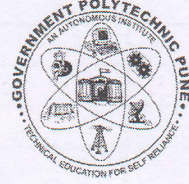




(Government of Maharashtra)



# GOVERNMENT POLYTECHNIC, PUNE

(An Autonomous Institute of Government of Maharashtra)  
University Road, Pune, Maharashtra, India Pin Code - 411 016

## Examination Rules and Procedures (For 120 NEP Curriculum)

**(Revised From Academic Year 2023-2024)**

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(MOM No.GPP/Governing Body/MoM/2024/3168 Date: 18 July 2024)

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Dr. Rajendra K. Patil  
Principal,  
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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. spread over several buildings. It has well-equipped laboratories, qualified and experienced faculty, amenities like a canteen, Post Office, Gymkhana Hall, Hostel for Boys and Girls Trainee Hostel and Playground.

At present the institute is offering the following Diploma Programs –

Sr.	Programs	3 Year Full-Time Diploma Programs	
		First Shift	
1	Civil Engineering	<input type="checkbox"/>	
2	Electrical Engineering	<input type="checkbox"/>	✓ *
3	Electronics and Telecommunication	<input type="checkbox"/>	✓ *
4	Mechanical Engineering	<input type="checkbox"/>	
5	Metallurgical Engineering	<input type="checkbox"/>	
6	Computer Engineering	<input type="checkbox"/>	
7	Information Technology	<input type="checkbox"/>	
8	Dress Designing and Garment Manufacturing	<input type="checkbox"/>	

( \* - Under Minority )

The Institute aims to produce technicians through carefully designed diploma programs in closer contact with industries. Looking at its consistent high performance over the years, the 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 programs 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 studies to enable the student to improve his/her performance. Similarly, two test

examinations will be held in each term for a course. The 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. Summative Assessment theory (SA-TH) i.e. Term-end theory and/or Summative Assessment Practical (SA-PR) i.e. 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 healthily by maintaining utmost confidentiality and the result could be processed for zero error.

### **EXAMINATION COMMITTEE**

Establishment of Section – **1994**

Constitution of Examination Committee Members -

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

<b>Head of Department</b> Government Polytechnic, Pune	Member
<b>Controller of Examinations</b> Government Polytechnic, Pune	Member Secretary

#### 1.1 Credit System

For the award of a Diploma, Students are required to earn a certain number of credits. The term "Credit" in the context of in context to NEP 2020 refers to a unit of measurement representing the academic workload or the learning outcomes achieved by a student in a particular course or program. Credits are often used to quantify the amount of time a student is expected to spend on a course, including both contact hours (time spent in class or with an instructor) and self-learning or coursework. Students whose terms are granted and who pass all the heads of a particular course (as per curriculum document), will be said to have earned the credits prescribed for the course. For calculations under the National Credit Framework (NCrF), in general, 30 notional learning hours will be counted as one Credit.

## 1.2 Levels of Courses

In MPECS, the curriculum is structured. The courses are categorized into 6-course baskets according to the functions they perform in the total scheme of the diploma program. The course baskets are as follows.

- i **"Discipline-specific courses Core"**(DSC) typically refers to a set of courses within an academic program that are fundamental to a specific discipline or field of study.
- ii **"Discipline-specific Electives"**(DSE) are courses within an academic program that allow students to choose from a selection of courses that are directly related to their chosen discipline or field of study.
- iii **"Ability Enhancement Courses"**(AEC) are designed to enhance the overall skills and abilities of students pursuing various programs.
- iv **"Skill enhancement Courses"**(SEC) refer to educational programs or courses designed to develop and improve specific skills in individuals
- v A **"Value Education Course"**(VEC) is an educational program or course that focuses on instilling and promoting certain core values, ethics, and moral principles among students.
- vi **Internship/Apprenticeship./Project (INP)**

## 1.3 Learning and Assessment Scheme

The learning and assessment schemes of a 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 learning and assessment scheme of the curriculum.

- Theory
  - Formative Assessment Theory **(FA-TH)**
  - Summative Assessment Theory **(SA-TH)**
- Practical
  - Formative Assessment Practical **(FA-PR)**
  - Summative Assessment Practical **(SA-PR)**

#### 1.4 Admission

- a. Admission will be made strictly on merit and according to the rules framed by the Directorate of Technical Education (DTE) Maharashtra State and the provisions of AICTE from time to time.
- b. Reservation quotas will remain operative as per the Government of Maharashtra rules.
- c. On admission, the students possessing additional qualifications 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 been admitted to the diploma program are allotted an Enrollment number by the student section. The admitted student should submit an enrollment form in the prescribed format to the Registration In-charge of the concerned department.

The codes assigned to various Programs are –

Sr.	Programs	Regular Diploma
01	Civil Engineering	01
02	Electrical Engineering	02
03	Electronics & Tele-communication	03
04	Mechanical Engineering	04
05	Metallurgical Engineering	05
06	Computer Engineering	06
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

The Enrollment number allotted to the candidate is seven digits, where,

- a. The first two digits from the left indicate the year of admission,
- b. The next two digits from the left indicate the program code
- c. The next three digits from the left indicate the serial number e.g. 2304025 where the Year of Admission is 23 i.e. 2023, the programme is Regular Mechanical Engineering and the Next three digits are serial numbers.

#### 1.6 Academic Calendar

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

## 2.0 ASSESSMENT

2.0.1 Within the assessment framework, students will undergo evaluation in five heads: **Formative Assessment Theory (FA-TH)**, which includes Progressive Tests; **Summative Assessment Theory (SA-TH)**, consisting of End Term Theory Examinations; **Formative Assessment Practical (FA-PR)**, incorporating Term Work and/or practical test; **Summative Assessment Practical (SA-PR)**, which comprises End Term Practical Examinations; and **Self-learning Assessment (SLA)**. The specifics of examination heads designated for each course are outlined in the curriculum structure.

### 2.1 FORMATIVE ASSESSMENT THEORY (FA-TH) i.e. CLASS TEST

2.1.1 For courses with Summative Assessment Theory (SA-TH), which refers to end-term theory assessment as per the course assessment scheme, there will be two class tests conducted during each term for Formative Assessment Theory (FA-TH). Each class test will carry a weightage of 30 marks for courses with end-term theory examinations totalling 70 marks, and 15 marks for courses with end-term theory examinations totalling 35 marks.

2.1.2 The average of the scores obtained from the two tests will be added to the corresponding Formative Assessment Theory (FA-TH) or Formative Assessment Practical (FA-PR) marks. If a student is absent for any test, it will be noted as zero marks. There are no specified minimum passing marks for the tests.

2.1.3 The duration for each test will be one hour for tests worth 30 marks and 30 minutes for tests worth 15 marks.

2.1.4 The first test shall be based on 35% of the syllabus and will be held at the conclusion of the 5<sup>th</sup> week of a term.

2.1.5 The second test shall be based on the next 45% of the syllabus and conducted at the end of the 10<sup>th</sup> week of a term.

### 2.2 FORMATIVE ASSESSMENT PRACTICAL (FA-PR) i.e. TERM WORK

2.2.1 The documentation of laboratory work, drawing sheets, design reports, workshop reports, fieldwork, field visits, industrial visits, projects, assignments, etc., as mandated by a course, will form the **Formative Assessment Practical (FA-PR)**, commonly referred to as Term work and/or Practical tests.

- 2.2.2 A schedule will be established for the completion of **Formative Assessment Practical (FA-PR)**, including Term work, Seminars, Project work, or any other designated tasks. The different assignments for the term work must be finished according to the schedule, collected, and submitted for evaluation to the Course Teacher, who acts as the Internal Examiner. **Formative Assessment Practical (FA-PR)**, namely Term work and /or practical test, will be evaluated progressively or as prescribed by the Institute, from time to time.
- 2.2.3 **Formative Assessment Practical (FA-PR)**, known as Term work and/or Practical test, will be progressively assessed by an internal examiner for all courses. However, for the "**Project and Seminar**" course, the evaluation of **Formative Assessment Practical (FA-PR)**, will be conducted during the end-term examination by both internal and external examiners.

**2.3** SUMMATIVE ASSESSMENT PRACTICAL (SA-PR) i.e. END TERM PRACTICAL EXAMINATION

- 2.3.1 The **Summative Assessment Practical (SA-PR)** examination conforms to the Learning and Assessment scheme outlined in the course structure and is based on certified Term work.
- 2.3.2 The **Summative Assessment Practical (SA-PR) i.e. End Term Practical Examination** based on term work will be conducted by the internal examiner for non-class declaration courses and will be conducted by both, internal as well as external examiners for the **class declaration courses (CD)**.
- 2.3.3 The student should bring the certified term work at the time of the **Summative Assessment practical examination** as the practical examination is based on the term work.
- 2.3.4 Students who are absent or fail in the Summative Assessment Practical (SA-PR), which includes Practical/seminar/project work, are required to retain their term work/seminar/project work and present it for subsequent end-term examinations.

- 2.4 SUMMATIVE ASSESSMENT THEORY (SA-TH) i.e. END THEORY EXAMINATION
- 2.4.1 **The Summative Assessment Theory (SA-TH)** , also known as the End Term Theory Examination scheduled in offline mode , will be allocated either a 70-mark paper or a 35-mark paper, as indicated in the Learning and Assessment scheme for the course. The duration for the End-Term Theory Examination is 2 hours for the 35-mark paper and 3 hours for the 70-mark paper, scheduled in the **offline mode**.
- 2.4.2 **The Summative Assessment Theory (SA-TH) scheduled in the Online mode**, will be allocated either 70-mark paper or 35-mark paper, as indicated in the Learning and Assessment scheme for the course. The duration for the End-Term Theory Examination is 1 hour for the 35- mark paper and 2 hours for the 70-mark paper
- 2.5 **The head of the Department shall maintain custody of the record of Formative assessment marks.**
- 2.6 If a student's attendance in theory and practical sessions for a specific course falls below 75% and/or their Formative Assessment practical (FA-PR) marks are below the minimum marks specified in the course assessment scheme, the student will be labelled as "**detained**" for that course.
- 2.7 For courses that include **Formative Assessment Theory (FA-TH)** and/or **Formative Assessment Practical (FA- PR)**, in addition to **Self Learning Assessment (SLA)** according to the course assessment scheme, and if a student fails to achieve the minimum passing marks in the **Self Learning Assessment (SLA)** due to incomplete SLA term work, the student will be declared as "**Fail**" and will need to redo and resubmit the SLA work.
- 2.8 For courses that have only **Self Learning Assessment (SLA)** according to the course assessment scheme, and if a student fails to achieve the minimum passing marks in the **Self Learning Assessment (SLA)** due to incomplete SLA term work, the student will be declared as "**Detained** " and will have to re-register for the course in the subsequent term when the course will be offered.
- 2.9 The internal examiner /course teacher is responsible for confirming the detained students from the student's registration list provided, corresponding to the appropriate course code. The Heads of Department are required to promptly submit the signed report generated for detained students from the Management Information System (MIS) to the Examination Section. This should be done immediately after the term concludes and before the commencement of either the End Theory or Practical examination, whichever comes first.

**2.10 Assessment of Formative Assessment Practical (FA-PR), which includes Term-work, and Summative Assessment Practical (SA-PR), comprising practical/oral examination, will be conducted based on the candidate's understanding of the underlying principles rather than solely on the accumulation of data for presentation.**

**2.11 If a student fails to achieve passing marks in components such as End Term Theory (SA-TH) and/or End Term Practical (SA-PR) examinations, they will be permitted to appear for the components in which they failed in subsequent examinations. The assessment marks from Formative Assessment Theory (FA-TH), which includes Class tests, Formative Assessment Practical (FA-PR), comprising Term-work, projects, industrial training, or mini projects, and Summative Assessment Theory (SA-TH) or Summative Assessment Practical (SA-PR) for which the student passed, will be carried forward to the subsequent examinations. However, if a student scores below passing marks in Formative Assessment Practical (FA- PR), indicating unsatisfactory completion of term work, they will be detained in that course.**

### 3. CONDUCT OF A CLASS TEST

- 3.1.1 The Science department will administer the class tests for first-year students i.e. Semester 1 and Semester 2
- 3.1.2 As per the Course assessment scheme, each term will consist of two class tests for every course. The evaluation for each test will entail 30 marks for a 70-mark theory paper and 15 marks for a 35-mark theory paper.
- 3.1.3 All departments shall prepare a class test timetable in accordance with the academic calendar. They must distribute this timetable to all concerned departments and the examination section. Additionally, departments should post the timetable on their notice boards and share it with course teachers. A maximum of two courses per day shall have tests.
- 3.1.4 The Head of the Department appoints teaching faculty/faculties of the Department as Test Coordinators for conducting class tests of their Department and shall be responsible for the smooth, proper conduction of the tests and maintaining secrecy of question papers. They shall, however, take the services of staff of their Departments for this purpose.
- 3.1.5 Seating arrangements for class tests in each Department will be organized based on the total number of students appearing for the test and the available seating capacity within each

- Department.
- 3.1.6 The Test Coordinator will communicate the need for answer books, drawing sheets, graph papers, blank proforma, and any other necessary materials for conducting class tests to the Controller of Examinations. Subsequently, they will collect these materials from the Controller of Examinations and maintain them under their custody.
- 3.1.7 The designated department test coordinator will adhere to the established norms and procedures to obtain the question paper from the respective course teachers. They will duplicate the necessary number of question paper copies using the facilities in their department or the Exam Section while ensuring confidentiality and maintaining proper records. Sealed packets containing the question papers will be retained by the department test coordinator.
- 3.1.8 In accordance with the examination schedule, the test coordinator will appoint the necessary number of invigilators from the faculty or supporting staff of the respective department.
- 3.1.9 The course teacher, also known as the paper setter, is accountable for preserving the confidentiality of the question paper, providing the necessary number of question papers, and conveying any corrections to the examinees during the examination.
- 3.1.10 Invigilators will distribute answer books to students at least 10 minutes before the test's commencement and distribute question papers at the beginning of the test.

They will verify students' identity cards, ensure they are seated according to the seating plan, confirm students' filled-in details on the answer book front page, and then sign students' answer books. Subsequently, they will fill in the answer book number, obtain students' signatures on the attendance sheet and maintain attendance records for their class/hall. After the test, they will collect answer books from students, organize them sequentially based on students' enrollment numbers for each course, and hand them over to the test coordinator.

- 3.1.11 The invigilator will monitor the overall discipline in the class/hall during the test and report any instances of indiscipline, misconduct, or cheating to the test coordinator for appropriate action. The test coordinator will then communicate all such incidents to the Heads of the

Department.

3.1.12 The course teacher shall collect the answer books for their respective course from the test coordinator on the same day following the conclusion of the test, for assessment

3.1.13 The test coordinator will keep a record of the answer books received and utilized for the tests. They are required to submit the answer book account to the Controller of Examinations through the Head of Department at the end of every test.

3.2 **Guidelines for disciplining examinees caught copying or engaging in any form of misconduct during a class test**

3.2.1 The head of the department will serve as the competent authority to address cases of students caught copying or engaging in malpractices during class tests, using their discretion to the best of their judgment.

3.3 **Procedure for Test Marks Correction**

3.3.1 The head of the department will serve as the competent authority to address cases of students caught copying or engaging in malpractices during class tests, using their discretion to the best of their judgment.

**4. REGISTRATION FOR EXAMINATION**

4.1 Eligibility for Examination

4.1.1 No student will be granted a term unless they meet the following criteria:

i The student has maintained a minimum attendance of 75% in both theory and practical sessions as required for the course.

ii The student has successfully fulfilled all requirements for term work, laboratory work, practical exercises, workshop sessions, fieldwork, industrial visits, training, project and seminar work, micro-projects, and mini-projects as prescribed.

iii The student must demonstrate good conduct and character consistently throughout the term.

4.1.2 Students who do not meet the aforementioned conditions will be required to re-register again for the course or courses for which their term or terms have not been granted.

4.1.3 Preventive measures for students not meeting the conditions for appearing in examinations will be implemented on a course-by-course basis.

- 4.1.4 The Head of the Institute has the authority to waive any of the conditions outlined in rule 4.1 Eligibility for Examination clause b. i and b.ii, given that he is convinced of the validity of any unusual or extraordinary circumstances presented by students as the cause for his/her inability to meet the requirements. Furthermore, this discretion is subject to the department's ability to accommodate the completion of term work/practicals and the willingness of the course teacher to conduct any additional tasks.
- 4.1.5 Students will be allowed to take examinations if they meet all the conditions for registration or re- registration for examinations as outlined in the examination registration and re-registration guidelines, and if they have paid the necessary examination fee within the specified timeframe.
- 4.1.6 A candidate who has been debarred due to misconduct /malpractice in the Examination will not be permitted to appear in the examination until the specified period of punishment has been completed.
- 4.1.7 If it determined at any point that a student has not met the eligibility criteria for examinations set by the institute, the Principal has the authority to withdraw the application, prohibit him/her from appearing in the examination, or cancel the result.
- 4.2 Registration for examination
- 4.2.1 Students must complete registration for the end-term examination using the prescribed form within the specified dates provided by the Examination section, and they must also submit the necessary/requisite fees.
- 4.2.2 Candidates cannot register for more than 10 (TEN) theory courses for examination simultaneously. Other heads of examinations such as practical, oral or self-learning assessment (SLA) components will not be included in this limit.
- 4.2.3 Students must seek permission from the Principal to cancel or modify their examination registration by submitting a request through the Controller of Examination(CoE) no later than 30 days before the start of the examination.
- 4.2.4 Despite students registering for courses and having their terms granted, they are allowed to defer registration for the corresponding examinations.
- 4.2.5 If an otherwise eligible student fails to register for the examination, they will retain eligibility to register for

subsequent examinations. However, the marks in SA-PR i.e. term work and/or progressive assessments will be carried forward.

4.2.6 Students must verify that they fulfill the eligibility criteria for examination registration. In the event of a student being discovered not meeting these criteria at any stage, they may be barred from participating in the examination, and their results could be cancelled.

4.2.7 A student may face debarred at any point due to misconduct, whether it occurs on-campus or off- campus

#### 4.3 **Re-Registration for Examinations**

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

4.3.1 He/she was eligible to appear but remained absent for the examination.

4.3.2 He/she appeared at the examination but failed in the theory, practical, or oral head of the course(s) as per the assessment scheme. In such cases, they will be allowed to re-register for examination only in the failure heads and the marks of the heads in which they passed will be carried forward.

4.3.3 Students are limited to registering for theory examinations for a maximum of 10 courses, including any re-registration for examination they might be allowed.

**An example** – A student has course registration for 6 courses in the first term and is eligible to do examination registration for all 6-courses, but he decided to do an examination registration for only 1-course and might earn credits for that 1 course only. In the next term, he is permitted for course registration to a maximum of 6 new courses. If he has kept the term for all 6 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 for the practical or oral examination as per the assessment scheme of the 11<sup>th</sup> course.

### 5 PRACTICAL / ORAL EXAMINATION

5.1 Practical or oral examinations will adhered to the academic schedule prepared Academic Coordinator by following the guidelines given by MSBTE. Nonetheless, in the event of an emergency, rescheduling the examination will require prior approval from the Principal.

- 5.2 Department Heads will serve as coordinator for organizing practical or oral examinations within their respective departments. They will be responsible for various activities related to these examinations but may take the assistance of faculty and staff from their departments for these tasks.
- 5.3 The Heads of Departments will collaborate with departmental faculty and staff to create a comprehensive timetable for practical examinations (Batch wise). If necessary, they will seek the consent of Heads of other departments to prevent scheduling conflicts or any other related issues.
- 5.4 The Head of the Department shall appoint faculties /staff for practical/oral examination as per the following and forward the copy of the same to the Controller of Examination.
- i External Examiner: One for each practical course, as per the assessment scheme for the course and as approved by the Programme Head.
  - ii Internal Examiner: One for each practical course as per the assessment scheme, preferably the course teacher, as approved by the Programme Head.
  - iii Laboratory Expert: One faculty member for each course having practical examination only
  - iv Laboratory assistant: One Laboratory assistant of the respective laboratory.
  - v Laboratory Peon: One for each course, preferably a peon of the respective laboratory.

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

- i External Examiner: One for each practical course, as approved by the Programme Head
- ii Internal Examiner: One for each practical course, preferably the course teacher, as approved by the 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 the case of common courses in the same term as different programmes, different internal examiners and external examiners may be appointed for each programme.

- 5.5 The Programme Head of the department will propose a list of external and internal examiners for the practical or oral examination of each course. The programme Heads of Departments will issue appointment letters to these examiners. If an external examiner is unable to attend the examination due to an emergency, the respective Programme Head of the department will arrange alternatives from the available panel of examiners. If no examiner is available in the panel, the Programme Head of the department is authorized to make appropriate arrangements with the approval of the Principal.
- 5.6 Internal examiners, in collaboration with laboratory experts, assistants, and peons, will arrange all necessary equipment and set up the laboratory required for conducting practical examinations in their respective courses.
- 5.7 For project or practical examinations, additional technical personnel such as electricians or curators may be appointed as needed. They will receive remuneration equal to that of laboratory assistants. Such appointments must be made with prior information to the Controller of Examinations
- 5.8 Practical or oral examinations may be conducted in one of the following ways
- i Oral examination (viva voce) exclusively, where internal and/or external examiners, as per the scheme, will question students based on the practical content and Term work of the course to assess their practical knowledge.
  - ii Practical examination, where students are performing assigned practical tasks, workshop activities, drawing exercises, or computer programming tasks in a given language. The performance of students will then be evaluated by both internal and external examiners as per the scheme.
- 5.9 Combined practical examination, where students are required to perform assigned practical tasks followed by an oral examination (viva voce) based on the practical content of the course. The performance of students will be assessed by both internal and external examiners as per the scheme.
- 5.10 Before the examination, the internal examiner will review mark sheets to ensure accuracy regarding maximum and minimum marks, and examination subheadings (practical, oral, term-work, etc.) as outlined in the course assessment scheme. Any discrepancies in the scheme will be reported to the Head of Department and Examination Section. The internal examiner will obtain examinees' signatures on the attendance sheet and mark absent and detained candidates as

"AB" and "DT" respectively, using red ink.

- 5.11 Upon completion of the practical examination for the course, the internal examiner and external examiner will record the marks awarded to students on the mark sheet, sign it, seal it, and submit it to the Head of Department on the same day or no later than the following day.
- 5.12 The laboratory assistant will collect the answer books, drawing sheets, and workshop tasks from the practical examination and handed over to the Internal Examiner for preservation.
- 5.13 The Heads of Departments will prepare estimation for conveyance (if necessary) and remuneration for external examiners, internal examiners, and other staff engaged in practical examinations according to established guidelines. Conveyance and remuneration for external examiners will be disbursed in accordance with regulations once the examination for the respective course is completed. Remuneration for internal examiners and other staff will be distributed after the practical examination, and a record of payments will be submitted to the office via the Controller of Examinations within one week.
- 5.14 To appoint an outstation external examiner, approval for their travel and dearness allowances (T.A., D.A.) must be sought in advance by submitting a request to the Principal through the Controller of Examination at least 15 days before the commencement of the practical or oral examinations.
- 5.15 If there are any instances of copying, misbehaviour, or misconduct during practical examinations, they should be promptly reported by the Internal Examiner to the Head of the Department. The Head of the Department holds the authority to make decisions regarding such matters.

## 6 **END TERM THEORY EXAMINATION**

### 6.1 **Theory Time Table**

The timetable for the end-term theory examination shall be prepared by the Controller of Examination and posted on the notice board a minimum of two weeks before the commencement date of the end-term theory examination.

### 6.2 **Theory Exam**

The commencement of the End Term Theory Examination for all programs will align with the academic Calender published by the institute. Nonetheless, in the event of an emergency, the Principal of the Institute has the authority to reschedule the timing of any examination.

- 6.2.1 The Principal of the Institute shall be the Chief Officer-In-Charge. The Chief Officer-In-Charge will appoint the Officer Incharge and the staff for end-term theory examination through the Controller of Examination in accordance with established norms.
- 6.2.2 The officer-in-charge will communicate and liaise with the Police Station to arrange for police security during the examination period
- 6.2.3 The stationary clerk, in coordination with the officer in charge, will communicate the need for answer books, supplements, drawing sheets, graph papers, blank Proforma, and any other necessary materials to the Controller of Examinations required for the conduct of the examination at least 10 days before the commencement of Examination. If necessary, the stationary clerk will
- 6.2.4 The Officer-In-Charge will receive the sealed packets containing printed question papers for each course from the Controller of Examination on the same day as per the end-term theory timetable, 30 minutes before the start of the examination session by following the appropriate procedure. The sealed packets of question papers will be stored in steel cupboards within the control room, always kept securely locked. The Officer-In-Charge will hold all keys, including duplicates if available.
- 6.2.5 After each retrieval of question paper packets from the cupboard, it is imperative to lock it again, ensuring that a signed paper seal by the Officer in charge is properly affixed.
- 6.2.6 The officer-in-charge shall prepare the master plan for seating arrangements, accounting for the total number of students scheduled to appear for the examination and the seating capacity available with the Institute.
- 6.2.7 Due care must be taken when opening the sealed packets to prevent the inadvertent opening of the wrong question paper packet.
- 6.2.8 The procedure for opening sealed question paper packets and distributing question papers is as follows
  - i Each day of the examination, sealed packets of question papers will be opened 15 minutes before the scheduled start time of the examination.
  - ii Before opening the sealed packets of question papers, the following individuals must provide dated signatures on the packets in the specified format printed/pasted on the question paper packet

- a. Officer-in-Charge
- b. Two supervisors assigned for that examination session.
- c. Any two students scheduled to appear for that examination session.
- d. Police constable, if present. Their buckle number should also be recorded.

The aforementioned signatories should write their names and designations. Students should mention their enrollment numbers.

- 6.3 All individuals mentioned above shall record the time of opening the sealed packets, along with the date, and ensure the seals are intact and the question paper packets are in satisfactory condition. Additionally, they will verify and confirm that the course code mentioned on the packet corresponds to that in the examination timetable.
- 6.4 An accurate record of used question papers/packets must be kept in the prescribed format. Any unopened sealed packets and opened question paper packets, which have been properly resealed one hour from the start of the examination session, shall be securely stored in a locked cupboard of the Officer-In-Charge.
- 6.5 Storage and Safety of Blank Answer Books
  - i) The stationary clerk will record the serial numbers of the supplied answer books and supplements in a register to maintain an inventory of answer books.
  - ii) Issuance of blank answer books.
    - a. Each day of the examination, the necessary quantity of blank answer books will be taken for distribution to the present examinees. The serial numbers of all answer books for each session will be recorded in a register.
    - b. The use of loose blank papers or sheets as supplementary answer books is not permitted during examinations. Examinees may request supplements, graph papers, or other necessary printed blank formats supplied by the exam cell, which will be provided in loose sheets. These sheets will be authenticated if not machine-numbered before issuance to the examinees. Examinees must attach or tie all issued loose sheets to the main answer book and record the number of attachments in the appropriate column of the answer book when submitting it after the examination session for that day.

- 6.6 The blank answer books/supplements will be organized into distinct stacks, with each stack designated for a specific examination block and containing an adequate number of answer books/supplements for that particular block. These stacks will be delivered to the block supervisors, who will then transport them to the respective examination blocks.
- 6.7 The Officer-In-Charge will provide the necessary materials to the supervisors no later than 20 minutes before the start of the examination.
- 6.8 The Officer-In-Charge shall instruct the exam peon to ring the bell as per the following timings

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

- 6.9 Distribution of question papers to examinees
- 6.9.1 The Officer-In-Charge will take the necessary number of question papers from the packets, organized by course, and arrange them by block for distribution. The Officer-In-Charge will retain custody of the undistributed question papers and unopened question paper packets.
  - 6.9.2 The Officer-In-Charge and examination supervisor will visit each examination block and deliver the precise number of question papers needed for each course to the block supervisor. If needed, the examination supervisor will aid the block supervisor in distributing the question papers to the examinees. It is essential to ensure that each examinee receives the correct question papers.
  - 6.9.3 The Officer-in-Charge, assisted by the examination supervisor, will gather any unused question papers from each examination block 30 minutes after the start of the examination. These unused question papers will be sorted by course code and stored in their respective question paper packets. The Officer-In-Charge will then document the inventory of question papers and secure all opened and unopened packets of question papers in a locked steel cupboard.
  - 6.9.4 When packing the answer books, each packet should contain six copies of the corresponding question papers for the examiner's reference in the L.A.C.
  - 6.9.5 The question paper inventory will be presented to the vigilance committee upon request.
- 6.10 After the end of the end-term theory examination, the Officer-in-charge examination handed over five question papers from the opened packet for each course to the Library. The Library will create five sets from these question papers and deliver one set to a confidential section of the examination cell. The opened packets, which were later sealed, containing any unused question papers after the examination, as well as the unopened packets, will be transferred to the Examination cell.
- 6.11 Under no circumstances should teaching and non-teaching staff engaged in activities such as paper printing, scrutiny, or exam-related tasks, including confidential section personnel within the examination department, be assigned revision duties to hold confidential

- 6.12 The Block supervisor must arrive at their assigned block at least 15 minutes before the examination begins and undertake the following tasks
- i) Direct students to place their books, notebooks, and written materials at the front or outside the room.
  - ii) Ensure students are seated according to the seating arrangement plan.
  - iii) Distribute one answer book (or two if there are two sections) to each student at least 10 minutes before the examination begins and instruct them to fill in the required details on the front page.
  - iv) Distribute question papers to students at the start of the examination.
  - v) Verify each examinee's enrollment number, signature, and identity using mandatory documents such as a hall ticket, examination fee receipt, and institute identity card. Sign on the answer book if all details are correct.
  - vi) Verify photo identity for backlog students using documents such as an Institute ID card, Aadhar card, PAN card, or driving license.
  - vii) Record the printed serial number of the answer book issued to each examinee and obtain their signature on the attendance sheet. Mark 'AB' for absent students and maintain attendance records for the block.
  - viii) Issue supplements and graph papers to examinees upon request. Examinees must provide the necessary information on the face sheet, and the supervisor must verify the enrollment number and sign in the designated place. Record the printed serial number of the supplement in the attendance sheet.
  - ix) Maintain proper records of all answer books and supplements received and issued to examinees as per the prescribed format.
  - x) Ensure discipline in the classroom by actively monitoring and preventing any instances of misconduct or cheating.
  - xi) Report instances of student misbehaviour, indiscipline, malpractices, or copying to the Officer-In- Charge for further action.
  - xii) Ten minutes before the end of the examination, instruct students to securely attach supplements and other loose sheets to the main answer book. Check the enrollment number, and number of supplements attached, and sign along with the block supervisor on the main answer book and supplements to ensure compliance with instructions.

### 6.13 **Vigilance Squad**

The Internal Vigilance Squad will be appointed on a session-wise basis and will consist of:

- i) Two Heads of Departments (One for each session)
- ii) Four Senior Lecturers in the selection grade (Two for each session)

Members of the Vigilance Squad will conduct regular visits to all examination blocks to:

- i) Ensure the prevention of any instances of unfair means.
- ii) Detect any cases of unfair means to the Officer-in-Charge.
- iii) Confirm that supervisors are fulfilling their duties adequately and that discipline is maintained during examinations.

The two Heads of Departments will be responsible for:

- i) Checking all accounts of question papers, answers and supplements (used and unused).
- ii) Ensuring that the examination-related procedures are followed meticulously.
- iii) Verifying adherence to all examination-related procedures.
- iv) Investigating cases of unfair means, if any.

They will conduct a minimum of three surprise visits to the examination room. All members inspecting the exam center will make relevant entries in the vigilance register. The chairman of the Vigilance Squad will immediately report any serious matters directly to the Principal. They should avoid vague observations and provide specific details. Upon completion of the End of Semester Examination, the Vigilance Squad will present a detailed report to the Principal.

6.14 The Officer-In-Charge will promptly forward any instances of misbehaviour, indiscipline, malpractices, attempted copying, or actual cases of copying to the Controller of Examination on the same day they occur.

6.15 If a physically disabled examinee, who is capable of writing but does so at a notably slower pace compared to other students, requests it, they may be allowed an additional 30 minutes for all courses, provided the following conditions are met

- i) The examinee must present a medical certificate from a Civil Surgeon indicating a physical disability of more than 40%.

- ii) The examinee must obtain permission from the Principal for extended writing time due to their condition before applying to the Principal within the timeline provided by the Controller of Examination before the commencement of the theory examination.

#### 6.16 **Providing a writer**

To arrange for a writer for an examinee, the Examinee should fulfill the following requirements

- i) Submission of a medical certificate demonstrating the examinee's inability to write.
- ii) Presentation of a bonafide certificate for the chosen writer.
- iii) Provision of a no-objection certificate from the writer's school/ college.
- iv) The writer must have completed education up to the 10<sup>th</sup> standard but should not be enrolled in Technical Education.
- v) The writer must not be a relative of the examinee or a student of this institute.
- vi) The examinee must suggest or arrange for the writer with permission from the Principal.

#### 6.17 **Discrepancies in question papers**

##### 6.17.1 **Discrepancies in question papers**

- i) Various discrepancies commonly reported by examinees in question papers include incomplete data, misprints, typographical errors, illegible print, incomplete figures/ circuit diagrams/block diagrams, uneven allocation of marks to questions, or questions or parts thereof being outside the syllabus. If such discrepancies are encountered, supervisors must promptly report them to the Officer-In-Charge. Supervisors are not authorized to make corrections independently. The Officer-In-Charge will consult the Controller of Examination immediately and take appropriate actions to address the discrepancies. Examinees will be informed accordingly, and a letter regarding the discrepancy and actions taken, if necessary, will be sent to the Officer-In-Charge (LAC).
- ii) All Heads of Departments are responsible for ensuring that expert lecturer from their departments are available to address queries related to ongoing examination courses during examination hours.

- iii) In the event of an out-of-syllabus discrepancy, examinees should submit a written report to the Controller of Examination through their Programme Head of, the department accompanied by their remarks regarding the out-of-syllabus questions. The Controller of Examinations will refer the matter to the grievances committee, which will seek comments from the concerned course teacher and Programme Head of the Department. A comprehensive report on the matter will be submitted in writing to the Principal for further action by the examination committee.

**6.18 Collection and Packaging of Written Answer Books:**

- i) At the designated end time of the examination, a long bell will signal the conclusion of the session. Immediately thereafter, the block supervisors will gather all answer books from the examinee. They will cross-check the enrollment numbers on the collected answer books with those on the attendance sheet and arrange them in ascending order. Subsequently, they will submit the collected answer books, along with all other examination-related records, to the Officer-In-Charge or examination supervisor.
- ii) The Officer-in-Charge or examination supervisor will verify the serial numbers, enrollment numbers, and attendance records. They will also reconcile the total number of examinees who appeared for a specific course code by comparing the number present and absent.
- iii) After the examination session is over, the written answer books will be promptly packed and sealed. During the packing process, thorough checks will be conducted block-wise, course-wise, course code-wise, and program-wise. Upon completion of the checks, the Officer-In-Charge will instruct the sealing assistant to bundle the answer books of each course separately, along with six copies of the question paper, a copy of the attendance sheet, and a record of issued supplements. The bundles will then be packed with appropriate sealing. Subsequently, the Officer-in-Charge will hand over all packets of answer books to the Officer-In-Charge of the Local Assessment Center (LAC) on the same day. They will maintain a record of all such packets of answer books handed over to the Officer-in-Charge LAC

- 6.19 The Officer in charge of the Local Assessment Center (LAC) is responsible for inspecting and accepting all packets containing answer books for every course and program, according to the schedule outlined in the theory examination timetable, for assessment.

- 6.20 The stationery assistant will keep a record of the answer books and supplements received and utilized for the examination in a register. The sealing assistant will compile the remuneration bills for all staff engaged in examination duties and present them to the Officer-In-Charge for subsequent processing.
- 6.21 The Officer-In-Charge will review the remuneration bills for staff engaged in the end-semester examination in accordance with the regulations. These bills should be forwarded to the Controller of Examination for payment processing under examination expenses. The Controller of Examination will settle the bills within 10 working days and shall submit the bills to the office for payment to the staff involved in the examination.
- 6.22 After the conclusion of the examination, the Officer-In-Charge is responsible for delivering empty, opened and resealed, as well as unopened question paper packets to the Controller of Examination.

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

- 7.1 The examinations conducted or planned by this Institute are governed by the Maharashtra Prevention of Malpractices at University, Board, and Other Specified Examinations Act, 1982.
- 7.2 The Principal, Controller of Examinations and Officer-in-Charge are responsible for informing all individuals involved in examination activities about the provisions of the aforementioned act whenever an examination is scheduled or conducted.
- 7.3 The procedure for addressing cases of malpractice or the use of unfair means in examinations is as follows:
- a) The block supervisor must promptly inform the Officer-In-Charge of any instances of misconduct, copying, malpractice, or impersonation.
  - b) The Officer-In-Charge will visit the location to understand the details of the incident.
  - c) The Officer-In-Charge will confiscate the answer book/s and any copying materials from the alleged examinees, and escort them, along with the block supervisor or reporting officer, to the control room.
  - d) The name, enrollment number, and dated signature of the alleged examinee will be recorded on all seized materials.
  - e) Written statements will be obtained from both the alleged examinee and the block supervisor or reporting officer, detailing the circumstances or events of malpractice,

regardless of whether they are confessed or denied.

- f) The alleged examinee will not be excluded from the current paper or the remaining examination.
- g) The alleged examinee will be permitted to continue the examination after being provided with additional answer book/s. They are expected to provide answers without repeating those already written in the seized answer book. The Officer-In-Charge or block supervisor will note the date and time of issuing the additional answer book as 'Additional Answer Book' and remark that it was issued due to allegations of the examinee's involvement in malpractice or use of unfair means by marking "**UFM (Unfair Means)**" on the original answer book.
- h) If the alleged examinee chooses not to continue the examination, a written statement to that effect will be obtained from him/her by the Officer-In-Charge.
- i) No additional time will be allocated for writing the additional answer book.
- j) Statements from one or two examinees seated adjacent to the alleged examinee will be recorded, irrespective of their confession or denial of the alleged misconduct. If requested, adequate additional time will be provided to these examinees to compensate for the time lost in giving the statement.
- k) Statements from examinees and other individuals will be taken only in English, Marathi, or Hindi languages.
- l) The Officer-In-Charge will prepare a sketch displaying the seating arrangement with the enrollment numbers surrounding the alleged examinee. This sketch will be certified by the block supervisor.
- m) All seized materials will be attached or enclosed with the original answer book, and all statements and sketches will be kept in the custody of the Officer-In-Charge.
- n) If impersonation is suspected, the impersonator will be handed over to the police after the answer books are seized.
- o) The Officer-In-Charge will report the offense to the police using the prescribed form.
- p) The answer book, along with any supplements, signed, dated, and timed by the supervisor and Officer-In-Charge, will also be handed over to the police.

- q) Careful consideration will be given to ensure that reported cases fall under the specified clauses of the act before being handed over to the police.
- r) The Officer-In-Charge will issue a show cause notice, in the prescribed form, to the examinee alleged to be involved in malpractice or misconduct. This notice will inform the examinee of the place, date, and time for further inquiry and statement giving. Receipt of the show cause notice from the examinee will be obtained.
- s) The show cause notice will be served on the alleged examinee promptly before they are allowed to leave the examination center on that day. If the alleged examinee leaves without accepting the notice, it will be sent to them by registered post.

#### 7.4 **At the end of the examination session on the day**

- a) The Officer-In-Charge will gather all originals and subsequently issue additional answer books, along with any supplements provided to the alleged examinee, and keep them separate.
- b) The answer book/s and any other seized evidence will be packed separately and securely sealed
- c) The sealed packet containing the above items will be delivered to the Controller of Examinations on the same or the next day for further action. This will be done through a special messenger, along with necessary proofs, statements, and documents.
- d) Under no circumstances should these answer books be sent to the LAC.

#### 7.5 **Important Note**

Each case of malpractice or copying must be documented thoroughly. This documentation should include statements from the alleged examinee(s), neighbouring examinees, and the block supervisor or reporting officer. These statements should include the names, signatures, and details of any copying material involved. Additionally, a seating arrangement chart indicating the alleged examinee's location and adjacent seats should accompany the documents. The Officer-in-Charge will submit a detailed report regarding the event, which should only contain factual information. Ambiguous or unclear statements are to be avoided in the report.

7.6 Upon detecting a case of malpractice, the Officer-In-Charge will promptly initiate action in accordance with the established procedure and current instructions.

It is imperative to emphasize that every statement, including any copying material involved in the aforementioned case, must be authenticated by the Officer-In-Charge of the examination center.

For example, if the copying material is a small chit, its photocopy, duly signed by the alleged examinee with their enrollment number and date, will be certified by the Officer-In-Charge with their stamp and date. Under no circumstances should printed formats be utilized for recording the statement of the alleged examinee.

## 8 **INVESTIGATION OF MALPRACTICES**

### 8.1 **General**

The government of Maharashtra passed Maharashtra Act No. XXXI of 1982 (Appendix-A), aimed at preventing malpractice during University/college/Board Examinations. According to the provisions of the act, any form of unfair means by an examinee or anyone associated with the examination is considered a serious offence, punishable by law. To enforce the act, the following procedures will be followed.

### 8.2 **Candidate Found Copying or Misbehaving During the Examination**

- a) The procedure for addressing cases of unfair means by suspected examinees at the Examination Center involves conducting an inquiry led by a special committee comprising five members. The committee is chaired by an official from MSBTE, with a senior academician from another institute within the same region serving as a member. The two additional members are heads of departments from the institute, with the controller of examination acting as the member secretary.
- b) The special inquiry committee will conduct investigations into the alleged examinee(s) on the specified date mentioned in their show cause notice. The committee will adhere to the inquiry procedure outlined in the MSBTE regulations concerning unfair practices and suggest appropriate penalties in accordance with the existing MSBTE regulations for such misconduct.
- c) The recommendations should be forwarded to the Examination committee. The Examination Committee will take appropriate disciplinary action against the alleged examinee/s.

- d) The determination and/or directive regarding disciplinary measures applied to the implicated examinee will be conveyed to the respective individuals by the Examination Section.

8.3

**Copying Cases Detected in the Assessment Center:**

- a) When evaluating an answer book, if the examiner detects potential evidence indicating that the examinee/s may have engaged in unfair practices during the examination, the examiner must submit a report along with supporting evidence and their opinion to the Officer in charge of the Local Assessment Centre (LAC).
- b) Subsequently, the Officer in charge of the Local Assessment Centre (LAC). report such cases along with the report of the Examiner/s in a separate sealed envelope marked with "**Suspected unfair means cases**" to the Controller of Examination.
- c) The Controller of Examination shall cause an enquiry into the matter and place all such cases along with enquiry report/s before the Special Committee for its final decision in this regard. The special committee shall recommend the penalties/ punishments in all the above cases.
- d) The Examination Committee shall be the competent authority to investigate, recommend and take appropriate disciplinary action against such cases detected at the Local assessment center.

8.4

**For Examiner/moderator/evaluator/teacher/ staff members/ other person involved in unfair means at Examination center / Local Assessment center:**

- a) To address instances of malpractice and shortcomings concerning examination procedures, upon receipt of reports on such malpractices and essential documents regarding the examiner, moderator, evaluator, teacher, staff member, or any other individual involved in the Examination center/Local assessment center (LAC) from the Officer In charge of Theory Examination/Officer In charge of LAC, the Principal will establish a grievances committee comprising four members, with one designated as Chairman, and the Controller of Examinations acting as the member secretary.
- b) The grievances committee will initiate an investigation. Following the inquiry, the grievances committee will submit its report and recommendations to the Examination Committee by the Controller of Examination for necessary disciplinary actions, with the attendance of all members being obligatory.

- c) The Officer In Charge theory examination /Officer in charge, LAC will serve as the presenting officer for cases of malpractice that originated under their supervision. They will represent the case before the Grievances Committee, Examination Committee, police authorities, and Court of Justice, and will manage the case until its final resolution.
- d) 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 the examination center/ Local assessment centre.

**8.5 Procedure to be followed for malpractices in Paper setting/ typing/ scrutiny /printing**

- a) If any staff, or individual associated with the paper setting, typing, scrutiny, or printing is found implicated in malpractice or unfair means, the Controller of Examinations will report to the Grievances Committee for subsequent actions.
- b) The Controller of Examinations will act as the presenting officer for cases of malpractice that originated under his supervision, representing the case before the Grievances Committee, police authorities, and the court of Justice, and will manage the case until its final resolution.

**8.6 Procedure to be followed for malpractices by Grievances Committee**

The committee must resolve all cases at least three working days before the meeting date of the examination committee.

- a) The grievance committee will forward its recommendations on all matters to the examination committee.
- b) The examination committee will deliberate and endorse the recommendations along with decisions regarding disciplinary action.
- c) Subsequently, the Examination Section will issue final orders regarding the action to be taken in each reported case, following the Examination Committee's decision.
- d) The respective individuals involved will receive the decision and/or action orders through the Principal, and the Examination Section will inform the concerned officer accordingly.

## 9 PASSING STANDARDS

9.1 To complete a course, a student must achieve a minimum of 40% aggregate marks in the Summative Assessment Theory (SA-TH), which includes the End Theory, and the Formative Assessment Theory (FA-TH), comprising progressive tests. Additionally, the student must attain at least 40% marks in the Formative Assessment practical (FA-PR), encompassing Term Work and/or progressive skill test, and the Summative Assessment Practical (SA-PR), which includes practical or oral examination based on teamwork, as per the course assessment scheme. Failure to meet these requirements will result in a Fail grade, and the student will not earn the credits allocated for the course.

a) If a student's combined score in both the Summative Assessment Theory (SA-TH), i.e. the End theory examination, and the Formative Assessment Theory (FA-TH), i.e. class tests, falls short of passing marks by 1 to 3 marks in a course where the **Summative Assessment Theory (SA-TH)** i.e. End theory accounts for 70 marks, they will be granted grace marks ranging from 1 to 3 marks.

b) If a student's combined score in both the **Summative Assessment Theory (SA-TH)**, i.e. the End theory examination, and the **Formative Assessment Theory (FA-TH)**, i.e. class tests, falls short of passing marks by 1 to 2 marks in a course where the **Summative Assessment Theory (SA-TH)** i.e. End theory accounts for 35 marks, they will be granted grace marks ranging from 1 to 2 marks.

## 10 RESULT DECLARATION

### 10.1 Prior to the declaration of the Result

If circumstances arise where the outcome of an examination is impacted due to factors such as a significant number of failures in a course(s) caused by question paper(s) not aligning with the syllabus, errors, malpractices, fraud, improper conduct of the examination, or any other issues before its declaration, these matters will be presented to the Examination Committee. All relevant documents will be provided for the committee's review and decision-making process.

### 10.2 Tabulation and Declaration of Result

- a) Every individual responsible for data entry or verification in the computer system is accountable for their tasks.
- b) Overwritten entries will be deemed valid only if they are endorsed by the relevant Officer-In-Charge.
- c) Data entry, result sheet preparation, and mark statement creation must be completed according to the predetermined

schedule.

- d) The Principal will announce the examination results to display results on the notice board on the scheduled data.
- e) Candidates will receive certified mark statements on the predetermined date. Records of issued and blank mark statements will be maintained.
- f) Complaints or discrepancies regarding results will be accepted by the Controller of Examinations only in written form, accompanied by supporting documents and evidence, within a specified time frame. The Controller of Examinations will review such complaints and present them to the Principal, along with relevant documents, expert opinions, and the Controller's notes, for resolution if necessary.
- g) Oral complaints from any individual will not be entertained under any circumstances.

### 10.3 **Declaration of Results**

- a) After the conclusion of the examination, the examination results will be announced within one month.
- b) The Examination Committee is authorized to review and adjust the results of any course(s) at its discretion. Such adjustments will be made only after providing comprehensive justifications based on valid reasons.
- c) The existing regulations of MSBTE will be applicable to students in cases of misconduct during examinations. Students who are suspended for a specific duration will be eligible for registration and re-registration for courses and examinations only after the completion of the suspension period. However, the marks obtained for term-work by the students will be carried forward for the respective course examination from which they were suspended. Additionally, the credits earned in previous sessions will remain intact.

## 11 VERIFICATION, PHOTOCOPY & REASSESSMENT

### 11.1 **VERIFICATION**

Students are eligible to request a marks verification from the Controller of Examinations within ten days of result declaration, upon payment of the required verification fees. Late applications will not be accepted under any circumstances.

- a) An examinee who has appeared at the examination conducted by the Institute (irrespective of his result as Pass/Fail/RHR) may apply for verification of marks in any of the theory papers he has appeared in. He shall apply on the prescribed form along with requisite fees within 10 days from the date of declaration of the result.
- b) In the even term, a final year examinee has the option to request urgent marks verification for any of the theory papers they have taken. If necessary, they must submit the application in the prescribed format and pay the required fees within 3 days from the result declaration date.
- c) The Examination Section will compile the verification of marks examinee list and deliver it to the Officer-in-Charge, LAC.
- d) In the process of Verification of marks following factors will be verified
  - i. The answer-book contains the number of supplements recorded.
  - ii. All the answers to the questions are assessed by the examiners.
  - iii. All the allotted marks have been carried over from the inside pages of the answer book to its front page 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. The marks obtained by the candidate in any individual question or section of the course/paper/ head of passing shall not be communicated
- e) The LAC will conduct the verification process as per the specified procedure. The LAC will ensure the completion of this task well within the designated time frame.
- f) Upon completion of the verification work, the LAC will categorize the answer books into two groups: those with 'No Change in marks' and those with 'Change in marks'. Each answer book

will be appropriately marked with 'Change' or 'No Change'. In the case of 'Change', the LAC will reverify the marks and provide the revised marks along with the reasons for the adjustment in the remark column. The Officer-In-Charge, LAC, will countersign all verified answer books. Additionally, the LAC will take into account any grace marks (individual or global) awarded by the Institute. The Examination Section will communicate the details of grace marks awarded in various courses to the LAC through confidentially. Cases where the change in marks is solely due to the grant of grace marks will not be considered cases of mark change.

- g) Any cases where the change in marks exceeds 25% must be brought to the attention of the Principal.
- h) Answer books with altered marks should be forwarded by the Officer In Charge of the LAC to the COE to carry out further required procedures.
- i) The COE should present all answer books with altered marks to the Examination Committee. Following verification by the committee regarding the mark adjustments, the results will be announced.

#### 11.2 Photocopy of Assessed Answer Book (AAB)

Eligibility for Photocopy of Assessed Answer Book (AAB):

An examinee who has enrolled for the most recent examination is eligible to receive a photocopy of their assessed answer book/s according to the following criteria:

**Table No. 01 Maximum no. of courses for which photocopies can be issued**

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

- a) For this purpose, an examinee should timely submit the application accompanied by a self-attested photocopy of the statement of marks of the concerned examination and payment of fees to be paid in cash or by crossed DD payable to the Principal of this Institute within the schedule specified by the institute. Any application form submitted after the final deadline will not be considered.

- b) Incomplete applications or those with illegible entries in any aspect will be subject to rejection.
- c) The Examination cell will compile a list of examinees that have requested photocopies and forward it to the Officer-In-Charge, LAC.
- d) Upon reception of the list of examinees from the Examination cell, the LAC will review the assessed answer books for each examinee listed as follows:
  - i) Compare the total marks indicated for the mentioned course(s) in the list with the marks awarded on the cover page of the main answer book for the corresponding course(s) for each examinee.
  - ii) Check whether the marks allocated to each question within the answer book are accurately transferred to the cover page.
  - iii) Verify if the total of the question-wise marks on the cover page is accurate.
  - iv) If any inconsistencies are identified in any of the aspects outlined in Clauses i, ii, or iii mentioned above, they will be rectified by the L.A.C., with authentication provided by the L.A.C. Officer-In-Charge.
  - v) Check if all the answers in the answer book have been assessed by the examiner.
  - vi) If any question or portion thereof in the answer book is found to be unassessed, the examiner will evaluate it during the process, and any additional marks granted will be recorded and included on the cover page. Subsequently, the total marks will be adjusted accordingly, with authentication provided by the L.A.C. Officer-in-Charge.
- e) Alterations on the aforementioned aspects will be communicated to the Principal via the COE.
- f) The photocopies of the answer books should be dispatched to the Controller of Examinations within five days of receiving the application list for further distribution. Before sending a photocopy, the LAC must conceal the marks assigned to sub-questions, the valuer's name, and signature. All marks provided by the moderator, both on the cover page and inside the answer book, must also be concealed. However, the question-wise marks allocated on the front page should

- remain visible.
- g) Any instances where the alteration in marks exceeds 25% must be reported to the Principal.
  - h) Upon receiving a photocopy of the relevant answer book from the LAC, the Controller of Examinations will provide it to the student with appropriate acknowledgement.
  - i) The application for receiving photocopies of answer book(s) is an extra service provided to candidates. Hence, any delay in delivering these photocopies, caused by factors beyond the Institute's control, does not grant candidates the right to admission to the next higher class.
  - j) The applicant, as the sole holder of the obtained photocopy of the answer book, is prohibited from transferring it to anyone for any reason, as it is provided solely for their reference. Upon issuance of the photocopy to the candidate, the Controller of Examinations will record necessary details, and the candidate must sign to acknowledge receipt of the photocopy.
  - k) If the applicant or candidate is discovered to have misused the photocopy, they may face disciplinary action ranging from performance cancellation in the relevant examination to being barred from future examinations, and even confiscation of their conferred degree.
  - l) In any case, the concerned student should not contact the valuer/ revaluer. Such complaints will also be treated as misuse of photocopy.
  - m) The Grievance Committee will handle complaints regarding the misuse of photocopies.
  - n) Photocopy for a particular course in a particular examination shall be issued only once.
  - o) An examinee who has taken the most recent examination and received a photocopy of their answer book is eligible for a reassessment of their assessed answer book(s) (AAB) upon submission of an application and payment of fees, as per the institute's specified schedule.

- p) If there is any delay in providing the photocopy of the AAB and/or in reassessment due to circumstances beyond the institute's control, or if there is a change in marks resulting from the reassessment that qualifies the examinee for registration in the next term, it does not guarantee the examinee admission to the next higher term in the current academic session/year if the admission schedule does not allow for it.
- q) The examinee is not eligible to request photocopies of answer books for examinations other than theory (written) exams, including practical, sessional, project, and oral examinations, as well as those administered by the institute where grading is used instead of numerical marking.
- r) The candidate will be responsible for applying within the prescribed time limit. An application form received after the last date will not be accepted.
- s) Examinees not desirous of obtaining the photocopies of the AAB/s and interested only in the verification of marks shall apply as usual for verification.

### 11.3 Reassessment

#### Eligibility

- i) If a candidate has recently undergone an end theory examination with the Institute and has obtained photocopies of their answer books: they have the option to request a reassessment of their already assessed answer books for a maximum of two courses. To do so, they must submit an application for reassessment in the specified format and the relevant fees within the provided schedule.
- ii) **The candidate shall be required to submit a separate application form for each examination. The application for the reassessment of the answer book by paying online non-refundable fee of Rs. 500/- per course through student login in MIS.**
- iii) The LAC OFFICER IN CHARGE will designate examiners for each course, ensuring they possess a minimum of 10 years of teaching experience in the relevant field. These examiners cannot be the original assessors or moderators.
- iv) If the marks given by the examiner for reassessment differ by 10% or more from the minimum passing marks of the term examination for the course, based on the marks given by the original examiner, the following actions will be taken as

outlined below (1) and (2).

- v) Marks after reassessment will be granted if the variance between the marks assigned by the original examiner and those assigned by the subsequent examiner is within 20 marks.
- vi) If the difference exceeds 20 marks, the answer book will undergo evaluation by a THIRD assessor. Upon comparing the marks awarded by all three assessors, a maximum of two marks closer to the average shall be assigned.  
  
Note: A fraction in the calculation shall be rounded off to the next higher integer.
- vii) Any delay in providing the photocopy of the evaluated answer book and/or reassessment, due to factors beyond the Institute's control, or any alteration in marks resulting from the reassessment of the evaluated answer book, does not entitle the applicant to admission to the next higher class in the ongoing academic session/year if the admission schedule does not allow for it.
- viii) The LAC Officer In Charge should forward the answer books with change in marks to the CoE for further necessary action.
- ix) The COE shall present all answer books with changes in marks before the Examination Committee members of the Institute. Once the committee approves the changes in marks, the results will be officially announced.
- x) The Exam Section will provide the revised statement of marks to the examinee only after receiving proper acknowledgement and the original statement of marks from them.
- xi) 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.
- xii) The revision of marks accrued to the applicant examinee shall be counted towards the award of merit, medals and prizes, where applicable.

## **12. REVERSAL OF RESULT**

- i) If any inaccuracies are found in the announcement of examination results, excluding instances of malpractice, fraud, or misconduct, the matter will be forwarded to the Examination Committee for review. The Examination Committee will examine the matter and render a

decision based on all pertinent documents. The Principal is authorized to rectify any errors according to the Examination Committee's decision.

- ii) It is important to note that no modifications can be made to the results six months after the date of the result declaration or after the commencement of the next examination, whichever comes first. Any marks given by internal or external examiners after the result declaration will not be taken into account.
- iii) If evidence suggests that a candidate has participated in malpractice, fraud, or any other misconduct that has influenced the examination's outcome in their favour, the Principal will conduct an inquiry into the matter. Upon determining the candidate's involvement in such wrongdoing, the case will be referred to the Examination Committee. The Committee is empowered to revoke or withhold the issuance of a diploma, alter the candidate's result, and issue any pertinent declarations related to the matter.

### **13. ISSUING STATEMENT OF MARKS & AWARD OF DIPLOMA**

#### **13.1 ISSUING STATEMENT OF MARKS**

- i) **Issuing Statement of Marks**  
Following a term-end examination, the candidate will receive an official statement of marks certifying their performance in each passing category. Nonetheless, marks acquired in individual sections or questions will not be revealed.
- ii) **Issuing Duplicate Statement of Marks**  
A duplicate statement of marks will be provided to a candidate upon payment of the prescribed fees determined periodically, along with a formal application. This application must be accompanied by a police complaint or First Information Report (FIR), as well as an affidavit sworn before a Notary or Executive Magistrate, stating the loss or damage of the original mark sheet/s.
- iii) **Issuing Duplicate Diploma certificate**  
Upon receiving an application from the recipient reporting the loss of their diploma certificate, along with an affidavit sworn before a notary or executive magistrate confirming their identity and the circumstances surrounding the loss, as well as a police FIR, a duplicate certificate will be issued upon payment of the requisite fees. If the certificate is not lost but merely damaged, the mutilated certificate should be submitted with the application for a duplicate, along with the prescribed fee.

### 13.2 AWARD OF DIPLOMA

- i) In order to award a Diploma, the candidate must acquire the 120 credit requirements outlined in the learning and assessment scheme provided there are no pending disciplinary actions against the candidate for misconduct or unfair means.
- ii) The Diploma will be conferred to qualified candidates during the annual Convocation Ceremony, which takes place once per year.
- iii) The awarding of diploma with First class with distinction, first class, or second class or pass class will be determined based on the combined aggregate percentage of marks obtained in all class declaration courses specified in the Learning and assessment scheme for the programs.

The classifications and respective percentage criteria are as follows:

- i) First class with Distinction: 75% or higher
  - ii) First Class: 60% or higher but less than 75%
  - iii) Second Class: 50% or higher but less than 60%
  - iv) Pass Class: 40% or higher but less than 50%
- iv) If a candidate's aggregate marks for the Class award courses fall short by up to 0.5%, whether pursuing First Class with Distinction, First Class, Second Class, or Pass Class. This deficiency can be addressed by adding a maximum of 0.5% marks to their aggregate marks obtained in the class declaration courses for the Diploma. When adding a maximum of 0.5% of the marks, any fraction of a mark will be rounded up to the nearest whole number and included in the total.
  - v) The candidate after obtaining a diploma in any programme and enrolling in additional diploma programs offered by the Institute, marks attained in equivalent courses inclusive of class declaration courses from the previous program as decided by the program-wise equivalence committee will be retained and considered for determining the class awarded, on the condition that the student has successfully passed all common courses in each category without any condonations.
  - vi) If it is discovered after the diploma has been awarded that the student has not met the specified conditions or has violated the regulations outlined in this document, the diploma may be revoked, and appropriate notification may be issued as deemed necessary.

- vii) In case of loss of diploma certificate / mutilated certificate a duplicate certificate will be issued provided the candidate applies in prescribed proforma, pay the requisite fees and submit an affidavit in case of loss, stating the circumstances of loss of original certificate. If the certificate is mutilated it should be returned to the institute along with the application form.

#### 14 CLASS IMPROVEMENT FACILITY

14.1 A candidate, who has been declared to have successfully completed the final examination, leading to the award of a Diploma, will have the option to enhance their class under the following conditions

- i) The candidate can request class improvement within one year, specifically within two consecutive exam cycles from the term of the diploma award.
- ii) Application for registration under class improvement must be submitted in the prescribed format through the Head of the respective department.
- iii) The candidate must re-register for examinations for all courses for which the class is declared.
- iv) Practical, term work, oral, project, and test marks of the candidate will be carried forward.
- v) The candidate must surrender the original Diploma marks sheet, earlier awarded Provisional Certificate, and Institutional Leaving certificate, which will be retained by the Examination Section.
- vi) If the candidate fails to improve their class; their previous result will remain valid and will be declared at the time of result announcement.
- vii) The candidate will be allowed only one opportunity to improve their class within one academic year from the declaration of the result.

#### 15 STATIONARY

- i) All necessary stationery for examination purposes, including tests, theory papers, practical examinations, assessment tasks, tabulation work, and result declarations, must be adequately stocked in advance by the storekeeper prior to the required date. Records of the stationery stock must be maintained, and the Principal shall conduct checks and verifications as necessary. Stationery for the final theory examination and the Local Assessment Center will be provided by the examination cell upon request from the respective stationary clerk, who must provide proper justification for the stationary requirements.

- ii) All necessary rubber stamps and seals for examination purposes shall be acquired in advance or promptly if needed urgently. These seals and rubber stamps will be under the custody of the Controller of Examinations and must not be misused.
- iii) All materials such as pins, stencils, papers, and proformae must be stocked prior to the start of work.
- iv) Practical, term work, oral, project, and test marks of the candidate will be carried forward.
- v) A supplemental answer book consists of 8 pages, while the answer book for test papers comprises 12 pages. For section papers and 35-mark papers, the answer book contains 24 pages, whereas a full 70-mark paper is accompanied by an answer book of 32 pages. The page count includes the cover page. Each answer book will feature a continuous serial number printed on it as appropriate. Different series of serial numbers will be assigned to answer books with different page counts.
- vi) Upon the candidate's request, a supplement with a printed serial number will be provided, subject to confirmation that all pages of the main answer book have been utilized and there are no remaining blank spaces.
- vii) Graph papers, abstract sheets, and similar materials will be provided to the candidate upon request, in accordance with the specific requirements of the question paper for the relevant course as communicated by the respective program head. Records of these issuances should be maintained.
- viii) Candidates enrolled in drawing courses will receive drawing sheets with printed serial numbers for both the test and semester examinations.
- ix) Candidates must include their enrollment number, term, program, course code, course name, and section on all stationery provided to them during examinations, including answer books, graph papers, drawing answer books, supplements, etc. Additionally, they are required to submit all issued papers (excluding the question paper) to the supervisor after each examination paper.
- x) Upon request and as per the requirement of the question paper communicated by the respective course teacher, candidates will be provided with mathematical tables, stream tables, etc. However, candidates are allowed to use their own non-programmable tables and calculators. Mobile phones, pagers, and papers are strictly prohibited inside the examination hall.

## 16 MAINTENANCE AND PRESERVATION OF OLD RECORDS

- i) All documents necessary for examination tasks, including paper-setting, printing of result sheets, and marks memos, must be securely stored under strict confidentiality by the Controller of Examinations. The Controller of Examinations will maintain a stock register and the Principal will periodically review it.
- ii) Assessed test answer books and test mark sheets acquired by examiners must be retained until the results of three subsequent semester examinations are announced.
- iii) Assessed test answer books and test mark sheets should be discarded according to government procedures after the specified timeframe, provided the Principal confirms that no disputes, including legal cases, necessitate the retention of such records.
- iv) Assessed answer books from end term theory and practical examinations, along with individual mark sheets of examiners, must be securely stored in sealed bundles for a minimum of 2 years from the month and year of the semester examination. After this period, they may be disposed of in accordance with government regulations, provided the Principal confirms that the records are no longer needed and there are no disputes, including legal cases, requiring their retention.
- v) Disposal of these older documents may be arranged by soliciting quotations from reputable vendors, with the condition that the papers/documents will be converted into pulp at a paper mill. A certificate from the paper mill and an undertaking from the vendor must be obtained in this regard.
- vi) Result sheets from end term examinations should be retained indefinitely. Proper records of these result sheets, including details such as term, program, month and year of examination, and number of pages, must be maintained. These registers, being important documents, should be included in the regular handover and receipt of charge reports.
- vii) Manuscripts of test question papers and unused test question papers must be retained by the respective department until the next semester's results are declared.

- viii) Records of attendance for all personnel involved in conducting examinations at all levels must be retained until the results of the next examination are announced. Subsequently, they may be disposed of, provided the Principal confirms that they are not needed for future use and there are no disputes, including legal cases, requiring their retention.
- ix) Whenever records are disposed of, authenticated records by the Controller of Examinations and Principal must be maintained, and entries should be made in respective registers.
- x) Mark sheets from assessed answer books, term work/test mark records from departments, and practical/oral mark sheets submitted by departments to the examination section should be retained for three semesters. After this period, they should be disposed of in July of each year, and a disposal record should be maintained accordingly.
- xi) All assessed answer books and practical answer books should be neatly packed and deposited by the respective in-charges in a common room at the examination section. The examination section should dispose of these answer books after three subsequent examinations.

## 17 PAPER SETTING

### 17.1 Eligibility Criteria regarding Appointment of Paper Setter / Examiner / Re-assessor / Practical Examiner

- i. The Chairman of the PBOS i.e. Program Head of Department, recommends the list of paper setters, examiners, and re-assessors, who are then appointed by the Controller of Examinations.
- ii. Paper setters must possess a minimum of three years of teaching experience, with at least one year of teaching experience specifically in the course for which they are being appointed. In cases where qualified experts are not available as per the aforementioned criteria, **less** experienced teachers may be appointed as an exception with approval from the Principal.
- iii. No individual is entitled to claim an appointment as a paper setter, examiner, reassessor, or any other position related to examination work as a matter of right.

- iv. Appointments for individuals as setters, examiners, reassessors, and practical examiners will adhere to the following procedures:
  - Setters will be appointed by the examination cell before the end semester examination (ESE).
  - Assessors will be appointed fifteen days prior to the end semester examination (ESE) by the LAC in charge in consultation with the program head.
  - Practical examiners will be appointed fifteen days before the scheduled practical examination by the program head.
- v. If the examiner is selected from outside (Industry/ Organization/ Field), they must possess a minimum of two years of professional experience in the relevant field.
- vi. If the Paper setter, Assessor, Re-assessor, or Practical examiner is from outside, they must promptly communicate their acceptance. However, if they are unable to accept the appointment due to prior commitments, they should inform the relevant authority well in advance. If no communication is received from the Paper setter, Examiner, Re-assessor, or Practical examiner within the specified time limit, it will be assumed that the appointment has been accepted.
- vii. The paper setter, Examiner, or Re-assessor must adhere to all instructions provided by the examination cell, Examination In-charge, or LAC In-charge regarding aspects such as question paper format, setting of question paper, model answers, and marking scheme, assessment norms etc.
- viii. The individual from the home institute will be referred to as the Internal examiner, while those selected from the Panel of Examiners will be referred to as External Examiners.
- ix. The composition of the Panel of Examiners will be periodically reviewed and updated as necessary.

#### 17.2 **Instructions to the Question Paper Setter.**

- i. The end semester examination question paper will be either for 70 or 35 marks, with a maximum duration of 3 or 2 hours, respectively. However, for design and drawing courses, the duration may be extended to 4 hours as specified in the curriculum.

- ii. The paper setter must maintain confidentiality regarding their appointment and ensure that any communication related to the examination remains confidential, with secrecy upheld at all times.
- iii. The paper setter must indicate their willingness or unwillingness to accept the appointment within seven days of receiving the appointment letter. Teaching staff members of Govt. Polytechnic, Pune are required to accept the appointment as a paper setter if they meet the qualifications norms as a paper setter.
- iv. The paper setter is required to submit number of sets of papers as specified in the appointment order.
- v. The paper setter should ensure following guidelines while setting the paper:
  1. **Align questions with the curriculum:** Ensure that questions reflect the units covered in the course syllabus and are relevant to the Course objectives.
  2. **Balance difficulty level:** Include questions of varying difficulty levels to challenge students appropriately and cater to different skill levels consistent with the specification table provided in the Course content.
  3. **.Maintain clarity and precision:** Write questions clearly and concisely, avoiding ambiguity or confusion to ensure students understand what is being asked.
  4. **Cover all relevant topics:** Ensure that questions cover all key concepts and topics outlined in the course curriculum, providing a comprehensive assessment of students' knowledge and skills.
  5. **Review and revise:** Thoroughly review and revise the question paper to eliminate errors, ensure accuracy, and maintain consistency in formatting and presentation.
  6. **Allocate marks appropriately:** Allocate marks to questions based on their complexity and importance, ensuring a fair distribution of marks across different sections of the question paper.
  7. **Seek feedback:** Encourage feedback from students and colleagues to continuously improve the quality and effectiveness of future question papers.

- vi. Multiple choice, true/false, and fill-in-the-blanks questions are prohibited in the question paper.
- vii. The question paper will contain a maximum of five or six questions in total, with an overall internal choice of 50%. For example, there will be an option of 98 or 112 marks for an 70- marks question paper, and It's mandatory to attempt all questions.
- viii. i) 70-marks question paper should be designed to provide options for **98** or **112** marks approximately.
- The questions should be serially numbered and shall be numbered **01, 02, 03, 04 & 05**.
  - Sub-questions, if any shall be numbered as **a, b, c, d ...** etc.
  - For a theory paper where the duration is three hours, the number of questions to be set should be **FIVE** or **SIX**.
  - Marks shall be indicated on the right side of the sub-question of the question.
  - Guidelines regarding distribution of marks in question paper (Alternatives are suggested, paper- setters can choose the alternative)

**i) Five questions =**

$$(14 \times 1) + (12 \times 2) + (16 \times 2) = 14 + 24 + 32 = 70 \text{ marks}$$

Question No.	Marks per Bit	No. of bits to be attempted	Total No. of bits in questions	Total Compulsory Question Marks	Marks with options
1	02	07	09	14	18
2	04	03	04	12	16
3	04	03	04	12	16
4	08	02	03	16	24
5	08	02	03	16	24
				70	98

**ii) Six questions =**

Question No.	Marks per Bit	No. of bits to be attempted	Total No. of bits in questions	Total Compulsory Question Marks	Marks with options
1	02	05	08	10	16
2	04	03	04	12	16
3	04	03	04	12	16
4	04	03	04	12	16
5	06	02	04	12	24
6	06	02	04	12	24
				70	112

$$(10 \times 1) + (12 \times 5) = 10 + 60 = 70 \text{ marks}$$

**f.** In a 70-marks question paper for Class

**Declaration**

courses, there are two sections: Section I worth

34

marks and Section II worth 36 marks.

**g.) Each section comprises three questions.**

**Section I**

Three questions =

$$(08 \times 1) + (12 \times 1) + (15 \times 1) = 08 + 12 + 15 = 35 \text{ marks}$$

Question No.	Marks per Bit	No. of bits to be attempted	Total No. of bits in questions	Total Compulsory Question Marks	Marks with options
1	02	04	06	08	12
2	04	03	05	12	20
3	05	03	04	15	20
				35	52

## Section II

**Three questions =**  
 **$(08 \times 1) + (12 \times 1) + (15 \times 1) = 08 + 12 + 15 = 35$  marks**

Question No.	Marks per Bit	No. of bits to be attempted	Total No. of bits in questions	Total Compulsory Question Marks	Marks with options
1	02	04	06	08	12
2	04	03	05	12	20
3	05	03	04	15	20
				<b>35</b>	<b>52</b>

- g.** Questions should be formulated to evaluate the application of acquired knowledge, prioritizing practical application over rote memorization or reliance solely on textbook information. The question paper may include inquiries aimed at assessing knowledge, skills, and critical thinking abilities.
- h.** Any diagrams or sketches should be drawn using black ink or a black ballpoint pen and attached separately to the question paper, with the corresponding question number clearly indicated below the sketch.
- i.** Paper setters are required to furnish marking criteria for assessing answer books, detailing the allocation of marks for different components within each question, along with a model answer for the course.
- j.** In numerical problem-solving questions, the solution should outline the allocation of marks for different steps involved in solving the problem, corresponding to the marks designated for the question.
- k. For Non-Class/Class Declaration paper setting and its Moderation**
- i) Two lecturers, identified as paper setter 1 and paper setter 2, and will be appointed as paper setters.
  - ii) Either one or both of them are not currently teaching the course during the semester in which

they are appointed as paper setters.

- iii) Regardless of whether the paper setter is internal or external, moderation of the question paper is obligatory in accordance with the moderation guidelines.
- iv) For courses where class declarations are required, the ratio of external to internal paper setters will be 50:50.
- v) For class declaration courses, Section-I papers will be set by an internal paper setter, and Section-II papers will be set by an external paper setter.

**I.** In numerical problem-solving questions, the solution should outline the allocation of marks for different steps involved in solving the problem, corresponding to the marks designated for the question

**m. For Non-Class/Class Declaration paper setting and its Moderation**

- i) Two lecturers, identified as paper setter 1 and paper setter 2, and will be appointed as paper setters.
- ii) Either one or both of them are not currently teaching the course during the semester in which they are appointed as paper setters.
- iii) Regardless of whether the paper setter is internal or external, moderation of the question paper is obligatory in accordance with the moderation guidelines.
- iv) For courses where class declarations are required, the ratio of external to internal paper setters will be 50:50.
- v) For class declaration courses, Section-I papers will be set by an internal paper setter, and Section-II papers will be set by an external paper setter.

**n.** The Examination Section will issue appointment letters to examiners and moderators via email, including the following formats:

- Paper Setting Order
- Instructions to Paper Setters, containing:
  - a) General Instructions.

- b) Paper Setting Guidelines.
- c) Blank Format of Question Paper.
- d) Instructions regarding the Marking Scheme and Paper Pattern
- Course Curriculum & Syllabus (for external examiners only)
- Remuneration Bill Form
- o. The password-protected Word file of the question paper will be sent via email to the moderator. The moderator will review the paper and personally visit the confidential section of the Examination Section to oversee the final printout. The moderator will check the printout of the question paper, seal it in an envelope, and sign it.
- p. Records of all received question paper sets will be maintained in a register with assigned codes.
- q. If a designated question paper setter fails to submit their paper sets within the specified time limit, the Controller of Examinations must appoint an alternative paper setter in consultation with the respective Program Heads of Department.

18

### **QUESTION PAPER PRINTING**

#### **18.1 Question Paper Set Selection**

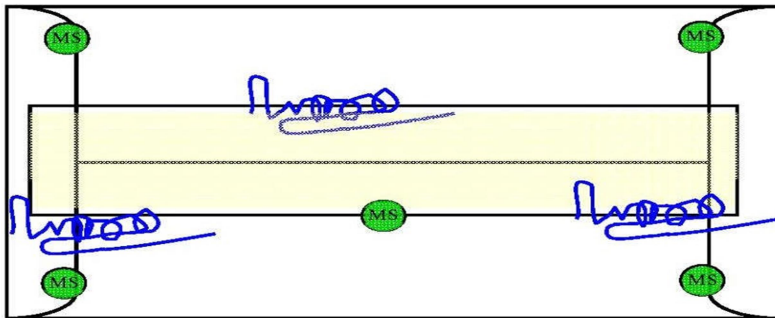
A minimum of three to five sealed question paper envelopes for each course must be maintained in stock in typed format and scrutinized. The Controller Examination is required to choose one question paper set per course from the available options at least one day prior to the scheduled examination.

#### **18.2 Question Paper Printing**

- i) The Controller of Examinations issues the order for the Question Paper Printing Committee, which comprises:
  - Two senior faculty members as Printing Officers.
  - Exam cell staff as the Printing Expert.
  - A Class IV employee from the examination section as the Printing Machine Operator.
- ii) In the examination section, a selection register is maintained, recording the question paper codes of the last three unused question papers. The Controller of Examinations randomly selects one question paper from these three.

- iii) Persons other than those deputed for printing would not be allowed to enter the printing section.
- iv) The person deputed for the printing will not leave the room until the work is completed.
- v) No member shall carry any communication or storage device, such as mobile, Bluetooth, pen drive, floppy disk or any such device that may be used for transferring or storing the data from the computer.
- vi) This work will be carried over with almost care, safety and secrecy.
- vii) The controller of Examinations shall give the Theory Time Table the number of students appearing for the course to the Officer-in-charge (Printing).
- viii) Printing of the question paper shall be done at least one working day before the examination by Printing in charge.
- ix) Both sides of the papers would be used for printing.
- x) Plain white legal-size paper or light-coloured paper shall be used for question paper printing. The colour may be decided by the Controller of Examination and may be different for different exams.
- xi) Number of question papers to be printed –
- If No. of students appearing for the examination (N) is up to 200, then no. of copies to be printed will be decided by the following formula.  $T = N + 20$
  - If No. of students appearing for the (N) 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. The total number of question papers to be printed shall be rounded off to the next number which is a multiple of 5.
- xii) These manuscripts shall be compiled and are to be retained for at least one additional term in a sealed envelope.
- xiii) Damaged question papers, extra copies of question papers, 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 the presence of printing In charge.

- xiv) Pending commands given to the printing machine if any shall be erased before closing the room should be ensured by the Printing-in-charge.
- xv) Sealing of question paper packets
- i. A requisite number of question papers shall be printed using an 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 question papers in one packet.
  - iii. The number of question papers placed in each packet would be ascertained.
  - iv. The 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 three joints of the packet would be covered as shown below in Figure 1.
  - vi. Subsequently, packets shall be sealed by the Printing-in-charge as shown in 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 the position of signatures.**

- xvi) 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.
- xvii) Question paper packet: Made up of cloth woven paper, thickness greater than 140 gsm, size 14 x 10 inches, the plain side of which shall be printed with the statement to be signed by the OIC printing.

- xviii) The question paper selected by the Controller of Examinations is handed over to the Printing Committee. The committee prints the required number of question papers one day before the examination, maintaining all necessary records.
- xix) The Printing Expert counts the number of question papers and prepares sealed packets of the required question papers in front of the Printing Officers. The Printing Officers then hand over all sealed packets to the Controller of Examinations one day before the examination.
- xx) The Controller of Examinations (COE) hands over the required number of sealed question paper packets to the Officer-in-Charge of the examination 30 minutes before the examination begins.

## 19 **LOCAL ASSESSMENT CENTRE (LAC)**

### 19.1 **General guidelines for LAC**

- i) Answer books will be assessed at the home institute within the Local Assessment Centre. To evaluate answer books for the end-semester examination, the Principal will form a Local Assessment committee as per MSBTE guidelines by directing the COE.
- ii) The principal shall appoint an Officer-In-Charge for the Local Assessment Centre, instructing the COE to ensure that the appointed officer-in-charge holds a rank no lower than that of Head of Department or Lecturer selection grade. Additional supervisors from the laboratory or office staff of the Institute shall be appointed to assist in ensuring quality assurance in assessment at the LAC.
- iii) The schedule for assessment work shall be fixed before the commencement of the work of LAC and this schedule shall be followed strictly. Normal working hours of LAC shall be 8 am to 8 pm considering the quantum of work and stipulated period (One week after the end of the Theory examination) working hours may be extended or may be decided as per requirement.
- iv) The stationary needs for LAC are determined by the LAC supervisor, who acts as the stationary In-charge, in collaboration with the Officer in charge. If necessary, the supervisor submits this requirement to the COE along with a justification.

- v) The Stationary supervisor collects the stationary from the examination department prior to the commencement of LAC.
- vi) Assessing answer books is a duty that carries honor. It is mandatory for all teaching staff members of this institution to participate in the assessment process.
- vii) In instances where there are multiple individuals involved in assessment for a answer books for the course , the LAC In-Charge will ask all assessors to convene and establish a unified evaluation framework in writing prior to commencing the assessment.
- viii) LAC receives the theory timetable from the Examination Section.
- ix) LAC sends department-specific course schedules to department heads to gather the names of examiners and moderators. Class declaration courses will have both internal and external examiners assigned, whereas non-class declaration courses will only have internal examiners desi nated.
- x) Upon receiving names of examiner and moderator names along with their contact details, LAC issues appointment letters to examiners and moderators. These letters include details such as the course code, course title, reporting date, approximate number of answer books to be evaluated, and the LAC end date.
- xi) The external examiner will be provided with advance notice for the assessment task, allowing ample time for participation in the LAC If the examiner is unable to attend on the specified reporting date or communicates their inability to participate, alternative arrangements will be organized by a panel of examiners or the Officer-In-Charge LAC, in coordination with the Principal.
- xii) The Officer-in-Charge of Theory examinations will instruct the sealing assistant to bundle the answer books for each course separately. This includes including six copies of the question paper, an attendance sheet, a record of supplements issued, etc. These bundles will then be packed into sealed packets, with a packing slip affixed to each packet containing all relevant details. Subsequently, the Officer-in-Charge of Theory examinations will deliver all the packets to the LAC Officer-in-Charge on the same day. They will also maintain a record of all such packets of answer books handed over to the LAC Officer-

- in-Charge.
- xiii) LAC officials inspect and accept these bundles of answer books. If any discrepancies are identified, they should promptly notify the Officer-In-Charge of Theory examinations.
- xiv) The masking assistant will conceal the enrollment and serial numbers of each answer book. This is achieved by folding the front page appropriately and securing it with brown tape or a masking sticker following the prescribed procedure.
- xv) Answer books are distributed to the examiner after being recorded in the issue register. Additionally, the examiner is provided with the Basis of Marking and Model Answers if they are accessible.
- xvi) The examiner must be present at the LAC during its operational hours for assessment work. Under no circumstances should the sealed bundles of answer books be delivered to the examiner's address, either through hand delivery or postal services.
- xvii) **Range of marks for critical assessment cases:**  
The details for the range of marks for critical assessment cases are as under:

Curriculum	Maximum Marks	Passing Marks	Range of marks for Critical Cases
180-S Curriculum	80	28	25,26,27
	40	17	12,13
180-0B Curriculum	80	32	29,30,31
	40	16	14,15
<b>120-NEP Curriculum</b>	70	28	25,26,27
	35	14	12,13
<b>For All curriculums</b>	<b>All Answer books having marks more than 90% of respective maximum marks.</b>		

xviii)

**Criteria for moderating the number of answer books**

<b>Number of Answer Books in first Bundle</b>	<b>Number of answer books to be moderated as part of initial moderation</b>	<b>Number of answer books to be moderated as part of subsequent moderation</b>	<b>Critical cases Moderation</b>
<b>Upto 05</b>	<b>02</b>	<b>10% of the remaining number of Answer books i.e. Total answer books – number of answer books initially moderated. (round up to the next whole number in case of a fraction)</b>	<b>All critical cases in a bundle is to be moderated</b>
<b>06-10</b>	<b>03</b>		
<b>11-15</b>	<b>04</b>		
<b>16-20</b>	<b>05</b>		
<b>21-30</b>	<b>08</b>		
<b>31-50</b>	<b>10</b>		
<b>More than 50</b>	<b>20% of answer books in the bundle</b>		

19.2

**Guidelines to Examiners****Examiner Responsibilities**

- i) Must keep the assignment confidential and not disclose any information related to the examination. Communication of examination matters via postcards is prohibited.
- ii) Must ensure that none of their close relatives (e.g., mother, father, husband, wife, sister, brother, son, daughter, etc.) is appearing for the term-end examination.
- iii) Must not have been debarred from examination work by any competent authority.
- iv) Must report to the LAC.
- v) Must familiarize themselves with the instructions provided, treating them as a mandatory part of their duties and keeping all instructions and information confidential.

- vi) Acceptance of the examiner appointment implies an agreement to meticulously perform the assigned tasks and strictly follow the issued instructions and directions. Failure to comply with these instructions and directions will result in disciplinary action.
- vii) Must not communicate, either orally or in writing, with examinees or other non-co-examiners about matters related to question papers, marking schemes, distribution of examination work, marks obtained, or any other confidential information.
- viii) Must provide their latest postal address and phone number to the LAC In-Charge. Examiners should consult the Principal for any serious examination-related concerns.
- ix) Must submit the "Evaluator's Declaration" form provided by LAC officials.
- x) Must collect a sealed bundle of answer books from LAC officials, count all answer books, and ensure proper masking. Any discrepancies in the number of answer books or unmasked answer books should be reported immediately to the LAC officials.
- xi) Under no circumstances should answer books be taken outside the LAC. Examiners are personally responsible for all answer books allocated to them and must keep them secure until they are returned to the LAC In-Charge.
- xii) Must collect question papers and marking schemes from LAC officials.
- xiii) Report immediately to LAC officials if any complaints regarding answer books arise, such as:
- Answer book with a request for cancellation of previously written answers.
  - Multiple writings or use of multiple inks.
  - Currency notes attached to answer books or requests for favorable assessment.
  - Mass copying.
  - Disclosure of the examinee's identity for illegal benefits.
  - Abusive or threatening language.
  - Question paper with missing data or misprints.

- xiv) Award due credit for step-by-step solutions, correctness of methods used, explanations with sketches, and final answers. Also, credit language proficiency, neatness, and presentation.
- xv) Record marks as two-digit numbers (e.g., 01, 02, 03) in the provided spaces on the answer book. Use double dashes (--) for unattempted questions and write zero for completely wrong answers.
- xvi) Only half marks (0.5) are allowed; no other fractional marks should be given.
- xvii) Enter marks in red ink using a ballpoint pen, legibly, at the end of each answer.
- xviii) For questions without sub-questions, enter the marks at the end of the answer and in the table on the face page.
- xix) For questions with sub-questions, enter marks for each sub-question in the left margin, total them, and record them on the face page. Ensure the total does not exceed the maximum marks.
- xx) If more sub-questions are attempted than required, enter all marks on the face page and circle the lowest marks to be omitted.
- xxi) If more questions are attempted than required, assess all, but only total the marks of the maximum required number, including compulsory questions, and circle the ignored marks.
- xxii) Ensure that the lowest marks of additional questions are ignored and circled when totalling.
- xxiii) For discontinuous answers, assign marks to each part separately.
- xxiv) After entering the total marks for a question, transfer them to the table on the face page and total the marks correctly.
- xxv) Verify the total marks by adding individual question marks, preferably using a calculator.
- xxvi) Assess answers in terms of marks only, without comments or additional markings.
- xxvii) Sign and print your name in the provided space on the front page of the answer book.
- xxviii) Keep incomplete assessed answer book bundles in a secure locker.

- xxix) Properly fill the marks table on the second page of the answer book.
- xxx) Return valued answer books, marking schemes, and model answers to LAC officials.
- xxxii) Critically re-assess and certify answer books that fall under critical cases
- xxxii) Record the receipt of answer book bundles in the receipt register.

### 19.3 **Moderation Guidelines**

- i) Moderation of all courses is carried out at LAC. Officer-In-Charge, LAC shall appoint an 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 of teaching experience or work experience in the field/industry.
- iv) The moderator/s shall prepare his/their solutions and effective marking scheme for the course allotted to him for moderation.
- v) For theoretical courses, the structured marking schemes shall specify keywords that examinees are expected to write in their answers.
- vi) The officer-in-charge shall keep a copy of the solution and marking scheme for the 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 wears 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 will be held valid and the 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 the 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 a minimum of 10% of the answer books by actually re-assessing them. The moderator shall also re-assess all critical cases.
- xv) For each course, moderation shall be carried out to the extent of a minimum of 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 a 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 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 the 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) The officer In-Charge shall be responsible for getting done the moderation. If for a course, the moderator is not available, the LAC shall call a moderator from another 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) The moderator shall give a confidential report on any non-uniform or inconsistent assessment done by an examiner, to Officer-In-Charge, LAC.
- xxiii) The officer-in-charge shall submit his confidential report to the Principal on assessment and moderation work carried out at LAC.
- xxiv) Data Entry – Data entry for mark sheets is done by the examiner with the help of a supervisor in the LAC.
- xxv) Remuneration – Bills are prepared at LAC and are submitted to the controller of examination. The controller of examination will verify and sign on bills and return them to LAC. Then LAC will submit it to the office for further processing. Remuneration is deposited directly in the bank account of examiners and staff appointed for LAC.

**19.4 Vigilance squad for LAC** -A vigilance squad consists of

- a) An officer, not below the rank of Head of Department/selection grade lecturer as its chairman
  - b) One officer, not below the rank of lecturer as a member
- The vigilance squad should have at least two to three surprise visits to LAC and shall
- i) Check whether the LAC has implemented a 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 the LAC.
  - ii) Check the adequacy of the arrangements for the safe custody of the written answer books at LAC.
  - iii) Check whether adequate arrangements are made for examiners for safekeeping the answer books issued to them.
  - iv) Check whether proper appointment orders for LAC staff and examiners have been issued.
  - v) Check for the undesirable presence of any unauthorized persons (without proper appointment order) in the LAC.
  - vi) Verify the maintenance of records for the movement of answer books from one officer to another at LAC.
  - vii) Perform sample check in the issue register for any unduly long retention of allotted answer books by the examiner.
  - viii) 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.
  - ix) 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.
  - x) Check for the sufficiency of infrastructural facilities made at LAC.
  - xi) Observe and report whether there exists congenial ambience at LAC.
  - xii) Check whether malpractice cases reported, if any, are dealt with as per the rules and whether the same is reported to the Controller of Examinations.
  - xiii) Check whether rules and procedures of assessment, critical assessment and moderation have been adequately and

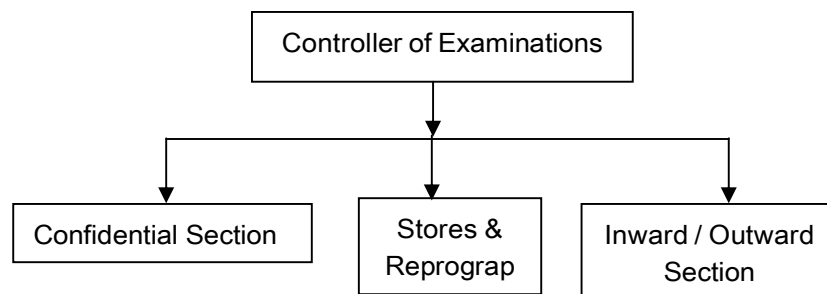
effectively displayed on boards and leaflets for the benefit of examiners.

- xiv) Report any difficulties faced by examiners in efficiently performing the assessment/moderation work.
- xv) 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 the Head of the Institute.
- c. COE is responsible for conducting all evaluation activities with the help of institute teaching and non- teaching staff.
- d. COE create, modifies and revises the format for various examination works as per the requirement with permission of the Head of the Institute.
- e. If the COE is from the teaching faculty of any programme then he can work as a paper setter/ Moderator for question paper setting. He can assess test papers and work as an internal examiner for oral/ practical examinations. However, he cannot work as an examiner/ moderator for LAC work.
- f. The examination cell structure is as follows



- g. The verification process of Diploma Pass-out Students should be carried out by COE with the help of the Officer-In-Charge, LAC as per the procedure mentioned in this document.

- h. In the examination section:
- In the Confidential Section, a senior staff member in charge (who can be a programmer, senior clerk, steno-typist, or TLA) will supervise all confidential work.
  - In the Confidential Section, four or five data entry staff (who can be clerks, steno-typists, TLAs, or LAS) will handle all examination-related tasks, including data entry, question paper setting, question paper selection, question paper typing, reprography, stationery stores, confidential record storage, purchasing, accounting, and convocation-related work.
  - The Inward/Outward Section will consist of one or two staff members (who can be clerks, steno- typists, or LAS).
  - All the above staff members working in the exam cell must have good computer operating knowledge.

## APPENDIX A

### Discrepancies in the question papers

Sr.	Discrepancy	Action to be taken
1	<p><b>General complaint regarding 'question is out of syllabus'.</b></p> <p>i) If the said question is compulsory</p> <p>ii) If the said question is optional</p>	<p>Based on inquiries and recommendations from the Head of Department and subject expert(s), confirmation is required to ascertain if the question is beyond the syllabus.</p> <p>i) if the question is deemed out of syllabus confirmed, and it is compulsory ,then question will be omitted from the question paper, and assessment will be for the remaining questions. The obtained marks will then be converted to the maximum marks allotted for that examination.</p> <p>ii) Alternatively, if the question is deemed out of syllabus and is optional , then it will be omitted from the question paper, and the remaining sub-questions will become compulsory. Evaluation will proceed based on the maximum marks designated for the examination.</p>
2.	<p><b>Printing mistake in question</b></p> <p>i) The question's meaning is clear and comprehensible.</p> <p>ii) The question's meaning is unclear or incomprehensible.</p>	<p>The course expert is required to be present during the examination and provide clarification on the meaning of the questions to the students.</p> <p>Following inquiries and recommendations from the Head of Department, and subject expert(s),</p> <p>i) needs confirmation whether the question is ambiguous.</p> <p>ii) if confirmed, then actions should be taken in accordance with Sr. I(i) or (ii).</p>
3.	<p><b>The question paper is set for fewer/more marks than those specified in the assessment scheme.</b></p>	<p>The paper will be evaluated based on the marks indicated in the question paper, and subsequently, the marks obtained by the examinees will be converted to correspond with the total marks allocated in the assessment scheme for that particular course.</p>

4.	<p><b>The question paper lacks adequate information for a specific question.</b></p> <p>i) Standard data is missing</p> <p>ii) Major data is missing</p>	<p>The course coordinator/expert must be present during the examination to make any necessary corrections and communicate that to the students as required.</p> <p>Following inquiries and recommendations from the Head of Department and subject expert(s),</p> <p>i) needs to be verified whether significant data is absent.</p> <p>ii) If confirmed, actions should be taken in accordance with Sr. I(i) or (ii).</p>
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**APPENDIX B**

Guidelines for addressing malpractices and shortcomings involving the paper setter, examiner, moderator, referee, teacher, or any other individual associated with examination administration.

<b>Sr.N o.</b>	<b>Nature of Malpractice /Lapses</b>	<b>Punishment</b>
1.	Unauthorized release of the question or question paper set for the end-semester examination prior to the scheduled examination time by the paper setter, whether intentionally or due to negligence.	Upon confirmation, the concerned paper setter will be excluded from all examination duties and subject to disciplinary measures administered by the relevant authorities in accordance with applicable regulations.
2.	The unauthorized release of the question or question paper set for the end-semester examination prior to the scheduled time by any individual involved in the administration of the examination.	Upon confirmation, the competent authorities will administer appropriate disciplinary actions against the responsible individuals in accordance with the prevailing rules or code of conduct.
3.	Granting undue favor to a student (examinee) by the examiner, moderator, or referee during the assessment of answer books, dissertations, project reports, or theses by awarding marks that the examinee is not legitimately entitled to receive in the examination.	Upon confirmation, the concerned examiner, moderator, or referee will be excluded from all examination duties and subject to disciplinary measures administered by the relevant authorities in accordance with applicable regulations.
4.	The examiner or moderator deliberately or negligently fails to assign the appropriate marks to a student in the assessment of their answer books, dissertation, or project work during the end-semester examination.	Upon confirmation, the concerned examiner, moderator will be excluded from all examination duties and subject to disciplinary measures administered by the relevant authorities in accordance with applicable regulations.
5.	The paper setter neglects to include required number of questions during the finalization of the examination question paper.	Upon confirmation, the paper setter will be excluded from all examination-related tasks for a duration of three years.

6.	The paper-setter duplicates the question within the same or different sections.	Upon confirmation, exclusion from all examination-related tasks for a duration of three years.
7.	The paper-setter sets questions beyond the scope of the syllabus.	Upon confirmation, the paper setter will be excluded from all examination-related tasks for a duration of three years.
8.	During the assessment of answer books, the examiner exhibited negligence in detecting malpractices committed by the student/s.	Upon confirmation, the competent authorities will enforce appropriate disciplinary actions against the responsible individuals following the prevailing rules or code of conduct.
9.	The guiding teacher demonstrates negligence in overseeing dissertation or project work, such as the utilization of manipulated data by a student.	Upon confirmation, the competent authorities will enforce appropriate disciplinary actions against the responsible individuals following the prevailing rules or code of conduct.
10.	The supervisor/invigilator demonstrates neglect in fulfilling examination-related duties, in examination halls during the examination period	Upon confirmation, the competent authorities will enforce appropriate disciplinary actions against the responsible individuals in accordance with the prevailing rules or code of conduct.
11.	The invigilator aids students in copying answers during the examination or exhibits negligence in reporting instances of copying by students while on supervision duty.	Upon confirmation, the individual will be excluded from all examination-related tasks for up to three years. Additionally, disciplinary action will be administered by the relevant competent authority in accordance with the institution's regulations if the individual is an employee of the university/college/institution.
12.	The invigilator assists students (examinees) in mass copying during examination supervision duty.	Upon confirmation, the individual will be permanently excluded from all examination-related tasks and will face disciplinary action administered by the relevant competent authorities in accordance with the institution's regulations if they are an employee of the university/college/institution.
13.	The competent authority may choose to refer the case involving the implicated individual to the appropriate police authorities as per the provisions specified in Maharashtra Act No. XXXI of 1982.	

## APPENDIX C

### INSTRUCTIONS TO EXAMINEES

- Examinees should review their examination timetable to confirm the date, time, and duration of each paper. Any discrepancies should be promptly reported to the Examination Section.
- Arrive at the examination center at least 30 minutes before the scheduled start time.
- Maintain silence in corridors and examination halls throughout the examination.
- Examinees are prohibited from bringing parents into the examination hall or engaging in conversation with them during the examination.
- Refer to the seating chart displayed at the entrance and arrive at the examination hall at least 10 minutes before the exam begins.
- Verify the attendance sheet on the notice board and immediately report any discrepancies to the Officer-in-Charge.
- Sit in a manner that prevents other examinees from viewing the contents of your answer book.
- Late entry to the examination hall is allowed up to half an hour after the start of the paper.
- Before writing answers, check the answer book for loose sheets, printing errors, and ensure the correct number of pages. Report any issues for replacement.
- Ensure all necessary information is correctly entered on the front cover of the answer book before starting, including enrollment number, course code, course title, diploma program, date, and section.
- Verify that the question paper received matches the course code for which you are appearing.
- No entry to the examination hall is allowed 30 minutes after the start of the examination.
- Possess a valid hall ticket and institutional identity card, which must be presented upon request to attend the examination.
- Start each answer on a new page and indicate the question number at the beginning of each answer. Do not write anything in the margin of the answer book.
- Use only blue/black ink pen or ballpoint pen to write answers. Any change in ink color must be attested by the supervisor/invigilator.
- Avoid leaving blank pages between answers. If inadvertently left blank, write "Please Turn Over (PTO)" to ensure all written answers are assessed.

- Use a separate answer book for each section, if applicable.
- Before submitting the answer book, ensure supplements and enclosures are securely attached, the correct enrollment number is written, and the count of enclosures is recorded.
- Examinees are not permitted to leave the examination hall during the initial 30 minutes and final 10 minutes of the examination.
- A warning bell will sound 10 minutes before the start of the examination.
- The examination will commence with the ringing of the examination commencement bell following the warning bell.
- A warning bell will sound 10 minutes before the end of the examination. Prepare to submit the answer book after tying supplements and enclosures upon the conclusion bell.
- If an examinee wishes to cancel their answers after writing, they must scratch out all written answers, write a remark on the answer book, and obtain the supervisor's attestation. A form for canceling the question paper may be submitted to the Officer-in-Charge on the day of the examination.
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- Maintain proper conduct before, during, and after the examination to ensure a conducive atmosphere.
- Refrain from including personal identifiers or requests to examiners in the answer book. Use placeholders such as "XYZ," "ABC," or "PQR" where necessary.
- Do not tear out any pages from the answer book, as it constitutes malpractice and will result in penalties.
- Trading answer books, supplements, calculators, or any other items during the examination constitutes malpractice.
- Possession of weapons in the examination center is strictly prohibited.
- Examinees are prohibited from having blank paper, notes, chits, books, mobile phones, programmable calculators, or electronic devices in the examination hall. Breaches of this rule will incur penalties for malpractice.
- Any improper behavior, such as violating examination regulations, copying, or attempting to copy, observed by invigilators, supervisors, officers, examiners, or vigilance squads, will lead to penalties in accordance with institute regulations.
- In such occurrences, examinees are required to submit a signed statement.
- Failure to do so will result in action being taken without additional consultation.
- Any writing on the question paper, except for the enrollment number, is considered malpractice and will result in penalties.