

Bhartiya Vidya Bhavan's

Sardar Patel Institute of Technology

(Autonomous Institute Affiliated to University of Mumbai)

[Knowledge is Nectar]



EXAMINATION REGULATIONS 2024-25

FOR U.G. & PG PROGRAMS



Sardar Patel Institute of Technology

Bhavan's Campus, Munshi Nagar, Andheri (West), Mumbai-400058-India (Autonomous Institute Affiliated to University of

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Preamble

Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology is an Autonomous Institute affiliated to University of Mumbai. This document has been published to enhance the quality of education and to reveal transparency, clarity and accuracy in academic activities at the Institute.

This official Examination Manual for under graduate as well as post graduate semester programs has been published for the use of administrators, teachers, administrative staff and learners. Degree is awarded by Mumbai University to the graduates after successful completion of the program.

Glossary:

1. **UG:** Undergraduate
2. **BOS:** Board of Studies
3. **AC:** Academic Council
4. **B.Tech:** Bachelor of Technology
5. **DAPC:** Department Academic Program Committee
6. **DTE:** Director of Technical Education (M.S.)
7. **SGPI:** Semester Grade Performance Index
8. **CGPA:** Cumulative Grade Performance Average
9. **COE:** Controller of Examination
10. **DEC:** Departmental Examination Coordinator
11. **EC:** Examination Committee
12. **ESE:** End Semester Examination
13. **COMP:** Computer Engineering
14. **IT:** Information Technology
15. **ETRX:** Electronics Engineering
16. **EXTC:** Electronics & Telecommunication Engineering
17. **CSE:** Computer Science and Engineering
18. **AIML:** Artificial Intelligence & Machine Learning
19. **CSDS:** Data Science
20. **HOD:** Head of the Department
21. **TPO:** Training and Placement Officer
22. **ISE:** In Semester Evaluation
23. **MSE:** Mid-Semester Examination
24. **ESE:** End Semester Examination
25. **University:** Mumbai University
26. **BS:** Basic Sciences
27. **ES:** Engineering Sciences
28. **HSS:** Humanities and Social Sciences
29. **OE:** Open Elective
30. **LLC:** Liberal Learning Courses



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1. Examination Committee (EC)

1.1 The constitution of EC: The structure of EC is as follows

- a) Director / Principal (Chairman)
- b) Dean Academics
- c) Controller of Examination (COE): Member Secretary
- d) University Nominee [COE of Mumbai University (MU) or his nominee not below the rank of Deputy Registrar]
- e) One expert possessing ten years of industrial/field experience nominated by the Chairman.
- f) Department Examination Co-ordinators (DEC)

1.2 The Powers and Duties of EC:

1. The EC shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
2. The EC shall recommend examination reforms and shall implement them after approval of academic council.
3. The EC shall prepare the detailed time table of examinations as per the schedule approved by academic council.
4. The EC shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.



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- 5. Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by Chairman, EC as and when required to deal with the complaints related to the conduct of examinations.**
6. The recommendations of the CRC shall be approved by the Chairman, EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC.
7. For any meeting of EC, one-third members shall constitute a quorum. However, the same meeting shall be held after 30 minutes of the scheduled time, for which, no quorum shall be applicable.
8. The members of EC shall meet at least twice during the academic year and at other times as and when necessary.
9. The various formats shall be prepared by EC for record keeping and monitoring all examination related activities.
10. The EC shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.
11. COE shall be assisted by the department exam coordinators (DEC) for carrying out the following activities during examinations.
 - i. Paper Setting and Printing
 - ii. Examinations (Theory)
 - iii. Examinations (Practical, Project/Dissertation, seminar, online examination)
 - iv. Assessment of answer books
 - v. Preparation and declaration of provisional grades
 - vi. Preparation and declaration of final results



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2. General Guidelines Registration and Examination:

2.1. Criteria for Registration and Re-registration in a program

After completion of the valid period of the first registration for a particular program, if a student has failed to earn the required number of credits for completion of that program, he/she can get re-registered for a specified period, depending on the duration of the program. Such re-registration facility is available only once and immediately after the expiry of valid period of the first registration.

Valid period of first Registration for B. Tech: 6 Years (For later entry students: 5 Years)

Valid period of first Registration for M. Tech: 4 Years

Valid period of first Registration for MCA: 5 Years

Valid period of Re-registration for all programs: 2 Years

Re-registered candidates will have to undergo an internal assessment system and appear in End-

- Semester Examinations along with the regular students. Re-registration shall not be deemed as discontinuity in the studies.
- A student, who discontinues the academic program for any reason and rejoins the program at a later date, shall be governed by the rules, regulations, courses of study and syllabus in force at the time of his/her rejoining the program.

2.2 Attendance Requirements

A student must maintain 100% attendance separately in lectures, tutorials and practical classes for a course. A relaxation up to 25% approved by the H.O.D is allowed for medical emergencies, family issues, representing the institute in extracurricular and co-curricular activities, workshops, competitions or hackathons. Student must take prior permission in writing from the HOD/Dean Academics to participate in the various University/State/National level, educational events.

75% attendance is mandatory to appear for the End Semester Examination.



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2.3. Examination fees structure per course

Student Category	ESE Regular exam	Re examination	Special exam	Grade improvement exam
All students with attendance in each course >75%	✓ No fee	✓ Rs 500/- (if FF in Regular ESE)	✓ Rs 500/- (if FF in Reexam)	
Medical emergency during ESE		✓ Rs 1000/-	✓ Rs 500/- (if FF in Re exam)	
Personal emergency during ESE		✓ Rs 1000/-	✓ Rs 500/- (if FF in Re exam)	
Malpractice during ESE			✓ Rs 8000/-	
Detained due to Attendance in semester for any course is 50-75%		✓ Rs 5000/-	✓ Rs 500/- (if FF in Re exam)	
Detained due to Attendance <50% in semester in any course			✓ Rs 8000/-	
Grade improvement students per course (eligible to appear only if grade CC or CD or DD in Regular ESE exam only)				✓ Rs 1000/-
Re-examination fees in next academic year for students missing re-exam or special exam in current academic year			Rs 2000	



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- Regular Examination : No exam fees
- Re-examination fee (Failed in earlier examination) : Rs. 500/-
- Re-examination fees in next academic year for students missing re-exam or special exam in current academic year : 2000
- Grade improvement examination fees per course : Rs 1000/-
- Medical reasons/Personal Emergency Re-examination fee: Rs 1000/-
- Detained students(50-75% attendance) Re-examination fee: 5000/-
- Malpractice Special Examination fee: Rs 8000/-
- Detained Students(<50% attendance) Special exam fees : Rs 8000/-



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3. Performance Evaluation

3.1 In-Semester Evaluation (ISE): shall be conducted exclusively by the subject teacher, who shall spell out the components of ISE in advance, maintain transparency in its operation, declare the evaluation results in time and return the answer scripts and assignment sheets to the students on a regular basis after the evaluation is completed. The following are the suggested (Indicative) modes of ISE:

- Multiple Assignments
- Open Book Examination
- Presentation
- Quiz
- Oral (internal/external)
- Group Discussion/Activity
- Project/Program/Design
- Attendance in theory sessions
- Peer Evaluation
- Any other way

3.2 Mid-Semester Evaluation (MSE): To be normally conducted in the mid of the semester, schedule of which will be announced by the Controller of Examinations at least one week in advance and the MSE examination will be conducted by the department. Question papers for MSE must be set after mutual discussion by all faculty teaching a specific course based on 40-50% of the syllabus. The paper will be of 1 hour duration and 20 marks.

3.3 End Semester (Regular) examination

Regular examinations will be conducted at the end of each semester. Those students whose name appears in the defaulter list received from the department will not be allowed to attempt the regular examination. This shall include a written examination of 3 hours duration of 100 marks for theory courses. For Lab ESE practical examination or oral examination or Quiz may be conducted.

3.4. Re-examination

Students, detained due to absence also referred to as defaulter are allowed to appear only in Re-examination.

The students who are unable to attempt due to medical reasons or those students who are declared as "failed" in the recently conducted End Semester (Regular) examination can attempt the Re-examination. This examination is also allowed to those students who have passed the End Semester (Regular) examination and wish to reappear the examination for the "Grade improvement purpose". **Grade improvement examination will be scheduled either along with re-examination or special examination as the case may be. All students who will attempt the re-examination will have a grade penalty of one grade.**



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3.5 Special Examination

Students engaged in malpractice can appear only in the special examination.

Students detained in any course with attendance less than 50% in the ongoing semester are allowed to appear for the first attempt only in Special examination.

Detained students who have failed in the first attempt in re-examination are allowed to appear for a subsequent attempt in special examination.

Only those students who have attempted both regular examination and Re-examination and failed in both attempts in any course may appear for the special examination.

Any student remaining absent in re-examination in spite of failing a course in regular examination (missing the second attempt) will not be allowed to appear for special examination.

Re-examination fees in next academic year for students missing re-exam or special the exam in the current academic year is Rs 2000/-.

This examination will be conducted at the end of each academic year and not at the end of odd or even semesters. All students who will attempt the special examination will have a grade penalty of one grade.

Grade penalty is applicable to students who adopt unfair means in the examinations and they shall appear only in Special Examination to be conducted at the end of the academic year and pay the appropriate exam fee.

All Theory examinations (Regular ESE, Re-examination or Special Examination) will be of 3 hours duration and 100 marks each. Students are not allowed to leave the Examination Hall without submitting the answer script. They will not be permitted to enter the examination hall after 30 minutes of commencement of the examination and not permitted to leave the examination hall before 30 minutes of the closure of examination.

3.6 Evaluation of Mini-project/Major Project/ Internship:

Mini Project /Major Project/Internship Evaluation Guidelines

Absolute grading is applicable. The weight-ages for internal and external evaluation for mini-project and major project is 50:50 for UG (B.Tech) , PG (M.Tech) and PG (MCA)

Research Internship/Industry Internship Evaluation Guidelines :UG (B.Tech) , PG (M.Tech) and PG(MCA)

- The marks obtained for phase 1(institute committee) and phase 2 (institute committee and Industry mentor) will be scaled as given below and the grading scale given below is applicable.



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EVALUATION OF INTERNSHIP for UG (B.Tech) , PG (M.Tech) and PG(MCA)

Phase 1:

Course Name: Internship	ISE Weightage (Institute evaluation)	ISE marks
Phase1 Evaluation	30 %	70 marks

Phase 2:

Course Name: Internship Course Code: INT	ESE Weightage (Institute evaluation)	ESE marks (Institute evaluation)	ESE Weightage Industry Mentor	ESE Marks Industry Mentor
Phase 2 Evaluation	30%	50	40%	80

Total weightage

Phase 1(ISE) Weightage Institute evaluation	Phase 2(ESE) Weightage Institute evaluation	Phase 2(ESE) Weightage Industry Mentor
30%	30%	40%

3.7 PAPER SETTING AND EXAMINERS

1. The paper setting of MSE and ESE shall be done normally by the concerned faculty who is teaching the course if he/she has a minimum two years of teaching experience of that course. Question paper will cover the entire syllabus and preferably self-study topic also
2. Faculty shall submit two sets of question papers and solutions as per the guidelines of the COE.
3. If multiple faculty members are teaching a single course, then they together shall set the question paper.
4. COE may appoint a competent external / internal paper setter in place of the course faculty teaching the course.
5. For Lab ESE practical examination or oral examination or Quiz may be conducted.
6. Faculty of the same or different department with relevant domain expertise can be examiners for lab ESE and mini project evaluations.
7. For Major project examination in semester VI and semester VII an external examiner may be appointed for ESE evaluation.



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4. Passing Criteria

4.1 ESE Passing Criteria: End semester examination(ESE) is a separate passing head. The student needs to score a minimum passing mark of median ESE/2 in ESE as well as minimum passing marks of median/2 out of 100 in the total marks of all theory or laboratory courses.

A student who is declared failed since the total marks scored by the student in the course is less than minimum passing marks of median/2 in spite of passing the ESE exam, then student has to appear for a re-examination for Theory ISE or Lab ISE and ESE as the case may be as scheduled by the course instructor.

4.2 Grading System:

- The Institute shall follow the **hybrid grading policy**, that is the combination of absolute and relative grading systems. It is relatively bounded but absolutely bracketed.
- For any course, GRADE will be awarded based on the performance on the SCALE of 100. Weightage for Theory is 60% and 40% while lab is 80% and 20%. The overall weightage is calculated based on the number of credits assigned, whether courses have both theory and practical or only theory courses, only tutorial or lab courses as shown in Table 1. Faculty have liberty to modify the weightage in only lab or tutorial lab courses with prior approval from Dean Academics and Principal.
- The Department Academic Program Committee (DAPC) will study the marks obtained by the entire class and decide the score. AB grade will be awarded to that score. Let this score be SA. SA will not be more than the top score of the class. It can be equal to or lower than the top score.

Table 1: Sample Weightage Calculation based on Credits

	Credits theory	Credits tutorial	Credits lab	ISE_theory weightage/ tutorial weightage	MSE theory weightage	ESE weightage/	LAB ISE weightage/tutorial weightage	LAB ESE weightage
	3	0	1	15	15	45	20	5
	2	0	1	13	14	40	27	6
Comm Skills	1	0	1	-	-	-	100	-
	1	0	0	20	20	60	-	-



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	2	0	0	20	20	60	-	-
	3	0	0	20	20	60	-	-
	0	1	1	50	-	0	40	10
	2	1	0	13	14	45	33	-
HSS	2	0	0	100				
Mob programming	0	0	2	-	-	-	75	25

(d) All the students who have scores more than SA will receive the AA (Top Grade).

(e) All the students who have scored below half median of the class in ESE examination ($< M_ESE/2$, where M_ESE is the ESE Theory median of the class)

or

below half median of the class in total marks assigned to the course. ($< M/2$, where M is the median of the total marks of the class) will be declared failed with grade FF.

(f) The range between SA and $M/2$ will be divided in 6 equal intervals and will be allotted these grades chronologically.

(g) A student is considered to have completed a course successfully and earned the credits if he/she secures a letter grade other than PN, 'X', NR, NP or FF in that course. Letter grade FF in any course implies failure in that course.

Table 2: Grade Definitions

Grade	Points	Definition	
FF	00	All the students who have scored below half the median of the class or have adopted unfair means will be declared failure in the course. ($< M/2$, where M is the median of the class)	
AA	10	All the students who have scores more than SA will receive the AA. (Top Grade)	
AB (SA)	09	The range between SA and $M/2$ will be divided in 6 equal intervals and will be allotted these grades chronologically. The bottom limits for these grades will be as follows: $M/2$ DD	
BB	08		
BC	07		
CC	06		$M/2+I1... \quad CD$
CD	05		$M/2+I2... \quad CC$
DD	04		$M/2+I3... \quad BC$ $M/2+I4... \quad BB$ $M/2+I5... \quad AB$



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X	0	Defaulter
NP	0	Absent
PN	-	pending
NR	-	not registered

- (h) The Transitional Grades PN shall be awarded by the teachers in the following cases:
- i. Grade PN to a student only on satisfactory attendance at classes and performance in other components of assessment, but absence from ESE in a semester for valid and convincing reasons acceptable to the Department, such as,
 - A. Illness or accident, which disabled him/her from appearing at the examination;
 - B. A calamity in the family at the time of the examination, which required the student to be away from the Institute.
 - ii. All the PN, NP and X grades awarded to the students shall be converted by the teachers to appropriate letter grades and communicated to the Academic Section after the respective Re-examination ESE at the end of the semester. Any outstanding PN and X grades that are present after the last scheduled Special examination ESE at the end of the academic year shall be automatically converted to FF grade.
- (i) A *Semester Grade Point Average* (SGPA) shall be computed for all the students in a Department for each semester, as follows:

$$SGPA = \frac{\sum_{i=1}^n C_i * GP_i}{\sum_{i=1}^n C_i}$$

where C_i is Credits for the course, GP_i is the grade point obtained for the course and n is Number of courses registered in the semester.

A *Cumulative Grade Point Average* (CGPA) shall be computed for all the students in a Department at the end of each academic year by taking into consideration their performance in the present and the past semesters as follows:

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

where m is the number of courses registered up-to that semester, C_{ij} is the credit of j^{th} course in i^{th} subject, and GP_{ij} is Grade Points obtained in the j^{th} course in i^{th} semester.

- (i) Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such for ease of presentation. Whenever the CGPAs are to be used for the purpose of determining the merit ranking in a group of students, only the rounded off values shall be made use of.
- (j) When a student gets the grade PN or X for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester shall be tentatively calculated ignoring the PN and X graded course(s). The SGPA and CGPA for that semester shall be finally recalculated after conversion of PN and X grade(s) to appropriate grade(s), considering the converted grade(s).
- (k) It shall be open to each student to take additional courses such as MINORS from the fourth semester onwards, with the concurrence of the Faculty Advisor. The grades obtained do not



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contribute to SGPA or CGPA of the student.(applicable for 2025 and 2026 passing out batch only)

(l) The CGPA, SGPA and the grades obtained in all the courses in a semester will be communicated to every student at the end of every semester.

(m) Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these grade point averages are to be used for the purpose of determining the inter-se merit ranking of a group of students, only the rounded off values will be used.

(n) CGPA to Marks Conversion: CGPA shall be converted into percentage marks, if required, using the following formula:

$$\% \text{ marks} = (\text{CGPA} - 0.5) \times 10$$

(o) **Specially-able students shall be given grace marks up to 5% of the total marks in a semester across all courses in the semester. Specially- able students will be given 20 minutes extra for every one hour of examination.**

(p) **From academic year 2024-25 onwards, grades and credits for LLC/seva-satva courses will be displayed in the grade card but not included for CGPA calculation.**



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5. MOOC/SWAYAM / NPTEL COURSES:

A student may complete SWAYAM-NPTEL courses for HSS or Program Elective or Open Elective as mentioned in the curriculum and transfer equivalent credits to partially complete the mandatory credit requirements of the concerned B.Tech program. The credit equivalence for SWAYAM-NPTEL Courses: 12 weeks – 3 credits; 8 weeks – 2 credits; 4 weeks – 1 or 0 credits.

The passing criteria applicable is as declared by NPTEL: A learner will pass and be certified only if Average assignment score (out of 100) ≥ 40 AND Final exam score (out of 100) ≥ 40 . You will be declared pass only if you clear the exam with a minimum score of 10 out of 25 in the assignment and 30 out of 75 in the final proctored exam.

All students, at the time of NPTEL course registration, have to mark the checkbox, which enables NPTEL to submit the results of students directly to the local chapter / SPOC. If a student fails to do so, they will be declared Failed and will have to repeat the course in the next semester.

The grading system for such SWAYAM-NPTEL Courses with transfer of credits is specified in Table 3 given below:

Table 3

NPTEL courses (OE/PE/HSS)	Grade Awarded
top1% or top2% or top 5% or Elite+gold	AA
Elite+silver	AB
Elite	BB
successfully completed 55-58	BC
successfully completed 50-54	CC
successfully completed 45-49	CD
successfully completed 40-44	DD
Failed (no certificate)	FF
Pending	NG



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Any student who fails the NPTEL course has to mandatory repeat the same or an equivalent course in the coming semesters until they satisfy the passing criteria of NPTEL. Re-examination will not be conducted by the institute under any circumstance for such students having “NO CERTIFICATE” status. Grade penalty is applicable.

If a student at the end of sem VIII has “NO CERTIFICATE” status in any NPTEL course, will have the provision to register for a new course offered by the institute and payment of the requisite fees will be applicable.

The student must re-register with the exam section within 10 days after the declaration of results by NPTEL after semester VIII. The student has to attend online/offline summer term classes, maintain 75% attendance and appear for the re-examination. A student who scores a minimum of 40 marks out of 100 in the re-examination will be declared pass. Grade penalty is applicable.

On verification of the SWAYAM-NPTEL Course Certificates equivalent Credits will be assigned in the grade card.

LLC (Life Literature Culture) Courses are skill-based courses focused on the actual activities to be performed during the sessions and its practice at home. Hence their grading system is having little difference as compared to that of MOOC (NPTEL) courses.

Students who have NG/FF in LLC /seva satva need to apply for additional course in the next semester when the LLC /Seva satva coordinator floats the google form. You will have to repeat a course allotted by the coordinator and complete it in the next semester.

Remember to check your result status when the faculty coordinator shares the final marksheet. If you have less than 40/100 in seva satva, you have to repeat the course.

Those students who have HSSE NG/FF, contact Dr.Sutar for further re-examinations. You have 3 options, you may choose what suits you best.

1. Complete an equivalent NPTEL course after intimation to Dr.Sutar . If you fail to register for NPTEL examination and only complete assignments, you will be declared failed again.
2. You may pay a fee of Rs 5000/- in the exam section as supplementary/remedial classes fee as per deadline given. Contact Dr. Sutar who will arrange remedial lectures by the course coordinator. They will conduct a few lectures and give assignments/Projects which have to be submitted to the course teacher. The time table, deadline will be communicated by Dr.Sutar .
3. If you have not chosen option 1 and fail to register for remedial courses, then you can opt to



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enroll when the course you have failed is offered again in later semesters. You don't have to pay any extra fees. If any HSS course is ongoing, approach Dr. Sutar and enroll yourself for it if applicable.

LLC/Seva-Satva	Grade Awarded
86% and above	AA
From 71% to 85%	AB
From 61% to 70%	BB
From 56% to 60%	BC
From 51% to 55%	CC
From 46% to 50%	CD
From 40% to 45%	DD
0-39%	FF
Pending	NG



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6. Promotion Rules

- a) **From I Year to II Year:** For promotion to the Second Year (IIIrd semester), a student should have completed at least 50% credits at the end of first year.
- b) **From II Year to III Year:** For promotion to Third year, a student should have completed overall 70% credits combining 1st and 2nd year.
- c) **From III Year to IV Year:** For promotion to Fourth year, a student should have at least 70% credits combined of 1st year, IInd Year and IIIrd Year.
- d) **For Learning Disability students, 5% additional concession will be given in the total credits needed for promotion**
- e) **ODD to EVEN Semester:** There are no restrictions for promotion from odd semester to even semester in an academic year.
- f) **Withholding of Grades:** The Grades of a student in a semester shall be withheld and not declared if the student fails to pay the dues to the Institute or has disciplinary action pending against him/her.

7. Eligibility for the Award of Degree

A student shall fulfill the following requirements for the award of the B.Tech. degree:

- a) **Credit Requirements:** Minimum Earned Credit Requirements for the award of Degree is 160 with a CGPA of *not less than 4.00*. Each student for the B. Tech, Degree award shall be required to earn a total of 160 credits during his/her studentship at the Institute. While a student can register for more than 160 credits at the Institute, only 160 credits shall be considered for the Degree award.
- b) A student shall also complete the specified mandatory non-credit courses satisfactorily
- c) The minimum duration for a student for complying with the Degree requirement is *FOUR* academic years from the date of first registration for his/her first semester.
- d) The maximum duration for a student to comply with the Degree requirement is *SIX* academic years from the date of first registration for his/her first semester.
- e) In case the student opts for Honors/Minor certification schemes from 4th to 8th semester, he/she must earn additional 12 stars to qualify for such certification.

8. Grade improvement during the 4 year graduation period

- a) For grade improvement students who have secured **CC to DD grade in a course in the regular ESE examination can only appear for such grade improvement examinations** in the same



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academic year as per the schedule announced by the Controller of Examination.

- b) Grade penalty of one grade is applicable in such cases.

Students who improves his/her CGPA will be issued fresh mark lists by the institute.

9. UNFAIR MEANS/MALPRACTICE AT EXAMINATION

General

Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982, providing prevention against Malpractices at the University/College/Board Examinations. Under the section of this act, use of unfair means of any kind by an examinee/ any person/person related to examination during the conduct of examination is a cognizable and non-bailable offense. For implementation of the act the following procedure shall be adopted.

Competent Authority

On receipt of a report regarding use of unfair means by any student/person at examination, including breach of any rules laid down by institute authorities for proper conduct of examination, **Complaint Redressal Committee (CRC) shall be the competent authority.** This committee shall be the competent authority to investigate, recommend and take appropriate disciplinary action against the student/person/s using, attempting to use, aiding, abating, instigating or allowing unfair means at examinations.

Procedure for Dealing with Cases of Unfair Means at Examination Hall

In case of unfair means at examination hall, coordinator examination shall adhere to the following procedure. The student shall be called upon to surrender the material found in his /her possession, if any, and his/her answer book to coordinator examination.

Signature of the concerned examinee shall be obtained on the relevant material and list thereof. Concerned invigilators shall also sign on all relevant materials and documents besides counter signature of coordinator examination.

The answer book of the concerned examinee shall be confiscated along with unfair means material. This shall be marked as "Suspected Unfair Means Case". A Statement of the examinee in prescribed form shall be obtained and he/she shall be issued a fresh answer book, if necessary, duly marked as "Second Answer Book".

An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her. He/She shall then be allowed to continue with his/her examinations.

Statement of the concerned invigilator in prescribed form, shall be obtained by coordinator examination who subsequently shall make forwarding remarks in the same format. If the examinee refuses to make a statement or to give undertaking, the concerned invigilator and coordinator examination shall record accordingly on the same form.

Notice shall be issued to the examinee in prescribed form instructing him/her to appear before



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CRC.

In the case of impersonation or violence, the concerned examinee shall be expelled by coordinator examination from the examination and shall not be allowed to appear for remaining examinations of that semester. A report to this effect with the action taken shall be sent to the COE.

All the materials, statement and undertaking of examinee and statement of Invigilator along with the forwarding remarks of coordinator examination shall be forwarded by coordinator examination through coordinator examination to COE in separate and confidential sealed envelopes marked with "Unfair Means Case".

In case of unfair means of oral type, invigilator and/or concerned authorized person shall record the facts in writing and report the same through coordinator examination to the COE.

COE after finding the prima-facie of the case of malpractice received from coordinator examination shall send it to CRC. Controller of Examinations or his/her representative shall present the case of malpractice before CRC and shall deal with the case till it is finally disposed of.

Procedure for Dealing with Unfair Means at Assessment Centre

During the assessment of answer books, if examiner suspects that there is prima-facie evidence that the examinee/s, whose answer book/s the examiner is assessing, appears to have resorted to unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the COE who shall then forward the case in separate sealed envelope marked with "Suspected Unfair Means Case" to CRC.

If any staff is found involved in any type of malpractice/unfair means, COE shall report the case to CRC for further action.

COE or his/her representative shall present the case of malpractice before CRC and shall deal with the case till it is finally disposed of.

Procedure to be followed by Complaint Redressal Committee (CRC)

For investigating unfair means resorted to by examinee/s at the written/ESE

examination:

The EC shall appoint CRC which shall function as a body to investigate into the matter and decide the punishment based on facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defense.

The CRC shall then issue final order/s regarding the penalty action to be taken against the implicated examinee/persons.

The CRC shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means as prescribed by Examination Manual. However, depending on the situation, the committee may quantify the severity of the punishment.

As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges leveled against him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defense. The committee shall also consider the reply/explanation given by the examinee before making the final decision.



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After issuing show cause notice if the implicated examinee fails to appear before committee on the day at specified time and venue fixed for the meeting, the committee shall take decision in his/her case in absentia, based on available evidence/documents, which shall be binding on the examinee concerned.

In disciplinary action against a concerned implicated student/examinee/person, the committee shall have rights to cancel institution scholarship/s or awards or prizes or medals etc.

achieved by him/her in that examination.

The committee shall dispose of the case within one week, from the last date of examination and in no case later than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to the Dean (Academics), COE and the person through whom the case was initiated.

B. For Unfair Means in Conduct of Practical Examination:

DEC shall be the competent authority to act on the student who has been caught in copying or involved in any type of malpractice in practical examinations. DEC shall obtain the statement of such student in the prescribed form and the statement of invigilator with forwarding remarks of the Head of the concerned Department. In cases such as violence or any other serious matter where it is felt necessary to take severe action, DEC shall refer the case to the COE.

The nature of malpractice and the minimum punishment are indicated in the following table. In all such cases, the candidate may be allowed to appear for only Special examination.

Sr. No.	Nature of the Malpractice	Punishment
1	Taking out, used or unused answer booklets outside the examination room.	The candidate shall be awarded an FF Grade in that subject and fine of Rs 1000 per paper.
2	Verbal or oral communication with neighboring students after one warning.	Taking away the answer script and asking the student to leave the hall.
3	Possession of any incriminating material inside the examination hall (whether used or not) For Example: written or printed materials, bits, writings on scale, calculator, hand kerchief, dress, part of the body and hall ticket etc. Exchange of question papers and other materials with some answers. Exchange of question papers and other materials with some answers.	In case of continuous evaluation, zero marks will be awarded in that examination. In case of End semester examinations, award FF Grade. The candidate may be allowed to appear for only Special examination
4	Possession of answer book of another candidate. Giving answer book to another candidate.	The candidate shall be awarded zero marks in that examination and he/she shall be awarded FF Grade in that subject.



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5	Misbehavior in the examination hall (unruly conduct, threatening the invigilator, or any other examination officials or other students). Repeated involvement in malpractices 2 to 4 above.	Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However, such students may be permitted to appear for re-examinations of the previous semesters.
6	Cases of impersonation	Handing over the impersonator (outsider) to the police with a complaint to take appropriate action. Cancellation of all examinations (all papers registered) for the bonafide student for whom the impersonation was done and further the bonafide student will be debarred from continuing his/her studies and writing all examinations for two years. If a student of this institute is found to impersonate a bonafide student, the impersonating student will be debarred from continuing his/her studies and writing all examinations for two years.
7	Physical assault causing injury to the invigilator or any examination officials or other students.	Rustication from the Institute.

For any other type of malpractice reported, the Malpractice and Disciplinary Action Committee (Academic) may recommend appropriate punishment.