

# **EXAMINATION MANUAL**

**FOR**

**Under Graduate and Post Graduate Programmes**

**[Non- N.E.P.]**

**(wef. 2023-24)**



**OFFICE OF CONTROLLER OF EXAMINATIONS  
S. B. JAIN INSTITUTE OF TECHNOLOGY,  
MANAGEMENT AND RESEARCH,  
NAGPUR**

**(AN AUTONOMOUS INSTITUTION AFFILIATED TO RASHTRASANT TUKADOJI  
MAHARAJ NAGPUR UNIVERSITY, NAAC ACCREDITED WITH 'A' GRADE)**

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**S.B.JAIN INSTITUTE OF TECHNOLOGY, MANAGEMENT & RESEARCH, NAGPUR**

An Autonomous Institution Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University,

NAAC Accredited With 'A' Grade



**OFFICE OF CONTROLLER OF EXAMINATIONS**

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Published by

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## Index

<u>Sr. No.</u>	<u>Title</u>	<u>Page No.</u>
	<b>Preamble</b>	<b>1</b>
<b>1</b>	<b>Admission Eligibility</b>	<b>4</b>
<b>2</b>	<b>Submission of Examination Form</b>	<b>5</b>
<b>3</b>	<b>Entry of Students from University Pattern to Autonomous Pattern</b>	<b>5</b>
<b>4</b>	<b>Examination Committee</b>	<b>6</b>
<b>5</b>	<b>Powers and Duties of Examination Committee</b>	<b>6</b>
<b>6</b>	<b>Controller of Examinations</b>	<b>7</b>
<b>7</b>	<b>Eligibility Criteria regarding Appointment of Paper Setter/Moderator/ Examiner/ Re-assessor/Practical Examiner</b>	<b>8</b>
<b>8</b>	<b>Question Paper Setting and Moderation</b>	<b>9</b>
<b>9</b>	<b>Format of the Question Paper</b>	<b>11</b>
<b>10</b>	<b>Paper Setting and Moderation Process</b>	<b>11</b>
	<b>10.1 Format of Moderation Report of ESE Question Paper</b>	<b>12</b>
<b>11</b>	<b>Conduct of End Semester Examination</b>	<b>13</b>
	<b>11.1 Appointment of Officer-in-Charge</b>	<b>13</b>
	<b>11.2 Duties &amp; Responsibilities of the Officer-in-Charge</b>	<b>13</b>
<b>12</b>	<b>Examination Vigilance Squad</b>	<b>14</b>
	<b>12.1 Appointment of Vigilance Squad</b>	<b>14</b>
	<b>12.2 Duties of Vigilance Squad</b>	<b>14</b>
<b>13</b>	<b>Dealing with the cases of Unfair-means</b>	<b>15</b>
<b>14</b>	<b>Conduct of End Semester Practical Examination</b>	<b>17</b>
<b>15</b>	<b>Re-Sit Examination</b>	<b>19</b>
<b>16</b>	<b>Assessment of Answer Books</b>	<b>19</b>
<b>17</b>	<b>Duties and Responsibilities of In-charge Spot valuation</b>	<b>20</b>



**OFFICE OF CONTROLLER OF EXAMINATIONS**

<b>18</b>	<b>Transparency in Written Examinations</b>	<b>21</b>
	<b>18.1 Open Day</b>	<b>21</b>
	<b>18.2 Revaluation</b>	<b>21</b>
	<b>18.3 Forego</b>	<b>21</b>
<b>19</b>	<b>The Grading System</b>	<b>22</b>
<b>20</b>	<b>Semester Grade Card</b>	<b>28</b>
<b>21</b>	<b>Eligibility for award of Degree</b>	<b>29</b>
<b>22</b>	<b>Improvement of Grade/CGPA while undertaking a Programme</b>	<b>30</b>
<b>23</b>	<b>Degree Certificate</b>	<b>30</b>
<b>24</b>	<b>Number of Attempts for the Courses Closed in a Semester</b>	<b>31</b>
<b>25</b>	<b>Interpretation of Examination Manual</b>	<b>31</b>
<b>26</b>	<b>Power to Modify</b>	<b>31</b>
	<b>Annexure-I</b>	<b>32</b>
	<b>Annexure-II</b>	<b>38</b>



**Preamble:**

S. B. Jain Institute of Technology, Management & Research, Nagpur has been conferred and granted autonomous status vide Notification No. RTMNU/CDS/2021/3163 Date 10.03.2021 of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. The Institute has already constituted the Academic Council which has been conferred with powers and duties, one of which is to formulate the methodology of conduction of examination to evaluate the performance of the students.

**I. Definitions:**

1. In these Rules and in other Rules relating to the examinations, unless there is anything repugnant in the subject or context:
  - i. “Academic Year or Year” means a year defined in the Academic Rules and Regulations for UG & PG programmes.
  - ii. “Admission to an Examination” means the issuance of an admission card to a candidate in token of his having complied with all the conditions laid down in the Regulations of the Institute. Provided that a candidate who does not fulfil all the conditions may, at the discretion of a competent authority of the Institute, be admitted provisionally and, in case all conditions are not fulfilled by him, his admission shall be liable to be cancelled.
  - iii. “Applicant” means a person who has submitted an application to the Institute in the form prescribed for admission to an examination i.e. the Examination Form.
  - iv. “Regular Student” means an applicant who applied for admission to Examination through a Department in which he was prosecuting a regular course of studies.
  - v. “Examinee” means a person who presents himself for an examination to which he has been admitted.
  - vi. “Examination” means an examination prescribed by the Institute under Academic Regulations.
  - vii. “Examination Fee” means the fee prescribed by the concerned rules and includes the fee for Statement of grades, but does not include any other fee.
  - viii. An “Ex-student” is a person, who having once been admitted to an examination of this Institute, is again required to take the same examination by reason of his failure or absence thereat.
  - ix. “Class Assessment Examination” means an examination conducted by a Department in accordance with the provisions made in Academic Rules and Regulations.



**OFFICE OF CONTROLLER OF EXAMINATIONS**

- x. “End Semester Examination”, “Re-Sit Examination/Improvement Examination” means an examination conducted by the Institute in accordance with the provisions made in Academic Rules and Regulations.
2. In these rules unless a different intention appears.
  - i. Words referred to in masculine gender shall be taken to include a reference to feminine gender; and
  - ii. Words in the singular shall include the plural and vice-versa.

**II. Rules:**

1. Save as otherwise specifically provided, the conditions prescribed for admission to examinations under these rules shall apply to all persons who wish to take the examinations of the Institute.
2. Regular Student desirous of taking an examination, unless otherwise provided in any rules, shall prosecute a regular course of study in the Department leading to the examination for which he applies for not less than the period prescribed in the Academic Rules and Regulations.  
Explanation: ‘Prosecution of a regular course of study’ means attendance not less than 75%.
3. Notwithstanding anything in any Examination Rules, the provisions shall apply in regard to the deficiency in attendance at lectures and practical for the course of studies, as per provisions laid down in the Academic Rules and Regulations of the institute.
4. Ordinarily the Syllabi and the scheme for the Examinations shall be published before the commencement of the academic year in which the programme commences.
5. The Academic Council shall notify the terms, vacations and holidays for the Academic year.
6. The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any course in which the Institute conducts examination shall be determined from time to time by the Academic Council after considering the recommendations of the Board of Studies. All changes in the Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the Programmes leading to the examination.
7. No question shall be put at any Examination calling for or necessitating a declaration of religious belief on the part of the examinee. No answer given by an examinee shall be objected to on the ground of its giving expression to any particular form of religious belief.



**OFFICE OF CONTROLLER OF EXAMINATIONS**

8. All examinations except practical/Group Discussion and viva-voce shall be conducted by means of printed question papers or in online mode.
9. Except as otherwise provided under the rules relating to particular examinations, each paper shall be of three hour's duration.
10. In order to pass an examination, an examinee must satisfy the conditions laid down in the Academic Rules and Regulations of the Institute.
11. Notwithstanding anything to the contrary in these rules, no person shall be admitted to Examination if he/she has already passed the same examination (except for Grade Improvement) or an examination of another University which has been recognized as equivalent to that examination.



## **1. Admission Eligibility**

- **Admission for the First Two Semesters of UG/PG**

The admissions for UG/PG Programmes are done strictly on Merit basis in transparent manner in accordance with the rules and regulations of DTE Maharashtra State.

The Institute shall follow norms for eligibility of the students for admission to various Programmes as per the competent authority.

- **Admission for third and subsequent semesters of UG. (Second year onwards)**

- i. For being eligible to register for (or take admission in) Semester III, student must have earned at least 40% of the total credits (rounded off to nearest lower integer) in first year (Semester I & II together).

There is a provision for candidates with Diploma in Technical Education and also the students who are B.Sc. graduates to join UG Degree programmes for the lateral entry in the second year of the 4-year programme as per the prevailing practice in the University.

The students with B.Sc. degree taking admission to second year level shall have to appear, additionally, for theory and practical (if applicable) examination of all Engineering Sciences (ESC) category courses of First year (applicable programme).

For students with Diploma in Technical Education who are admitted under lateral entry scheme, there shall be no minimum credit requirement.

- ii. For being eligible to register for (or take admission in) Semester V, student must have completed successfully all courses including audit courses & earned all the credits offered in first year and earned at least 40% of the total credits (rounded off to nearest lower integer) in second year (Semester III & IV together).

For students admitted under lateral entry, a minimum of 40% credits of third and fourth semesters must have earned for admission to fifth semester.

- iii. For being eligible to register for (or take admission in) Semester VII, student must have completed successfully all courses including audit courses & earned all the credits offered in first & second year and earned at least 40% of the total credits (rounded off to nearest lower integer) in third year (Semester V & VI together). For students admitted under lateral entry, student must have completed successfully all courses including audit courses & earned all the credits offered in second year and at least 40% Credits of fifth and sixth semesters.

- iv. For admission in third semester of PG, a student must have earned a minimum of 65% credits of first two semesters (rounded off to nearest lower integer).





## **2. Submission of Examination Form:**

- i. Regular and Ex-Student shall fill the examination form and pay the examination fees as per the dates notified.
- ii. Students will be allowed to fill the exam form after the notified last date with late fees and super late fees. Exam forms will not be accepted once the last date with the super late fees expires.
- iii. A candidate who is unable to present himself for any examination shall not receive a refund of his fees.
- iv. Similarly Principal shall have right to withheld result of any student for any reason related to admission. He shall only be able to revoke the withheld results.
- v. Programme / Semester wise Admit cards (Hall Tickets) shall be distributed to the students through respective Department before commencement of the examination.
- vi. If a candidate suppresses some vital information and tries to appear at an examination for which he/she is not due, the total amount of fee paid by him/her shall be forfeited. He/she shall further be asked to appear before the disciplinary action committee constituted by the Principal. The decision of the disciplinary action committee will be final in his/her case.

## **3. Entry of Students from University Pattern to Autonomous Pattern**

The students, from University pattern, who wish to seek admission in III, V and VII semester in autonomous pattern, has to fulfil the prevailing ATKT norms of R. T. M. Nagpur University, Nagpur to be eligible for admission. However, such students have to clear backlog subjects (courses) if any, by appearing for the respective examinations of University.

The norms of absorption/equivalence shall be decided by the Academic Council on the recommendations of the Equivalence Committee from time to time. These students shall be absorbed by obtaining the permission from the competent authority and following all its guidelines.

For the courses (compulsory/ elective/any other course) of all PG and UG programmes which are closed by the respective department in a semester of a particular academic session, maximum four consecutive (as and when the examination is conducted) available attempts will be provided to pass these courses.



**OFFICE OF CONTROLLER OF EXAMINATIONS**

Thereafter, the student shall be absorbed in new Autonomous scheme, as per the equivalence scheme of respective BOS.

While switching from University pattern to autonomous pattern the CGPA of such student shall be calculated from the SGPA obtained in previous semesters in the University pattern.

**4. Examination Committee:**

Institute has constituted Examination Committee as per direction issued by Rashtrasant Tukadoji Maharaj Nagpur University and the provision made in the XII Plan of U.G.C. guidelines for autonomous colleges. The examination committee shall consist of the following members.

- i. Principal (Chairman).
- ii. Regular Senior Faculty Members of the institute possessing teaching/research experience.
- iii. Controller of Examinations, of S. B. Jain Institute of Technology, Management and Research, Nagpur as Member Secretary.
- iv. Deputy Controller of Examinations, of S. B. Jain Institute of Technology, Management and Research, Nagpur.

**5. Powers and Duties of Examination Committee:**

- i. The committee shall ensure proper organization of all examination related works including paper setting, moderation, examination conduction, evaluation, result processing and declaration of results.
- ii. The committee shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means.
- iii. Undertake exercise towards examination reforms.
- iv. The committee shall meet at least twice during the academic year and other times if and when required.
- v. Two-third members shall constitute a quorum for examination committee. The meeting may be adjourned if the quorum is not present, and then no quorum shall be required for such adjourned meeting, which will be conducted within 15 minutes.
- vi. The committee shall perform such duties and responsibilities that are assigned from time to time by Academic Council.



## **6. Controller of Examinations:**

The Controller of Examinations will be a permanent faculty member of the Institute, nominated by the Principal.

### **6.1. Duties of Controller of Examinations:**

- i. a) Controller of Examinations shall be appointed by the Principal and shall function autonomously under the Academic Rules and Regulations of the Institute.  
b) Controller of Examinations shall be the principal officer-in-charge for the conduct of examinations, assessment of answer books and declaration of the results. He/she shall discharge his/her functions under the superintendence, directions and guidance of the Principal.  
c) An autonomous Office of COE shall ensure confidentiality at every stage of the examination process.
- ii. Controller of Examinations shall be the member secretary of Examination Committee. He shall be responsible for prompt and proper implementation of the decisions taken by the committee.
- iii. The Controller of Examination shall be responsible for making all arrangements necessary for conducting examinations, assessment of answer books and declaration of results.
- iv. The COE shall be responsible:
  - a) For preparation and announcement of the calendar of examinations in advance.
  - b) For the arrangements required for printing of question papers.
  - c) To arrange to get performance of the candidates at the examinations properly assessed and process the results.
  - d) For timely publication of results of examinations.
  - e) For postponing or cancelling examinations, in part or in whole, in the case of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons alleged to have committed malpractices;
  - f) To take disciplinary action wherever necessary, concerned with examinations, against the candidates, paper setters, examiners, moderators, or any other persons found guilty of malpractices during the examinations.
- v. The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him from time to time, by Examination Committee.



**OFFICE OF CONTROLLER OF EXAMINATIONS**

- vi. For smooth functioning of the above, the Principal shall depute a senior faculty member as Deputy COE to assist COE for:
- Conduct of Examination.
  - Central Assessment of Answer papers.

**7. Eligibility Criteria regarding “Appointment of Paper Setter/Moderator/ Examiner/ Re-assessor/Practical Examiner”:**

- The BOS will finalize the panel of the Paper Setter/Moderator/Examiner/Re-assessor/Practical Examiner for one academic year in the beginning of Academic Session.
- The Paper Setter/Moderator/Examiner/Re-assessor/Practical Examiner shall be appointed by COE on recommendation of Chairman of respective BOS. The person appointed to perform such work shall have relevant qualification enforced from time to time, and shall be an employee of a College/other Organization.
- The Paper Setters shall have at least three years of teaching experience and at least one-year experience of teaching the course for which appointment is to be made. In case the Paper Setter is appointed from Industry/Organization/Field, he/she shall have at least two years of professional experience in the relevant field.
- The Moderator shall have at least five years of teaching experience in the respective program for which appointment is to be made. In case the moderator is appointed from outside the Institute he/she must have at least five years of experience in the relevant field.
- The Practical Examiner (Internal/External) shall have at least three years of teaching experience. In case the Examiner is appointed from Industry/Organization/Field, he/she shall have at least two years of professional experience in the relevant field.
- However, if a person is not available as per the norms mentioned in (iii), (iv) & (v), as an exceptional case, the norms may be relaxed for the appointments with prior written approval from the Principal.
- No person can claim appointment as Paper Setter/Moderator/Examiner/Re-assessor or any other appointment related to examination work as a matter of right.
- The appointments as Paper Setter/Moderator/Examiner/Assessor /Re-assessor/Practical examiner shall be made as per the following guidelines.
  - Appointment of paper setter shall be made at least one month before the end semester examination.



**OFFICE OF CONTROLLER OF EXAMINATIONS**

- b) Appointment of assessor shall be made seven days before the start of end semester examination.
- c) Appointment of Internal/External examiner for practical/project/viva/seminar shall be made seven days before the scheduled examination.
- ix. In case the Paper Setter/Assessor/Re-assessor/Practical examiner is from outside the Institute, he/she shall communicate his/her acceptance immediately. However, if it is not possible for him/her to accept the said appointment he/she shall communicate the same to the concerned authority immediately. In case no communication is received from Paper setter/Moderator/Examiner/Assessor /Re-assessor/Practical Examiner within prescribed time limit, it may be presumed that the appointment is accepted.
- x. The Paper Setter/Moderator/Examiner/Assessor /Re-assessor shall follow all the directions given from time to time with regards to pattern of question papers, setting of question papers, model answers scheme of marking etc.

**8. Question Paper Setting and Moderation:**

Question paper for the end semester examination shall be of 60 marks and maximum duration shall be of 3 hours respectively. However, for some course(s)/subject(s) the duration may vary as mentioned in the curriculum scheme.

- i. Paper Setter(s) shall set the question paper as per the pattern and template prescribed by the college from time to time.
- ii. The Paper Setter shall ensure strict confidentiality and shall not disclose his/her appointment.
- iii. The Paper Setter/Moderator of Institutes other than S.B. Jain Institute of Technology, Management & Research, Nagpur. shall submit his/her willingness/unwillingness to the authority within three days from the date of receipt of the letter of appointment. Provided that if no communication is received from the Paper Setters/Moderators within the prescribed time limit, it will be presumed that the appointment has been accepted by the concerned teacher(s)/person(s) as the Paper Setters/ Examiners/Moderators.
- iv. The faculty members of S.B. Jain Institute of Technology, Management & Research, Nagpur cannot refuse to accept the assignment of the examination work. However, if there is a genuine inability in accepting the appointment, the concerned faculty member shall communicate reasons in writing to the Controller of Examinations through the Chairman BOS within the prescribed time limit.



**OFFICE OF CONTROLLER OF EXAMINATIONS**

- v. The Paper Setter shall submit one/two paper sets .
- vi. Nature of question paper should be precise. Paper setter should design the question paper such that,
  - a) Questions are written with simple, straight forward and meaningful wordings.
  - b) Questions are unambiguous.
  - c) Questions should be commensurate with the marks allotted.
  - d) Question paper covers the entire syllabus of the course.
  - e) The full question paper can be answered within the stipulated time allotted for it.
- vii. Paper Setter(s) shall not repeat the same question in the same/different set(s).
- viii. Paper Setter(s) shall not set question(s) outside the scope of the syllabus.
- ix. Questions should be set in such a way that it will test the skill of applying the knowledge acquired, rather than testing the memory or merely book information.
- x. Marks shall be indicated on the right side of sub-question or the question.
- xi. Course outcomes should also be marked on the right side of sub-question or the question.
- xii. The Paper Setter should specifically mention the charts, tables, IS codes, data books etc. (if required), for the examination.
- xiii. Paper Setters shall submit a declaration form to the COE office.
- xiv. Moderators shall submit a declaration form to the COE office through BOS.
- xv. The paper setter should not accept appointment order if his/her close intimate (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) is/are the examinee at that programme. COE shall obtain appropriate undertaking in this regard from concerned members.
- xvi. The questions should be serially numbered as 1, 2, 3, 4, 5, & 6 while sub-questions shall be numbered as a, b, c, d, etc. while sub-sub questions shall be numbered as (i), (ii), (iii), etc.
- xvii. “Common Instructions to Candidates” shall be sent to paper setter with appointment order. However, paper setter is requested to delete excess instructions or add some instructions, if required.



### **9. Format of the Question Paper.**

In general A4 size paper should be used for ESE question paper printing. Both the sides of the papers should be used for printing. The question papers shall be prepared in MS-Word processor only, Font to be used shall be Times New Roman, size 12 pt.

### **10. Paper setting and Moderation process will be as under:**

- i. COE will appoint paper setter as per the list provided by BOS and appointments will be communicated to BOS. Then BOS will take a follow-up so that paper will be submitted on time. Appointment order to the paper setter and moderator will be sent accordingly through email, message or by Post/ by hand.
- ii. A paper setter may be assigned for setting maximum two sets of the same subject. Getting the question paper for particular department is the responsibility of respective BOS.
- iii. For all the courses only single moderation is required. Paper setter of a subject cannot be a moderator for the same question paper set i.e. for a particular set of a subject, paper setter and moderator should be different.
- iv. Paper should be set in the question paper template only.
- v. When paper set is ready by the setter, moderator and paper setter should sit together and complete the moderation work. The schedule of moderation meeting has to be decided by respective BOS. Moderation work should be completed before fifteen days of ESE.
- vi. Paper setter and moderator must ensure that the material related with the question paper set is destroyed completely.
- vii. Chairman BOS/HOD must submit all envelopes of moderated question paper sets of their department, list of moderators and the declaration form by the moderator and minutes of meetings of moderation to the COE office.





**OFFICE OF CONTROLLER OF EXAMINATIONS**

**10.1. Format of Moderation Report of ESE Question Paper**

Name of the Moderator: \_\_\_\_\_

Programme: \_\_\_\_\_

Course Code: \_\_\_\_\_

Course Name: \_\_\_\_\_

<b>Sr. No.</b>	<b>Guidelines</b>	<b>Remarks mentioning corrections made</b>
1	Take the hard copy of question paper from the shared drive.	
2	Check and correct the course code, course name, time allotted, total marks, instructions given to the students (delete the instructions which are not applicable) on hard copy of question paper and make necessary corrections if required.	
3	Check total number of questions, marks allotted and make necessary corrections if required.	
4	Check repetition of questions, readability of the figures, figure number and make necessary corrections if required.	
5	Same corrections are to be done in the softcopy available of that question paper too.	
6.	Take TWO set of print out of moderated question paper. First copy with the name & signature of paper setter and moderator. Second copy without the name paper setter and moderator.	
7.	Seal the following in the envelop: <ul style="list-style-type: none"><li>• First copy of question paper duly signed by paper setter and moderator on each and every page.</li><li>• Second copy without the name paper setter and moderator.</li><li>• Hard copy of question paper in which necessary correction where made.</li><li>• Moderation Report of ESE Question Paper.</li></ul>	
8.	Additional Remarks, if any:	

**Signature of the Moderator with Date**





## **11. Conduct of End Semester Examination:**

### **11.1 Appointment of Officer-in-Charge:-**

Principal shall appoint senior faculty of Institute/ Deputy COE to act as Officer in-Charge for smooth and proper conduction of End Semester Examination. End Semester Examination for all Programmes shall commence on the day as per academic calendar and the time-table prepared by COE. However, in case of any contingency, the COE is empowered to reschedule any examination.

### **11.2 Duties & Responsibilities of the Officer-in-Charge:**

- i. Communicate with Station Officer, Police Station, Kalmeshwar, for keeping the Police 'Bandobast' during the Examination.
- ii. Prepare master plan of seating arrangement, with regards to total number of students appearing for the examination.
- iii. Appoint invigilators, and administrative staff for conduction of examinations.
- iv. Receive blank answer books bearing serial numbers and sealed packets containing question papers and keep them in his personal custody.
- v. Give the memorandum of instruction to invigilators as received from the COE office and ask them to scrupulously follow the same.
- vi. Display the examination related instructions for student as received from the COE office at appropriate places.
- vii. Take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination.
- viii. Submit the account of total answer-books received, answer-books used during examination, spoiled answer-books & the number of answer-books returned to the office of COE after completion of the examination.
- ix. Receive the cases of misbehaviour, malpractices, use of unfair means etc. from the invigilator and forward the same to the office of COE.
- x. Provide at his/her level the facility of amanuensis /writer to the blind examinee with extra time of one hour and to the physically handicapped examinee with extra time of half an hour over and above the stipulated time limit of the paper to write answers after verifying the Medical Certificate issued by the Civil Surgeon/Orthopaedic Surgeon. The writer should be lesser qualified than the blind/physically handicapped student.



**OFFICE OF CONTROLLER OF EXAMINATIONS**

- xi. Provide at his/her level the facility of giving extra half an hour, over and above the stipulated time of the paper, to write answers during the examination to the paraplegics, orthopedically handicapped students who have hand co-ordination problem and to the visually handicapped students after verification of Medical Certificate issued by the Civil Surgeon/ Orthopaedic Surgeon.
- xii. Send to the Controller of Examinations a list of concerned writers and examinees to whom the facilities under point (xiii) & point (xiv) above have been provided at the centre.
- xiii. Send the registration number of the absent students to the spot valuation centre.
- xiv. Check the answer books received from invigilators as per attendance record submitted by invigilators and arrange them according to the registration numbers. OIC shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question paper, control sheet and slip (docket) in two copies with each packet indicating all details of packed answer books.
- xv. Thereafter OIC shall handover all the bundles of answer books to coordinator of Spot-Valuation Centre on the same day or latest on the next day and get the acknowledgement He/she shall maintain the record of all such bundles of answer books handed over to coordinator of Spot-Valuation Centre.
- xvi. Prepare the statement of remunerations to be paid to the staff involved in the end semester examination as per the rules. Remuneration shall be paid to the staff after the examination is over and account of payment shall be submitted to the accounts office within a week.

**12. Examination Vigilance Squad:**

**12.1 Appointment of Vigilance Squad:**

- i. Controller of Examinations shall appoint a team comprising of Senior Faculty members of the Institute to act as members of Vigilance Squad.
- ii. The vigilance squad shall consist of male & female faculty members of the Institute.

**12.2 Duties of Vigilance Squad:**

- i. Make physical verification of students appearing for the examination. However, the verification of all female students shall be carried out by female faculty member only.



**OFFICE OF CONTROLLER OF EXAMINATIONS**

- ii. Ensure that the examinee does not carry with him/her any cell phone/mobile phones, book(s), written/printed papers or any other objectionable material in the examination hall.
- iii. Ensure that the examinee does not write anything on the question paper supplied to him/her.
- iv. Conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which may disturb the examinees.
- v. Not cause any kind of harassment either to the students or to any of the officials of the examination centre.
- vi. Inspect the examination centre regularly; go for surprise checking on and often to ensure that the arrangements made for the conduct of examinations are proper and adequate.
- vii. Initiate action to curb malpractices like copying, possession of in-discriminatory materials related to examinations, as per the rules and guidelines framed.
  - a) The vigilance squad shall report the cases of malpractices detected to the OIC for necessary action and subsequently inform the same to COE.
  - b) The vigilance squad shall carry out any other duties assigned by the COE from time to time for the smooth conduction of the examinations.

**13. Dealing with the cases of Unfair-means:**

- i. Every student appearing for the End Semester Examination is liable to be charged with committing malpractice(s) / use of unfair means, if he / she is observed as committing any of the acts as listed in the Annexure-I of the Examination Manual.
- ii. Unfair Means Committee will be constituted by the Principal for each academic year to deal with the cases of alleged misconduct and use of unfair means by the students in all the examinations conducted by the Institute. This committee will consist of three members; one out of three members will be the Chairman of the Committee.
- iii. As soon as a student is identified by the invigilator or by the authorized person, of having resorted to unfair means, his/her answer book shall be seized.
- iv. The papers (handwritten/printed/photocopied etc.) found in possession of the student shall be signed by the student, invigilator and Officer-in-Charge and tagged with his/her answer book in candidate's presence.



**OFFICE OF CONTROLLER OF EXAMINATIONS**

- v. If mobile phone/any electronic gadget is found in possession of the student, it should be seized and sealed in an envelope. The envelope shall be signed by the student, invigilator and Officer-in-Charge.
- vi. The OIC shall ask the candidate to make a statement in writing, explaining his/her conduct. In case the candidate refuses to do so, the fact of his/her refusal shall be recorded by the OIC, which should be attested by at least one invigilator on duty.
- vii. In the case of practical tests/ performance tests on PCs the act of using unfair means should be recorded by the internal examiner. Evidence in the form of softcopy/Photostat/photograph etc. should be submitted along with the statement of the student.
- viii. After completing all above formalities, a fresh answer book shall be given to the student for completing the examination. He/she must be informed that he/she need not repeat the questions he/she has solved in seized answer book; he/she may solve the remaining part of the question paper. After a particular test/examination session is over, these answer books (duly marked I & II with Red ink) and the envelope containing the seized electronic gadget/mobile phone shall be sent separately to the Controller of Examination along with the report.
- ix. After the examination, the Unfair Means Committee shall enquire into the cases of attempt of unfair means in the examinations. COE office will intimate the date, time and venue to the students by SMS/email/notification on the college web-site/ Notice on Notice board for appearing before the Unfair Means Committee. Unfair Means Committee will interrogate the student one by one and identify clearly the category of nature of offence as listed in the Annexure-I of the Examination Manual. If the student fails to report on the specified date and time, committee will take the decision on the basis of reports available. The Unfair Means Committee shall submit its recommendations to the COE for consideration and necessary orders.
- x. The COE will finalize the recommendations of the Unfair Means Committee after approval of the Principal.



**NOTE:**

1. Broad categories of unfair means resorted to by students at the examinations and the quantum of punishment for each category thereof is given in the Annexure-I of the College Examination Manual.
2. In case any discrepancy arises regarding definitions only then Ordinance No. 17 of 2008, of R. T. M. Nagpur University may be referred.
3. The broad categories of negligence/unfair means resorted to by paper setters, examiners, moderators, valuers, teachers or any other persons connected with the conduct of examinations and punitive action is given in Annexure-II of the college Examination Manual.

**14. Conduct of End Semester Practical Examination:**

- i) There shall be one End Semester Practical Examination, as specified in scheme of the programme.
- ii) Practical examination shall consist of two parts i) Performance or written Examination (short answer/MCQ etc.) of 15marks (60%) and ii) Oral examination of 10 marks (40%).
- iii) Time table for practical examination pertaining to a programme shall be prepared by the HOD as per the slot provided by the COE according to the schedule mentioned in the Academic Calendar. HOD shall submit the copy of time table to COE, for information.
- iv) There shall be an Internal Examiner and External Examiner to conduct the End Semester practical examinations as well as project evaluation.
- v) The Internal and External Examiner shall be appointed by the Chairman of the respective BOS/HOD. If, external examiner listed in the panel fails to turn up for the examination for whatsoever may be the reason, the concerned Chairman BOS/HOD shall make necessary alternate arrangement from the list of examiners. In case no examiner is available from the panel given, HOD is empowered to make any other suitable arrangement. HOD will send the list of subject wise Internal and External Examiners to COE office duly signed and stamped by Chairman BOS/HOD.



**OFFICE OF CONTROLLER OF EXAMINATIONS**

- vi) Respective HOD shall prepare detailed timetable (batch wise) for the practical examination. A consent of Heads of other Departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem.
- vii) The HOD shall appoint staff for practical examination as per the following structure and shall forward the copy of the same to coordinator examination:
  - a) Internal Examiner: One for each practical course (subject), preferably the course teacher, as approved by Chairman BOS/HOD.
  - b) External Examiner: One for each practical course, as approved by Chairman BOS/HOD.
  - c) Teacher assisting the internal examiner: One for each practical course.
- viii) Internal examiners along with supporting staff shall make all the necessary arrangements of equipment/laboratory setup required for conducting practical examination in their respective course(s).
- ix) The marks of the practical examination shall be allotted by the External and Internal examiners in consultation with each other. Judgment of the External examiner shall be treated as final in case of difference of opinion between them.
- x) The marks should be entered in the soft format and prepare foil and counter foil. The external and the internal examiners both shall sign each page of the foil and counter foil showing the final marks allotted to the examinees.
- xi) Counter foil and attendance should be kept with HOD.
- xii) Answer books, foil, duly signed by the Internal and External Examiners of all the courses of a semester should be sent to the COE office together when the practical examination of a particular semester is over, within one working day.
- xiii) The HOD shall prepare the estimate for T.A./D.A. and remunerations of external examiners, internal examiners and other staff involved in the practical examination as per the rules. T.A./D.A. and remuneration to the external examiners shall be paid as per rules and regulations, after the examination of the respective course is over. Remuneration to internal examiners and other staff shall be paid after completion of the practical examination and account of payment shall be submitted to the account office within a week.



## **15. Re-Sit Examination**

The students, who have secured the “F or Z” grade or want to improve the grade in a course, shall apply for the Re-Sit examination within seven days of declaration of result, by paying the prescribed examination fees.

The Re-Sit examination for students shall be held approximately within 30 days from the date of declaration of result of ESE of a particular semester. A student shall be permitted to take the ESE as well as Re-Sit of ESE of his/her regular term. In case, student fails in both the ESE and its Re-Sit of regular term, in the subsequent semester, he/she shall be permitted to take the ESE only. But the Re-Sit examination will be offered to him/her, if there are regular students for those subjects in the ESE of a particular semester. The cut-offs of regular term examination (ODD /EVEN) are used in respective Re-Sit examination for allocation of grades.

## **16. Assessment of Answer Books**

Assessment of answer books shall be done online through Digital Valuation system (DVS).

- i. Principal, in consultation with COE, shall appoint a staff as In-charge, Spot Valuation Centre.
- ii. The In-charge Spot valuation, shall select his/her team in consultation with the COE. He/she shall be responsible for smooth and timely completion of the assessment of answer books.
- iii. In-charge Spot valuation shall supervise the job of scanning of answer papers.
- iv. Normal working hours of Spot Valuation Centre shall be from 10.30 am to 5.30 pm. considering the quantum of work and valuation schedule, working hours may be extended as and when it is needed.
- v. The BOS will finalize the panel of the Examiner/ Assessor /Re-assessor for one academic year in the beginning of Academic Session . Chairman BOS will provide the course wise list of approved Examiner/ Assessor /Re-assessor for all the course(s) under his board, to COE office.

COE will appoint Examiner/ Assessor /Re-assessor as per the list provided by BOS.

- vi. In order to have uniformity in the assessment of answer books, for the courses where more than one valuer is involved, the course coordinator should conduct a meeting of all the valuers and brief them with regard to the scheme of marking for the theoretical questions as well as questions involving numerical.





**OFFICE OF CONTROLLER OF EXAMINATIONS**

- vii. Assessment procedure for assessor after receiving the order for assessment of answer books, the assessor shall
- a) Not disclose the order as it is confidential.
  - b) Login the digital valuation portal and complete the valuation online.
  - c) Not assess any answer book without solutions/scheme of marking.
  - d) Award step-wise marks for each solved question.
  - e) Enter marks carefully on the mark entry form on DVS portal.
  - f) Assess the answer in terms of marks only. He/she neither shall put any comment nor shall put any markings.
  - g) In following cases, Assessor shall report immediately to spot valuation officials for further action, if any complaints regarding the answer books such as,
    - Found with multiple-writings, / with multiple use of inks.
    - Found requesting assessor to assess answer book favorably,
    - Mass copying,
    - Found disclosing identity of the examinee in any form with a intent to get clear-cut illegal benefit,
    - Found writing abusive and threatening language,
    - Question paper with missing data, misprint of any nature and all other such cases.

**17. Duties and Responsibilities of In-charge Spot valuation:**

- i. Receive the time table of the examination and formats from the office of COE.
- ii. Receive the answer books from the Officer In-charge Examinations, in envelopes/bundles, count them and process them for digital scanning.
- iii. Scan the answer book in proper format as per requirement of DVS.
- iv. Upload the softcopy of scanned answer book on valuation portal.
- v. Allot the scripts to respective subject evaluator.
- vi. Prepare the statement of remunerations to be paid to the staff involved in the spot valuation centre as well as to the valuers and submit the details of accounts to the accounts department in the format prescribed and a copy of same should be sent to the COE for maintaining the records.





## **18. Transparency in Written Examinations**

The institution believes in full transparency in the evaluation process and committed to just and fair evaluation of all students.

- i. The answer books of all written examinations will be shown to students online within ten days from the last date of examination on the open day.
- ii. If the student is unsatisfied with the valuation of ESE, he can discuss the specific points with the course faculty where he thinks the valuation needs reconsideration.
- iii. If the student has the grievances regarding the valuation of the ESE, he/she shall submit the Grievance form-1 for unvalued answer or total mistakes in Marks to student section and for revision of marks (reassessment) Grievance form-2 submit to student section, after paying prescribed fees in account section. In such cases, the complete revaluation of answer book shall be done.
- iv. The students shall submit the grievances within the dates mentioned in the notification from COE office. The answer books once evaluated shall never be given into student's possession.

### **18.1 Open Day**

Answer books of ESE will be shown online to students on open day and all queries of candidates will be settled by proper procedure mentioned in 18 (iii) above.

### **18.2 Revaluation**

- a) As per the notification issued by the Controller of Examinations, the students can submit the applications for revaluation, along with the requisite fee receipt for revaluation of his/her answer-sheet(s) of theory course(s), if he/she is not satisfied with the marks obtained.
- b) The Controller of Examinations shall arrange for re-evaluation of those answer-sheet(s).
- c) A new valuer, other than the first valuer, shall re- evaluate the answer sheets.
- d) After revaluation, if the change in the marks is more than or equal to  $\pm 5\%$  of the total marks of that examination, then the revaluated marks shall be considered as final marks else there shall be no change in the marks. **(Academic Council meeting dt. 18.03.2023)**

### **18.3 Forego**

An examinee securing 'F' or 'T' grade in any course of an examination of a programme shall have an option to forego his/her continuous assessment marks in a course or courses. In such cases he/she shall be examined for a total marks comprising theory/practical end semester



**OFFICE OF CONTROLLER OF EXAMINATIONS**

examination and continuous assessment together, at his/her successive attempt at the examination. Such an option can be availed by an examinee in case he/she is appearing for the successive attempts at the examination as ex-student for that particular course. A student who is detained from appearing in an examination in a course(s) for lack of attendance can exercise the option of forego in successive attempts at the examination as ex-student. To avail this, the examinee would indicate the same in his or her 'Application for the examination' and the option once exercised, shall be 'Final and Binding' on the examinee concerned for all the subsequent examinations in that course. For the examinee opting for forego, his/her marks in continuous assessment shall be ascertained proportionately on the basis of his/her marks in the end semester examination of that course. An examinee can opt for forego of his/her marks in continuous assessment of a practical course only after submission of 'Term work completion' certificate issued by the concerned head of the department along with the 'Application for the examination'. The decision in this regard taken by the Chairman of the Academic Council will be final.” (*Academic Council meeting dt. 04.08.2022*)

## **19. The Grading System**

- i.** For every course taken by a student, he/she shall assign a grade based on his/her combined performance in all components of evaluation scheme of a course / practical. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.
- ii.** For the award of grades in a course, all component-wise evaluation is done in marks. The marks of different components viz. Teachers Assessment Examination (TAE), Continuous Assessment Examinations (CAE), End- Semester-Examination (ESE), are reduced to relative weightage of each component as given in Scheme of Examination. For award of suitable pass grade in a Theory and Practical Courses, student must have to secure atleast 20% of Total ESE marks in that Course. (*Academic Council meeting dt. 19.07.2023*)
- iii.** Marks so obtained would be converted to grades at the end of semester, as per the guidelines given below.
- iv. Absolute Grading System**

If sample size (number of students appearing in a course) is **less than or equal to 30** then **Absolute Grading System** is used as per Table No. 1. But for Seminars, Projects, irrespective of number of students, absolute grading system shall be used.

**Table 1. Awards of Grade Using Absolute Method:**

**For Theory [UG Programme]**

Range of Marks	Grade
Marks equal to or greater than 90 %	A <sup>+</sup>
Marks equal to or greater than 80% but less than 90%	A
Marks equal to or greater than 72 % but less than 80%	B <sup>+</sup>
Marks equal to or greater than 64 % but less than 72%	B
Marks equal to or greater than 56% but less than 64%	C <sup>+</sup>
Marks equal to or greater than 48% but less than 56%	C
Marks equal to or greater than 40 % but less than 48%	D
Marks less than 40%	F

**Non Theory courses like Practicals, Seminars, Projects. [UG Programme] / Theory and Non-Theory courses like Practicals, Seminars, Projects. [PG Programme]**

Percentage of Marks	Grade
Marks equal to or greater than 90 %	A <sup>+</sup>
Marks equal to or greater than 80% but less than 90%	A
Marks equal to or greater than 75% but less than 80%	B <sup>+</sup>
Marks equal to or greater than 70% but less than 75%	B
Marks equal to or greater than 65% but less than 70%	C <sup>+</sup>
Marks equal to or greater than 60% but less than 65%	C
Marks equal to or greater than 50% but less than 60%	D
Marks less than 50%	F

**v. Relative Grading System**

If sample size (number of students appearing in a course) is **greater than 30** then **Relative Grading System** is used as per **Table No. 2.**

Average (X) and standard deviation (σ) should be calculated as per the following equations.

$$\text{Average} = \bar{X} = \frac{\sum \text{marks}}{n}$$

Where, n = Total No. of Examinee - Detained Examinee

$$\text{Standard deviation} = \sigma = \sqrt{\frac{\sum (X - \bar{X})^2}{(n-1)}}$$

Where X = Individual marks of each students.

**Table 2 : Awards of Grade Using Relative Grading System**

RANGE OF MARKS			GRADE ALLOTTED
	Marks obtained	$\geq \text{Average} + 1.5 \sigma$	A <sup>+</sup>
Average + 1.5 $\sigma$ >	Marks obtained	$\geq \text{Average} + 1.0 \sigma$	A
Average + 1.0 $\sigma$ >	Marks obtained	$\geq \text{Average} + 0.5 \sigma$	B <sup>+</sup>
Average + 0.5 $\sigma$ >	Marks obtained	$\geq \text{Average}$	B
Average >	Marks obtained	$\geq \text{Average} - 0.5 \sigma$	C <sup>+</sup>
Average - 0.5 $\sigma$ >	Marks obtained	$\geq \text{Average} - 1.0 \sigma$	C
Average - 1.0 $\sigma$ >	Marks obtained	$\geq \text{Average} - 1.5 \sigma$	D
	Marks obtained	$< \text{Average} - 1.5 \sigma$	F

The award of grades will be subjected to the following process:

**A) THEORY SUBJECTS (For UG)**

If  $(\bar{X} - 1.5 \sigma) > 40$  then grade calculation for C<sup>+</sup>, C, D & F shall be as given below, while that for A<sup>+</sup>, A, B<sup>+</sup> & B shall be same as per Table 2.

C<sup>+</sup>, if Marks obtained  $\geq \bar{X} - (\bar{X} - 40)/3$ ,

C, if Marks obtained  $\geq \bar{X} - (\bar{X} - 40) * 2/3$ ,

D, if Marks obtained  $\geq \bar{X} - (\bar{X} - 40) * 3/3$ ,

F, if Marks obtained  $< \bar{X} - (\bar{X} - 40) * 3/3$

**B) THEORY SUBJECTS (For PG)**

If  $(\bar{X} - 1.5 \sigma) > 50$  then grade calculation for C<sup>+</sup>, C, D & F shall be as given below, while that for A<sup>+</sup>, A, B<sup>+</sup> & B shall be same as per Table 2.

C<sup>+</sup>, if Marks obtained  $\geq \bar{X} - (\bar{X} - 50)/3$ ,

C, if Marks obtained  $\geq \bar{X} - (\bar{X} - 50) * 2/3$ ,

D, if Marks obtained  $\geq \bar{X} - (\bar{X} - 50) * 3/3$ ,

F, if Marks obtained  $< \bar{X} - (\bar{X} - 50) * 3/3$



**C) PRACTICAL SUBJECTS:**

if  $(\bar{X} - 1.5 \sigma) > 25$  then grades calculation for C+, C, D & F shall be as given below, while that for A+, A, B+ & B shall be same as per Table 2.

C+, if Marks obtained  $\geq \bar{X} - (\bar{X} - 25)/3$ ,

C, if Marks obtained  $\geq \bar{X} - (\bar{X} - 25) * 2/3$ ,

D, if Marks obtained  $\geq \bar{X} - (\bar{X} - 25) * 3/3$ ,

F, if Marks obtained  $< \bar{X} - (\bar{X} - 25) * 3/3$

- vi. **The academic performance of a student shall be graded on a ten-point scale following guidelines Table 3**

**Table 3: Grade to Grade Point Conversion:**

<b>Academic Performance</b>	<b>Grades</b>	<b>Grade Points</b>
Outstanding	A <sup>+</sup>	10
Excellent	A	9
Very Good	B <sup>+</sup>	8.25
Good	B	7.50
Average	C <sup>+</sup>	6.75
Below Average	C	6
Marginal	D	5
Poor	F	0
Satisfactory completion of Audit Course	G	-
Non completion of Audit Course	H	-
Incomplete Course requirements (Detention)	I	-
Temporary Withdrawal	W	-
Non Completion of Project, Extension in Projects	X	-
Absent in Examination	Z	-



Explanation:

**'F' Grade**

- The 'F' grade denotes poor performance amounting to failure.
- A student has to repeat all courses in which he/ she obtains 'F' grade, till a passing grade is obtained.
- For the elective courses in which 'F' grade has been obtained, the student has to take the same course.

**'Z' Grade:**

This grade indicates absence in End Semester Examination

**'W' Grade:**

This refers to withdrawal from the semester/year as per the regulations.

**'X' Grade:**

This grade is awarded for incomplete Project work and will be converted to a regular grade on the completion of the Project work and its evaluation.

**'T' Grade:**

This grade stands for non-completion of course requirement (Detention).

**vii. Practice School/ Internships**

**Practice School-I and Practice School-II : (UG)**

For Practice School-I (UG), the grades shall be awarded as follows:

<b>Performance Appraisal</b>	<b>Grade</b>	<b>Grade Point</b>
Excellent	A+	10
Good	A	9
Satisfactory	B+	8
Non Completion of Practice School-I (Internship)	X	-

**Practice School-III Evaluation: (UG)**

Grading: For award of grades, **Absolute Grading System (9.iv)** shall be applicable. (Academic Council meeting dt. 18.03.2023)



### **One Semester Industry Project: (UG)**

The end semester examination for one semester Industry Internship shall be held by a committee consisting of an External Examiner, Head of the Department and Faculty Mentor. The external examiner shall be preferably from Industry as decided by the Chairman, BoS.

The average of the marks awarded by the committee members shall be taken into consideration in case of variation among the members.

### **Project Course: (UG)**

The end semester examination for project work shall be held by a committee consisting of an External Examiner, Head of the Department and Project Guide. For one Semester Industry Project, the External Examiner must be an expert from Industry as approved by Chairman, BoS. The average of the marks awarded by the committee members shall be taken into consideration in case of variation among the members.

### **Internship Project (MBA)**

For Internship Project (MBA) Assessment & Evaluation shall be as follows:

Total Marks:	100 marks
Project Report:	50 marks
Viva Voce:	50 marks

### **viii. Method of Calculation of Grade Point Averages (SGPA / CGPA):**

#### **➤ Calculation of Semester Grade Point Average (SGPA)**

The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester.

$$SGPA = \frac{\sum C_i P_i + C_a P_a}{\sum C_i}$$

Where,

$C_i$  = the number of credits for the  $i$ th course of a semester for which SGPA is to be calculated.

$P_i$  = Grade points earned in the  $i$ th course.





OFFICE OF CONTROLLER OF EXAMINATIONS

$i = 1, 2, \dots, n$  represent the number of courses in which a student is registered in the concerned semester.

$C_a=1$  ; Incentive credit

$P_a$  = Grade point for participating in activities of incentive scheme.

SGPA is rounded up to two decimal places and SGPA shall not exceed 10.

➤ **Calculation of Cumulative Grade Point Average (CGPA)**

An up to date assessment of the overall performance of a student from the time of his first registration is obtained by calculating a number called CGPA, which is weighted average of the grade points obtained in all the courses registered by the student since he entered the Institution.

$$CGPA = \frac{\sum C_j P_j + \sum C_{al} P_{al} + IP_G}{\sum C_j}$$

Where,

$C_j$  = the number of credits for the  $j$ th course up to the semester for which CGPA is to be calculated.

$P_j$  = Grade points earned in the  $j$ th course.

$j = 1, 2, \dots, m$  represent the number of courses in which a student is registered up to the semester for which the CGPA is to be calculated. The CGPA is also calculated to two decimal places.

$C_{al}$ ; Incentive credit in semester

$P_{al}$  = Grade point for participating in incentive activities in the semester

$IP_G$  = GATE incentive grade points.

CGPA is rounded up to two decimal places and shall not exceed 10.

**Note:**

In case, an ex-student appears for examination of the course along with regular students appearing in that course then the cut-off marks of the regular examination shall be applicable.

In all other cases the cut-off marks of the previous regular examination shall be applicable.

**20. Semester Grade Card**

The semester grade report reflects the performance of the student in that semester (SGPA) and also the cumulative performance (CGPA). The semester grade card issued at the end of each





**OFFICE OF CONTROLLER OF EXAMINATIONS**

semester to each student, after the publication of result, duly signed by COE will contain the following:

- Name and Identification of student.
- Branch
- The credits for each course registered for that semester.
- The grade points and letter grades obtained in each course.
- The total number of credits earned by the student at the end of each semester.
- Grade point average of semester (SGPA) and Cumulative Grade Point Average (CGPA).

Semester grade card will not indicate class or division or rank.

**Indication of Attempt on Grade Card:**

The following Characters will be displayed in the Grade Card to indicate the attempts. The Degree will not have any such indication. The Grade Cards of successive attempts will be separately provided. However a single Grade Card for a semester may be provided after all the subjects of that semester are passed in more than one attempt. But it will be marked 'N' as already said. The student will have to separately apply to the Controller of Examinations for the single semester Grade Card with copies of all the intermediate semester Grade Card along with a fees decided by the Finance Committee.

M - With Re-Sit Examination

N - Not in the First Attempt

IG - Improvement Grade

**21. Eligibility for award of Degree**

The Degrees shall be awarded by the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur along with the name of College, on recommendations of the Academic Council/ Board.

A student shall be eligible for the award of the degree only if the student has,

- a. Passed all prescribed courses.
- b. Satisfied minimum academic requirements.
- c. Satisfied all requirement specified by the concerned department; if any.
- d. Satisfied all requirements specified by the Academic Council and Academic Rules and Regulations.
- e. Paid all the dues to the institute, and
- f. No pending case of indiscipline.



## **22. Improvement of Grade/CGPA while undertaking a Programme**

Student shall be permitted to improve their grade under the following conditions.

- i. The examination for improvement of grades shall hereafter be termed as 'Improvement Examination'.
- ii. The facility for improvement of grades will be available to the students having CGPA below 6.75.
- iii. The improvement is possible only in theory papers. No improvement is permissible in practicals/lab courses, projects, workshops and assignments.
- iv. The improvement examination shall be conducted along with the Re-Sit Examination.
- v. The Improvement Examination can be undertaken only for the courses in which a candidate had appeared as a regular student in the end term examination for which the Re-Sit is being conducted.
- vi. Additional examination fees will be paid by the student for appearing in the examination for improvement in the grade. The fee payable shall be as prescribed by the Finance Committee.
- vii. After the result of improvement examination better of the two grades, that is grade already awarded and the grade secured in the improvement examination will be considered.
- viii. A candidate who has appeared for the above examination and fails to improve his/her grade, his/her performance at such reappearance shall be ignored.
- ix. The student shall be issued a fresh grade card indicating the new grade which shall be explained as 'Improved Grade' only if he/she has improved the grades. The old grade card must be submitted to the concerned office before issue of new grade card.
- x. For calculation of standard relative grade for evaluation of the academic performance of an examinee in a course in improvement examination, the mean, standard deviation and cut off of grades of that course in the regular examination shall be applicable.

## **23. Degree Certificate**

After successful completion of the program at the Institute, the student will be eligible for award of degree in subsequent convocation of the R.T.M. Nagpur University. The University Degree Certificates will be distributed from the Institute office to all successful candidates once received from the R.T.M. Nagpur University. A student can claim the degree certificate in person from the college office after submitting the copies of grade sheets of all semesters and proving his identity. He/she shall produce a photo identity card.



**24. Number of Attempts for the Courses Closed in a Semester:**

For the courses (compulsory/ elective/any other course) of all PG and UG programmes which are closed by the respective department in a semester of a particular academic session, maximum four consecutive (as and when the examination is conducted) available attempts will be provided to pass these courses.

Thereafter, the student shall be absorbed in new Autonomous scheme, as per the equivalence scheme of respective BoS.

**25. Interpretation of Examination Manual**

In case of any dispute, difference of opinion in interpretation of any point in this Examination Manual or any other matter/point/s not covered in the manual, Refer latest version of Academic Rules and Regulation for undergraduate and post graduate courses.

**26. Power to Modify**

Notwithstanding all that has been stated above, Principal/COE has the right to modify any point in this Examination Manual from time to time.



### ANNEXURE-I

**The broad categories of unfair means resorted to by students at the examinations and the quantum of punishment for each category thereof.**

Category	Punitive Action
<p><b>Category-A</b></p> <p>If a student is found,</p> <ol style="list-style-type: none"><li>1. Talking to another student during the examination hours in the examination hall; ignoring the warnings given by the invigilator.</li><li>2. Talking to a person/student outside the examination hall after receipt of the question paper and before handing over the answer book to the invigilator.</li><li>3. Writing on question paper or any piece of paper except the answer-book during the examination,</li><li>4. Changing seat in the examination hall without the permission of invigilator.</li></ol>	<p>Current examination of this course only will be cancelled.</p>
<p><b>Category-B</b></p> <p>If during the examination hours, i.e. after receipt of the question paper and before handing over the answer-book to the invigilator, a student is found in possession of relevant written or any printed material or notes written on any part of his/her body or clothing or instruments such as set-squares, calculator, scale, mobile phone/electronic gadgets etc. which have relevance to the syllabus of the examination paper concerned or having relevant notes written on chair, table, desk or drawing board, data book etc.</p>	<p>Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.</p>



OFFICE OF CONTROLLER OF EXAMINATIONS

<p>During the examination (i.e. possession of copying material).</p>	
<p><b>Category-C</b></p> <p>1. If during the examination hours, i.e. after receipt of the question paper and before handing over the answer-book to the invigilator, a student is found attempting to copy, caught copying or having copied from any printed material or notes written on any part of his/her body or clothing or instruments such as set- squares, calculator, scale, mobile phone/electronic gadgets etc. or chair, table, desk or drawing board, data book etc. (i.e. actual copying from the copying material).</p> <p>2. Possession of another student's answer book.</p> <p>3. Possession of another student's answer book + actual evidence of Copying there from</p>	<p>Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.</p> <p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of this course (both the students).</p> <p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (both the students).</p>
<p><b>Category-D</b></p> <p>1. Replacing an answer book or part thereof during or after the examination.</p>	<p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses.</p>



**OFFICE OF CONTROLLER OF EXAMINATIONS**

<p>2. Smuggling-out or smuggling-in of answer book as copying material.</p> <p>3. Having received help from or giving help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student.</p> <p>4. Answer book written outside the examination hall.</p>	<p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (all the students who are involved).</p> <p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (all the students who are involved).</p> <p>Current and one additional examination of all the courses will be cancelled and punishment can be extended up to cancellation of one more examination of all the courses (all the students who are involved).</p>
<p><b>Category-E</b></p> <p>Having received help from or giving help to another candidate through mobile phone or any electronic media pertaining to the questions set in the paper concerned.</p>	<p>Current and one additional examination of all the courses will be cancelled and punishment can be extended up to cancellation of one more examination of all the courses (all the students who are involved).</p>
<p><b>Category-F</b></p> <p>1. If a student leaves the examination hall/ room without submitting answer-book.</p> <p>2. If a student attempts to tear off or dispose off the answer book.</p>	<p>Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.</p> <p>Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.</p>



OFFICE OF CONTROLLER OF EXAMINATIONS

<p>3. Guilty of swallowing or destroying the material such as notes or paper found from him/her or running away with the material with the intention of destroying the evidence of using unfair means or being guilty of causing disappearance or destruction of any such material either by himself or with the assistance of any other person.</p>	<p>Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.</p>
<p><b>Category-G</b></p> <p>1. Attempt to forge the signature of the invigilator/examiner on the answer book or any material related with examinations.</p> <p>2. Tampering with the written matter/ awarded marks on an evaluated answer book.</p> <p>3. Interfering with or counterfeiting of College seal or answer book.</p> <p>4. Tampering with the records of examination.</p>	<p>Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.</p> <p>Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.</p> <p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence.</p> <p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence.</p>





**OFFICE OF CONTROLLER OF EXAMINATIONS**

<p>5. A candidate found guilty of seeking admission to the examination by making a false representation pertaining to his eligibility to appear at the examination.</p> <p>6. Impersonating any candidate or getting impersonated by any person for taking the examinations.</p>	<p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (both the students).</p> <p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (both the students).</p>
<p><b>Category-H</b></p> <p>Use of obscene language/force/threat against Invigilator/Co-officer/Officer-in charge/any other person connected with the conduct of examination or student.</p>	<p>Current examination of all courses will be cancelled and punishment can be extended up to cancellation of one to two additional examinations of all courses.</p>
<p><b>Category-I</b></p> <p>1. Revealing identity in any form in the answers written or in any other part of the answer book by the student in the examination.</p> <p>2. Insertion of currency notes or any other insertion in the answer book.</p>	<p>Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.</p> <p>Current examination of all courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all courses.</p>
<p><b>Category-J</b></p> <p>Cases of mass copying.</p>	<p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (all the students who are involved).</p>





**OFFICE OF CONTROLLER OF EXAMINATIONS**

<b>Category-K</b> All other malpractices not covered in the aforesaid categories.	Depending on the gravity of the offence, unfair means committee can recommend the punishment (All the students who are involved).
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**NOTE:**

1. Enhanced punishment can be imposed on students if he/she is found repeatedly committing malpractice(s). This enhanced punishment may extend to double the punishment provided for the offence.
2. **PRACTICAL/DISSERTATION/ PROJECT REPORT EXAMINATIONS**  
Student involved in malpractices in Practical/Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.
3. The term “Cancellation of Examination” includes performance of the student at the theory / practical examination as applicable, but does not include performance at term work, project work & dissertation examinations unless malpractices used thereat.



### ANNEXURE-II

The broad categories of negligence/unfair means resorted to by paper setters, examiners, moderators, valuers, referees, teachers or any other persons connected with the conduct of examinations and punitive action.

Category	Punitive Action
<b>Category-A: Cases of negligence/lapses</b>	
1. Negligence on the part of examiner in setting/moderating the question paper:	For first time, Principal will give verbal warning/warning letter to the concerned faculty member, depending on the gravity of the case.
i Total sum of marks allotted to the questions does not equal the total marks of the question paper.	
ii Question paper is not complete.	
iii Question or part of the question is repeated.	If negligence/lapse is observed second time by the same faculty member, Principal will give warning letter to the concerned faculty member.
iv Question is incomplete.	
v What students are supposed to do is not mentioned in the question.	
vi Figure or data is missing or incomplete.	If it is observed for the third time by the same faculty member, show cause notice will be issued by the Principal.
vii Questions set outside the scope of the syllabus.	
viii Any act of negligence apart from above cases.	
2. Faculty member showing negligence/apathy in carrying out duties related to examinations allotted to him/her.	If negligence/lapse by the same faculty member is repeated further, appropriate disciplinary action will be taken by the Principal.
3. Negligence on the part of valuer/examiner which results into delay in spot valuation work or delay in declaration of the results.	
4. Negligence on the part of paper Setter/moderator which results into postponement of examination.	Enquiry committee will be set and decision will be taken by the Principal according to the findings.



**OFFICE OF CONTROLLER OF EXAMINATIONS**

<b>Category-B:</b> Cases of favouritism or victimization in the examination.		Enquiry committee will be set and decision will be taken by the Principal according to the findings.
<b>Category-C:</b> Cases of mal-practices:		
1	Leakage of question paper or part of question paper.	Enquiry committee will be set and decision will be taken by the Principal according to the findings.
2	Shielding the cases of mal-practices by student/person.	
3	Helping in copying/mass copying.	
<b>Category-D:</b> Cases not covered in any of the above categories.		Enquiry committee will be set and decision will be taken by the Principal according to the findings.

**NOTE:**

Depending on the findings of the Enquiry Committee and gravity of the case, strict action will be initiated by college authorities.