

GOVERNMENT POLYTECHNIC, PUNE

(An Autonomous Institute of Government of Maharashtra)

Examination Rules and Procedures

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Govt. Polytechnic Pune

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1. INTRODUCTION

Government Polytechnic, Pune came into independent existence in 1957. It is located on Pune University road over an area of 26 acres. It has a built up area of 23647 sq.m. metre spread over several buildings. It has well equipped laboratories, qualified and experienced faculty, amenities like canteen, Post Office, Gymkhana Hall, Hostel for Boys and Girls Trainee Hostel and Play ground.

At present the institute is offering following Diploma Programmes –

Sr.	Programmes	3 Year Full Time Diploma Programmes		4 Year Part Time Diploma Programmes
		First Shift	Second Shift	
1	Civil Engineering	✓	✓	✓
2	Electrical Engineering	✓	✓ *	✓
3	Electronics and Telecommunication	✓	✓ *	✓
4	Mechanical Engineering	✓	✓	✓
5	Metallurgical Engineering	✓		✓
6	Computer Engineering	✓	✓	
7	Information Technology	✓		
8	Dress Designing and Garment Manufacturing	✓		

(* - Under Minority)

The Institute aims to produce technicians through carefully designed diploma programmes in closer contact with industries. Looking at its consistent high performance over the year, Government of Maharashtra awarded academic autonomy in May 1994 to this institute vide G.R. No. WBP-1093/(2640) (69)/VE-5, dt. 30.05.1994

This institute started implementing the hitherto existing BTE pattern diploma programmes with revised curricula having programme flexibility in the form of “Multipoint Entry and Credit System(MPECS)”, from the academic year 1994-95.

An examination is a measure of the outcome of the teaching learning processes. It should be perfect and transparent. The teacher shall be able to monitor the academic performance and progress continuously during the course of studies so as to enable the student to improve his/her performance. Similarly, two test examinations will be held in each term for a course. Average of two test examination marks shall be considered in the statement of marks. Continuous evaluation enables the student to identify his/her performance, strengths and weaknesses and bring about improvement. Term end theory and / or practical and / or oral examinations will be conducted at the end of the term. The result will be declared by considering the overall performance in all the examinations. This whole process needs some guidelines, based on which examination could be conducted in a healthy manner by maintaining utmost confidentiality and result could be processed for zero error.

EXAMINATION COMMITTEE

Establishment of section – 1985

Constitution of Examination Committee Members -

Director Maharashtra State Board of Technical Education, Mumbai (Ex-Officio Member)	Chairman
Principal, Other Autonomous Polytechnic under D.T.E. M.S. (Ex-Officio Member)	Member
Principal, Government Polytechnic, Pune	Member
Head of Department Government Polytechnic, Pune	Member
Head of Department Government Polytechnic, Pune	Member
Controller of Examinations Government Polytechnic, Pune	Member Secretary

1.1 Credit System

For the award of Diploma, Students are required to earn a certain number of credits. Credit point is defined as one clock hour of teaching contact. All contact hours, whether theory or practicals are expressed in terms of clock hours. Credit points assigned to each

course per week will be total contact hours, including lectures and practicals. Students whose terms are granted and who pass all the heads of particular course (as per curriculum document) ,will be said to have earned the credits prescribed for the course.

1.2 Levels of Courses

In MPECS, the curriculum is structured. The courses are classified into 7 categories according to functions they perform in the total scheme of diploma programme. Each category of courses has been assigned a level number starting from 1 to 5. These levels signify a certain hierarchical order, from foundation to diversified. Thus the nature of any given course will depend upon the level prescribed for the course.

- a) Foundation Courses
- b) Core Technology Courses
- c) Basic Technology Courses
- d) Applied Technology Courses
- e) Diversified Courses

1.3 Teaching And Examination Scheme

The teaching and examination schemes of a Diploma / Part Time Diploma in Engineering shall be as per the respective prescribed curriculum, subject to the revisions and modifications made by Government Polytechnic, Pune from time to time.

A) Courses And Heads Of Passing

A course may have some or all of the following heads of passing, as may be prescribed in the teaching and examination scheme of the curriculum.

- Theory
- Practical
- Oral
- Term work
- Progressive Test
- Progressive Assessment
- Project and Seminar
- Micro project
- In-plant training

Each head shall have separate marks. The maximum marks and minimum marks for each passing head of a course shall be given in the related teaching and examination scheme.

1.4 Admission

- a) Admission will be made strictly on merit and according to the rules framed by D. T. E. Maharashtra State and the provisions of AICTE from time to time.
- b) Reservation quotas will remain operative as per the Govt. of Maharashtra rules.
- c) On admission of the students possessing additional qualification than the minimum prescribed will be granted credits as may be decided and notified by the Equivalence Committee.

1.5 Enrollment

All students who have taken admission for the diploma programme are allotted an Enrollment number by student section. The admitted student should submit enrollment form in the prescribed format to the Registration In-charge of concerned department.

The codes assigned to various Programmes are –

Sr.	Programme	Regular Diploma		Part Time Diploma
		First Shift	Second Shift	
01	Civil Engineering	01	21	15
02	Electrical Engineering	02	22	16
03	Electronics & Tele-communication	03	23	17
04	Mechanical Engineering	04	24	18
05	Metallurgical Engineering	05	--	19
06	Computer Engineering	06	26	--
07	Information Technology	07	--	--
08	Dress Designing and Garment Manufacturing	08	--	--
09	Direct Second Year Students. (enrolment starts from 501,502,...etc.)	Respective program code		N.A.

The Enrollment number allotted to the candidate is of 7 digits, where

- a) The first two digits from left indicates year of admission,
- b) Next two digits from left indicates programme code
- c) Next three digits from left indicates serial number
e.g. 1704025 where Year of Admission is 17 i.e. 2017, programme is Regular First shift Mechanical and Next three digits are serial number.

1.6 Academic Calendar –

Academic Calendar shall be displayed on notice board before the commencement of the term by Academic Co-coordinator

2. EVALUATION

- 2.1. There are five heads under which students will be evaluated namely Progressive Assessment (PA), Theory (Th), Practical (Pr), Term-work (TW), Oral (Or). The particulars of examination heads prescribed for each course are specified in curriculum structure
- 2.2. Each theory examination paper will carry 80 marks.
- 2.3. Progressive assessment in each course will be based on 2 tests of twenty marks each. The average of two tests marks will be added to the corresponding theory marks. Absent in any test /tests will be taken as zero marks. No minimum passing marks for Progressive tests.
- 2.4. The record of laboratory work/ drawing sheets/ design reports/ workshop reports/ field work/ field visits / industrial visit/ projects / assignments etc. wherever prescribed in a course will be counted as Term-work.
- 2.5. Term-work will be assessed progressively for all levels including class declaration courses except "Project and Seminar" during the term by internal examiner only. The term work of the course "Project & Seminar" shall be assessed during end examination by both internal as well as external examiners. The oral/practical examination of class declaration courses where ever applicable shall be based on term work and will be conducted by both, internal as well as external examiners.
- 2.6. Oral/ Practical examination wherever applicable as per the examination scheme in course structure will be based on certified term work-
- 2.7. The student should bring the certified term work at the time of oral examination as oral is based on the term work.
- 2.8. For term-work/ practical/ project work, oral or any other head a schedule of dates shall be prepared for the completion of individual drawing sheets, designs, jobs, laboratory journals, projects etc. The various assignments of the term-work shall be duly completed and collected as per the schedule and submitted for assessment to the examiner. Practical/ term-work shall be assessed progressively or as per prescribed by Institute, from time to time.
- 2.9. Head of Department shall keep in his custody the record of the progressive assessment marks.

- 2.10. The term-work/ practical/ project work of a student abstaining from an examination, shall be preserved by a student himself and presented for examination when the student next appears therein.
- 2.11. Head of Department shall submit list of detained students to Examination Section immediately after the end of the term and before commencement of the Theory or Practical examination whichever is earlier. Examination Section shall issue list of all such detained students of all programmes of the Institute. The internal examiner shall hand over a copy of detained students to the external examiner who shall ascertain that detained students have been marked with appropriate code in the examiner's mark sheet.
- 2.12. Term-work and performance at practical/ oral examination shall be assessed on the basis of the candidate's depth of comprehension of the principles involved and not on the basis of mere collection of data for presentation. Embellishment, thus, is not expected and will not be given credit.
- 2.13. When practical/ oral/ project/ term-work/industrial training/ mini project as applicable in any course is assessed, the marks shall be carried over to subsequent examination, if the student has failed to secure passing marks in the examination then the student shall be permitted to appear at subsequent examination. If a student gets less than passing marks in term-work, then he has not completed his term-work satisfactorily and he should be detained in that course.
- 2.14. Marks obtained in class tests shall be similarly carried over to the subsequent examination.

3. CLASS TEST

3.1. Conduct of a Class Test

- 3.1.1. First year tests shall be conducted by Science department.
- 3.1.2. There shall be two class tests during each term for every course. A test will be of 20 marks for 80 marks theory paper and a test will be of 10 marks for 40 marks theory paper.
- 3.1.3. Duration for each test will be of 1 hour for a test of 20 marks and 30 minutes for a test of 10 marks.
- 3.1.4. First class test shall be based on 35% of syllabus and conducted at the end of 5th week of a term.
- 3.1.5. Second class test shall be based on next 45% of syllabus and conducted at the end of 10th week of a term.

- 3.1.6. All Programme Departments shall prepare time table for class test as per the academic calendar and send the copy of the same to all other concerned departments and exam section. They will display the copy of timetable on notice boards of their departments and also circulate it among the course teachers. There shall be tests for maximum two courses in a day.
- 3.1.7. A teaching faculty of Department shall act as test coordinator for conducting class tests of their respective Departments and shall be responsible for smooth, proper conduct of the tests and secrecy of question papers. They shall, however, take the services of staff of their Departments for this purpose.
- 3.1.8. Seating arrangement shall be made for class tests in each Department by taking into considerations the total number of students appearing for the test and seating arrangement available in each Department.
- 3.1.9. Test Coordinator shall send the requirement of answer books, drawing sheets, graphs papers, blank Proforma related to class tests and any other materials required for conducting the class tests to Controller of Examinations and obtain the same from him and keep it in his/her custody.
- 3.1.10. Respective department test coordinator shall collect the question paper from course teacher as per the norms and procedure laid down, and get the required number of copies of question papers duplicated from the facilities available in their department / Exam Section by maintaining confidentiality & proper records. Sealed packets of question papers will be retained by the department test coordinator.
- 3.1.11. As per test examination schedule, test coordinator shall appoint the required number of invigilators from among the faculty / supporting staff of the respective department.
- 3.1.12. The course teacher i.e. paper setter shall be responsible for maintaining secrecy of question paper, supply of required number of question papers and communicating corrections if any to the examinee during test examination.
- 3.1.13. Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the test, and question papers at beginning of the test. He/she shall check the identity cards of the students, check whether the students have occupied their right seats as per the seating arrangement plan, check whether students have correctly filled the details

on front page of answer books and then sign on the answer books of the students. He/she shall then obtain the signature of the students on the attendance Proforma and maintain the attendance record of the students of his/her class/hall. At the end of the test, he/she shall collect the answer books from the students and arrange them sequentially as per the enrollment numbers of the students, separately for each course, and hand over the same to test coordinator.

3.1.14. Invigilator shall observe the general discipline in the class/hall during the test and report the cases of indiscipline, misbehavior and copying cases to the test coordinator for further necessary action. Test coordinator shall inform all such cases to Head of Department.

3.1.15. Course teacher shall collect the answer books of the respective course from test coordinator, after the test is over, on the same day for assessment.

3.1.16. Test coordinator shall maintain the record of answer books received and consumed for the tests. He / She should submit the account of answer books to the Controller of Examinations through Head of Department..

3.2. Guidelines for imposing punishment on the examinees who caught coping/ involved in any type of misconduct during class test

Head of the department will be the competent authority to take action on the student who caught in copying /involved in malpractices in class test to his/her best judgment.

3.3 Procedure for Test marks correction

The respective course teacher who wants to make test mark correction should take a permission of program head and Principal. He/she then get test mark corrected with the help of COE by submitting the reason for correction along with test answer book/s.

4. REGISTRATION FOR EXAMINATION

4.1. Eligibility for Examination

- a) While appearing for the first examination of the Institute, provisionally admitted students must produce a certificate showing that he has passed minimum qualifying examination or equivalent, prescribed for admission to the programme.

- b) No student shall be granted term unless he/she fulfills the following **all** conditions –
 - i) The student has put in minimum 75% attendance in both Theory and practical periods prescribed for the course.
 - ii) The student has satisfactorily completed all the prescribed Term-work/ Laboratory work/ Practical work / work shop practical/ Field work / Industrial visits / Training/project & seminar work/Micro project / Mini project.
 - iii) The student must have Good conduct and character throughout the term.
- c) The student not fulfilling conditions mentioned above will have to re-register for the course / courses in which his/ her term/ terms is / are not granted.
- d) Prevention for appearing at examinations for not fulfilling conditions will be course-wise.
- e) The Head of Institute may condone any of the conditions mentioned in b.i, b.ii, provided that he is satisfied about the genuineness of any abnormal or exceptional reasons reported by students for their default and provided further that the facility to complete the term-work / practicals can be provided by the department and the course teacher also agrees to conduct the extra work.
- f) Student will be permitted to appear at examinations if he/she fulfills all the conditions for registration / re-registration for examinations led down in registration and re-registration for examination and payment of requisite examination fee within stipulated time.
- g) A candidate debarred on account of misconduct will not be allowed to appear for the examination till such time as mentioned in punishment order is finished.
- h) If it is discovered at any stage that the student failed to fulfill the eligibility conditions for examination laid down by the institute, the Principal of the Institute is competent to withdraw application, disallow from appearing at examination or cancel the result.

4.2. Registration for examination

- a) Students are required to register for end examination in prescribed form on the dates notified by the examination section, along with requisite fees.
- b) The candidates who are punished for mal-practice in the examination / misbehavior are not eligible to register for examination till such time as mentioned in the punishment order is finished.
- c) No students will be allowed to examination registration for more than TEN courses in theory examination at a time. Other heads of examinations like practical/ oral / term work shall not be counted for the above purpose.

- d) Students will have to take the permission of the Principal to cancel / modify registration for examination 30 days before the start of examination by applying through CoE.
- e) Even though students register for courses and their terms are granted, they are permitted to defer registration for respective examinations.
- f) If a student otherwise eligible does not register for examination, he/she will be eligible to register at the subsequent examinations. However the marks in term work / progressive assessment will be carried forward.
- g) The student should make himself certain that he/she is eligible for registration of Examination- If it is discovered at any stage that the student doesn't fulfill the eligible conditions for registration for examination, the student shall be disallowed for appearing in the examination or the student result may be cancelled.
- h) A student may be debarred at any stage on account of misconduct committed inside campus or outside the campus.

4.3. Re-Registration for Examinations

Student will be allowed to re-register for examinations in any of the following cases –

- a) He/she was eligible to appear for an examination but could not appear.
- b) He/she was eligible to appear for an examination, appeared at the examination but failed in theory or practical or oral. In this case they can re-register only in the failure part and their marks of the part in which they passed will be carried forward.
- c) At no time students will be allowed to register for theory examinations of more than 10 courses, including re-registration.

An example –

A student registered for study of 6 courses in the first term and was eligible to register for all the 6 courses examinations, but he decided to register only for 5 course examinations and could earn credits for 1 course only. In the next term he is permitted to register for maximum 6 new courses. If he could keep terms for all the 6 new courses he would be eligible to register/re-register for examinations of $6 + 5 = 11$ courses. However he will be permitted to register/re-register for the theory examinations of any 10 courses out of 11 and practical or oral examination of the 11th course.

5. PRACTICAL / ORAL EXAMINATION

- a) Practical / oral examination shall be conducted as per the academic schedule approved by examination committee. However in case of any emergency the examination may be rescheduled with the prior approval of Principal.
- b) Heads of Departments shall act as coordinators for conducting practical/oral examinations of their respective departments and shall be responsible for various related activities. They shall, however, take the services of staff of their Departments for this purpose.
- c) Respective Heads of Departments shall prepare detailed timetable (batch-wise) for the practical examination with the help of departmental staff. A consent of Heads of other departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem.
- d) Head of Department shall appoint staff for practical/oral examination as per following structure and forward the copy of the same to Controller of Examination.
 - i) External Examiner: One for each practical course, as approved by Programme Head.
 - ii) Internal Examiner: One for each practical course, preferably the course teacher, as approved by Programme Head.
 - iii) Laboratory Expert: (For performance in practical examination only) One faculty member for each practical course.
 - iv) Laboratory assistant: One Laboratory assistant of the respective laboratory.
 - v) Laboratory Peon: One for each course, preferably peon of the respective laboratory.

For workshop practical, the structure of staff for practical examination shall be as under,

- i) External Examiner: One for each practical course, as approved by Programme Head.
- ii) Internal Examiner: One for each practical course, preferably the course teacher, as approved by Programme Head.
- iii) Foreman: One for each practical course.
- iv) Shop Instructor: One for each shop, in which the examination is to be conducted.
- v) Peon: One for each shop, in which the examination is to be conducted.

In case of common courses in the same term of different programmes, different internal examiners and external examiners may be appointed for each programme.

- e) Programme Head shall recommend the list of external/internal examiners for practical/oral examination of each course. Head of Departments shall send the

appointment letters to the external / internal examiners. In case external examiner doesn't report for the examination due to emergency, the concern Head shall make alternative arrangement from the list of panels. In case no examiner available in the panel; the Head is empowered to make suitable arrangement with the consent of Principal.

- f) Internal examiners along with laboratory experts, laboratory assistant and laboratory peons shall make all the necessary arrangements of equipment/laboratory setup required for conducting practical examination for their respective courses.
- g) For project / practical examination as per requirement technical person such as electrician, curator etc. can be appointed additionally. He/she can be given a remuneration equal to laboratory assistant. Such appointment should be made with pre-intimation to CoE.
- h) Practical/oral examination shall be conducted in any one of the following manner:
 - i) Oral examination (viva voce) only. Both internal and external examiners shall ask questions to the students based on the practical content of the course, so as to assess his/her practical knowledge of the course.
 - ii) Practical examination in which the students are required to perform the given practical / make the given job in the workshop / draw a drawing on the drawing sheet / prepare a program on computer in the given computer language, the performance of the students then shall be judged by both Internal and External examiners.
 - iii) Practical examination, in which student is required to perform a given practical, followed by the oral examination (viva voce) based on the practical content of the course. The performance of the students then shall be judged by both Internal and External examiner.
- i) Internal examiner shall check mark sheets for maximum and minimum marks, sub head of examination i.e. practical / oral / term-work etc. as per examination scheme of the course/s prior to examination. For any discrepancy in the scheme, it should be brought to the notice of the Head of Department and Examination Section. He shall obtain signatures of the examinees on the attendance sheet, mark as "AB" and "DT" for absent and detained candidates respectively with red ink.
- j) After the practical examination of the course is over, internal examiner along with the external examiner shall fill in the marks given to the students in the mark sheet, sign

on it, seal it and hand over the same to Head of Department on the same day, or latest on the next day.

- k) Internal examiner shall hand over answer books/drawing sheets/workshop jobs of the practical examination to the laboratory assistant.
- l) Heads of department shall prepare the estimate for conveyance (wherever applicable) and remunerations of external examiners, internal examiners and other staff involved in the practical examination as per rules. Conveyance 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 the practical examination and account of payment shall be submitted to the office through controller of examination within a week.
- m) For appointment of outstation external examiner a prior approval for his T.A.D.A. has to be obtained by applying to Principal through Controller of examination 15 days before the start of practical / oral examination.
- n) In case of any copying / misbehavior / misconduct during practical should be reported to the Head of Department. Head of Department is empowered to take decision in this regard.

6. END TERM THEORY EXAMINATION

6.1. Theory Time Table

Theory time table of term examination shall be set and displayed on the notice board at least two weeks prior to the date of commencement of Term examination.

6.2. Theory Exam

- a. End Term Theory Examination for all programmes shall commence on the same day as per the schedule approved by Examination Committee. However in case of any emergency the Principal of the Institute is empowered to reschedule any examination.
- b. Principal of the Institute shall be Chief Officer-In-Charge.
Chief Officer-In-Charge shall appoint the term end examination staff through controller of examination as per norms.
- c. Officer-In-Charge shall communicate with the Police Station for keeping the police bandobast during the examination.

- d. Officer-In-Charge shall receive the sealed packets of printed question papers for each course from the Controller of Examination on the same day half an hour before the start of the session of examination by proper procedure. The sealed packets of question papers at control room shall be kept in steel cupboard/s, under always locked condition and all keys (including duplicate keys, if any) shall be kept with the Officer-In-Charge.
- e. After each transaction of taking out question paper packets from the cupboard, it shall be locked and signed paper seal shall be duly affixed.
- f. Stationary clerk in consultation with officer in charge shall send the requirement of answer books, supplements, drawing sheets, graph papers, blank Proforma related with examination and any other materials required for conducting the examination to Controller of Examinations at least 10 days before the start of examination and obtain the same from him and keep it in his/her custody. If required, the justification of the required stationary for examination should be given by stationary clerk to examination controller and if necessary the amendments can be made as per calculation.
- g. Officer-In-Charge shall prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the Institute.
- h. Procedure of opening the sealed question paper packets and distribution of question papers –
 - i) On each day of examination, sealed packets of question papers shall be opened 15 minutes before the time of the commencement of examination.
 - ii) Before opening the proper sealed packets of question papers, dated signatures of the following persons shall be taken on the sealed packets on the format printed / pasted on the question paper packet –
 - a) Officer-In-Charge
 - b) Two supervisors appointed for that session of the examination.
 - c) Any two students appearing for that session of the examination.
 - d) Police constable if present. The buckle number should also be recorded.
 - iii) All above-mentioned persons shall put the time of the opening of sealed packets along with the date and ascertain the intactness of the seals and satisfactory condition of question paper packets. They shall also verify and confirm the course code mentioned on the packet is as per that in the examination time table.
 - iv) The signatories mentioned above should write legible name and if student, enrollment number and name.

- v) Due care shall be observed while opening the sealed packets, to avoid opening of any wrong question paper packet.
- vi) Proper account of used question papers/packets shall be maintained in the prescribed format. All the remaining unopened sealed packets and opened question papers packets duly sealed after the one hour from the start of the examination of that session, shall be kept with the Officer-In-Charge in a locked cupboard.
- vii) At the end of examination, the Officer-In-Charge shall handover empty, opened & sealed and unopened question paper packets to the Controller of Examination.
- i) The Officer-In-Charge shall handover the required material to the supervisors, at least 20 minutes before the start of examination.
- j) The Officer-In-Charge shall instruct the exam peon to ring the bell as per following timings –

Sr. No	Type of bell	Schedule of bell for Morning / Afternoon session	Remarks
1	Long bell	Fifteen min. before the beginning of examination	To indicate that the students should occupy their seats in the class / hall
2	Two strokes	beginning of examination	To indicate start of the examination
3	One stroke	One hour after beginning of examination	To indicate end of first hour of examination
4	One stroke Four strokes	Two hours after beginning of examination	To indicate end of second hour of examination To indicate end of 2 hours duration paper
5	Two strokes	Ten min. before the end of examination	To indicate last 10 minutes for 3 hours duration paper
6	Long bell	Three hours after beginning of examination	To indicate end of 3 hours duration paper
7	Two strokes	Ten min. before the end of examination	To indicate last 10 minutes for 4 hours duration paper
8	Long bell	Four hours after beginning of examination	To indicate end of 4 hours duration paper

- k) Distribution of question papers to examinees
 - i) The Officer-In-Charge shall take out required number of question papers from the packets course-wise and arrange them block-wise for distribution. The custody of the undistributed question papers and unopened question paper packets shall remain with Officer-In-Charge.
 - ii) The Officer-In-Charge and examination supervisor shall go to each examination block and hand over the exact number of question papers required, course-wise, to the block supervisor. Where necessary, examination supervisor shall assist the block supervisor in distributing the question papers to the examinees. Care shall be taken to see that examinees are given the appropriate question papers.
 - iii) The Officer-In-Charge with the help of examination supervisor shall collect the unused question papers from each examination block, immediately, 30 minutes after the commencement of examination and shall keep all unused question papers, course code wise, in respective question paper packets. He shall prepare the account of question papers and keep all opened and unopened packets of question papers in steel cupboard under locked condition.
 - iv) While packing the answer books, six copies of the related question papers shall be put in each packet for the use of the examiner in L.A.C.
 - v) The question paper account shall be produced before the vigilance committee, when asked for.
- l) After the end of examination five question papers from opened question paper packet of each course shall be given to Library. Librarian should collect it from control room. Library will make five sets of these and give one set to confidential section of exam section. The opened and later sealed question paper packets, containing unused question papers at the end of the examination and the unopened packets shall be handed over to Examination cell.
- m) Storage and Safety of Blank Answer Books
 - i) Stationary clerk shall note down the serial numbers of the answer books and supplements supplied in a register for keeping account of answer books.
 - ii) Issuance of blank answer books
 - a) On each day of examination, the required number of blank answer books shall be taken out for distributing to the examinees present for the examination. Entry of serial numbers of all answer books in each session shall be taken in a register.
 - b) Use of loose blank papers/sheets as supplementary answer book is prohibited in the examination of this Institute. Only the supplements or graph papers or

any other necessary printed blank formats, supplied by the exam cell in loose sheets, shall be issued to the examinees on demand after duly authenticating the same if it is not machine numbered. The examinee shall attach/tie all such issued loose sheets to the main answer book and write the number of such attachments in the appropriate column of the answer book while finally submitting it at the end of the examination session on that day.

- n) The blank answer books / supplements shall be divided in separate stacks, one for each examination block, containing number of answer books / supplements sufficient for the respective examination block. These stacks shall handed over to the block supervisors who will carry them to the examination block.
- o) In any case, teaching and non-teaching staff working for scrutiny / printing / exam work such as paper printing and confidential section staff in exam section should not be employed for supervision duty so as to maintain secrecy.
- p) Block supervisor shall enter their block at least 15 minutes before the start of examination. He / She shall –
 - i) Ask the students to keep their books, note books and their written materials at the front of the room/ outside the room,
 - ii) check whether the students have occupied their seats as per the seating arrangement plan,
 - iii) distribute one answer book (two, if there are two sections) to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
 - iv) distribute the question papers to the students at the commencement of the examination,
 - v) Verify each examinee's enrollment number, signature and identity from mandatory documents viz. proper hall ticket, valid examination fee receipt and institute identity card and then sign on the answer book, if all details are correct, in the space provided for this.
 - vi) In case of backlog students, the photo identity must be verified from any one from Institute Id-Card, Aadhar card, PAN card or driving license.
 - vii) Shall note down the printed serial number of answer book issued to the examinee and take examinee's signature in the designated columns in the attendance sheet, mark 'AB' for absent students and maintain the attendance record of his/her block.
 - viii) Shall issue supplements, graph papers to the examinees as and when demanded by the examinees. The examinee shall write the requisite

information on the face sheet. The supervisor shall verify the enrollment number and sign at the appointed place of face sheet, every time a supplement is issued. He shall note down the printed serial number of the supplement in the designated column of attendance sheet.

- ix) Shall maintain proper account of all answer books and supplements received and issued to examinees in the prescribed format.
- x) Shall maintain general discipline in the classroom by frequently moving in the class room/hall and preventing any malpractices, attempt of copying by the students.
- xi) Report cases of students misbehavior, indiscipline, malpractices and copying cases to the Officer-In-Charge for further necessary action,
- xii) Ten minutes before the end of examination, he/she shall instruct the students to securely tie their supplements and other loose sheets issued to them to the main answer book, also check his/her enrollment number, number of supplements attached his /her sign along with block supervisor's sign on main answer book, supplements and ensure that the instructions are followed.

q) **Vigilance Squad**

Internal Vigilance Squad should be appointed session wise.

A Vigilance squad consists of –

- i) Two Head of Departments (One per session)
- ii) Four Senior Lecturers – selection grade (Two per session)

Members of Vigilance squad shall have regular visits to all examination blocks for

- i) To check and prevent any possibility of unfair means.
- ii) To check, detect and report any unfair means case to Officer-In-Charge.
- iii) To confirm that supervisors are performing their duties well and discipline is being maintained during examination.

From above Vigilance squad the two Heads of Departments shall check -

- i. All accounts of question papers, answer books and supplements (used, unused)
- ii. Time schedule for examination related procedures is followed scrupulously.
- iii. All examination related procedures are followed.
- iv. Cases of unfair means if any.

by having minimum three surprise visits to examination control rooms.

All members inspecting exam centre shall duly make relevant entries in vigilance register. They shall exercise due care not to write vague observations, such as satisfactory, O.K., up to the mark, excellent, poor etc. The observations shall be specific. At the end of End Semester Examination vigilance squad will submit a comprehensive report to Principal. The Chairman, Vigilance squad, shall immediately report the matters of grave concern directly to the Principal.

- r) Officer-In-Charge shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to Controller of Examination on the same day as and when happened.
- s) In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he/she may be allowed to write for 30 minutes extra for all the courses, provided –
 - 1. He/she produce his/her medical certificate from Civil Surgeon showing his/her physical disability is more than 40%.
 - 2. He/she seeks permission from Principal for extra writing time on account to this effect prior by applying to the Principal within given time schedule given by CoE before the start of theory examination.
- t) Providing a writer – for providing a writer to an examinee, he should produce –
 - i) Medical certificate showing he is unable to write
 - ii) Bonafide certificate of a writer
 - iii) No objection certificate from a school of a writer
 - iv) Writer can be studied till 10th standard, but should not be a student of technical education
 - v) Writer should not be a relative of an examinee or student of this institute.
 - vi) The writer should be suggested / arranged by examinee with permission from the Principal.
- u) Discrepancies in question papers
 - i) The general discrepancies cited out by examinees in the question papers are related to incomplete data, misprint, typographical errors, illegible print, incomplete figure/circuit diagram/block diagram, uneven marks allotted to the questions or due to question or its part being out of syllabus and where all examinees encounter similar degree of difficulty because of aforesaid discrepancies. The matter shall be duly reported to Officer-In-Charge by supervisor. No corrections shall be announced on their own by supervisors. Officer-In-Charge shall immediately consult Controller of Examination and take

appropriate steps/actions, to sort out discrepancies. Convey the same to the examinees and send a letter to Officer-In-Charge (LAC) regarding discrepancy and action taken if required.

- ii) All Head of Departments should ensure that the expert lecturer from department should be available for solving the queries of ongoing examination course during the examination time.
 - iii) In case of out of syllabus discrepancy, examinees should report it in writing to Controller of Examination through their Head of Programme carrying his/her remarks about the questions out of syllabus. Controller of Examinations shall refer the matter to grievance committee which will obtain comments on this from concerned course teacher, Head of Programme and submit the report of whole matter in writing to the Principal for forwarding to examination committee for further necessary action.
- v) Collection and Packing of Written Answer Books
- i) A long bell shall be given at the scheduled end of the examination. Immediately after the examination time is over, the block supervisor shall collect all answer books from examinees. He shall verify the enrollment numbers written on collected answer books with the enrollment numbers on the attendance sheet and arrange them accordingly in ascending order. Then he shall submit the answer books collected along with all other examination related records to the Officer-In-Charge / examination supervisor.
 - ii) The officer-In-Charge / exam supervisor shall verify the serial numbers, enrollment numbers and attendance record and also tally total number of examinees that have appeared for a course code, with number present plus number absent.
 - iii) The written answer books shall be packed and then sealed immediately after the session of the examination is over. While packing, the answer books shall be checked block wise, course wise, course code wise, programme wise after thorough checking, Officer-In-Charge shall direct the sealing assistant to tie the bundles of answer books of each course separately along with six copies of question paper, copy of attendance sheet, record of supplements issued etc. and pack them with appropriate sealing. Thereafter Officer-In-Charge shall handover the all packets to Officer-In-Charge LAC (Local Assessment Center) on the same day. He/she shall maintain the record of all such packets of answer books handed over to Officer-In-Charge LAC.

- w) Officer in charge LAC shall check and receive all the packets of answer books of all courses for all Programmes as per Theory examination time table for assessment.
- x) Stationery assistant shall maintain the account of answers books and supplements received and consumed for the examination in a register. Sealing assistant shall prepare the bills of remuneration of all staff involved in the examination work and submit to the Officer In-Charge for further action.
- y) Officer-In-Charge shall verify the bills of remunerations of staff involved in the end semester examination as per rules. Remuneration bills should be submitted to controller of examination for account of payment under exam expenditure. Exam controller will clear the bills within 10 working days & then officer in charge of examination will submit the bills to office for payment to the staff involved in examination.

7. GUIDELINES FOR HANDLING COPYING, MISCONDUCT, MALPRACTICE AND IMPERSONATION CASES

- 7.1. The examinations held or proposed to be held by this Institute come under Maharashtra Prevention of Malpractices at University, Board and Other Specified Examinations Act, 1982
- 7.2. The Principal, Officer-In-Charge, shall bring the provisions of the above act to the notice of all persons connected with the examination work, each time an examination is planned/held.
- 7.3. Procedure of handling cases of malpractice or use of unfair means in the examination –
 - a) The block supervisor shall immediately report to the Officer-In-Charge any event of misconduct/ copying/ malpractice/ impersonation.
 - b) Officer-In-Charge shall visit the spot and get acquainted with the facts of the event.
 - c) Officer-In-Charge shall seize answer book/s and copying material if any of alleged examinee and shall take the examinee and block supervisor/ reporting officer to the control room.
 - d) Name, enrollment number and dated signature of the alleged examinee shall be taken on all such seized material.

- e) Written statements from the alleged examinee and block supervisor/ reporting officer shall be obtained. The statements shall include details of situation / event of malpractice, regardless whether confessed or denied.
- f) The alleged examinee shall not be excluded from the current paper or the remaining examination.
- g) The alleged examinee shall be allowed to write further examination after issuing additional answer book/s. The examinee is expected to write the answers without repeating those already written in the seized answer book. Officer-In-Charge/ block supervisor shall record the date and time of issuing the additional answer book on it as 'Additional Answer Book', as well as remark to the effect that the additional answer book is issued due to the allegations of the examinee's involvement in malpractice or use of unfair means or misconduct by writing UFM (Unfair Means) case on the original answer book.
- h) If the alleged examinee does not wish to continue the examination, a written statement to that effect shall be taken from him by the Officer-In-Charge.
- i) No extra time shall be granted for writing the additional answer book.
- j) Statements of one or two examinees seated adjacent to the alleged examinee shall be recorded, regardless of confession or denial of the alleged misconduct. If requested adequate additional time be given to these examinees to make up for the lost time in giving the statement.
- k) The statements of the examinees and other persons shall be taken either in English or Marathi or Hindi language only.
- l) A sketch showing the seating arrangement with the enrollment numbers around the alleged examinee and certified by the block supervisor, shall be prepared by the Officer-In-Charge.
- m) The seized material shall be attached/ enclosed with the original answer book and all statements and sketches be kept in the custody of the Officer-In-Charge.
- n) In case of impersonation, the impersonator shall be handed over to the police after seizing the answer books.
- o) Officer-In-Charge shall report the offence to the police in prescribed form.
- p) Answer book, along with supplements, if any, of the alleged impersonating examinee, signed, with date and time, by the supervisor and Officer-in-Charge shall also be handed over to the police.

- q) Due care shall be taken to ascertain that the reported cases do fall under the mentioned clauses of the act, before handling over the cases to the police.
- r) A show cause notice, in the prescribed form, shall be issued to the examinee alleged to be involved in malpractice or use of unfair means of misconduct, by the Officer-In-Charge. The notice shall inform the place, date and time for the examinee to remain present for further enquiry and to give his statement in the matter. Receipt of the show cause notice from the examinee shall be obtained.
- s) The show cause notice shall be served on the alleged examinee immediately, in any case before he is allowed to leave the examination center on that day. In case the alleged examinee leaves the center without accepting the show cause notice, it shall be sent to him by registered post.

7.4. At the end of the examination session on that day

- a) All original and subsequently issued additional answer books, along with supplements, if any issued to the alleged examinee shall be collected separately by the Officer-In-Charge.
- b) The answer book/s and other seized evidence, if any, shall be separately packed and duly sealed.
- c) The above sealed packet shall be handed over to the Controller of Examinations for further action on same / next day along with necessary proofs, statements and documents through special messenger only.
- d) In no case, these answer books shall be sent to LAC.

7.5. Important – The documents of each case of malpractice / copying shall include statement(s) of the alleged examinee(s), statements of neighboring examinees and block supervisor/ reporting officer along with their names, signatures and the copying material. A chart showing seating arrangement of the alleged examinee and the surrounding seats should also accompany the documents. The Officer-In-Charge shall submit his specific report about the event. The report shall contain only facts. Ambiguous or vague statements shall not be made in the report.

7.6. On the detection of a case of malpractice, the Officer-In-Charge shall take immediate action as per the laid down procedure and prevailing instructions. It should be specifically noted that every statement in above case including copying material must be attested by the Officer-In-Charge of the exam

center. For instance, if the copying material is a small chit, the photocopy of it, **duly signed** by the alleged examinee with his enrollment no. and date, shall be attested by the Officer-In-Charge with his stamp and date. In no case, printed formats be used for taking the statement of the alleged examinee.

8. INVESTIGATION OF MALPRACTICES

8.1. General

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

8.2. Procedure for dealing with unfair means Cases by alleged examinee/sat Examination Center shall be enquired by special enquiry committee of five members with MSBTE official as chairman & academician of the rank of Head of Department /senior faculty from other institute of same region as member. The remaining two members are from the institute are head of department with controller of examination as member secretary.

8.3. This special enquiry committee will enquire the alleged examinee/s on the date mentioned in their show cause notice. The committee will follow the enquiry procedure as per MSBTE regulations for unfair means & recommend the punishment to the alleged examinee as per existing MSBTE regulation for unfair means.

8.4. The recommendations should be forwarded to examination committee. Examination Committee will take appropriate disciplinary action against the alleged examinee/s.

8.5. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee by Examination Section.

8.6. During the assessment of answer book, if examiner suspects that there is prima-facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, examiner shall forward his/her report along with the

evidence and his/her opinion to the officer in charge, Local Assessment Centre(LAC). Officer in charge , LAC shall then forward the case in separate sealed envelope marked with “suspected unfair means case” to Controller of Examinations, who then will forward the case to the grievances committee for further action.

8.7. If any staff is found involved in any type of malpractice/unfair means, officer in charge, LAC shall report the case to Controller of Examinations, who then will forward the case to Grievances Committee for further action.

8.8. Officer in charge, LAC/concerned officer will be the presenting officer of the case of malpractice which is originated through him before Grievances Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

8.9. For Paper setter/examiner/moderator/evaluator/teacher/ other person involved in unfair means:

In order to investigate and take disciplinary action for malpractices and lapses on part of the staff members , paper setters, examiners ,moderators, teachers or any other persons connected with the conduct of examinations, the Principal shall constitute a grievances committee consisting of four members of whom one shall be Chairman with controller of examination as member secretary . The recommendations of the grievances committee shall be placed before the Examination Committee, which take the disciplinary action in the matter as it deems fit. (Presence of all members is mandatory). The Examination Committee shall be the competent authority to investigate, recommend and take appropriate disciplinary action against the person/s using, attempting to use, aiding, abating, instigating or allowing using unfair means at examination center.

In case of teaching staff/ other staff related with conduct of examination involved in unfair means at examination, grievances committee shall investigate into the matter and forward the facts and finding of inquiry to Examination Committee along with recommendation. Examination Committee will take appropriate disciplinary action against the staff.

In case of examiner, moderator, evaluator, teacher or any other person related with conduct of examination, after receiving the report of malpractice case along with primary documents Grievances committee shall investigate in to the matter and submit the report along with the recommendations to Examination Committee

The concerned Officer In Charge (Theory / LAC) will be the presenting officer of the case of malpractice which is originated through him before Grievances Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

8.10. Procedure to be followed for malpractices at Paper setting/ typing/ scrutiny /printing

If any student/staff/any person/s/ Person related with paper setting/typing/scrutiny/ printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, **Controller of Examinations** shall report the case to Grievances Committee for further action

Controller of Examination will be the presenting officer of the case of malpractice which is originated through him before Grievances Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

8.11. Procedure to be followed for malpractices by Grievances Committee

The committee shall dispose of all the cases at least three working days before the examination committee's meeting date.

- a) Grievances committee shall forward its recommendations in all matters to examination committee.
- b) The examination committee shall discuss and approve the recommendations with decision of disciplinary action.
- c) The Examination Section will then issue final order/s with regard to the action to be taken against the each reported case as per the decision of Examination Committee.
- d) The decision and/or order of action imposed in each case shall be issued to the respective person through Principal and same shall be informed to the concerned officer through which the case is reported, by Examination Section.

9. PASSING STANDARDS

To pass a course examination the student must secure 40% aggregate marks in theory and progressive assessment tests provided that he secures minimum 35% marks in theory (i.e. 28 marks out of 80 marks). Similarly he must also secure 40% marks in

practical/ oral/ term-work examination failing which he shall not earn credits assigned for the course.

A student failing by 1 to 3 marks in theory will be given grace marks as explained below-

If the aggregate of theory and progressive assessment tests falls short by 1 to 3 marks for passing and student secures minimum 28 marks in theory or if aggregate of theory and progressive assessment test is 40 but the student's score in theory falls short for passing by 1 to 3 marks. The benefit of grace marks will be given either of two conditions or in both the conditions provided the total benefit of grace marks does not exceed 3 marks.

10. RESULT DECLARATION

10.1. Prior to declaration of Result

If in case, where the result of an examination is affected prior to its declaration either on account of large number of failure in a course(s) due to question paper(s) set being not within the scope of the syllabus or on account of error, malpractice, fraud, improve conduct of examination or any other matter of whatsoever nature, such matters shall be placed before Examination Committee along with all the relevant documents for consideration and decision.

10.2. Tabulation and Declaration of Result

10.2.7. Every individual such as one who enters data / marks in the computer, one who verifies shall be responsible for his work.

10.2.8. Overwritten entries shall be considered authentic only when unless they are countersigned by the concerned Officer-In-Charge.

10.2.9. The work of data entry, preparation of result sheets and statement of marks shall be completed in the pre-assigned time schedule.

10.2.10. The result shall be declared on the notice board on the pre-declared date by the Principal.

10.2.11. The certified statement of marks shall be issued to the candidates on the pre declared date. The account of blank mark memos and issued mark memos shall be maintained.

10.2.12. Any complaints or discrepancies regarding the results shall be accepted by the Controller of Examinations in written form only with documents of justification and evidence attached therewith within a prescribed and specific

time limit. The Controller of Examinations shall scrutinize and bring such complaints before Principal with related documents, expert, opinions, Controller's notes etc. for decision, if necessary.

10.2.13. Oral complaints from any person shall not be entertained in any circumstances.

10.3. Declaration of Results

10.3.1. After the conclusion of examination the results of the examination shall be declared within a month's time.

10.3.2. The Examination Committee is empowered to moderate the results of any course(s) at its discretion. This will be done only after full justification based on valid reasons.

10.3.3. The existing rules of MSBTE shall be applicable to students in case of misconduct during examination. The students debarred for a specific period shall be entitled for registration and re-registration for course/s and examination after expiry of such period only. However, the students' marks for term-work shall be carried forward for the course examination in which he has debarred. Also the credits earned in previous sessions shall stand protected.

11. VERIFICATION, PHOTOCOPY & REASSESSMENT

11.1. VERIFICATION

The student will be entitled to apply for verification of marks to the Controller of Examinations within Ten days from the declaration of results provided that he pays the requisite fees for verification. In no case late application shall be entertained.

- a) A examinee who has appeared at the examination conducted by Institute (irrespective of his result as Pass/Fail/RHR) may apply for verification of marks in any of his theory papers he has appeared in. He shall apply on prescribed form along with requisite fees within 10 days from the date of declaration of the result.
- b) In even term, a final year examinee may apply for urgent verification of marks, in any of the theory papers, he has appeared in. He shall apply on prescribed form along with requisite fees within 3 days from the date of declaration of the result if the situation demands.

- c) Examination Section will prepare the list and will hand over it to the Officer-In-Charge, LAC.
- d) In process of Verification of marks following factors will be verified :
 - i) The answer-book contains the number of supplements recorded.
 - ii) All the answers of the questions are assessed by the examiners.
 - iii) All the allotted marks have been carried over from inside pages of the answer book to its face sheet. The allotted marks have been considered according to the options in the question/s stipulated in the question paper.
 - iv) The total of the marks is correctly counted and recorded.
 - v) Change in marks, un-assessed part/s of answer/s or any other discrepancy.
 - vi) The answer books scratched, totally or partly, have been so reported and further, the examiner has duly assessed them.
 - vii) For Verification of marks in respect of Practical and Oral examination, marks on the record only may be verified.
 - viii) The marks obtained by the candidate in any individual question or section of the subject / course / paper / head of passing shall not be communicated.
- e) LAC shall carry out the verification work in accordance to the procedure laid down. This work shall be completed within next seven working days or as per the schedule prescribed. LAC shall organize to complete this task well within the time limit.
- f) On completion of work, LAC shall separate the answer books of 'No Change in marks', as well as 'Change in marks'. It shall write remark on each such answer book as 'Change' or 'No Change' appropriately. In case of 'Change', LAC will write marks of answer books after once again verifying, along with the reasons for change of marks. Officer-In-Charge, LAC shall countersign all answer books verified. LAC shall also consider grace marks (individual or global) given by Institute. Examination Section shall inform LAC, regarding grace marks given in various courses, by separate confidential communication. Cases, where change in marks is due to grant of grace marks alone, shall not be considered as cases of change in marks.
- g) All the cases where change in marks is beyond 25% should report to the Principal.
- h) The answer books with change in marks should be sent by LAC Officer In Charge to CoE for further necessary action.
- i) CoE should present all change in marks answer books to the Examination Committee members from the Institute. After verification by committee regarding change of marks, result will be declared.

11.2. Photocopy of Assessed Answer Book (AAB)

An examinee who has registered for latest examination shall be entitled to get a photocopy of his assessed answer book/s as per following criteria

Sr.No.	No. of courses for exam registration	Maximum No. of courses for which Photocopies of AAB can be issued
1	Upto 06 theory courses	02 theory courses
2	7 or 8 theory courses	03 theory courses
3	9 to 10 theory courses	04 theory courses

on due submission of application and payment of fees within the schedule prescribed by institute from time to time in this regard.

An examinee that has appeared for latest examination and obtain the photocopy of his answer book shall be entitled for reassessment of his/her assessed answer book/s (AAB) on submission of application and fees, within the schedule prescribed by institute from time to time in this regard.

Any delay in supplying the photocopy of AAB and/or reassessment, owing to reasons beyond the control of the institute, or change of marks consequent to the reassessment of AAB shall not confer any right upon the examinee for admission to the next higher class in the current academic session/year, if the schedule of admission does not so permit.

1. Eligibility:

The candidate shall be entitled to apply in prescribed form along with requisite fees for photocopies only of his/ her assessed answer books of latest end semester theory examination(s) in which he/ she has appeared.

2. The examinee shall be eligible to apply for photocopies of maximum number of answers book(s)(as per above table) of each of the latest examination of the Institute in which he/she has appeared.
3. The examinee shall not be eligible to apply for the photocopies of the answer books, if any, pertaining to the examination other than the theory (written) examination such as practical, sessional, project, viva-voce (oral) examination. Also of such examinations of the institute where grade is awarded instead of numerical marking.
4. The application must also be accompanied by a self-attested photocopy of the statement of marks of the concerned examination.

5. Application form shall be accompanied by the prescribed non-refundable fee per answer book or such fee as may be prescribed by the institute from time to time, paid in cash or by crossed DD payable to the Principal of this Institute.
6. Candidate will be responsible for submitting application in prescribed time limit. An application form received after the last date will not be accepted.
7. Examinees not desirous of obtaining the photocopies of the AAB/s and interested only in verification of marks, shall apply as usual for verification.
8. Applications incomplete in any respect and with illegible entries shall be liable to be rejected.
9. Examination Section will prepare a list of students applied for photocopy and will send it to Officer-In-Charge, LAC.
10. Upon receipt of the application the LAC shall scrutinize the application for the following -
 - i. Whether the total marks displayed in the given paper matches with the marks awarded to the candidate on the cover page of the answer book.
 - ii. Whether the question-wise marks awarded to all the questions inside the answer book are correctly carried over on the cover page.
 - iii. Whether the total of the question-wise marks on the cover page is correct.

If any discrepancy on any of the counts under Clause i, ii or iii mentioned hereinabove is/ are noted the same shall be corrected by the L.A.C. with the authentication by the L.A.C. Officer-In-Charge.
 - iv. Whether all the answers in the answer book have been assessed by the examiner.

If any question or part of it in the answer book is observed to be un-assessed, the same shall be got assessed from the examiner in the course and additional marks, if any, awarded shall be then carried, noted and added on the cover page also and accordingly the total of the marks shall be corrected with the authentication by L.A.C. Officer-In-Charge.
 - v. The change, if any, on above counts shall be informed to the Principal through CoE.
 - vi. The Photo copies of the answer books be sent to the **Controller of Examinations** within 05 days from receipt of application list for further issuance. Before sending photocopy LAC shall mask the marks allotted to sub-questions, name and signature of the valuer. All the marks given by the moderator on cover page and inside the answer book should be masked. Question wise marks allotted on front page shall be retained.

- vii. All the cases where the change in marks is beyond 25%, should report to the Principal.
- j) On receipt of photocopy of the concerned answer book from LAC, the **Controller of Examinations** shall issue the same to the student with due acknowledgment.
 - k) The request for supply of Photocopy of the answer book(s) is an additional facility made available to the candidates, therefore, any delay in sending Photocopy of the answer book(s), due to reasons beyond the control of the Institute, shall not confer any right upon the candidates for admission to the next higher class.
 - l) The applicant being the sole custodian of the procured photo copy of the answer book, shall not be entitled to transfer the same to anybody for any purpose whatsoever as the same are supplied to him/ her for his/ her reference only. As and when the photocopy of the answer book will be issued to the candidate, the **Controller of examination** will take necessary entries of the same and candidate must sign the same, while accepting the photocopy of the answer book.
 - m) If the applicant or the candidate is found guilty of any misuse of the photo copy he/ she shall be liable for the award of punishment ranging from cancellation of performance at the concerned examination with debarring him/ her from appearing at further examination(s) to confiscation of his/ her degree conferred.
 - n) In any case, concerned student should not contact valuer / revaluer. Such complaint will also be treated as misuse of photocopy.
 - o) Complaints regarding misuse of photocopy shall be processed by Grievance Committee.
 - p) Photocopy for a particular course in a particular examination shall be issued only once.

11.3. Re-assessment

Eligibility –

A candidate who has appeared for latest examination of Institute and obtained the photocopy of his/her answer book shall be entitled for reassessment of assessed answer books (maximum two courses) on submission of application in the prescribed format and fees within the schedule as prescribed by the Institute from time to time.

- A. Upon receipt of the photocopies of the desired assessed answer book/s by the examinee, if any examinee is not satisfied with the marks awarded to him, he may apply to the Institute for reassessment of the answer books to the Institute in the prescribed form within the time limit as laid down in the schedule.
- B. Examinee shall pay the prescribed fee for the reassessment.

- C. The candidate shall be required to submit separate application form for each examination. The application for reassessment of answer book shall be accompanied by the non-refundable fee of Rs. 500/- per subject, payable in cash or by a crossed DD payable to Principal.
- D. The LAC OFFICER INCHARGE shall appoint the examiners course wise with minimum of 10 years teaching experience of the concerned subject. He shall not be the original valuer or the moderator.
- E. If the marks awarded by the subsequent examiner vary / deviate by equal to or more than 10% of minimum passing marks of end term examination of the course on either side determined on the basis of the marks awarded by the original examiner, the marks as mentioned below (1) and (2) shall be awarded –
A fraction in calculation shall be rounded off to the next higher integer.
1. The marks after reassessment shall be awarded if the difference between the marks allotted by original examiner and the marks allotted by the subsequent examiner is maximum up to 20 marks.
 2. If the difference is more than 20 marks, the answer book shall be assessed by the THIRD assessor and comparing the marks allotted by three assessors, maximum of two closer marks shall be allotted.
- F. Any delay in supplying the photocopy of assessed answer book and/or reassessment, owing to reasons beyond the control of the Institute, or change of marks consequent to the reassessment of assessed answer book, shall not confer any right upon the applicant examinee for admission to the next higher class in the current academic session/year, if the schedule of admission does not so permit.
- G. The answer books with change in marks should be sent by LAC Officer In Charge to CoE for further necessary action.
- H. CoE should present all change in marks answer books to the Examination Committee members from the Institute. After verification by committee regarding change of marks, result will be declared.
- I. The revised statement of marks shall be given to the examinee only on surrendering his original statement of marks in Exam Section. Exam Section shall handover the revised statement of marks to the examinee on obtaining due acknowledgement and the original statement of marks from him.
- J. The institute shall communicate the revised marks to the applicant examinee through a suitable notification within the dates prescribed by the institute. The decision of the Institute shall be binding on the examinee.

- K. The revision of marks accrued to the applicant examinee shall be counted towards award of merit, medals and prizes, where applicable.

12. REVERSAL OF RESULT

In any case, where the result of an examination is declared and it is found that such result has been affected by any error (except those covered under malpractice, fraud or improper conduct) such cases shall be placed before the Examination Committee for scrutiny with relevant documents. The Principal shall have the power to amend such result as per the decision of Examination Committee in such matter as shall be in accord with the true position.

- 12.1. No result shall, however, be amended after six months from the date of declaration of result or after the commencement of the next examination at the same level whichever is earlier. Marks from internal or external examiners communicated after the declaration of the result shall not be accepted.
- 12.2. In any case where the result of an examination, has been declared and it is found that such result has been affected by any malpractice, fraud or any other improper conduct where by a candidate has benefited or other wise and such candidate has in the opinion of the Principal, has been party or privy to or such malpractice or fraud or improper conduct is being convened at, such cases shall be placed before the Examination Committee. This committee shall have power at any time to withdraw / stop the process of issuing of a diploma, to amend the result of such candidate and make such declaration as the committee shall consider necessary in this behalf.

13. ISSUING STATEMENT OF MARKS & AWARD OF DIPLOMA

13.1 Issuing Statement of Marks

A candidate appearing for a term examination shall be provided with certified statement of marks secured by him in each head of passing at that examination, after the result is declared. Marks obtained in individual section or question shall not be declared.

13.2 Issuing Duplicate Statement of Marks

A duplicate statement of marks will be issued to a candidate on payment of requisite fees decided from time to time. An application to this effect shall be accompanied with police

complaint/FIR and an affidavit before Notary / Executive Magistrate stating that original mark sheet/s is/are lost / mutilated.

13.3 Award of Diploma

- A) In order to award a Diploma, the candidate must acquire the requisite number of credits as prescribed in the teaching scheme and in addition must complete requisite number of non-credit course/s as mentioned in the MPECS document provided no disciplinary action is pending against the candidate for misconduct / using unfair means.
- B) The Diploma will be awarded to the eligible candidates in Convocation Ceremony which will be held once in a year.
- C) Award of diploma on distinction, first class or second class shall be decided on the basis of combined aggregate percentage of marks obtained for all heads of passing for all courses specified under applied and diversified category. The respective percentage of marks and class is as under –
 - i) First class with Distinction - 75% or more
 - ii) First Class - 60% or more but less than 75%
 - iii) Second Class - 50% or more but less than 60%
 - iv) Pass Class - 40% or more but less than 50%
- D) Deficiency to the extent of maximum 5 marks shall be graced if the total falls short for declaration of class.
- E) In respect of students doing additional diploma programmes as provided by the Institute, the marks obtained in common courses in previous programmes shall be carried forward for declaration of class provided that student has passed the common courses in all heads of passing without condonation.
- F) On receipt of application from the awardee indicating loss of diploma certificate along with affidavit before notary / executive magistrate to the effect that he knows the awardee and the circumstances the loss of certificate are known to him and police FIR, a duplicate copy of certificate will be issued to him on payment of prescribed fees. If the certificate is not lost but only mutilated the same should be produced along with the application for issue of duplicate copy of certificate along with payment of prescribed fee.
- G) If after award of diploma, it is found that student has not fulfilled the condition and violated the rules stipulated in this document shall be withdrawn and may notify the fact as deemed fit.

14. CLASS IMPROVEMENT FACILITY

A candidate declared to have passed the final Examination, leading to award of Diploma will at his option be permitted to improve his class with following conditions –

- A. He can apply for class improvement within one year i.e. within two consecutive exams from term of diploma award.
- B. He/she shall have to apply for the registration under class improvement in the prescribed format through Head of respective department.
- C. He/she shall have to re-register for examination of all courses on which class is declared.
- D. His/her practical, term work, oral, project, test marks shall be carried forward.
- E. He/she shall handover the original Diploma marks sheet, Provisional Certificate awarded earlier and Institutional Leaving certificate and those shall be retained by Examination Section.
- F. In case, a candidate fails to improve his/her class, then his/her previous result shall hold good and the same shall be declared at the time of declaration of result.
- G. He/she shall be permitted to avail only one chance to improve the class within one academic year from the declaration of result.

15. STATIONARY

- i. All the stationery required for the examination work i.e. tests, theory, practical examinations, assessment work, tabulation work, result declaration etc. shall be kept in stock sufficiently in advance prior to the date of requirement by store keeper. The stock record of the stationery shall be maintained and the Principal shall check and verify the stationery wherever necessary. The stationary for end theory examination & Local Assessment centre is issued by examination cell on demand from respective stationary clerk, after getting the proper justification of stationary requirement from stationary clerk of end theory exam and LAC
- ii. All the required rubber stamps and seal for examination work shall be procured in advance or urgently if required. The seal and rubber stamps shall be kept in the custody of Controller of Examinations and not misused.
- iii. All the materials like pins, stencils, papers, proformae etc. shall be kept in stock prior to commencement of work.

- iv. All the stationery and material shall be kept in the custody of storekeeper working under Controller of Examinations under lock and keys.
- v. Answer book of 8 pages will be provided as supplement. Answer book of 12 pages will be provided for test paper. Answer book of 24 pages will be provided for a section paper. Answer book of 32 pages will be provided for full 80 mark paper. Number of pages are inclusive of face page. Every answer book shall carry a continuous serial number printed on the answer book wherever applicable. Series of serial numbers for answer books of different no. of pages will be different.
- vi. The supplement with a printed serial number shall be provided to the candidate on his request, after confirmation that all the pages of the main answer book are utilized and no blank space is left over in the main answer book.
- vii. Graph papers, abstract sheets etc. shall be provided to the candidate on his request as per requirement of the question paper of the particular course conveyed by respective programme head and record should be kept for issue.
- viii. Drawing sheets with serial numbers printed thereon shall be provided to the candidates for the drawing courses at the time of test and semester examination.
- ix. All the candidates shall have to mention their enrollment number, term, programme, course code, course name, section etc. on all the stationery such as answer books, graph-papers, drawing answer books, supplements etc. issued to them at the time of examination and shall have to submit all the issued papers (except question paper) to the supervisor on duty at the conclusion of each paper.
- x. Mathematical tables, stream tables etc. shall be provided to the candidates on his request as per requirement of question paper as informed by respective course teacher, however candidate shall be permitted to use for their own tables and calculators (which are non programmable). Mobile phones/ pagers/ papers shall not be permitted inside the examination hall.

16. MAINTENANCE AND PRESERVATION OF OLD RECORDS

- A. All the documents required for the examination work such as paper-setting, printing of result sheets and marks memos etc, shall be kept in the safe custody under strict secrecy and confidentiality by the Controller of Examinations. Stock registered shall be maintained by Controller of Examinations which will be checked occasionally by Principal.
- B. Assessed test answer books and test mark sheets obtained by the examiners shall be preserved till the results of three more semester examinations are declared.

- C. Assessed test answer books and test mark sheets shall be disposed off as per Government Procedure after the lapse of the above time limit, provided the Principal certifies that no case of dispute including any court case which requires such record.
- D. Assessed answer books of theory and practical semester examinations and individual mark sheets of examiners shall be preserved in sealed bundles for at least 2 years from the month and year of the semester examination.
After the expiry of this period, the answer books shall be disposed off as per Government rules, provided that Principal certifies that such record is not needed in future and there is no case of dispute including any court case which requires such record.
- E. All these old documents may be disposed off by inviting quotations from reputed vendors on the condition that these papers/documents shall be converted into pulp at the paper mill. A certificate from the paper mill and an undertaking from the vendor shall be taken in this regard.
- F. The result sheets of the semester examinations shall be preserved permanently. Proper record shall be maintained of such result sheets indicating term, programme, month and year of examination, number of pages of the result sheets etc. These registers being an important document shall be included in the regular charge report to be handed over and to be received.
- G. Test question papers manuscripts and the balance of test question papers shall be preserved by the concerned department till the declaration of the next semester result or up to its requirement.
- H. The record regarding attendance of all the personnel's appointed to carry on smooth working of examinations at all levels shall be preserved till the result of next examination is declared and then shall be disposed off, provided the Principal certifies that there is no need of such record in future and there is no case of dispute including any court case for which this record is required.
- I. The Record authenticated by Controller of Examination and Principal shall be maintained whenever disposal of record is made and such entries shall be taken on respective registers.
- J. Theory mark sheets of assessed answer books, term work / test mark records of the departments, practical / oral mark sheets submitted by departments to exam section should be preserved for three semesters after that it should be disposed in the month of July every year and accordingly disposal record should be maintained.

- K. All the assessed answer books, practical answer books should be deposited by respective in-charges in a common room at exam section in a neat packed condition. Exam section should dispose off these answer books after three more examinations.

17. PAPER SETTING

17.1. Eligibility Criteria regarding Appointment of Paper setter / Examiner / Re-assessor / Practical Examiner

1. The list of paper setter / Examiner /Re-assessor shall be recommended by Chairman, PBOS i.e. Head of Department and is appointed by Controller of Examination.
2. 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. However, if experts are not available as per the norms mentioned above, the experienced teachers may be appointed as a special case with due approval from Principal.
3. No person can claim appointment as paper setter / Examiner /Re-assessor or any other appointment related to examination work as a matter of right.
4. Appointments of person as setter / Examiner / Re-assessor / Practical examiner shall be made as per the following guidelines.
 - Appointment of setter shall be made by exam cell before the end semester examination (ESE).
 - Appointment of assessor shall be made fifteen days before the end semester examination (ESE) by LAC In-charge in consultation with programme head.
 - Appointment of practical examiner shall be made fifteen days before the scheduled practical examination by programme head.
5. In case the examiner is appointed from outside (Industry/ Organization/ Field) he/she shall have at least two years of professional experience in the related field.
6. In case Paper setter / Assessor / Re-assessor / Practical examiner is from outside he/she shall communicate his/her acceptance immediately, however if it is not possible to accept the appointment due to his/her preoccupation he/she shall communicate the same to concern authority well in advance. In case no communication is received from Paper setter / Examiner /Re-

assessor/ Practical examiner within prescribed time limit it will be presumed that the appointment is accepted.

7. The paper setter / Examiner /Re-assessor shall follow all the directions given by the examination cell / exam In-charge / LAC In-charge from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
8. The person from the home institute shall be called as Internal and the other chosen from the Panel of Examiners shall be called as External Examiner.
9. The Panel of Examiners will be revised from time to time.

17.2 Instructions to the Question Paper Setter

- a. The question paper for end semester examination shall be for 80/ 40 marks and maximum duration shall be 3/2 hours respectively. However, for design and drawing courses the duration may be 4 hrs. as mentioned in the curriculum.
- b. The paper setter shall not disclose his/her appointment. Any communication related to examination is confidential and secrecy should be maintained.
- c. Paper setter shall submit his/her willingness/ unwillingness to the authority within seven days from the date of the letter of appointment as paper setter. It is mandatory for the teaching staff members of Govt. Polytechnic, Pune to accept the appointment as paper setter, if he/ she qualify as a paper setter.
- d. The paper setter shall submit one/ two paper sets as per appointment order.
- e. Nature of question paper should be precise. Paper setter should design question paper such that the questions -
 - a. are written/typed with simple , straight forward and meaningful wording
 - b. are unambiguous
 - c. are asked for relevant marks
 - d. cover the entire syllabus for the course
- f. A question paper should not have any multiple choice, true/false, fill in the blanks type questions.
- g. There shall be maximum five/six questions in all with overall 50% internal choice (e.g. option of 120 marks for 80 marks question paper). The students have to attempt all question.
- h. 80 marks question paper should be set for 120 OR 124 OR 128 (approx) marks with option.
- i. The questions should be serially numbered and shall be numbered as 01, 02, 03, 04 & 05.

- j. Sub-questions, if any, shall be numbered as a, b, c, d ... etc.
- k. For theory paper where the duration is of the three hours, the number of questions to be set should be FIVE or SIX.
- l. Marks shall be indicated on the right side of sub-question or the question.
- m. Guidelines regarding distribution of marks in question paper (Alternatives are suggested, paper-setters can choose the alternative)

a. Five questions = $16 \times 5 = 80$ marks

Marks	Marks Bit	No of questions	No of questions to be attempted	Marks with option
16	4	6	4	24
16	8	3	2	24
16	2	12	8	24

b. Six questions = $(20 \times 1) + (12 \times 5) = 20 + 60 = 80$ marks

Marks	Marks Bit	No of questions	No of questions to be attempted	Marks with option
20	2	14	10	28
20	4	7	5	28
12	4	5	3	20
12	6	3	2	18

- c. If a question paper of 80 marks, contains 2 sections, each section carry 40 marks.
- d. Each section contains 3 questions.
- e. Three questions = $(16 \times 1) + (12 \times 2) = 16 + 24 = 40$ marks
- n. Question should be set in such a way that it will test the skill of applying the knowledge acquired, rather than only testing memory or merely book information. The question paper may contain questions based on testing knowledge, skill and thinking ability.
- o. Diagrams or sketches, if any, should be drawn in black ink or with black ball pen and should be attached separately (to the question paper) with question number mentioned below the sketch.
- p. For guidance of assessment of answer books, paper setters should provide the basis of marking, giving distribution of marks for different points in the question and model answer for the course.
- q. In case of numerical problems, solution of the problems with distribution of marks for different stages should be given in basis of marking.

- r. For Non-Class Declaration / Non-Level paper setting from internal paper setter
 - I. There will be two lecturers – paper setter 1 and paper setter 2 will be appointed for the paper setting.
 - II. One of them or both of them are non-teaching teachers for that course.
 - III. Both will set the paper in consultation with each other.
 - IV. As the paper is set by both lecturers together, there will be no moderation of these question papers.
 - V. In case the paper is set by external paper setter it is moderated by usual moderation procedure.
- s. All covers should be sealed by paper setter himself putting on the necessary entries on the front face of sealed covers. He should also record his full signature on rear side joints on the envelopes before sealing the envelopes.
- t. The paper setter should specifically mention the charts, tables, IS codes, data books etc. required for the examination.
- u. Common “instructions to candidates” are already mentioned in the **format of question** paper sheet sent to paper setter with appointment letter. However paper setter is requested to delete excess instructions or add some instructions, if required.
- v. Each paper setter will have to submit a declaration along with the paper.
- w. Each External Paper Setter is provided with a copy of curriculum of that course.
- x. The paper setter shall give manuscripts of the question paper, the basis of marking and model answers in his own hand writing and in a sealed envelope sealed by the setter himself so that the contents shall be known to the setter only.
- y. The sealed envelope shall be submitted to the Controller of Examinations by the paper setter within a prescribed time limit either by hand delivery or by a registered post (AD).
- z. The Controller of Examinations shall record receipt of all such sealed envelopes mentioned in maintaining confidentiality. The Principal shall check and verify the register and the stock from time to time.
- aa. The paper setter shall not have any right to make any changes in the set of manuscript of the question-paper, once the sealed envelopes are submitted to the Controller of Examinations.

- bb. Alternative arrangements shall have to be made if an appointed question paper setter fails to submit his paper sets within the prescribed time limit, by Controller of Examinations.

17.3 Moderation of question papers

1. The moderation of the End Semester Examination question paper sets of courses of class declaration shall be carried out by respective Head of the department with the help of expert faculty from department preferably not teaching that course as per his/her convenience, at least 3 days in advance to the date of commencement of examination. For this purpose Head and Controller of Examinations shall contact each other.
2. In case of non receipt of question paper and the sets received just in time of examination, Controller of Examinations shall request the concerned head to help in this matter.
3. The moderation work will be carried out in the Examination Section.
4. Following particulars should be checked and moderated accordingly:
 - a) Check the cover of envelope and hard copy of the question paper.
 - b) All necessary corrections are to be carried out on hard copy of the question paper.
 - c) Check and correct the Course code, course name, time allotted, number of questions, and total marks, instructions given to the students.
 - d) Check total number of questions and, wherever possible, check and correct marks allotted per question, internal choice and total option given. Check repetition of questions, format and readability of the figures, while moderating the question paper set.
 - e) Check the given data is sufficient to solve the numerical problems.
 - f) Check sketches, if any, are neat and readable and properly dimensioned.
 - g) Check the cover and contents of envelope and will submit information on whether the envelope contains solution or not.
 - h) Check whether an average student can attempt the given question paper within stipulated time.
5. Moderator shall not have any communication with the paper setter.
6. Moderator shall sign envelopes (same envelopes submitted by the paper setter) with necessary remarks.

7. The remuneration for the moderation work shall be as prescribed from time to time.

18. QUESTION PAPER PRINTING

18.1 Question Paper Set Selection

A collection of minimum 3 to 5 sealed envelopes per section of each course in scrutinized & typed form shall be kept in the stock. Principal shall select one question paper set per course from among available sets, at least one day before the schedule of the said examination.

18.2 Question Paper Typing and Scrutiny

A separate team of typist and scrutinizers is formed for question paper typing. The work is carried as follows -

- i. Scrutinizers will take all question paper from Controller of examination and shall record date, time, course code, course name and time in the typing register.
- ii. Person other than those deputed for typing and scrutiny would not be allowed to enter the printing section.
- iii. The person deputed for the typing and scrutiny will not leave the room until the work is completed.
- iv. No member shall carry any communication or storage device, such as mobile, blue tooth, pen drive, floppy disk or any such device that may be used for transferring or storing the data from the computer.
- v. Sealed envelope containing manuscript etc. shall be opened by cutting one edge by a scissor keeping the seal intact.
- vi. Scrutinizer will check number of questions, bits, marks given for options. If there is any problem in question paper, he will inform this to Controller of Examinations. COE will inform Head of Department of the concerned department, will get is corrected.
- vii. All USB ports, CD writers, LAN cards, modems, blue tooth or any other accessory that can be used to transfer or save the data shall be disabled, from the computer used for typing.
- viii. Page setup for question paper will be on Legal size paper with portrait setup.
- ix. Additional sheets may be used for if the matter couldn't be accommodated on one sheet of Legal paper. Additional sheets shall be stapled with the main sheet or A3 size paper may be used if matter extends two pages.
- x. Following format shall be used.

1. The question papers shall be prepared in *MS-Word* word processor only
 2. Font to be used shall be Times new roman, size 12 pt. OR as decided by examination cell.
- xi. Typist will type the question paper.
 - xii. Scrutinizer will check the typed copy with the original one. If any corrections, he will get is corrected by typist.
 - xiii. Typist will give the printout of question paper to scrutinizer.
 - xiv. It is the responsibility of typist should delete the question paper from the computer in front of scrutinizer immediately after the completion of work. No part of the question paper shall be saved on the hard disk.
 - xv. The manuscript shall be placed back in the same envelope after typing and comparing. The open edge shall be sealed back again by pasting a separate sheet of paper. All the record such as time and date of opening should be mentioned on the sealed envelope as well as in a separate register.
 - xvi. Typed question paper will be put in separate envelopes and sealed. Name of typist and scrutinizer is mentioned on the envelope. Typist and scrutinizer cannot leave the hall in between.
 - xvii. It shall be observed that no material or person goes in and out of the room while typing is going on.
 - xviii. Scrutinizer will submit original manuscript and typed question paper packet to Controller of Examinations, and same is recorded in typing register.

18.3. Question Paper Printing

Question paper printing work will be carried over with almost care, safety and secrecy by appointing Printing Committee. The Printing committee will be of two lecturers, one machine operator and one class IV.

- 1) Person other than those deputed for printing would not be allowed to enter the printing section.
- 2) The person deputed for the printing will not leave the room until the work is completed.
- 3) No member shall carry any communication or storage device, such as mobile, blue tooth, pen drive, floppy disk or any such device that may be used for transferring or storing the data from the computer.
- 4) This work will be carried over with almost care, safety and secrecy.
- 5) Controller of Examinations shall give Theory Time Table, Number of students appearing for the course to the Officer-In charge (Printing).

- 6) Printing of the question paper shall be done at least one working day before the examination by Printing In-Charge.
- 7) Both the sides of the papers would be used for printing.
- 8) Plain white legal size paper or light colored paper shall be used for the question paper printing. The color may be decided by the Controller of Examination and may differ for different exams.
- 9) Number of question papers to be printed –
 - a. If No. of students appearing for examination is upto 200, then No. of copies to be printed will be decided by the following formula. $T = N + 20$
 - b. If No. of students appearing for examination is above 200, then No. of copies to be printed will be decided by the following formula. $T = N + A$
Where, T = Total number of question papers to be printed
 N = No. of candidates appearing,
 A = Additional question papers = 10% of the number of students appearing. Total number of question paper to be printed shall be rounded off to the next number that is multiple of 5.
- 10) These manuscripts shall be compiled and are to be retained for at least one additional term in a sealed envelope.
- 11) Damaged question papers, extra copies of question paper, part of the question paper, the upper portion of which is affixed on the packet and stencils if any, etc. shall be destroyed by burning it at the end of the printing work every day in presence of printing In charge
- 12) Pending commands given to the printing machine if any shall be erased before closing the room should be ensured by printing Incharge.
- 13) Sealing of question papers packets
 - i. Requisite number of question papers shall be printed using available printing machine.
 - ii. After printing the requisite number of question papers, they would be counted and placed in the packets with 200 question papers in each packet i.e. 4 bundles of 50 questions papers is in one packet.
 - iii. The number of question papers placed in each packet would be ascertained.
 - iv. Open end of the packet shall be pasted with gum.
 - v. The matter printed on the top of the question paper would be cut and pasted on the packet so that all the three joints of the packet would be covered as shown below in Figure 1.

- vi. Subsequently packets shall be sealed by **Printing In-charge** as shown in the Figure 1.
- vii. **Printing In-charge** shall put his/her signatures on the places as shown in Figure 1.

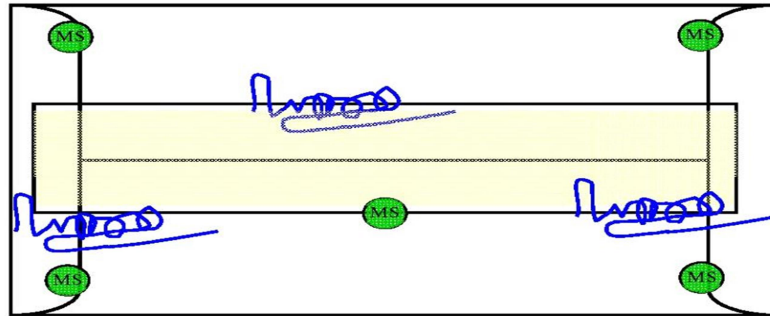


Figure 1: A sample question paper packet showing positions signatures.

- 14) Sealing of the room and cupboards: Paper seals duly signed with date and time have to be pasted on
 - 1) All the cupboards in the printing section
 - 2) All the doors of the printing section
- 15) Question paper packet: Made up of cloth woven paper, thickness greater than 140 gsm, size 14 x 10 inch, the plain side of which shall be printed with the statement to be signed by the OIC printing.

19. Local Assessment Centre (LAC)

- a. The answer books shall be assessed in the home institute in Local Assessment Centre. For assessment of answer books of end semester examination, Principal will form a Local Assessment committee by instructing COE.
- b. Principal shall appoint Officer In-Charge LAC, by instructing to COE, officer-in-charge should not be below the rank of Head of Department or Senior Lecturer and additional supervisors from the laboratory / office staff of the Institute, for duties and responsibilities regarding quality assurance in assessment at LAC.
- c. The time schedule for assessment work shall be fixed prior to the commencement of the work of LAC and this schedule shall be followed strictly. Normal working hours of LAC shall be 8 am to 8pm considering quantum of work and stipulated time period (One week after the end of Theory examination) working hours may be extended or may be decided as per requirement.

- d. The stationary requirement for LAC is prepared by LAC supervisor working as stationary In-charge in consultation with Officer Incharge .This requirement is submitted by supervisor to CoE with justification for requirement of stationary if required. The stationary is collected from examination department before start of LAC by Stationary supervisor.
- e. Answer book assessment is an honor. Assessment is compulsory to all teaching staff of this Institute.
- f. Wherever number of persons involved in assessment is more than one, in such cases, LAC In-Charge shall request all assessors to sit together to decide a common scheme of evaluation in writing before beginning of assessment.
- g. LAC receives theory time table from Examination Section.
- h. LAC sends department wise courses to department head to get examiner and moderators names. For class declaration courses, internal and external examiners will be appointed and for other level courses, internal examiners will be appointed.
- i. After receiving these names and their contact numbers, LAC sends appointment letter to examiners mentioning course code, course name, reporting date and approx. no. of answer-books to be assessed and end date of LAC.
- j. The external examiner shall be given pre intimation for the assessment work giving him sufficient time period to attend the LAC. In case he could not report on the reporting date or he conveys his inability to attend the LAC, the alternative arrangement shall be made from panel of examiners or by Officer-In-Charge LAC in consultation with Principal.
- k. OIC Theory examination shall direct the sealing assistant to tie the bundles of answer books of each course separately along with six copies of question paper, copy of attendance sheet, record of supplements issued etc. and pack them in sealed packets paste a packing slip on each packet indicating all details of packed answer books. Thereafter OIC Theory examination shall handover the all the packets to LAC In-Charge on the same day. He/she shall maintain the record of all such packets of answer books handed over to LAC In-Charge.
- l. LAC officials check these answer book bundles and receive it. In case of any discrepancy, they should immediately communicate it to Officer In-Charge Theory examination.
- m. Masking assistant shall hide the enrollment no. and serial no. of each answer book, supervisor sign by suitably folding the front page of the answer book and pasting with brown tape/by using masking sticker, as per the procedure laid down.

- n. Answer books are issued to examiner after taking entry in issue register. Basis of Marking, Model Answers, if available, are given to examiner.
- o. Examiner should be physically present for assessment work in LAC during working hours of LAC. In no circumstances the sealed bundles of answer books shall be sent to the address of the examiner either by hand delivery or by postal delivery.
- p. The examiners shall
 - I. Not disclose the order as it is confidential. They are prohibited from communicating any matter related to examination on postcards.
 - II. None of his close relative is appearing for this term end examination. Close relative means mother, father, husband, wife, sister, brother, son, daughter etc.
 - III. He should not have been debarred from examination work by any competent authority.
 - IV. Report at **the LAC**.
 - V. Shall make themselves familiar with the instructions contained herein as obligatory part of their assigned duties. They shall treat all instructions and information issued from time to time as confidential.
 - VI. The acceptance of an appointment as examiner implies an agreement on the part of the acceptor to perform carefully the work entrusted to him and carries out scrupulously the instructions and directions issued from time to time. Failure to carry out the instructions and directions would attract disciplinary action.
 - VII. Shall not communicate either orally or in writing with examinees or other persons who are not their co-examiners in their related subjects, on matters connected with the question papers, marking scheme and distribution of examination work among them, marks obtained by examinees or any other information meriting confidentiality.
 - VIII. Shall communicate latest postal address and phone number to LAC In-Charge. Examiners shall call upon Principal for any matter of grave concern relating to examination.
 - IX. Submit the "Evaluator's Declaration" form given by LAC officials.
 - X. Collect sealed bundle of answer books from LAC officials; count all the answer books in the bundle and carry out check on proper masking of answer books. If any difference in number of answer books is there, get it clarified from LAC officials immediately. If any answer book is found to be unmasked, contact

immediately coordinator for masking & get it masked. In any case, do not receive any unmasked answer book.

- XI. In no circumstances the answer books shall be taken outside the confines of LAC. Each examiner shall be personally responsible for all the answer books allotted to and received by him and shall keep them under lock and key until they have been duly examined and returned to the LAC In-Charge.
- XII. collect question paper and solution/scheme of marking of the course from LAC officials
- XIII. hand over the bundle, in following cases report immediately to LAC officials for further action if any complaints regarding the answer books such as
 - answer book found with a written request stating cancellation of previously written answer,
 - found with multiple-writings / with multiple use of inks.
 - found attached with any currency note to the answer book and or 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
- XIV. Award due credit to the step by step solution, correctness of method used, explanations with the help of sketches and final answer for each solved question. He shall also give due credit to the efficacious use of language, neatness and presentation.
- XV. Write marks as *zero*, 01, 02, 03, etc i.e. in double digit and not as 0. 1. 3. 4 etc. in the space provided in answer book, on the front page and second page of the answer book. Write zero marks in that question to which answer/s written by the examinee is completely wrong. Write - - (double dash) in that question which is not attempted (completely ignored) by the examinee
- XVI. No fractional marks other than $\frac{1}{2}$ (or 0.5) shall be allotted.
- XVII. Enter the marks on the answer books using ballpoint pen with RED ink in legible hand and make entries of marks given by him, at the end of each answer.

- XVIII. If the question is not divided into sub-questions, marks should be given at the end of the answer of that question on the answer book. Total marks obtained should again be written in the table provided on face page of answer book.
- XIX. When the question is divided into bits/sub-question and marks are assigned to each bit/sub-question, examiners shall write the marks given to each sub-question in the left margin only. Marks allotted to the each sub-question and total marks of the question should also be written in the table printed on face page of the answer book. The examiner shall verify that the marks given to the sub-question are correct and the total marks do not exceed the maximum marks assigned to that question.
- XX. In case the examinee has solved more bits/sub-questions than asked for, the marks obtained for all sub-questions shall be entered in the table printed on face page of the answer book as mentioned above. The total marks of the best combination of bits shall be considered as marks obtained by the examinee. The marks allotted to the bit/s ignored shall be circled indicating that these marks are to be omitted from the total of that question.
- XXI. If an examinee has attempted more questions than he is required to answer, all the questions shall be assessed and the marks of all questions shall be entered in the table printed on face page of answer book. However, while totaling the mark of maximum desirable number of questions, including the compulsory question/s, if any, only shall be taken into consideration. The marks allotted to the question/s ignored shall be circled indicating that these marks are to be omitted from total of that question.
- XXII. Care shall be taken that out of the marks assigned to additional question/s attempted by examinee, the lowest marks given to any question/s, except compulsory questions, if any, shall be ignored while totaling and the ignored marks shall be encircled on the face page of the answer book.
- XXIII. If the answer to a question is not written on consecutive pages in continuous manner, but written at different place in discontinuous manner, in the same answer book or in supplement/s to the answer book, the examiner shall assign marks to each part separately.
- XXIV. After the examiner has written the total marks of a question, as mentioned above, he shall immediately transfer these marks in the carefully in the table on the face page of the answer book and carry out total of marks correctly.

- XXV. When all questions in an answer book have been assessed, the examiner shall verify the total of marks secured, by adding the marks of individual questions as entered on the answer book, preferably using calculator.
- XXVI. Examiner should assess the answer in terms of marks only. He/she should neither put any comment nor put any markings
- XXVII. Put signature with his/her name in the space provided on the front page of the answer book.
- XXVIII. Incomplete assessed answer book bundle should be kept in a locker by an examiner.
- XXIX. They should fill marks table on second page of answer book properly.
- XXX. Handover valued answer books, Basis of Marking, Model Answers to LAC officials.
- q. While assessment, if it is observed that an examinee earns marks, which fall under category of critical cases, the examiner shall critically re-assess the answer book/s and certify on the answer book itself that he has been critically assessed these answer book/s.
- r. Entry of bundle of answer book receipt is done in receipt register.
- s. Moderation
- I. Moderation of all courses is carried out at LAC. Officer-In-Charge, LAC shall appoint adequate number of moderators for each course of assessment, as needed for smooth and timely conduct of LAC, well in advance.
 - II. It shall be the responsibility of the Officer-In-Charge to get the moderation of answer books done.
 - III. The moderators shall be course teachers and shall have at least 2 years teaching experience or work experience in the field / industry.
 - IV. The moderator/s shall prepare his/their own solutions and effective marking scheme for the course allotted to him for moderation.
 - V. For theoretical courses, the structured marking schemes shall specify key words that examinees are expected to write in their answers.
 - VI. Officer-In-Charge shall keep a copy of the solution and marking scheme for record.
 - VII. All critical cases shall be assessed irrespective of the number of answer books that have to be assessed for that course.
 - VIII. If a course has two sections the critical cases shall be moderated section-wise.

- IX. The course moderator shall assess the initial 20 answer books after it wear assessed by the examiner and shall record the marks given by him in the appropriate columns on the answer book.
- X. He shall specifically use green ink to differentiate the marks given by him from those given by the original examiner.
- XI. The moderator shall note the difference between the total marks given by him and by the examiner. If the difference is less than 10% of the total marks given by the examiner, the examiner's assessment would be held valid and examiner shall continue the assessment without any modification to the marking scheme followed by him. The examiner shall maintain consistency throughout his assessment of the answer books of the course.
- XII. If the difference between their assessments is more than 10% of the total marks given by the examiner, the moderator shall consult the examiner and shall analyze the cause/s of the difference and suitably modify the marking scheme by mutual agreement.
- XIII. The examiner shall modify the question wise marks allotted to the examinee and put his full signature against each modification made. He shall then continue to assess remaining answer books, maintaining throughout consistency in his assessment. The moderator shall certify that the examiner has modified the marks as per their agreement and he is satisfied with the modifications made.
- XIV. At the end of the assessment of each answer book packet, the examiner shall return all answer books to the officer in charge, who shall issue the bundle for further moderation. The moderator shall moderate minimum 10% of the answer books by actually re-assessing them. Moderator shall also re-assess all critical cases.
- XV. For each course, moderation shall be carried out to the extent of minimum 10% of total answer books plus all critical cases. The examiner and moderator shall write on the critically assessed answer books a remark 'critically assessed' and sign all such answer books.
- XVI. Once all the answer books are assessed and moderated as mentioned above, the Additional officer in charge shall verify the question wise marks entered on the face sheet with those allotted on the inside pages of the answer book. He shall also check the total of marks on the face sheet using calculator. This work will be carried out by the Additional officer in charge and Additional Supervisors specifically appointed for quality control.

- XVII. When necessary, the totals on the answer books and mark sheets shall be got corrected by the concerned examiners. If the concerned examiner is unavailable, the Additional officer in charge shall make the corrections. He shall put his full signature against each correction and report all cases of such corrections to the Officer In-Charge, LAC in a consolidated manner.
- XVIII. The various activities involving movement of answer books from one officer to the other throughout the assessment process in LAC shall be duly and verifiably recorded by the Officer In-Charge.
- XIX. The marks allotted after due consultation between the examiner and the moderator and subsequent modification of the initially assessed answer books, shall only be recorded on the examiners' mark sheets. In no case, the marks given by the moderator shall be recorded in the examiners' mark sheet.
- XX. Verification of marks, if and when done, shall be done with respect to the marks given by the examiner.
- XXI. Officer In-Charge shall be responsible for getting done the moderation. If for a course, moderator is not available, the LAC shall call a moderator from other organization or institute. In case, a moderator is not available despite earnest attempts, the matter shall be reported to the Principal in writing for instructions in this regard.
- XXII. Moderator shall give confidential report on any non-uniform or inconsistent assessment done by an examiner, to Officer In-Charge, LAC.
- XXIII. Officer In-Charge shall submit his confidential report to Principal on assessment and moderation work carried out at LAC.
- H. Data Entry – Data entry for mark sheets is done by examiner with the help of supervisor in the LAC.
- I. Remuneration – Bills are prepared at LAC and are submitted to in the controller of examination. Controller of examination will verify & sign on bills & return it back to LAC. Then LAC will submit it to office for further processing. Remuneration is deposited directly in the bank account of examiners and staff appointed for LAC.
- J. Vigilance for LAC - A vigilance squad consists of –
- i. An officer, not below the rank of Head of Department / selection grade lecturer as its chairman
 - ii. One officer, not below the rank of lecturer as member
- The vigilance squad should have at least two to three surprise visit to LAC and shall
- a. Check whether the LAC has implemented restricted entry system that allows only desired and eligible persons to enter the LAC and whether this has been

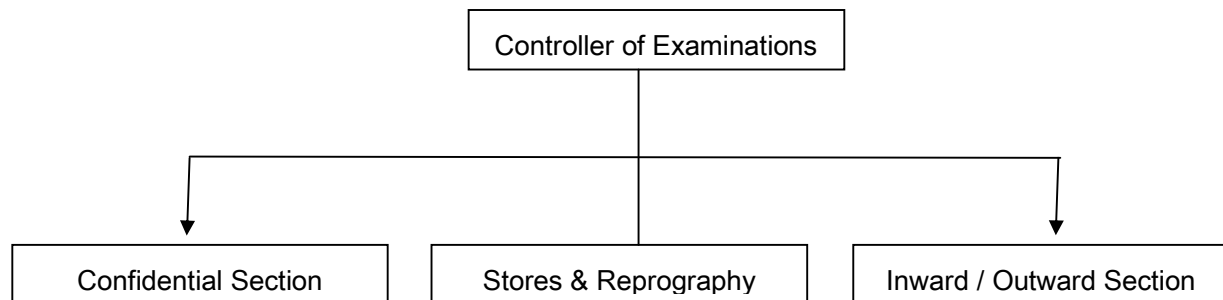
announced by prominently displaying a suitable board at the sole entrance of LAC.

- b. Check the adequacy of the arrangements for the safe custody of the written answer books at LAC.
- c. Check whether adequate arrangements are made for examiners for safekeeping the answer books issued to them.
- d. Check whether proper appointment orders for LAC staff and examiners have been issued.
- e. Check for undesirable presence of any unauthorized persons (without proper appointment order) in the LAC.
- f. Verify the maintenance of records for movement of answer books from one officer to another at LAC.
- g. Perform sample check in the issue register for any unduly long retention of allotted answer books by the examiner.
- h. Verify whether LAC has received the structured marking schemes of all courses. If not, whether the structured marking schemes are prepared and used at LAC.
- i. Carry out sample checks of assessed and moderated answer book bundles for proper processes of assessment, critical assessment and moderation having been implemented as per the rules.
- j. Check for sufficiency of infrastructural facilities made at LAC.
- k. Observe and report whether there exists congenial ambience at LAC.
- l. Check whether malpractice cases reported, if any, are dealt with as per the rules and whether same are reported to Controller of Examinations.
- m. Check whether rules and procedures of assessment, critical assessment and moderation have been adequately and effectively displayed on boards and leaflets for the benefit of examiners.
- n. Report any difficulties faced by examiners in efficiently performing the assessment / moderation work.
- o. Record observations in specific terms avoiding vagueness in the vigilance register maintained at LAC.

During the course of vigilance the squad is likely to come across highly confidential information. The members of the squad shall exercise utmost caution to guard its confidentiality.

20. Examination Cell

- a. Established in 1994-1995 as a requirement of Autonomy. Controller of Examinations (COE) is appointed as a Head of this Cell.
- b. COE is appointed by Head of the Institute.
- c. COE is responsible to conduct all evaluation activities with help of institute teaching and non-teaching staff.
- d. COE create, modify and revise the format for various examination works as per the requirement with permission of Head of institute.
- e. If the COE is from teaching faculty of any programme then he can work as paper setter/ Moderator for question paper setting. He can assess test paper and work as internal examiner for oral/ practical examination. But he cannot work as examiner/ moderator for LAC work.
- f. Examination cell structure is as follows



- g. Verification Process of Diploma Pass-out Students should be carried out by COE with the help of Officer In-Charge, LAC as per the procedure mentioned in this document.
- h. In the above section -
 - In Confidential Section senior staff in-charge (he/she can be programmer / sr. clerk / steno-typist / TLA) will supervise all confidential work
 - In Confidential Section four or five data entry staff (he/she can be clerk / steno-typist / TLA / LA) will perform all examination section work pertaining to data entry / question paper setting / question paper selection / question paper typing / reprography section / stationary stores /confidential record storage / purchase and accounting / convocation related work.

- Inward / Outward Section consists of one or two staff (he/she can be clerk / steno-typist / LA).
- All the above staff working in exam cell must have good computer operating knowledge.

Appendix A

Discrepancies in the question papers

Sr.	Discrepancy	Action to be taken
1	<p>General complaint regarding 'question is out of syllabus'</p> <p>i) If said question is compulsory</p> <p>ii) If said question is optional</p>	<p>As per the enquiry and recommendations from HOD, subject expert(s), it is to be getting confirmed that question is out of syllabus.</p> <p>Question is to be removed from the question paper and valuation is done for the remaining marks and obtained marks are to be converted to maximum marks of that examination.</p> <p>Question is to be removed from question paper and remaining sub questions are to be made compulsory. The valuation is to be done for the maximum marks of that examination.</p>
2.	<p>Printing mistake in question</p> <p>i) Meaning of the question is understandable</p> <p>ii) Meaning of the question is not understandable</p>	<p>The course expert shall remain present during the examination. He should clarify the meaning of question to the students.</p> <p>a) As per the enquiry and recommendations from HOD, course coordinator and subject expert(s), it is to be get confirmed that question is vague.</p> <p>b) Question is to be removed from the question paper and action is taken as per Sr. 1(i) or (ii)</p>
3.	<p>Question paper is set for less/ more marks than prescribed in the examination scheme.</p>	<p>Paper shall be assessed for marks given in the question paper and marks obtained by the examinees are then converted to out of marks allotted in examination scheme for that course.</p>
4.	<p>Insufficient data is given in question paper for particular question</p> <p>i) Standard data is missing</p>	<p>The course coordinator shall remain present</p>

	ii) Major data is missing	during the examination. He should do the necessary correction and tell the students during the examination. a) As per inquiry and recommendations from HOD, course coordinator and subject expert(s), it is to be get confirmed that major data is missing. b) Question is to be removed from the question paper and action is taken as per Sr. 1(i) or (ii).
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Appendix B

Guidelines for imposing punishment for Malpractices and lapses on the part of the paper Setter, Examiner, Moderator, Referee, Teacher or any other person connected with the conduct of the examination.

Sr.	Nature of Malpractice /Lapses	Punishment
1.	Paper-setter found responsible for leakage of the question set in the end semester examination whether intentionally or due to the negligence before the time of examination	Disqualification from any examination work + disciplinary action by the competent authorities as per the rules applicable
2.	Leakage of the question/question paper set of the end semester examination before the time of examination by any person/s connected with the conducts of examination	Disciplinary action by the competent authorities against the guilty/ responsible person/s as per the prevailing rules/code applicable
3.	Favoring a student (examinee) by examiner, moderator, referee in assessment of answer books / dissertation / project report /thesis by assigning the examinee marks to which the examinee is not entitled at the examination.	Disqualification from any examination work + disciplinary action by the competent authorities
4.	Examiner/ moderator/ referee intentionally/ negligently not assigning the student in assessment of his /her answer books/ dissertation /project work, the marks to which the student is entitled to at the end semester examination.	Disqualification from any examination work + disciplinary action by the concerned competent authorities
5.	Paper-setter omitting question at the time of finalization of question paper set at examination.	Disqualification from any examination work for a period of three years.
6.	Paper-setter repeating question in same / different section/s	Disqualification from any examination work for a period of three years.
7.	Paper-setter setting question outside the scope of the syllabus	Disqualification from any examination work for a period of three years.

8.	While assessing answer books examiner showing negligence in detecting malpractices used by the student/s	As decided by the concerned competent authorities of the institute
9.	Guiding teacher showing negligence in supervision of dissertation /project work (e.g. use of manipulated data by a student)	As decided by the concerned competent authorities of the institute.
10.	Coordinator Examination (departmental) showing apathy in carrying out duties related to examination s(e.g. not taking rounds to the examination halls during examination period or opening the packet of question paper before prescribed time)	As decided by the concerned competent authorities of the institute.
11.	Invigilator helping student in copying answers while in the examination or showing negligence in reporting cases of copying by students when on supervision duty.	Disqualification from any examination work up to a period of three years + disciplinary action by concerned competent authority as per the rule if he/she is a University/college/ institution employee.
12	Invigilator /teacher helping student (examinee) in mass copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned competent authorities as per the rule if he/she is a University/college/ institution employee.
13	The competent authority may report the case of the concerned implicated person to the appropriate police Authorities as per the provision of Maharashtra Act No. XXXI of 1982.	

Appendix C

INSTRUCTIONS TO EXAMINEES

1. The examinee shall see and check the courses in the examination time table and note date, time and duration of each paper. For any discrepancy he/she should approach Examination Section.
2. The examinee is expected to be present at the examination center 30 minutes before the commencement of examination.
3. The examinee shall not talk or discuss loudly in the corridors, examination halls during examination.
4. The examinee shall not take parents to the examination hall and talk with them during examination.
5. The examinee shall see seating chart displayed at the entrance and accordingly reach the examination hall at least 10 minutes before the start of the examination.
6. The examinee shall see attendance sheet displayed on the notice board and if any discrepancy, should immediately contact Officer-In-Charge.
7. The examinee shall sit on the allotted seat in such a manner that other examinees should not be able to see the contents of answer book.
8. The examinee shall be allowed to enter the examination hall upto half an hour after the start of the paper.
9. The examinee shall check the answer book issued to him for loose sheets or improper printing and number of pages and if any discrepancy is noticed the same shall be change before commencing to write the answers.
10. The examinee shall enter the requisite information of the face sheet of the answer book properly before commencing to write the answers. The examinee shall enter correctly enrollment number, course code, course title, diploma programme, date, section I or II on the answer books.
11. The examinee shall check question paper given to them is of same course code for which examinee has appeared for.
12. No examinee shall be admitted to the examination hall after 30 minutes of commencement of the examination.
13. The examinee shall have the proper hall ticket and the valid institutional identity card for producing when demanded, without which he/she shall not be eligible to appear for the examination.
14. Start each answer on a fresh page and write question number at the beginning of each answer. Do not write anything in the margin of answer book.

15. Use only blue or black color ink or ball point pen to write answers. If there is change in ink color, it shall be attested by the supervisor/invigilator.
16. Do not leave blank pages between the answers. If a page is left blank inadvertently, write "Please Turn Over (PTO) to avoid the answers written beyond a blank page left being un-assessed.
17. The examinee shall use a separate answer book for each section, where there are sections in question paper.
18. Examinee has to ensure before submitting the answer book to invigilator at end of the examination that the supplements and enclosures if any are securely tied to the main answer book, the count of enclosures is properly entered in the stipulated boxes on the main answer book, correct enrollment number is written on the main answer book, supplements and enclosures.
19. Examinees are not permitted to leave examination hall in the initial 30 minutes and the last 10 minutes of the examination duration for the paper.
20. A commencement warning bell will be sounded 10 minutes before the commencement of the examination.
21. Exam commencement bell following the warning bell at examination commencement time announces the commencement of the examination.
22. An exam conclusion warning bell will be sounded 10 minutes before the conclusion of the examination. Examinee shall tie the supplements and enclosures to the main answer book immediately after the warning concluding bell and be ready to hand over it to the invigilator at the ringing of the exam conclusion bell announcing the end of the examination.
23. If the examinee wishes to cancel the performance of the current examination after writing the answers in the answer book, the same can be done by scratching all the written answers and writing the remark " I have scratched all my answers and wish that the answers in this answer book should not be assessed" at end of the cancelled answers. Then the examinee should request the supervisor of the block has to attest the answer sheet by putting the remark "the scratching of answers and the examinee's remark are seen by me." The examinee can submit the filled prescribed form for scratching the question paper on the same of the examination to the Officer-In-Charge. Scratching of question paper is possible only for class declaration courses. In case this instruction is not adhered to, then the scratched answers shall be assessed at the Local Assessment Center.
24. The examinee shall behave properly before, during, or after the examination to maintain the conducive atmosphere at the examination center.

25. Do not write thing that discloses the identity of examinee, request to examiner or write any objectionable matter anywhere inside the answer book. If any answer requires name or signature use "XYZ," ABC," PQR," etc.
26. Do not tear off any page from the answer book. Such an act amounts to malpractice and warrants punishment.
27. Exchange of answer books supplements, calculator and drawing instrument etc. during the examination among the examinees is treated as malpractices.
28. Possession of any arms, weapon, etc. by the examinees in the examination center is strictly prohibited
29. The examinee is prohibited from possession any blank paper, notes, scribbles, chits, books ,mobile phone, paper, programmable calculator, electronic communication devices etc. in the examination hall. The violation of this instruction shall be liable for punishment under malpractice.
30. The examinee is prohibited from taking away the answer book/s issued to him/her during the examination. Violation of this instruction amounts to malpractice.
31. If before, during or after the examination, it is found that an examinee is or has been guilty of misbehavior or misconduct including breach of any of the rules laid down for the proper conduct of examination or has been found to have copied or attempted to copy or used means and is reported by invigilator, supervisor, Officer-in-charge, Controller of examinations, examiner, vigilance squad he/she shall be liable for punishment as per the provision of this Institute's examination regulations.
32. In such cases as in instruction 31 the examinee will have to give a statement duly signed by him/her. If he/she refuses to give statement in writing, action will be taken without any reference to him/her.
33. Examinee shall not write anything on the question paper of the examination except for his/her enrollment number. Take note that such writings amount to malpractice and is liable for punishment