessary documents may be distributed to the members during the meeting. The procedure of any such meeting shall be such as the CGRC may determine.
- 7) In case the grievance is against any of the members of the CGRC, the concerned member shall abstain himself from the proceeding on such issue. However, the concerned student shall have choice to approach the (University Grievance Redressal Cell (UGRC) for the Redressal of his/her grievance.

#### **E. Venue of the Meeting of CGRC**

- 1) The Meeting of the CGRC shall be held in the premises of the College/Institution during the working days and working time of the College/Institution.
- 2) The Member Secretary shall communicate venue, date and time of meeting of CGRC to all members of CGRC and students who have registered their grievances prior to the meeting.

#### **F. Quorum of the Meeting of CGRC**

The Quorum for the meeting of CGRC shall be two, including Chairperson.

#### **G. Decisions by Majority of the Meeting of CGRC**

All matters of any meeting of the CGRC shall be decided by majority of the members present and voting and, in case of a tie, the person presiding shall have a second or casting vote.

#### **H. Minutes**

- 1) The draft Minutes of the meetings shall be prepared by the Member Secretary in consultation with the Chairperson and confirm it from all members within 7 days after the meeting.
- 2) The Minutes shall contain a record of the decisions taken and resolutions passed by the CGRC in the meeting and the discussions of the meeting shall not ordinarily form part of the Minutes.
- 3) The Member Secretary shall submit the confirmed minutes of the meeting of CGRC to the Director, Students' Development, University of Mumbai by an email on **cgrc@mu.ac.in**

**I. Action Taken Report**

- 1) After the confirmation of the minutes, the Member Secretary shall report to the CGRC the Action Taken Report on the resolutions or decisions or directions given in the previous meetings of the CGRC.
- 2) The Member Secretary shall submit Action Taken Report on the meeting of CGRC to Director, Students' Development, University of Mumbai by an email on **cgrc@mu.ac.in**

**J. Attendance of Members**

- 1) Member Secretary shall maintain the record of Attendance of each meeting of CGRC.
- 2) Every member shall sign the Attendance Sheet during every meeting.

**K. Appearance before CGRC**

The complainant student may appear in person. If he/she is incapable to attend / represent his/her grievances, then his/her representative (preferably parents) other than legal practitioner may be authorized to present his/her case in any proceedings before the CGRC.

**L. Language of Proceedings of Meetings of CGRC**

Preferably Marathi language may be used in the proceedings of meetings of CGRC. The complainant student can request for any other language to the CGRC.

**M. Nature of Applications to be Entertained by the CGRC**

The grievances or common grievances of students related to College / Institution only shall be considered by the CGRC.

**N. Registration of Grievances on the Portal**

- 1) Any student desiring redressal of his grievance/s may register his/her grievance/s online on the portal available on website of his/her College/Institution.
- 2) The student shall fill all the information required for registration and upload the supporting documents.
- 3) The grievances with insufficient/incomplete information shall not be entertained by CGRC.

**O. Disposal of Applications**

- 1) On receipt of an Applications of Grievances of Students, the Member Secretary shall scrutinize the applications in consultation with Chairperson of the CGRC and prepare the Agenda of Meeting.
- 2) Non-accepted applications shall be communicated to the student in writing by Member Secretary.
- 3) The Member Secretary shall communicate the date, time and venue of the Meeting to the students who have registered their grievances on the portal before the meeting with the help of Administrative Staff of the Department / Institution.
- 4) The Member Secretary may request the applicant student to supply further information as may be necessary and also discuss the grievance personally with the applicant.
- 5) The Member Secretary may request all the parties related to grievance to give clarification in writing with necessary documents and send it to all members through an email along with the Agenda.
- 6) The Member Secretary shall present each complaint before the CGRC as per the Agenda with all necessary documents given by the students during the meeting.
- 7) The CGRC shall redress all the grievances as per the Agenda by giving an opportunity of hearing to all the concerned parties and by following principles of natural justice.

- 8) The Member Secretary shall communicate a copy of Order/Decision/Resolution to all the students whose grievances were mentioned in the Agenda.

**P. Non-Entertainment of Application**

- 1) No applications for redressal of grievances shall be entertained, if the CGRC is satisfied that-
  - a. The applicant has knowingly made false statement or furnished false information as regards to place of residence, educational qualifications, etc.
  - b. In an application, there is no prima facie case for considering it.
  - c. The Application is frivolous or fictitious.
  - d. The matter is sub-judice in any court of law.
  - e. If there is gross delay.
  - f. Having regard to all the circumstances of the case, it is otherwise not reasonable to consider the application.
- 2) In case of any false or frivolous complaint, the CGRC may recommend appropriate action against the complainant student.

**Q. Processing of Applications**

- 1) The Member Secretary shall prepare requisite number of sets of all the applications received online/personally from the students and documents of other parties on which complaint has been made and send it to all members of CGRC prior to the meeting through an email and handover its hardcopies to all members of CGRC at the time of meeting.
- 2) The CGRC shall consider the case on the basis of the noting prepared by the Member Secretary.
- 3) The CGRC shall deal with the case on the basis of the Provisions of the Act, Rules, Regulations, Statutes, Ordinances, Circulars and Directions of the University and on the basis of natural justice, equity and good conscience.
- 4) The CGRC shall hear the all the concerned parties related to the complaint in person / individually / collectively whatever the requirement of the case by following principles of natural justice.
- 5) Efforts shall be made to settle the grievances amicably after hearing all parties.
- 6) Efforts shall be made to settle the grievances within 15 days of its receiving.

**R. Consideration of Applications**

- 1) Each member of the CGRC shall study the applications/cases sent to them in advance.
- 2) Applications shall be discussed in the Meeting and further line of action shall be decided.
- 3) The concerned student/s or any other person or teaching staff or administrative staff or non-teaching staff or official who is concerned with the grievances of the student/s may be called during the meeting of the CGRC whenever necessary and they may be heard in person.
- 4) If the CGRC finds it necessary it may refer any matter to an expert and obtain his / her opinion.
- 5) After following all the procedures enumerated under sub-rules R. (1) to (4) above, the CGRC may formulate its recommendations on the Application.

**S. Recommendations for Final Action**

- 1) The Member Secretary shall communicate a copy of Order/Decision/Resolution to all the students whose grievances were mentioned in the Agenda.
- 2) The Chairman and Member Secretary shall see the implementation of resolutions/decisions made during the meeting of CGRC on top priority basis.

- 3) The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of CGRC on the portal.
- 4) If the CGRC comes to the conclusion that any of the employees/officials is involved in misconduct, they can recommend departmental enquiry against him/her.

**T. Pursuing the Matter**

- 1) The Chairman and Member Secretary shall keep in touch with the concerned sections/units/departments/cells and see that the decision is implemented immediately.
- 2) After the decision is finally implemented the same shall be incorporated in the Action Taken Report and submit it to all the members of CGRC at the next meeting.
- 3) The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of CGRC on the portal.

**U. Appeal on the Decisions**

- 1) The student may prefer an appeal on the decision given by CGRC to University Grievance Redressal Cell (UGRC) within 30 days from the receipt of the decision of the CGRC.
- 2) In such case the student shall apply again on the portal available on the website of University of Mumbai, [www.mu.ac.in](http://www.mu.ac.in) within 30 days from the receipt of the decision of the CGRC.

**V. Miscellaneous**

**a) Staff of the CGRC**

The Principal/Head/Director shall assign one Administrative Staff (Junior Clerk) and Peon for working of CGRC.

**b) Publicity**

The Chairperson and Member Secretary of CGRC shall give due publicity to the functioning of the CGRC through various modes of publicity like, Website, Prospectus, Notices, Electronic Gadgets, etc. for the information of the Students, Teaching Staff, Administrative Staff and Non-Teaching Staff.

**c) Powers to give Directions**

The Director, Students' Development, University of Mumbai may from time to time, issue directions to the CGRC to carry out its purposes effectively and the CGRC shall be bound to carry out such directions.

**W. Annual Report**

The Member Secretary shall prepare Annual Report as per the format given below regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai by an email on [cgrc@mu.ac.in](mailto:cgrc@mu.ac.in)

1	Full Name of the Affiliated College / Recognized Institution	
2	Abbreviated Name of the Affiliated College / Recognized Institution	
3	Address of the College / Institution	
4	District	
5	Landline No. of the College / Institution	
6	Email of the College / Institution	



7	Name of the Principal / Head / Director	
8	Mobile No. of the Principal / Head / Director	
9	Landline No. of the Principal / Head / Director	
10	Email of the Principal / Head / Director	
11	Name of the Member Secretary	
12	Designation of the Member Secretary	
13	Mobile No. of the Member Secretary	
14	Landline No. of the Member Secretary (If any)	
15	Email of the Member Secretary	
16	No. of Applications Received on Portal	
17	No. of Scrutinized Applications	
18	No. of Applications Presented before the CGRC	
19	No. of Resolved Applications	
20	No. of Un-resolved Applications	
21	No. of Applications Referred to the Experts for an Opinion	
22	No. of Applications Sent to University Grievance Redressal Cell (UGRC)	
23	No. of Frivolous Applications	
24	No. of Pending Applications	
25	No. of the Meetings of CGRC Held	
26	No. of the Meetings Adjourned for Want of Quorum	
27	Average No. of Members of CGRC Present for the Meetings	
28	Total Annual Expenses of the Meetings, If Any, Incurred by the CGRC	
29	Any other Information	

Date:	Place:
-------	--------

Name and Signature of the  
Member Secretary.

Seal of the College /  
Institution

Name and Signature of the  
Chairperson with Seal