

Examination Rules and Regulations

(For Examination and Evaluation of UG and PG Programs)



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Abbreviations

AC	: Academic Council
AICTE	: All India Council of Technical Education
ATKT	: Allowed to Keep Term
B. Tech.	: Bachelor of Technology
BOE	: Board of Examination
BOS	: Board of Studies
CAP	: Central Assessment Programme
CBCS	: Choice Based Credit System
CGPA	: Cumulative Grade Point Average
CIE	: Continuous Internal Evaluation
COE	: Controller of Examination
ES	: Examination Scheme
ESE	: End Semester Evaluation
FY	: First Year
HOD	: Head of the Department
ICA	: Internal Continuous Evaluation
ISE	: In Semester Evaluation
M. Tech.	: Master of Technology
PAH. SUS	: Punyashlok Ahilyadevi Holkar, Solapur University Solapur
PG	: Post Graduate
Ph.D.	: Doctor of Philosophy
RRC	: Research and Recognition Committee
SGPA	: Semester Grade Point Average
SY	: Second Year
TY	: Third Year
UG	: Under Graduate
UGC	: University Grants Commission

1. Choice Based Credit System (CBCS)

The institute follows Choice Based Credit System for teaching and evaluation of its academic programs. Each program is associated with a minimum fixed number of credits. The programs are defined by their minimum no. of total credit requirements, as given below:

- Four years B. Tech. Program each year has two semesters: minimum 160 credits
Additional for award of Honors Degree: minimum 18 credits
- Two year M. Tech. Program each year has two semesters: minimum 74 credits

1.1. UG Programs

For B. Tech. programs, the total credits are distributed over the different subject areas. Table shows distribution of subjects among different subject area

Table 1 –Distribution of Courses among different subject area

Sr. No.	Category	Credit range percentage
1.	Basic Sciences	5-10
2.	Engineering Science Core Courses (Engineering foundation courses)	5-10
3.	Humanities and Social Sciences	5-10
4.	Professional Core Courses	50-55
5.	Professional Elective Courses	10-15
6.	Open Electives	0-5
7.	Project work	10-15

1.2. PG Programs

For M. Tech. Programs, the total credits are distributed over the different subject areas. Table shows distribution of subjects among different subject area

Table 2 –Distribution of subjects among different subject area

Sr. No.	Category	Credit range percentage
1	Core Courses	25-40
2	Electives (Specialization/others)	15-25
3	Project work	30-45
5	Seminar	03-05

1.3. Grading System

1.3.1. Award of Grade

- 1.3.1.1. For every course registered by a student shall be assigned a grade based on his/her combined performance in all components of evaluation scheme of a course as per the structure. The grade indicates an assessment of the student's performance and shall be associated with equivalent number known as grade point.
- 1.3.1.2. The academic performance of a student shall be graded on a ten-point scale. The letter grades, the guidelines for conversion of marks to letter grades and their equivalent grade points shall be as shown in Table 3.
- 1.3.1.3. The Assessment of student's performance in a course is by and large done based on examination. It is done in two parts, namely Continuous Internal Evaluation (CIE) and End Semester Evaluation (ESE). Both of them are important in assessing the achievement of a student. The higher cognitive level assessment is comprised of problem solving and project through seminars, mini projects, projects, field visits, industrial trainings and similar courses. CIE comprises of
- For Tutorial, Laboratory/Practical Courses Internal Continuous Assessment (ICA)
 - For Theory Courses In Semester Evaluation (ISE)
- 1.3.1.4. The combined performance of Continuous Internal Evaluation (CIE) and End Semester Evaluation (ESE) for theory and laboratory courses.(More detailing is given in Assessment and Examination section)
- 1.3.1.5. A student shall pass the course if he/she gets any grade in the range from "O" to "C".

Table 3-Conversion of Marks into Grades

Sr. No.	Range of Marks	Grade	Grade Point	Description of performance
1	85 onwards	O	10	Excellent/Outstanding
2	71 – 85	A+	9	Very Good
3	61 –70	A	8	Good
4	55 – 60	B+	7	Fair
5	50 – 54	B	6	Above average
6	45 – 49	C+	5	average
7	40 – 44	C	4	Below average
8	<40	F	0	Fail
9	-	XX	0	Detained
10	-	DR		Dropped Out

- 1.3.1.6. Grade "XX" in a regular course shall be awarded to a student if he/she falls in any of the following categories.
- A student does not maintain the minimum 85% attendance in any of the theory courses and 100% attendance in any of the laboratory courses.
 - A student has not completed most of the ISE due to non-medical reasons (for example when a student has missed all or most of the components of internal evaluation conducted by the teacher in that semester).
 - The performance of a student is less than 40% in any head of CIE i.e. ISE or ICA.

Student's performance with "XX" grade even in one head of the course will lead to the detention of that student for the entire semester. Such detained students will not be eligible to appear for End Semester Examination of the semester for which the student is detained.

1.3.2. Standard of Passing:

The student has to secure a minimum 4.0 Grade Points (Grade C) in each course (for every passing head). A student who secures less than 4.0 points will be declared Failed in that head of passing. A student who failed in ESE and passed in ISE shall be given F grade. Such students will have to appear for ESE only.

1.4. Calculation of Performance Indices

Semester Grade Point Average (SGPA) represents the performance of a student in a semester for which it shall be computed while Cumulative Grade Point Average (CGPA) represents the performance of a student cumulated over all semesters up to and including the semester for which it is computed. Both performance indices shall be on a scale of 10.

1.4.1. Semester Grade Point Average (SGPA)

- The performance of a student in a semester shall be indicated by a number known as SGPA.
- SGPA shall be the weighted average of the grade points obtained in all the courses registered by the student during the semester.
- If G, is a grade with numerical equivalent as g, obtained by a student for the course with credit C; then, SGPA for that semester shall be calculated using formula.

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

Where, summation is for all the courses registered by a student in that semester. SGPA shall be calculated and is rounded off to two decimal

places.

1.4.2. Cumulative Grade Point Average (CGPA)

1.4.2.1. An up-to-date assessment of the overall performance of a student for the courses from the first semester onwards till completion of the programme shall be obtained by calculating a number called CGPA.

1.4.2.2. CGPA shall be the weighted average of the grade points obtained in all the courses registered by a student since the beginning of the first semester of the programme.

$$CGPA = \sum_{i=1}^{i=n} \frac{C_i g_i}{C_i}$$

1.4.2.3. Where, summation shall be for all the courses registered by a student up to and including that semester. The CGPA shall be calculated at the end of every semester to two decimal places and shall be rounded off.

1.4.2.4. In case of a student clearing a failed course, failed grade would be replaced by the new passing grade in calculation of the CGPA.

2. Course Registration

2.1. Course Registration Process

2.1.1. Each student must register for the course at the commencement of each semester on or before the due date notified.

2.1.2. On securing admission to the institute for UG Program for the first time, student will have to first register for the F.Y. B. Tech. and for S.Y. B. Tech., if admitted directly after completion of diploma course. Already admitted students shall register only for those courses which are during that semester.

2.1.3. On securing admission to the institute for PG Program for the first time, student will have to first register for the F.Y. M. Tech. Already admitted students shall register only for those courses which are during that semester.

2.1.4. Students who fail to register on or before the notified date may be permitted for late registration after payment of an additional fee decided by the authorities of the institute

2.1.5. Each student shall fulfil the following conditions at the time of registration of course work in any semester:

2.1.6. A student who has been detained in the previous year will have to re-register

for all courses of that academic year by paying the necessary fees.

- 2.1.7. The student must ensure that his/her dues are paid before the commencement of each semester/notified due date.
- 2.1.8. No credit is given if the student attends a course for which he/she has not registered.
- 2.1.9. Registration for the subjects/courses in a particular semester will be done according to a predefined schedule.
- 2.1.10. Registration in absentia and registration after the specified date are not allowed. However in exceptional cases, this may be permitted at the discretion of Principal. In case of illness or absence during registration due to valid reasons, the student should intimate the same to the Principal/ HOD/concerned faculty adviser.
- 2.1.11. Before the first day of the classes, each student will be provided with a registration record, which will be an official record of subjects registered. Add, drop, withdrawal and audit will be marked on this record itself. The data contained in this record will be used for resolution of discrepancies, if any, later.

The duly filled registration record is to be submitted to the concerned department on or before the specified date, failing which registration is liable to be cancelled.

2.2. Norms for an award of Degree

2.2.1. B. Tech. Programs (UG)

- 2.2.1.1. The minimum number of credits to be earned for B. Tech. Programs in any discipline shall be 160 (One Hundred and Sixty) credits.
- 2.2.1.2. Additionally minimum no of credits to be earned for award of honours degree shall be 18 (Eighteen) credits.
- 2.2.1.3. Completion of all mandatory courses

2.2.2. M. Tech. Programs (PG)

- 2.2.2.1. The minimum number of credits to be earned for M. Tech. Programs is 74 credits.
- 2.2.2.2. Completion of all mandatory courses

3. Board of Examination (BOE)

Board of Examination Committee is a body which is authorized to conduct examinations and make policy decisions in regard to organizing and holding examinations, improving systems of examinations, moderations, etc. and also preparing a schedule of examinations and declaring the results

The BOE deals with all the matters in relation to examinations and hears the complaints received pertaining to any matter arising out of the conduct of examinations and decides the course of action.

Table 4-Constituent Members of Board of Examination

Sr. No.	Category	Designation
1.	Principal, Walchand Institute of Technology, Solapur.	Chief Examination Officer
2.	University representative	Member nominees PAH SUS
3.	Senior Faculty	Member
4.	Dean Academics	Member
5.	Senior Faculty	Member
6.	Dean Planning & Development	Member
7.	One Head of Department	Member
8.	Controller of Examination	Controller of Examination
9.	Deputy Controller of Examination	Deputy Controller of Examination

4. Exam Cell

The exam cell is responsible for conducting the end semester examinations with proper planning. The following are the activities of Exam Cell

- 4.1. Issue of Notifications as per the Academic Calendar.
- 4.2. Preparation of Examination Time Tables.
- 4.3. Paper Setting, Moderation, Proof Reading, Printing, Packing & dispatch of Question Papers.
- 4.4. Issue of Hall Tickets.
- 4.5. Processing and Publication of Results.
- 4.6. Printing, Verification and issue of statement of Marks.
- 4.7. Issue of Provisional Certificates, Migration to the eligible candidates.
- 4.8. Issue of Transcripts after due verification

Table 5-Constituent Members of Exam Cell

Sr. No.	Designation
1.	Controller of Examination
2.	Deputy Controller of Examination
3.	Technical Assistant
4.	Data entry/clerk
5.	Stationary in charge/clerk
6.	One accountant
7.	Menial Staff 2 numbers

5. Lapses Committee

This committee deals with unfair practices in the examinations. Investigate, recommend and take appropriate disciplinary action against the student /person/s using, attempting to use, aiding, abating, instigating or allowing using unfair means in examination. The committee shall be constituted by BOE.

Table 6-List of Members of Lapses Committee

Sr. No.	Name of the Committee Member	Category
1.	One of the Head of the Department	Chairperson
2.	Senior faculty Female	Member
3.	Senior faculty Male	Member
4.	The Director, Board of Examination & Evaluation	Member Secretary

6. Grade Moderation Committee (GMC)

The Chairman of Board of Examination shall formulate Grade Moderation Committee (GMC) for the department in consultation with respective Head of the department. The committee formulated shall include all the course coordinators of courses floated to students in the semester and Head of the department being Chairman.

This committee shall be responsible for adherence to the guidelines for the award of grades and shall include all the concerned course coordinators. The committee shall have a sample check of the answer books to confirm uniformity of assessment and lack of sincerity on the part of assessor and report to Controller of examinations for necessary action.

7. Examination Process

7.1. Examination Form Submission

- 7.1.1. Every student has to apply by filling examination form and predefined fees to be paid within the stipulated time for the courses he/she has registered.
- 7.1.2. The examination form will be accepted in the printed/online as notified from time to time along with fees paid receipt.
- 7.1.3. The student who is not able to fill the examination form in the given scheduled dates; late form shall be accepted with late fees submission up to the predefined deadline.

7.2. Pre Examination work

In the examination system pre examination work includes followings activities:

- 7.2.1. Preparation of examination schedule
- 7.2.2. Appointments of paper setters and examiners
- 7.2.3. Meetings of examiners for paper setting.
- 7.2.4. Compilation of Examination forms and preparation of summary.
- 7.2.5. Preparation, printing, procuring and supply of examination stationary
- 7.2.6. Appointments of vigilance squad, senior and junior supervisors etc.
- 7.2.7. Planning of assessment through Central Assessment Programme(CAP)

7.2.1 Preparation of Examination Schedule

As per the academic calendar, examination cell display the examination schedule 8(eight) weeks before the examination along with the day wise detailed time table. However in case of revision/modification/postponement in examination schedule, minimum one weeks notification before commencement of examination is essential.

7.2.2 Appointments of paper setter/ Examiners

Each board of studies (BOS) chairperson will submit panel of paper setters and examiners to Secretary, Academic Council. The panel of paper setters shall consist of one Chairman (Internal), one co-paper setter (Internal) and one co-paper setter (External) for each course for all ESE examinations. The Secretary, Academic Council will present examiner panels in Academic Council meeting for approval. After approval from Academic Council, Controller of examinations will appoint the paper setters and examiners from the approved panel. ESE will be conducted by Examination Cell.

7.2.3 Meeting of examiners for paper setting

Appointment orders are issued by COE after approval of panel of examiner from Academic Council. Each panel of paper setters will submit three sets of the question papers along with the marking scheme and solution in the sealed envelope for the course to the COE as per the schedule.

7.2.4 Compilation of Examination forms and preparation of summary

Examination cell prepares the summary as per the registration done for examination by the students.

7.2.5 Preparation, printing, procuring and supply of examination stationary

Examination cell shall plan for printing and procuring of the stationary as per the requirement and count of students appearing for the examination for each course and subject. Department shall submit the information as per the format given by the examination cell for the requirement of stationary for their requirements related with theory and practical examinations.

7.2.6 Appointments of vigilance squad, senior supervisors and junior supervisors:

Before starting of examination controller of examinations shall appoint the squad of teachers for the vigilance, senior supervisors and junior supervisors and other staff required for smooth conduction of examination. The vigilance squad team comprises of three members with one Chairman, one male member and one female member.

7.2.7 Planning of assessment: Central Assessment Programme (CAP)

Assessment of the answer sheets End Semester Examination (ESE) shall be carried out centrally at Central Assessment Programme by the panel of examiners approved by BOE for all the courses. In case of any discrepancies in the question paper that may affect the assessment, a committee consisting of director, dean academics and subject chairman shall decide the course of action and shall give guidelines for assessment.

7.3. Examination Scheme

Examination Scheme (ES) is based on semester pattern for every UG and PG program and course contents (Syllabi) for the courses recommended by the BOS and approved by the AC and declared as a syllabus.

8. Assessment and Examination

The Assessment of student's performance in a subject is commonly done based on examination. It is done in two parts, namely Continuous Internal Evaluation (CIE) and End Semester Evaluation (ESE). Both of them are important in assessing the achievement of a student. CIE comprises of

- For Tutorial, Laboratory/Practical Courses Internal Continuous Assessment (ICA)
- For Theory Courses In Semester Evaluation (ISE)

Assessment weightages for theory courses are 40% for ISE and 60% for ESE.

8.1. Internal Continuous Assessment (ICA)

ICA is for Tutorial, Laboratory/Practical Courses. ICA shall be evaluated by the teacher/incharge of the course/subject based on the parameter such as attendance, Performance in Practical/Laboratory/Tutorial assignments, surprise test, quiz, seminar, group discussion etc. The syllabus of a practical shall specify the list of practical / experiments to be done in a semester which should include some open ended experiments as per the course/subject. Performance of students shall be based on continuous assessment. The subject teacher should submit the detailed ICA evaluation sheet to the COE at the end of the semester. Teacher shall show all the marks for ICA to students.

8.2. In Semester Evaluation (ISE)

ISE is theory examination conducted for every theory course. ISE shall be conducted as per the schedule indicated in the academic calendar. Weightage for ISE is 40% of Theory course. This examination shall be conducted as per the schedule and the evaluated papers shall be shown to the students within a week.

Total three ISE tests shall be conducted during the semester and all the units of the curriculum for the respective course are distributed in all three tests proportionately. The respective course faculty shall submit ISE marks to the examination cell as per the schedule. All answer sheets will be submitted to Examination Cell. Students who have any grievance of his/her assessment, they can apply to grievance committee and grievance committee will be final. Based on the grievance committee decision re-examination for ISE will be conducted. The subject teacher should submit the detailed ISE evaluation sheet to the COE at the end of the semester. Teacher shall show all the marks for ISE to students.

Table 7 - Assessment components of Theory Courses- ISE Part

Sr.No.	Assessment Component	Max. Marks
<i>First Year</i>		
1	Minimum Three ISE (Mandatory)	40
In Semester Evaluation (ISE) Total		40
<i>Second, Third and Fourth Year</i>		
1	Minimum Three ISE (Mandatory)	30
2	Teacher's Assessment based on one or more Appropriate Activities related to course curriculum and conducted & evaluated at institute level, which includes–, assignments, viva-voce, quizzes, subject seminars with report writing, field visit, subject mini project, application software training, case study with report writing.	10
In Semester Evaluation (ISE) Total		40

8.3. End Semester Examination (ESE)

8.3.1. For Theory Courses:

ESE is theory examination conducted centrally for every theory course/subject as per the schedule and shall be in accordance with the course structure. The evaluation shall be completed within 10 working days from the last day of the Theory examination. There shall be provision of revaluation and re-examination for ESE as per the schedule.

8.3.2. For Laboratory/Practical Courses

For the student, the objective of laboratory courses is to “practice by doing” and the laboratory courses help them to gain insight and understanding of the real world which they learn in their theory courses and the ideas for innovations. Now there is shift from the text book learning to the learning by observation and doing. Students have to design, analyze, and build their own creation. For this ESE of Laboratory/Practical Courses is the assessment.

8.3.2.1. The syllabus of a practical shall specify the list of practical exercise / experiments to be done in a semester which should include some open ended experiments as per the course/subject.

8.3.2.2. The ESE for laboratory/practical courses is conducted according to the structure which comprises of solving exercise /conducting experiment and viva- voce.

8.3.2.3. Performance of students shall be based on the experiment/practical implementation and viva (oral) examination.

8.3.2.4. The practical examination time table should be prepared by the department as per the schedule and submit to the controller of examination for approval.

8.3.2.5. After completion of the practical Examination marks shall be submitted to the examination section in the mode specified.

8.3.3. Evaluation of Seminar, Mini Project, Project

The evaluation of CIE of the project work shall be based on the progress of the student in the work assigned by the project supervisor, periodically evaluated by him/her together with a Departmental Committee constituted for this purpose.

The project report and final oral examination conducted by a Common Project Evaluation Committee at the College level shall form the ESE of the project work.

Evaluation of project and seminar will be conducted as per the directives of BOS and approved in AC, RRC.

8.3.4. Evaluation of Seminars, Industrial Training/Internship, Vocational Training , Field work

In the case of other requirements, such as seminar, industrial training/internship, field work, comprehensive viva voce, if any, the assessment shall be made as per the directives laid down by the BOS and Academic Council of the College.

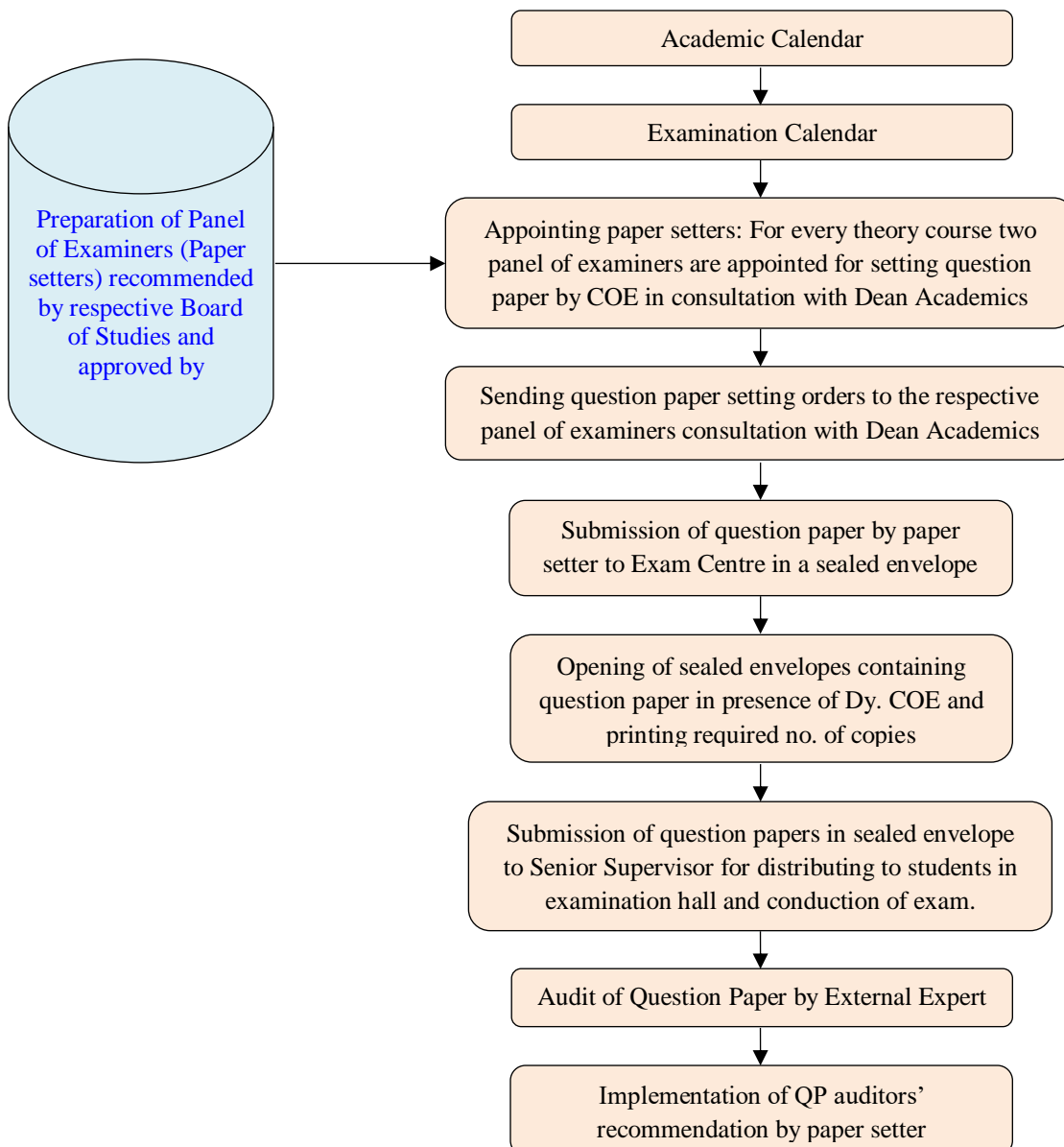
8.3.5. Evaluation of Self Learning Courses

Evaluation of self learning courses will be in accordance with the directives of BOS and Academic Council either through ESE mode or through MOOC course on NPTEL /Coursera /Edx or any other platform as approved from time to time.

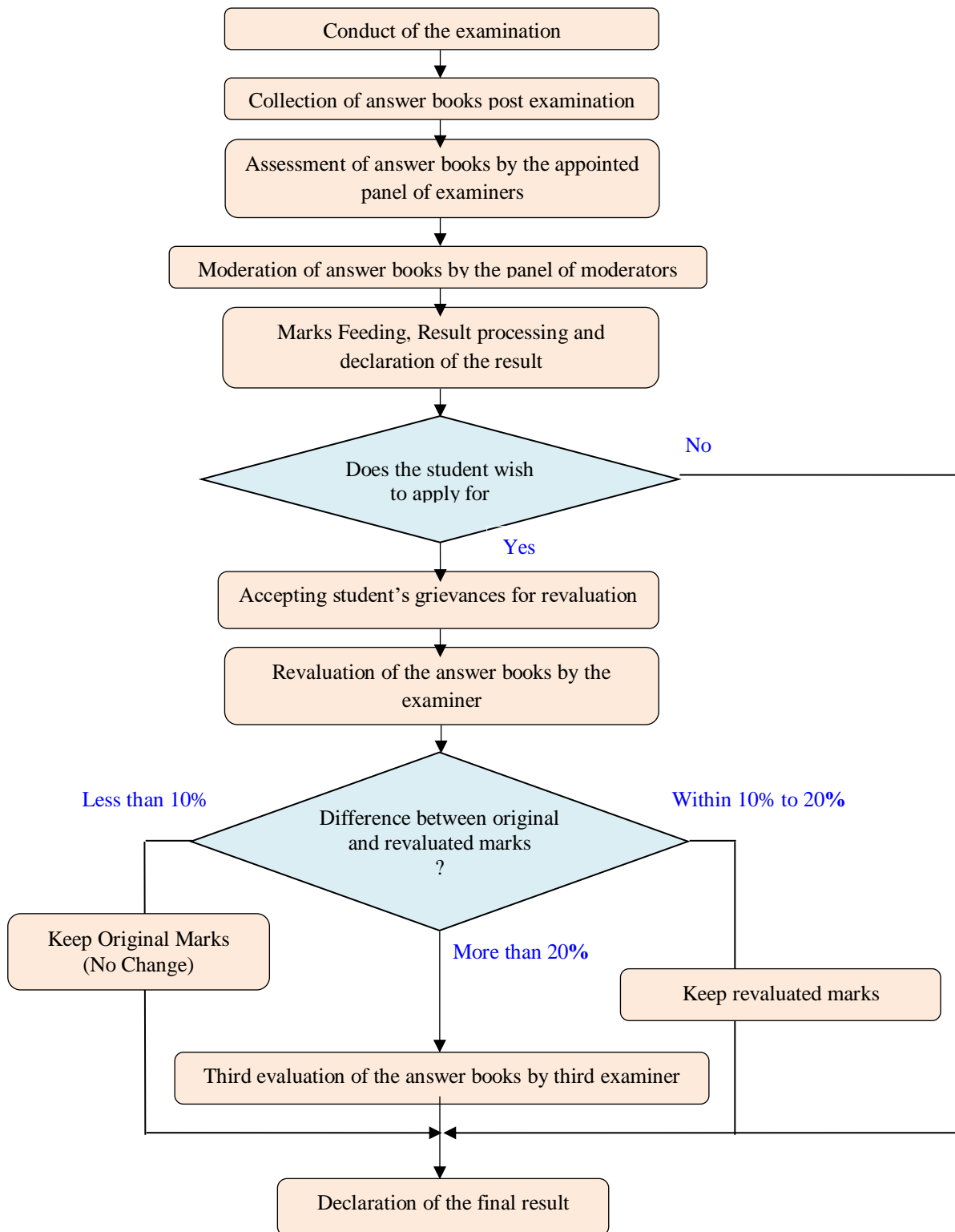
8.4. Panel of Examiners:

- 8.4.1. Panel of examiners are recommended by respective Board of Studies (BOS) and approved by Academic Council
- 8.4.2. For theory examination, panel comprises of one internal and one external member from other university/industry person
- 8.4.3. For Laboratory/Practical Courses, panel comprises of one internal and one external member from academia outside the institution/industry person
- 8.4.4. For project evaluation subject expert and industry experts are appointed

8.5. Question paper setting Flow chart:



8.6. End Semester Examination (ESE) system Flow chart:



8.7. Evaluation System:

No candidate will be admitted to any examination unless he keep terms at the institute and produces from principal testimonials of

- Satisfactory attendance at theory courses and laboratory courses clauses as prescribed
- Satisfactory completion of CIE prescribed for the Part and passing in the CIE by securing at least 40% marks out of maximum prescribed

8.7.1. Rule of passing

8.7.1.1. A candidate to be eligible to pass examinations shall appear and obtain minimum 45% aggregate marks on the basis of part I and part II of each examination as under

First Year Engineering Examination - Part I & Part II examination
Second Year Engineering Examination - Part I & Part II examination
Third Year Engineering Examination - Part I & Part II examination
Final Year Engineering Examination - Part I & Part II examination

8.7.1.2. A candidate to be eligible for the award of degree of Bachelor of Engineering will be required to pass examinations as under

First Year Engineering Examination - Part I & Part II examination
Second Year Engineering Examination - Part I & Part II examination
Third Year Engineering Examination - Part I & Part II examination
Final Year Engineering Examination - Part I & Part II examination

Table 8 – Rules of Passing in a course

Evaluation Method	Passing Requirements
Continuous Internal Evaluation (CIE) including ICA and ISE	40% of max marks
End Semester Examination (ESE)	40% of max marks

8.8. Declaration of Result

8.8.1. Rules of Passing

8.8.1.1. Provisional Results shall be declared within 10 days after the last theory/practical examination. Grade card is available online at the Institute website after declaration of the result.

8.8.1.2. To pass the Laboratory Course/Project/Seminar/Vocational Training head, the student has to earn Minimum of 40 percent marks in each respective examination head.

8.8.1.3. To pass the Theory Subject/Course head the student has to earn minimum of 40 percent marks independently in ISE, ICA and ESE

8.8.1.4. The failing student can repeat the End Semester Examination to pass the head in the current semester by appearing for re-examination or by appearing in subsequent semester and the In Semester Evaluation marks (ISE) will be retained as it is.

8.8.1.5. To earn credits of a course (Theory/ Laboratory/ practical/ Project/ Seminar/ Vocational Training) student must pass the course with minimum passing marks/grade.

8.8.2. Rules of ATKT (Allowed To Keep Term) and Passing

- R1. A candidate who fails at his/her F.Y. Part I examination will be allowed to keep term for his/her F.Y. Part II examination, for part wise courses.
- R2. A candidate who fails at his/her S.Y. Part I examination will be allowed to keep term for his/her S.Y. Part II examination, for part wise courses
- R3. A candidate who fails at his/her T.Y. Part I examination will be allowed to keep term for his/her T.Y. Part II examination, for part wise courses
- R4. A candidate who fails at his Final Year Part I examination will be allowed to keep term for his/her Final Year Part II examination, for part wise courses.
- R5. A candidate who fails in not more than three heads of passing excluding aggregate at F.Y. course examination will be permitted to keep term at higher class namely S.Y. course examination
- R6. A candidate who fails in more than three heads of passing, excluding aggregate at F.Y. Course examination in accordance with R5 will not be permitted to keep terms in the higher class namely S.Y. course examination.
- R7. A candidate who fails in not more than four heads of passing including aggregate (of theory and POE and/or OE taken together) subject to maximum three heads of theory examination at S.Y. course examination will be permitted to keep term at higher class namely T.Y. course examination.
- R8. A candidate who fails in more than four heads of passing including aggregate at S.Y. course examination in accordance with R7 will not be permitted to keep terms in higher class namely T.Y. course examination
- R9. A candidate who fails in not more than four heads of passing including aggregate (of theory and POE and/or OE taken together) subject to maximum three heads of theory examination at T.Y. course examination will be permitted to keep term at higher class namely Final Year course examination.
- R10. A candidate who fails in more than four heads of passing including aggregate at T.Y. course examination in accordance with R9 will not be permitted to keep terms in higher class namely Final Year course examination.
- R11. No candidate will be admitted to the S.Y. Part I course unless he/she
 - a. Passes his/her F.Y. Part I & Part II examinationOR
 - b. Fulfils criteria to keep the term for S.Y. Part I examination in accordance with R5 above

- R12. No candidate will be admitted to the T.Y. Part I course unless he/she passes all his/her F.Y. Part I & Part II examination with no back log and
- a. Passes his/her S.Y. Part I & Part II examination
- OR
- b. Fulfils criteria to keep the term for T.Y. Part I examination in accordance with R7 above
- R13. No candidate will be admitted to the Final Year B. Tech Part I course unless he/she passes all his/her F.Y. Part I & Part II and SY Part I & II examination with no back log and
- a. Passes his/her T.Y. Part I & Part II examination
- OR
- b. Fulfils criteria to keep the term for final year B.Y. part I examination in accordance with R9 above

8.8.3. Condonation and Grace marks

If a candidate fails in one or two heads of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However, condonation, whether in one head of passing or aggregate head of passing are restricted to maximum up to 10 marks only.

Condonation and grace marks deficiency of marks is shown in the statement of marks in the form of asterisk and ordinance number. Provided that, this condonation of marks is concurrent with the rules and guidelines of statutory bodies of All India level such as AICTE and UGC.

If a student has failed in more than two courses, no grace marks will be applicable in any course.

8.8.4. Scaling of Marks:

Scaling of marking will be undertaken only in exceptional circumstances, for example, where evidence has been provided that a set of marks for an assessment do not accurately reflect student attainment of the learning outcomes being assessed.

In cases where module performance indicates a deviation from normal expectations, the Course coordinator should investigate reasons as to why this may be the case. The scaling of marks should only be carried out in exceptional circumstances and in consultation with the Head of Department. If there is evidence that the distribution of class marks for the majority of the registered students has been adversely affected by a technical or operational factor, then scaling may be considered. The scaling of marks shall be in accordance with guidelines of Grade Moderation Committee

8.8.5. Answer sheet retention

Answer books for examinations are stored for a period of 2 semesters after the examination by the examination section.

8.9. Revaluation System:

(The evaluation and Photocopy of answer books)

The evaluation of ESE is carried out through CAP immediately after the examinations. There is a provision for students to take the photocopy of his/her answer book on payment of prescribed fees. Further, the student can apply for revaluation if he/she is not satisfied with the evaluation, on payment of prescribed fees as notified from time to time. The provision of photocopying the answer book(s) is applicable only to ESE and not for either re-examination or make up examinations. Revaluation is only for theory subject/course.

If the marks awarded in the paper by the original examiner and the marks obtained after revaluation varies by 10% (Plus or Minus) or more of the maximum marks assigned to that paper the marks after revaluation shall be accepted for the revision of the result and marks originally obtained by the candidate in the paper shall be treated as null and void. More detailing is given in the End Semester Examination (ESE) system Flow chart flowchart.

There is no provision for photocopying and revaluation for ESE of Laboratory/Practical courses.

8.10. Re-examination System:

- 8.10.1. Re-examination System will be scheduled after even semester examination.
- 8.10.2. Re-examination will be for the courses in which student has failed in the current examination session i.e. even semester examination.
- 8.10.3. Notification regarding re-examination will be declared by controller of examination after declaration of ESE result.
- 8.10.4. Re-examination for End Semester Examination (ESE) will be conducted as per the schedule. Re-examination will be conducted for ESE part only and ISE marks of respective subject will carried forward.
- 8.10.5. The grade card / mark sheet will indicate that the particular course has been cleared in the second attempt for the students passing a particular course in the re-examination by indicating „*“ on the mark sheet.
- 8.10.6. A student shall have to register for the re-examination by paying additional examination fees as per rules, course that he/she registers.
- 8.10.7. Re-examination will be conducted only for those students whose term have been granted and have failed in any course in ESE.
- 8.10.8. No re-examination will be conducted for Practical/Oral Examination (POE), detained or absent students and students without legitimate reasons.

8.11.Lapses

The guidelines for recommending penalties and punishments to the students involved in Malpractices during the examination and the broad categories of Unfair Means Resorted to by Students at Examinations and the Quantum of Punishment for each Category thereof are given below.

Action for Malpractice and Lapses on the part of the student connected with the conduct Examinations.

Sr. No.	Nature of malpractice	Quantum of punishment
1	1) Possession of copying material 2) possession of another student's answer book 3) Possession of another student's answer book + actual evidence of copying there from 4) Possession of electronic devices like mobile, programmable calculator, pen drive, any other storage devices in the examination hall 5) Communicating any other student or any other person with a view to take assistance to write answers in the examination 6) Copying from the materials or answers of another student with his assistance 7) Found having written on palms or on the body, or on the clothes while in the examination.	a) Fine not less than Rs. 2000/- b) Annulment of the performance of the student in the Subject/Paper concerned c) Annulment of the performance of the student in all the Subject/Paper for which the student has registered in that examination d) Debarring the student from appearing for subsequent one to three examinations The lapses committee shall recommend the punishment based on the severity of the case
2	1) Attempt to forge the signature of the Junior Supervisor on the answer book or supplement 2) Interfering with or counterfeiting of Institution seal, or answer books or office stationary used in the examination. 3) Answer book main or supplement written outside the examination hall or any other insertion in answer book. 4) Insertion of currency notes/to bribe/attempting to bribe any of the person/s connected with the conduct of examinations 5) Using obscene language/ violence / thereat at the examination/ assessment center by a student/s at the Institution examination to Junior/Senior Supervisor's/ Chief conductor/principal/Moderator/Examin	a) Fine not less than Rs. 2000/- b) Annulment of the performance of the student in the Subject/Paper concerned c) Annulment of the performance of the student in all the Subject/Paper for which the student has registered in that examination d) Debarring the student from appearing for subsequent one to three examinations e) Rusticate the student from the college. In case of impersonation, both the students concerned shall be handed over to the Police by the Senior supervisor

	<p>ers/person/s concern with Examinations</p> <p>6) Impersonating or allowing any other person to impersonate to answer his/her place in the examination hall</p> <p>7) Threatening with weapons or any other means to the Jr. Supervisor/ Senior Supervisor/ Member of squad/ official of the examination center</p> <p>8) All other malpractice not covered in the aforesaid categories.</p> <p>9) Practical/Dissertation/Project Report Examination. Student involved in malpractice at practical/Dissertation/Project Report Examination shall be dealt with as per the punishment provided for the theory examination.</p>	
3	Students getting admission for any courses by using fake and/or forged documents.	Cancellation of terms, annulment of entire performance and withdrawing of the Degree as the case may be.

*(Note : The Term "Annulment of the performance in full" includes performance of the student at the theory as well as Annual practical Examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice used thereat)

Action for Malpractice and Lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Principal, and Teacher or any other person connected with the conduct Examinations.

Sr. No.	Nature of malpractice	Quantum of punishment
1	<p>1) Paper setter found responsible for leakage of the question set in the Institution examination/s whether intentionally or due to the negligence before the time of examinations.</p> <p>2) Leakage of question/s/ question paper set in the Institution examination before the time of examination at the University/College/Institution or examination</p> <p>3) Favoring a student (examinee) by</p>	<p>a) Fine not less than Rs. 10000/-</p> <p>b) Disqualification from any examination work for a period of minimum two years and maximum up to permanent + Fine + disciplinary action by concerned authorities as per the rules applicable.</p>

	<p>examiner, moderator, referee in assessment of answer books/dissertation/Project Report/Thesis by assigning the student marks to which the student is not entitled</p> <p>4) Examiner/Moderator/Referee intentionally/negligently not assigning the student in assessment of his/her answer books/ dissertation / project work, the marks to which the student is entitled to</p> <p>5) Paper Setter omitting question/s at the time of finalization of question paper set at examination or repeating Sr. No. Of questions while writing or wrong insertion of question paper in the envelope.</p> <p>6) Paper setter setting questions outside the scope of the syllabus</p> <p>7) Paper setter repeating questions in same / different section/s.</p> <p>8) Sr. Supervisor/Chief conductor showing apathy in carrying out duties related to examination (e.g. Not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before prescribed time</p> <p>9) Jr. Supervisor helping student (examinee) in mass copying while on examination duty.</p> <p>10) Refusal of examination work as Flying Squad member, Jr./Sr. Supervisor/ Paper Setter/Examiner/Moderator/ Director CAP</p>	
2	Wrong distribution of Question Paper by the Senior / Junior Supervisor/s.	All expenditure of reprinting, distribution etc. be recovered from the concerned Senior / Junior Supervisor/s + disciplinary action by the concerned authorities as per the rule.
3	All other malpractices not covered in the aforesaid categories.	Punishment + Fine + Disciplinary action as decided by the competent Authority.


9. Timeline:

The timeline is given according to the commencement of semester considering weeks of the semester.

Table 10 – Timeline for the entire Examination Process

Sr. No.	Particulars	Timeline
1.	Course Registration opens	1 week prior to the commencement of semester
2.	Commencement of the semester	1 st Week
3.	Exam registration	2 nd week to 3 rd week
4.	Commencement of Pre-Examination work	3 rd week
5.	In Semester Examination-I (ISE-I)	4 th week to 5 th week
	ISE-I result declaration and acceptance of grievances	5 th week
6.	Declaration of Examination Timetable	8 th Week
7.	In Semester Examination-I (ISE-II)	9 th week to 10 th week
	ISE-II result declaration and acceptance of grievances	10 th week
8.	In Semester Examination-I (ISE-III)	14 th week to 15 th week
	ISE-III result declaration and acceptance of grievances	15 th week
9.	Conduct of Examination	From 16 th week to 18 th week
10.	Assessment and evaluation	From 18 th , 19 th and 20 th week
11.	Declaration of provisional results	21 st week
12.	Issue of Photocopy	22 nd Week - 3 days from declaration of result
13.	Application for revaluation	22 nd Week - 3 days from receipt of photocopy
14.	Revaluation	23 rd week
15.	Re-examination	24 th week
16.	Final result declaration	25 th week




Controller of Examinations
Dr. Mrs. Pratibha C. Kaladeep (Yalagi)