

**Society of St. Francis Xavier, Pilar's
Fr. Conceicao Rodrigues College of Engineering
Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai – 400 050**

(Autonomous College Affiliated to University of Mumbai)



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Examination Committee Approval: 4th May 2026

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Preamble:

Fr Conceicao Rodrigues College of Engineering has been granted autonomous status by UGC and University of Mumbai from academic year 2024-25. This document has been published to reveal transparency, clarity, accuracy and sincerity with which academic activities are carried out at the college. There are several revisions carried out in the curricula and assessment schemes based on the discussions carried out at various forums and Meetings. Feedback from various education partners including alumni, students & faculty has been discussed during these meetings. Examination related ordinances presented in this manual are evolved from our learning's from implementation of other autonomous institutes.

In order to enhance the quality of education, Fr CRCE adopted Credit Based Continuous Evaluation Grading System in its curricula. The curriculum in a given course would include ingredients required to upgrade the standards of teaching-learning such as classroom lectures, laboratory techniques, field study assignments, discussions, project and training. These ingredients have credits depending on the work load it involves.

This official academic rule book for under graduate as well as post graduate semester programs has been published for the use of administrators, teachers, administrative staff and learners. Faculty can use novel assessment techniques for assessing the learning outcomes of the course. Various exemplary templates are provided in this manual for the teachers which may be helpful for them for assessment. Fr CRCE functions according to the vision statement of being pacesetter by executing the examination calendar accurately, following principles of outcome-based education, declaring results on time and having a complete transparency in conducting the examinations and also declaring results. Degree is awarded by University of Mumbai to the graduates after successful completion of the program.



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1. Examination Committee (EC):

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

- a) Principal (Chairman)
- b) Controller of Examinations (Member Secretary)
- c) Two experts from other autonomous colleges
- d) One teaching faculty from each department as Department Examination Coordinator (DEC)
- e) Head of Departments (HoDs)
- f) Dean Academics

1.2 The Powers and Duties of EC:

1. EC shall ensure proper performance of the various duties in conducting examinations viz. paper setting, exam time table preparation, actual execution of examinations, assessment, compilation of results, preparation of Gazettee and declaration of results.
2. EC shall prepare the detailed time table of examinations as per the schedule approved by the academic council.
3. Conduct audits related to examinations in coordination with IQAC
4. The EC shall recommend examination reforms and shall implement them after approval of academic council
5. The EC shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.
6. Complaint Redressal Committee (CRC) shall be an independent committee consisting of at least three members appointed by the Chairman (EC) as and when required to deal with the complaints related to the conduct of examinations related to examinations.
7. The recommendations of the CRC shall be approved by Chairman, EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC.
8. Solve student grievances if there is a representation by students related to examinations
9. For any meeting of EC, one-third members shall constitute a quorum. However, the same meeting shall be held after 30 minutes of the scheduled time, for which, no quorum shall be applicable.
10. The members of EC shall meet at least twice during the academic year and at other times as and when necessary.



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11. The various formats shall be prepared by EC for record keeping and monitoring all examination related activities.
12. The EC shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.
13. COE shall be assisted by the department exam coordinators (DEC) for carrying out the following activities during examinations.
 - i. Paper Setting and Printing
 - ii. Examinations (Theory)
 - iii. Examinations (Practical, Project, Online examinations)
 - iv. Assessment of answer books
 - v. Preparation and declaration of provisional grades
 - vi. Preparation and declaration of final results
14. Any other examination related work

2. Types of Examinations and Credit Structure:

NEP 2020 proposes that HEIs should adopt continuous and comprehensive evaluation rather than high stake examinations. Continuous and comprehensive evaluation embraces horizontal assessment modes instead of one single vertical mode. It can be used to assess the overall development of students, for example, critical thinking, problem-solving ability, right application of knowledge, and adherence to ethics. NEP 2020 recommends a criterion-based grading system that emphasizes assessment of student achievement based on the learning goals for each programme. A criterion defines the characteristics or traits to be judged. These are derived from the learning outcomes. Grading can be designed to measure the degree of achievement on each criterion thus making assessments more meaningful.

Fr CRCE has adopted robust, yet flexible, Outcome Based Evaluation system which is also in consonance with NEP2020 objectives. Learning outcome-based performance evaluation is necessary to assess modern skills and domain-specific competencies. The assessment system of Fr CRCE ensures that evaluation is more students centric. Learning outcomes drive curriculum, instruction and evaluation. This leads to the identification of outcomes, competencies, performance indicators and finally assessment. Any evaluation and assessment system must test different levels of cognitive attainment. Across these levels, mental skills (knowledge) are tested which deal with how a student acquires, processes, and utilizes knowledge. The levels represent a continuum of increasing cognitive complexity—from remembering to creating to developing sustainable solutions.

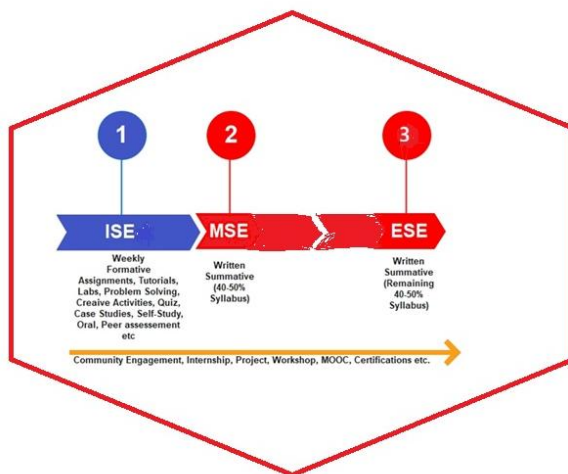


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Educational research suggests that if several different assessments are used, it increases the probability that an accurate assessment of student learning will emerge. Furthermore, assessments must be continuous, as also suggested in NEP2020, and include a variety of assessments for continuous and complete feedback.

2.1 List of Examinations:

The National Education Policy 2020 emphasizes formative and competency-based assessment for developing higher-order thinking skills such as creativity, critical thinking and analysis. The assessments implemented by Fr CRCE in line with NEP-2020 help the learner to track and improve the learning outcomes/ approaches and promote holistic development of the learner.



Following examinations are conducted in ODD as well as EVEN semester

1. **ISE:** In-Semester is continuous assessment of learning outcomes.
2. **MSE:** Mid-Semester Examination to be conducted mid of the semester
3. **ESE:** End-Semester Examination to be conducted at the end of the semester
4. **Special Examination:** Special Examination with conditions apply
5. **Re-Examination:** Conducted for students failed in previous examinations



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2.2 Types of Courses:

Nomenclature of the courses in the curriculum	
Abbreviation	Title
BSESC	Basic Science & Engineering Science Courses
PCPEC	Program Core and Program Elective Courses
MDC	Multidisciplinary Courses
SC	Skill Courses
HSSM	Humanities, Social Sciences and Management
EL	Experiential Learning
LLC	Liberal Learning Courses
BSC	Basic Science Courses
ESC	Engineering Science Courses
PCC	Program Core Courses
PEC	Program Elective Courses
MDM	Multidisciplinary Minor
OE	Open Elective
VSEC	Vocational and Skill Enhancement Course
VSC	Vocational Skill Courses
SEC	Skill Enhancement Courses
AEC	Ability Enhancement Course
EEMC	Entrepreneurship, Economics and Management Course
IKS	Indian Knowledge System
VEC	Value Education
RM	Research Methodologies
CEFP	Community Engagement or Field Project
ELC	Experiential Learning Courses
PRJ	Project
INT	Internship
CC	Cocurricular Courses
HMM	Honors and Multidisciplinary Minor
DM	Double Minor
RMM	Research and Multidisciplinary Minor



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2.3 Credit Framework:

Each course shall have a certain number of credits assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours. Generally, each course shall have an integer number of credits reflecting its weight. The number of credits of a course in a semester shall ordinarily be calculated as under:

Credit Specification:

- Theory: 1 credit=13 to 15 hrs of teaching
- Lab: 1 Credit=26 to 30 hrs of lab work
- Studio Activities: 1 Credit= 26 to 30 hrs of creative activities
- Workshop Based Activities: 1 Credit=26 to 30 hrs of hands-on activities related to vocation/professional practice/skill based
- Seminar/Group Discussion: 1 Credit=13 to 15 hrs of participation
- Internship: 1 Credit=Per 2 weeks OR 36 to 40 hrs of engagement
- Field Based Learning/Practices: 1 Credit=26 to 30 hrs of learning activities
- Community Engagement Projects: 1 Credit=26 to 30 hrs of contact time along with 13 to 15 hrs of activities preparation, report writing, independent reading etc.

The Four-year Bachelor's Multidisciplinary Engineering Degree Programme allows the students to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minors as per their choices. The minimum and maximum credit structure for different levels under the Four-year Bachelor's Multidisciplinary Engineering UG Programme with multiple entry and multiple exit options are as given below:



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Levels	Qualification Title	Credit Requirements			Sem	Year
		Min	Max	Typical @FrCRC E		
4.5	One Year UG Certificate in Engg./ Tech.	40	44	40	2	1
5.0	Two Years UG Diploma in Engg./ Tech.	80	88	80	4	2
5.5	Three Years Bachelor's Degree in Vocation (B. Voc.) or B. Sc. (Engg./ Tech.)	120	132	120	6	3
6.0	4-Years Bachelor's degree B.Tech. in Engg./ Tech. with Multidisciplinary Minor	160	176	168	8	4
6.0	4-Years Bachelor's degree (B.E./ B.Tech. or Equivalent) in Engg./ Tech.-Honors with Research and Multidisciplinary Minor	180	194	186	8	4
6.0	4-Years Bachelor's degree (B.E./ B.Tech. or Equivalent) in Engg./ Tech.- Major Engg. Discipline with Double Minors (Multidisciplinary and Specialization Minors)	180	194	186	8	4

2.4 Credit Distribution for Four Year UG Program:

	Course Verticals																Total Credits	
	BSESC		PCPEC		MDC		SC	HSSM				EL				LLC		BC
SEM	BSC	ESC	PCC	PEC	MDM	OE	VSEC	AEC	EEMC	IK S	VEC	RM	CEFP	PRJ	INT	CC		BC
I	6	4	5				1			2						2	--	20
II	6	7					1	4								2	--	20
III	3		11		3	2					2		1					22
IV	3		11		3	2	2				1						2*	22
V			12	3	3	2	2											22
VI			14	3	3	2												22
VII & VIII				15	3							4		6	12		--	40
Total Credits as per Fr CRCE	18	11	53	21	15	8	6	4		2	3	4	1	6	12	4	2	168+2* =170
Total Credits as per GR	14	12	44	20	14	8	8	4	4	2	4	4	2	4	12	4		160

• Bridge course is only for second year direct admission students.



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2.5 Degree options available

Degree/SEM	I	II	II I	IV	V	VI	VI I	VIII	Tot al
B.Tech (Multidisciplinary Minor)	20	20	22	22	22	22	20	20	168
B.Tech with Double Minor (Multidisciplinary & Specialization Minor)	20	20	22 +4 *	22 +4 *	22 +4 *	22 +4 *	20 +2 \$	20	186
B.Tech Honors with Research and Multidisciplinary Minor	20	20	22 +4 *	22 +4 *	22 +4 *	22 +4 *	20 +2 \$	20	186

*Optional Credits \$ optional 2 credits can be earned either in VII or VIII Semester



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3. ABC, Multiple Entry and Exit Path and Lateral Entry:

3.1 Enrolment of Students on ABC:

All students of Fr. CRCE must have unique student identity card known as the **Automated Permanent Academic Account Registry (APAAR)**. Lifelong APAAR ID streamline the process of tracking academic progress from pre-primary education to higher education for students, schools, and government authorities. APAAR also serves as a gateway to Digilocker, a digital platform enabling students to securely store essential documents and achievements, including exam results and report cards. This digital storage facilitates easier access, which proves invaluable for pursuing higher education or seeking employment opportunities in the future.

Multi-institutional learning permission: The student shall be allowed to earn some credits from other colleges with whom MoU is signed for credit transfer with Fr. CRCE.

3.2 Multiple Exits:

Multiple entry exit option will be as per the Government of Maharashtra Resolutions and rules of affiliating University of Mumbai as applicable. Fr CRCE is implementing this option in true spirit and intent of NEP 2020. Students will have the flexibility to enter a programme in odd semesters and exit a programme after the successful completion of even semesters as per their future career needs.

Students exiting the First Year programme after securing minimum 40 credits will be awarded UG Certificate in the relevant Discipline /Subject provided they secure 8 credits in work-based vocational courses or internship / Apprenticeship offered during summer vacation in addition to 4 credits from skill-based courses earned during the first and second semester.

Students exiting the Second Year Programme after securing minimum 80 credits will be awarded UG Diploma in the relevant Discipline /Subject provided they secure additional 8 credits in skill-based vocational courses (skill-based courses, internship, mini projects etc) offered during summer vacation after the second year.

Students exiting the 3-year UG program will be awarded B.Voc. in the relevant Discipline /Subject upon securing minimum 120 credits with additional 8 credits in skill-based vocational courses (skill-based courses, internship, mini projects etc.) offered during summer vacation after the sixth semester.



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Exit options is provided with Certification, Diploma and B. Vocational degrees to the students at the end of the second, fourth and sixth semester, respectively, in the four-year degree programme. Students will receive a Bachelor's degree with the single minor on successfully completing all eight semesters of the UG Programmes either at a stretch or with opted exits and re-entries. In addition to this, student will receive a Bachelor's degree with Double Minor/Honours/ Research subject to earning additional 18 credits.

3.3 Re-entry or Lateral Entry:

Students, opting for exits at any level, will have the option to re-enter the programme from where they had left off, in the same or in a different higher education institution within four years of exit and ***complete the degree programme within the stipulated maximum period of eight years from the date of admission to first year UG.*** Re-entry at various levels for lateral entrants in academic programmes shall be based on the earned and valid credits as-deposited and accumulated in the Academic Bank of Credits (ABC) through Registered Higher & Technical Education Institutions (RHTEI) and proficiency test records. Lateral entry into the programme of study leading to the UG Diploma/ B. Vocational/ UG Bachelor's Degree with single minor/ UG Bachelor's Degree with Double Minor/ Honours /Research will be based on the ***validation of prior learning outcomes achieved and subject to availability based on intake capacity.***

A student, who discontinues the academic program for any reason and rejoins the program at a later date, shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her rejoining the program.

3.4 Eligibility for admission to the UG Bachelor's Degree with Double Minor/ Honours /Research as per UGC guidelines: Minimum CGPA/CPI of 7.5 after second semester for UG Bachelor's Degree with Double Minor/Honours/Research. For lateral entry students this option will be available only for candidates with minimum CGPA/CPI of 7.5 or 75 percentage in diploma. Candidate must ***maintain minimum CGPA/CPI of 7.5 in every semester*** to continue for UG Bachelor's Degree ***Honours/Research.***



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4.0. Details of Examinations:

In Semester Evaluation (ISE: 20 marks) Mid Semester Examination (MSE: 30 marks) and End Semester Examination (ESE: 50 marks) ISE activities will be conducted during the full semester. **MSE** will be written summative examination of 30 marks based on 50% syllabus for 90 minutes. **ESE** examination will be written summative examination for 50 marks based on full syllabus (20% questions on syllabus covered before MSE and 80% questions on the remaining syllabus) for 120 minutes. There is separate head of passing for End Semester Examination (ESE) i.e. minimum 40% marks to be scored in ESE and total of ISE+ MSE+ ESE should be 40 on the scale of 100 to clear the subject.

The Special and Re-examination will be the written summative examination for 80 marks based on full syllabus for 180 minutes (3 Hours).

4.1 In Semester Evaluation (ISE): ISE is the continuous assessment for a course and it shall be conducted exclusively by the course teacher, who shall spell out components of ISE in advance, maintain transparency in its operation, declare evaluation results in time and show marks obtained to the students after the evaluation is completed. There are various modes recommended for conducting ISE like Open book examination, assignments, quiz, oral, group discussion, project, presentation, contests, model making etc.

ISE assessments carried out throughout the semester and the number of activities is announced at the beginning of the Semester and carried out as per schedule submitted in the department. Course teacher must submit ISE marks in time well before the end of the semester. Typically, ISE is for 20 marks, however it depends on the course. Teachers should prepare and follow relevant rubrics for the qualitative assessments of ISE.

4.2 Mid Semester Examination (MSE):

- MSE will be normally conducted in the mid of the semester. MSE question paper will be based on 40-50% of the syllabus and it will be conducted by the respective department. Department should conduct MSE according to the schedule published by the Examination Center of the college. Typically question paper will be of 30 Marks for 90-minute duration.



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- Those students whose name is appeared in the defaulter list received from the department will not be allowed to attempt MSE in that particular course.

4.3 End Semester Examination (ESE):

- ESE will be conducted at the end of the semester and it will be based on the remaining contents of the syllabus. Typically question paper will be of 50 Marks for two hours duration. (20% questions on syllabus covered before MSE and 80% questions on the remaining syllabus). There is separate head of passing for End Semester Examination (ESE) i.e. minimum 40% marks to be scored in ESE. For few Laboratory based courses, practical or oral ESE may be conducted based on the entire syllabus. ESE will also be conducted by the department according to the schedule published by the Examination Center of the college. The Examination Center shall get the examination schedule approved by the Examination Committee before displaying it.
- Those students whose name is appeared in the defaulter list received from the department will not be allowed to attempt ESE in that particular course.
- After the publication of the result of each ESE followed by Special Examination, the examinees will be provided with a cumulative grade card reflecting grades obtained and credits earned in each course along with SGPI in that semester.

4.4 Special Examination:

- Students detained due to 50-75% attendance either in MSE or ESE are allowed to appear only in Special examination.
- The students who are unable to attempt due to medical reasons or those students who are declared as “failed” in the recently conducted ESE can attempt Special Examination. This examination is also allowed to those students who have passed in a course and wish to reappear in examination for the “Grade Improvement” purpose.
- All students who appear for special examination will have a grade penalty of one grade.
- Conducted after declaration of ESE result. The Odd Semester (I/III/V/VII) Special Examination shall be held in the first and second week of January and the Even Semester (II/IV/VI/VIII) examination in the first and second week of July. Students must fill the examination form to appear for Special exam and pay the requisite fees. Only those students who fill up the form within given



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time limit will be allowed to appear for special exam. This applies for Grade improvement applications as well. The notice for this will be circulated by exam section clearly mentioning the dates to fill up the form.

- The Special and Re-examination will be the written summative examination for 80 marks based on full syllabus for 180 minutes (3 Hours).
- All students who attempt special examination will have one grade penalty.
- For all the students appearing for special examination the attendance for the remedial lectures is **compulsory**. Only those students whose attendance is satisfactory will be allowed to fill the form for **special examination**.

4.5 Re-Examination:

- Conducted for the students failed in ESE and/or Special examination. Students engaged in malpractice can appear only in the Re-examination. Students detained in any course with attendance less than 50% in the ongoing semester in either MSE or ESE are allowed to appear for first attempt only in Re-examination.
- Detained students who have failed in first attempt in re-examination are allowed to appear for a subsequent attempt in re-examination.
- The Odd Semester (I/III/V/VII) Re-Examination shall be held in the first and second week of July and the Even Semester (II/IV/VI/VIII) re-examination in the first and second week of January.
- Re-examination will be the written summative examination for 80 marks based on full syllabus for 180 minutes (3 Hours).
- All students who attempt re-examination will have one grade penalty and cap of B grade.
- Remedial lectures can be conducted for students having attendance between 50 to 75% and/or failed in End Semester Examination. These lectures shall be completed before start of Special/re-examination.

Filling the examination form for Special and Re-examination is the responsibility of student. Due to any reason if student does not fill the form then he/she will lose that attempt and student can NOT claim an extra attempt in next exam.



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5.0. Attendance Requirements:

- Attendance rules are applicable for all the students irrespective of their admission status i.e. category of their admission, fee waiver schemes or scholarships availed etc. If any penalty is being levied due to defaulter then student has to compulsorily pay it before continuing further studies at Fr. CRCE.
- A student must attend every lecture, tutorial and practical class for a course. However, to account for late admission, sickness or other such contingencies, the attendance requirement will be a minimum of 75% of the given classes in each course taken separately. Percentage attendance calculation is separate for theory, tutorial and practical. In each of these head, attendance must be minimum 75%.
 1. If student's attendance is less than 75% in theory course then he/she will be declared as defaulter and will not be allowed to write MSE and/or ESE of that course. Detained students (50-75% attendance either for MSE or ESE) shall appear for Special examination conducted before beginning of next semester with payment of fees per course. Detained students (<50% attendance either for MSE or ESE) shall appear for re-examination conducted after one year with payment of fees per course. Student would be permitted to appear in the MSE or ESE of the papers in which student fulfills the attendance requirements.
 2. If student's attendance is less than 75% in tutorial class then he/she will be declared as defaulter. Separate 75% attendance in both theory and tutorial is must otherwise then he/she will be declared as defaulter and will not be allowed to write MSE and/or ESE of that course. In this case same rule (1) of theory course will be applicable for appearing for examinations and fees.
 3. If student's attendance is less than 75% in practical class then he/she will be declared as defaulter. In this case student will have to complete the practical's in next semester with financial penalty of 20% of tuition fees per laboratory course. These lab experiments shall be arranged by the respective laboratory instructor during free extra time when remedial sessions are being held.



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- Attendance percentage will be calculated on the basis of number of classes attended by a learner in a course and the total number of classes given in that course from the very first day of the commencement of classes of the course.
- A student shall be allowed to appear in the MSE and/or ESE of those theory courses only in which he/she has maintained a minimum of 75% attendance.
- Departments should declare attendance record of each student before starting of MSE and ESE. However, it is responsibility of student to keep track of his/her attendance and ensure that minimum attendance criteria are fulfilled.
- The absence of a student on account of participation in the sports meet/cultural event/technical event of University/State/National level or in any event representing the college should be given attendance (for theory, tutorial as well as practical's) on the day/s of participation only. In this case, student/s has to take prior permission in writing from the Head of the Department at least one week before the event. For the students who are appearing for the placement through training and placement office, an attendance shall be granted (for theory, tutorial as well as practical's) for the duration of day during which student is appearing for test or interview. The repeat laboratory sessions (maximum two sessions) shall be conducted for students who have missed practical's due to placement or approved educational event. If event is on the day of MSE or ESE then decision regarding MSE or ESE for these students would be taken on case to case basis based on quality of the competition and prior approval from Head of the Department and Head of the Institute.
- Attendance on the ground of health reason shall be considered within 25% relaxation.



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6.0 Examination Fees Structure PER COURSE:

- Regular examination: No Fees
- Special examination fee (Failed in earlier examination): Rs. 500/--
- Grade improvement examination (Special examination) fee: Rs. 1000/--
- Re-examination fee (Failed in earlier examinations): Rs. 500/--
- Attendance record shall be declared before MSE and ESE. For MSE attendance is calculated based on the lectures attended till two days before start of MSE. For ESE attendance shall be calculated based on lectures attended in the entire semester till two days before start of ESE.
- Minimum 75% attendance is compulsory to appear for MSE as well as ESE.
- Detained students (50-75% attendance either for MSE or ESE) Special Examination fee: Rs. 5000/-
- Detained students (<50% attendance either for MSE or ESE) Re-Examination fees: Rs. 8000/--.
- Medical reasons/Personal Emergency (Either for MSE or ESE) Special Examination fee: Rs. 1000/-
- In case of medical reasons/personal emergency, if student passes in a course without appearing for MSE and/or ESE then it is optional for the student to appear for Special examination.
- In case of medical reasons/personal emergency, if student fails in a course then it is compulsory for student to appear for Special Examination with fee: Rs. 1000/--.
- If attendance is short (50-75% attendance) for medical reasons (Either for MSE or ESE), special examination is compulsory with fee: Rs. 1000/-- if student passes in a course and remain absent for MSE or ESE (in-spite of having 50-75% attendance for medical reasons either for MSE or ESE) then also it is compulsory for student to appear for Special examination with fee: Rs. 1000/-
- If attendance is short (<50% attendance either for MSE or ESE) for medical reasons, Re-examination fee: Rs. 2000/-- (Compulsory to attend all remedial lectures)
- Malpractice (Either for MSE or ESE) Re-Examination fee: Rs. 8000/-- (Compulsory to attend all remedial lectures)
- For Special-Examination (both odd and even sem), a period of 7 days will be given to students to fill up the Special-Examination form and pay requisite fees. If student pays fees from 8th day till the date of exam, late fees of Rs 1000 per subject will be charged.



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- For Re-examination (both odd and even sem), a period of 7 days will be given to students to fill up the Re-examination form and pay requisite fees. If student pays fees after 7th day and upto 15th day then he/she must pay Rs 1000 per subject late fees. If student pays fees after 15th day till date of exam then he/she must pay Rs 3000 per subject late fees.

Student Category	MSE and ESE Regular Exam	Special Examination	Re-Examination
All students with attendance in each course >75%	NO Fees	Rs. 500/-- (If failed in regular examination)	Rs. 500/-- (If declared failed after Special examination)
Detained due to 50-75% attendance in any course (MSE or ESE)	--	Rs. 5000/--	Rs. 500/-- (If declared failed after Special examination)
Detained due to <50% attendance in any course (MSE or ESE)	--	--	Rs. 8000/--
Medical Emergency or Personal Emergency during MSE or ESE	--	Rs. 1000/--	Rs. 500/-- (If declared failed after Special examination)
Detained due to 50-75% attendance in any course (MSE or ESE) and medical reason	--	Rs. 1000/--	Rs. 500/-- (If declared failed after Special examination)
Detained due to <50% attendance in any course (MSE or ESE) and medical reason	--	--	Rs. 2000/--
Grade Improvement per course	--	Rs. 1000/--	--
Malpractice during MSE or ESE	--	--	Rs. 8000/--



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7.0. Course Evaluation:

7.1 Passing Criteria:

In case of **statistical grading** (for a course having more than 30 students) total marks obtained in a course should be greater than $A - 1.5SD$, where A is average upto two decimal accuracy and SD is standard deviation (for population of students appeared for a course) upto two decimal accuracy.

For **absolute grading** (for a course having less than or equal to 30 students), minimum 40% marks for UG and 45% marks for PG should be obtained by a student to pass a course considering addition of ISE, MSE, and ESE marks.

There is no separate passing head for ISE, MSE. or ESE. Even though there is not a separate head of passing, learner should satisfactorily complete all the continuous assessment components in all the courses.

Sample table indicating marks for evaluation for a course.

Theory Course							
Lectures per week	Credits	ISE Marks	MSE Marks	MSE Duration	ESE Marks	ESE Duration	Total Marks
2	2	20	30 (35 to 40 Marks with options)	1.5 Hour	50 (35 to 40 Marks with options)	2 Hours	100
1	1	10	15 (20 to 25 Marks with options)	1 Hour	25 (40 to 45 Marks with options)	1 Hour	50

7.2. Grade Compilation Guidelines:

- There will be no individual passing head for ISE and MSE, but separate head of passing for End Semester Examination (ESE) i.e. minimum 40% marks to be scored in ESE and total of ISE+ MSE+ ESE should be 40 on the scale of 100 to clear the subject. any course. Pass or fail will be based on total marks obtained.
- The total marks i.e. addition of ISE, MSE and ESE for a course are used for grade compilation process.
- The Grade Compilation Process shall involve the following steps:
 1. Statistical system of grading is applicable for a class size of > 30 student. Absolute grading system is applicable for a class size of ≤ 30 student.



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2. No student having 40% (UG) or more marks should be awarded the failing grade 'F'. However, for a student to get a grade D or above in any course, he/she would have to appear in the MSE and ESE.
3. If a need is felt, Principal may constitute a committee chaired by Dean Quality Assurance to examine the grades awarded in a course.
4. In case of Special/Re-examination only absolute grading should be awarded with an upper cap of 'B' grade.
5. **Absolute System of Grading (UG Program):**

Absolute Grading if Number of Students are Less than or Equal to 30.

UG Program			
Percentage of Marks Obtained	Letter Grade	Numerical Equivalent Grade Points	Performance
90.00 and above	O	10	Outstanding
85.00 – 89.99	A	9	Excellent
80.00 – 84.99	B	8	Very Good
70.00 – 79.99	C	7	Good
60.00 – 69.99	D	6	Fair
50.00 – 59.99	E	5	Average
40.00 – 49.99	P	4	Pass
Less than 40.00	F	0	Fail
--	AB	0	Absent

6. **For PG program ONLY, absolute grading is to be followed** as per the following table:

PG Program			
Percentage of Marks Obtained	Letter Grade	Numerical Equivalent Grade Points	Performance
90.00 and above	O	10	Outstanding
85.00 – 89.99	A	9	Excellent
80.00 – 84.99	B	8	Very Good
70.00 – 79.99	C	7	Good
65.00 – 69.99	D	6	Fair
60.00 – 64.99	E	5	Average
45.00 – 59.99	P	4	Pass
Less than 45.00	F	0	Fail
--	AB	0	Absent



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7. NO grace marks will be given for any examination. Specially abled student shall be given Five (5%) of total marks of the semester appeared by the student across all courses in the semester. For such candidates this rule is also applicable for Special and Re-exam.
8. CGPA to Marks Conversion: CGPA shall be converted into percentage marks, if required using the following formula:

$$\text{Percentage} = (\text{CGPA} - 0.75) \times 10$$

7.3. Special Examination, Re-Examination and Grade Improvement Guidelines:

- There shall be a Special examination for all theory courses in each semester. Special examination shall be conducted after declaration of ESE result and before the commencement of next semester. Re-examination shall be conducted during the schedule of Special examination. CoE in consultation with HoD and DEC shall prepare Special and re-exam timetable.
- Also, the students who have secured C to F grade in a course in a semester during 4-year graduation period, can appear for such special examination in the same semester of the same academic year, for improving grade. Grade penalty of one grade is applicable in such cases.
- Students who improve his/her CGPA will be issued fresh mark lists by the institute. These mark lists will have star against the subjects for which he/she has appeared for grade improvement and will state “*Grade Improvement*”.
- **ISE marks shall be carried forward in all cases including grade up-gradation till the student passes the course.**
- The special/re-examination shall be of 80 marks and shall be based on all modules in the syllabus. The question paper of special examination shall have one question based on all modules and remaining questions will have only internal options.



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- For Special and re-examination absolute grading shall be used and following grade tables shall be applied for deciding grades.

UG Program			
Percentage of Marks Obtained	Letter Grade	Numerical Equivalent Grade Points	Performance
80.00 – Above	B	8	Very Good
70.00 – 79.99	C	7	Good
60.00 – 69.99	D	6	Fair
50.00 – 59.99	E	5	Average
40.00 – 49.99	P	4	Pass
Less than 40.00	F	0	Fail
--	AB	0	Absent

- For PG program ONLY absolute grading is to be followed as per the following table:

PG Program			
Percentage of Marks Obtained	Letter Grade	Numerical Equivalent Grade Points	Performance
80.00 – 84.99	B	8	Very Good
70.00 – 79.99	C	7	Good
65.00 – 69.99	D	6	Fair
60.00 – 64.99	E	5	Average
45.00 – 59.99	P	4	Pass
Less than 45.00	F	0	Fail
--	AB	0	Absent

- If student fails in entire course i.e. (ISE+MSE+ ESE) or apply for grade up-gradation then ISE will be **carried forward** during special as well as re-examination and there will be grade penalty. For grade up-gradation student need to apply in the prescribed format on or before displayed date by paying the requisite fees. If student remain absent after applying for grade up-gradation then his previous marks will be carried forward.
- But if student remain absent in MSE or ESE then ISE to be carried forward and Special Exam will be with grade penalty.
- Grace marks shall not be awarded for special examination or re-examination.
- If the student fails to clear the course, even in Special examination, he/she has to appear for the re-examination whenever it is offered by paying examination fees.



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7.4 Norms for promotion

1. ODD to EVEN Semester: There are no restrictions for promotion from odd semester to even semester in an academic year.
2. From I Year to II Year: For promotion to the Second Year (IIIrd semester), a student should have completed at least 50% credits at the end of first year.
3. From II Year to III Year: For promotion to Third year, a student should have completed at least 50% credits in IInd year and must obtain 100% credits of the first year.
4. From III Year to IV Year: For promotion to Fourth year, a student should have at least 50% credits in the IIIrd Year and must obtain 100% credits of 1st year and IInd Year.

Withholding of Grades: The Grades of a student in a semester shall be withheld and not declared if the student fails to pay the dues to the Institute or has disciplinary action pending against him/her.



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8.0 MOOC SWAYAM / NPTEL Courses:

The *UGC Regulations, 2021* permit up to 40% of the total courses being offered in a particular programme in a semester through the Online Learning Courses offered through the SWAYAM platform and/or other State Level Common Platforms. Department shall ensure that UGC requirements of maximum of 40% credits can be earned through online credits is being followed.

The credit equivalence for SWAYAM-NPTEL Courses:

12 weeks:3 credits;

8 weeks:2 credits;

4 weeks:1 credit.

Online course 1 Credit=4 Week course from SWAYAM can be taken in SEM 7 or SEM VIII

Online Min 8 week course from SWAYAM can be taken in SEM 7 or SEM VIII to complete 2 credit course (Combination of two 4-week credit courses shall be allowed with prior approval)

Online min 12 week course from SWAYAM can be taken in SEM 7 or SEM VIII to complete 3 credit course

If there is a need then institute or department can offer any other course in any semester of study in any of the seven verticals of credit structure; however maximum limit of 40% credits requirements should be followed. Also, if required department can select and offer few courses from SWAYAM-NPTEL for students opting for research/honors/double minor degree options.

Before the commencement of each Semester, Parent Department shall release a list of SWAYAM-NPTEL courses to be taken by students. A student shall only request for transfer of credits from such notified SWAYAM-NPTEL Courses as published by the concerned Departments.

SWAYAM-NPTEL Courses are considered for transfer of credits only if the concerned student has successfully completed and obtained the SWAYAM-NPTEL Certificate to this effect.

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

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



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Any student who fails the NPTEL course must mandatorily repeat the same or an equivalent course in the coming semesters until they satisfy the passing criteria of NPTEL.

Re-examination will not be conducted by the institute under any circumstance for such students having “NO CERTIFICATE” status. Grade penalty is applicable.

If a student at the end of Sem VIII has “NO CERTIFICATE” status in any NPTEL course, will have to compulsorily complete same or another equivalent course approved by department to get the result for Sem VIII.

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

NPTEL courses	Grade Awarded
86% and above	O
From 71% to 85%	A
From 61% to 70%	B
From 56% to 60%	C
From 51% to 55%	D
From 46% to 50%	E
From 40% to 45%	P
No-certificate (irrespective of score more than 40)	F
Pending	NG

On verification of the SWAYAM-NPTEL course results received by the NPTEL SPOC Coordinator, equivalent credits will be assigned in the grade card.



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9.0 Liberal Learning Courses (LLC):

These courses are focused on the actual activities to be performed during the sessions and its practice at home. Hence their grading system is having little difference as compared to that of other courses. The table below indicates the proposed grading scheme for the LLC courses.

Students who have NG/F in LLC need to apply for additional course in the next semester when the LLC coordinator floats the form for registration. Students will have to repeat a course allotted by the coordinator and complete it in the next semester.

Those students who have NG/F in LLC, should contact LLC coordinator for further re-examinations. 3 options are available; student may choose what suits them best.

1. Complete an equivalent NPTEL course after approval from Dean Academics. If you fail to register for NPTEL examination and only complete assignments, you will be declared failed again.
2. You may pay a fee of Rs. 5000/- in the exam section as supplementary/remedial classes fee as per deadline given. Contact LLC coordinator who will arrange remedial lectures by the course coordinator. They will conduct a few lectures and give assignments/Projects which have to be submitted to the course teacher. The time table, deadline will be communicated by LLC coordinator.
3. If you have not chosen option 1 and fail to register for remedial courses, then you can opt to enroll when the course you have failed is offered again in later semesters. You have to pay the fees same as re-examination fees for failure or detained students. If any LLC course is ongoing, approach LLC coordinator and enroll.

LLC courses	Grade Awarded
86% and above	O
From 71% to 85%	A
From 61% to 70%	B
From 56% to 60%	C
From 51% to 55%	D
From 46% to 50%	E
From 40% to 45%	P
0-39%	F
Pending	NG



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10. Rules and Regulations for Assessment:

10.1 Academic and Examination Calendar:

The academic activities of the institute are regulated by Academic and Examination Calendar and are made available to the students/ faculty members and all other concerned in electronic form. It shall be mandatory for students / faculty to strictly adhere to the academic and examination calendar for completion of academic and examination related activities. The copy of the academic calendar shall be uploaded on the institute website.

1. The academic activities of the institute are governed by academic calendar prepared by time table committee and approved by Dean Academics in consultation with Principal. It shall be notified at the beginning of each academic year. Academic calendar refers to schedule of commencement of instruction for the semester, course delivery period, examinations/evaluation, other academic activities, holidays and student major activities schedule.

2. As per *UGC regulation on minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in higher education 2018* should be followed while preparing academic calendar for scheduling 180 days of teaching.

3. Approximately teaching days are 80-90 in a semester. The academic calendar is strictly adhered to and all other activities including co-curricular and extra-curricular activities should be scheduled so as not to interface with the curricular activities as stipulated in the academic calendar.

4. The non-conduct of academic activities on any particular teaching day for whatever reason shall be compensated by having the academic sessions conducted on suitable Saturdays or any other holiday by following the particular class time table of the lost teaching day.

5. Examination calendar shall be prepared by examination committee and approved by academic council. All the examination related activities like conduction of examination, assessment and declaration of results should be strictly adhering to the examination calendar.



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10.2 Question Paper setting:

1. Normally the faculty member who is teaching a course if he/she has minimum two years of teaching experience shall set the question papers for each of examinations in that semester (MSE and ESE). Deadlines given by CoE and the schedule for examinations given in academic calendar should be strictly adhered.
2. Faculty shall submit one set of question paper and solution as per guidelines of the COE. Question paper and answer key to be submitted.
3. If multiple faculty members are teaching a single course, then they together shall setup the question paper and inform DEC about the same.
4. CoE may appoint a competent external/internal paper setter in place of the course faculty teaching the course.
5. Faculty of same or different department with relevant domain expertise can be called for Lab practical examination or oral examination or Mini-project examination
6. External examiners from corporate preferably alumni should be appointed for mini-project and major project ESE. Additionally, project guide should identify and associate one alumni preferably from relevant industry to the project topic/discipline for each project from idea generation stage to the implementation & final validation of concept.
7. Course teacher may invite external experts from corporates preferably alumni for assessment of course related activities e.g. contests, open book challenges, hackathons etc.
8. Paper-setter shall abide by the instructions and treat them, and such other instructions (and information) as may be issued to them thereafter, as confidential.
9. Paper setter shall maintain secrecy of the question paper and shall be responsible for the same.
10. Negligence of any kind by faculty on their part in carrying out the examination related work entrusted to them shall immediately be reported to the Head of Institute by CoE for further action.
11. If the concerned teacher is not available due to some reason or unable to set the question paper or cannot be given the work of paper setting, DEC shall arrange for alternative faculty who shall do the paper setting and all related work.
12. An online examination for a particular course for MSE or ESE could be allowed with prior permission of EC.



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13. **Exam audit will be carried out by IQAC at the end of every semester.** IQAC shall invite external experts for auditing the exam processes, exam question papers and sample answer sheets. Audit report should be placed before EC for further action.
14. Paper- setter is requested to follow the below mentioned generalized instructions:
- Any instructions to candidates should be clearly given on the top of the question paper and it should not have any ambiguity. Mention instructions to the candidates regarding the number of questions to be attempted by the candidates entitling them for full credit in the papers.
 - MSE question paper should be based on 50% pre-declared syllabus and Typically question paper will be of 50 Marks for two hours duration. (20% questions on syllabus covered before MSE and 80% questions on the remaining syllabus).
 - The typical format of question paper for 30 Marks and 90 minutes duration of examination would be:
 - Question 1 should be based on entire portion prescribed for the exam. There may be sub-questions in a question. (For example: Six marks question having three sub questions each of two marks)
 - Other questions should have only internal options in the module and no external option to be given. There may be sub-questions in a question. (For example: Question 2 to 4 each eight marks question)
 - Should try to ensure that course outcomes are addressed through appropriate questions, questions are mapped to Blooms Level & competencies and asked for appropriate marks as per scheme defined for the course.
 - Questions should try to address the different levels of learning as per Bloom's taxonomy. However, questions given as internal choice must be mapped to the same Course Outcome as far as possible and at the same level.
 - Questions should be clearly worded with no ambiguity.
 - Paper should be such that a well-prepared candidate could answer fully in the time allowed.
 - The degree of difficulty of the question paper should be such that a student who has engaged himself/herself in the continuous learning process should be able to clear with ease. However, for scoring further, his/her all-round knowledge and skill should be tested.



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- Ensure that focus of question paper is in accordance to the time spent for the delivery of module / unit as stated in the syllabus.
- The question paper setter shall specifically indicate whether any charts, Tables, books etc. are to be provided to the students, the use of which shall be permitted during the actual conduct of the examination. Preprinted datasheets may be provided as per need, to be used by students during the examinations.
- Paper-setter must destroy/burn the rough notes or manuscripts, if any of the question-papers, as soon as the later are decided upon and before they are delivered to the Controller of Examinations.

10.3 Conduct of Examination:

The various examinations for U.G. /P.G. Programs shall be conducted in accordance with the Academic Rules and Regulations for U.G. and P.G. courses respectively and also as per the Examination Schemes approved by EC and Academic Council for the various Programs.

The evaluation of a student for each semester shall be based on his/her performance in ISE, MSE, and ESE.

10.3.1 Conduct of ISE:

For theory and tutorial work, the concerned course faculty shall carry out continuous assessment and submit marks for ISE as per the schedule.

For laboratory work, the concerned course faculty shall carry out continuous assessment and evaluation of each experiment. The marks to each experiment must be given as per the rubric. Faculty must maintain the record of the marks given to each experiment.

10.3.2 Conduct of Written MSE and ESE:

- DEC shall act as coordinators for conducting MSE and ESE of their respective departments and shall be responsible for smooth and proper conduct of the same. They shall, however, take the services of faculty and staff of their departments for this purpose.
- MSE and ESE for theory courses of all programs shall commence as per the approved schedule. However, in case of any emergency, the Chairman, EC is empowered to reschedule any examination.



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- COE shall be responsible for smooth and proper conduct of examination in the Institute with the help of DEC.
- COE shall keep ready printed question papers for each course one day prior to the commencement of Examination.
- Seating arrangement shall be made by examination center in co-ordination with departments taking into considerations the total number of students appearing for the examination.
- The distribution of answer books, drawing sheets, graph papers and any other material required for conducting MSE and ESE shall be given through examination center.
- The appointment of the required number of invigilators shall be done by examination cell centrally in coordination with departments as per the examination schedule. These invigilators shall be from among the faculty or competent support staff recommended by respective DEC and COE. It is mandatory on the course faculty to be available in the college during the exam of concerned course. On the day of examination, the DEC shall bring the sealed packets of question papers and distribute them to the invigilators at least 10 minutes before the beginning of the examination.
- The invigilators shall follow the instructions given by COE. COE shall hand over the required material to the invigilators, at least 20 minutes before the start of the examination.
- Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the examination, and question papers at beginning of the examination. He/she shall check the identity cards of the students; check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on front page of answer books and then shall sign on the answer books of the students. He shall then obtain the signature of the students on the attendance proforma and maintain the attendance record of the students of his/her block.
- Invigilator shall check the general discipline in the block during the conduct of examination and report the cases of indiscipline, misbehavior and copying to the examination center for further necessary action. COE shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to CRC.
- COE shall take rounds in different examination blocks to confirm that invigilators are performing their duties properly and discipline is being maintained during examination. For two hours



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examination there is no need of a relieving supervisor; however if there is three hours examination then relieving supervisor may be appointed.

- Surprise visit to examination blocks can be given by Squad and the report of same may be submitted to COE in the prescribed proforma for further action.
- COE shall -
 - I. Give the directions to all DEC's and Invigilators for smooth conduct of examination.
 - II. Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the institute.
 - III. Get the examination schedule prepared for the entire program and send the copy of the same to departments DEC.
 - IV. Receive the requirements of answer books, supplements, drawing sheets, graph papers and other material from DEC's of various departments and keep it ready centrally for distributing to students during examinations. A record of the same shall be maintained.
 - V. Receive the cases of misbehavior, malpractices, copy cases from DEC and forward the same to CRC for further necessary action.
 - VI. Receive the list of external examiners for various courses (Project etc) from DEC.
- COE shall appoint staff for examination as per following structure:
 - I. Coordinator examination: DEC shall work as coordinators
 - II. Invigilator: One invigilator for a block of 25- 35 (maximum up to 40) students subject to maximum two per class room.
 - III. Examination Peon, Waterman and Sweeper: As per requirement
- Depending on the need and availability, COE may change the number of staff for conducting examination.
- At the end of the examination, invigilator shall collect the answer books from the students and arrange them sequentially as per examination seat numbers of the students, separately for each course, and hand over it to COE.
- If any examinee is not in a position to write at all, or write as fluently as normal student, on account of physical disability or injury due to accident just before the examination and produces a medical certificate from the Civil Surgeon to that effect, then a writer shall be allowed to such examinee. Such a writer shall neither be a student or a degree holder of any technical program (B. Tech., M.



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Tech., MCA, Ph.D.) of this institute or any other Technical Institute. The examinee shall, however, apply in a prescribed proforma to COE asking for permission to allow for such a writer. COE shall then verify the medical certificate and give a permission letter to the examinee for using the writer. COE shall then take the undertaking from the writer in a prescribed proforma. Such examinee shall produce the permission letter from COE for using writer to the invigilator.

- In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he/she may be allowed an extra time of 20 minutes for writing the examination for all the courses in MSE and ESE, provided he/she seeks permission from COE for extra writing time on account of his/her disability by producing medical certificate from Civil Surgeon to this effect.
- After receiving the answers books from invigilators, COE shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately.
- COE shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question paper, copy of attendance sheet, record of supplements issued etc. and pack them.
- COE shall supervise the record of answer books and other stationary used for the examination. Office-clerk (examination) shall maintain the account of answers books and supplements received and consumed for the examination in a register. He /She shall also prepare the bills of remuneration of all staff involved in the examination work and submit those to COE for further action.

10.3.3 Tutorial Evaluation:

For tutorial, In-Semester continuous evaluation methodology shall be followed. Attendance rules similar to theory are applicable for tutorials. **Attendance in tutorial has to be minimum 75%. If attendance in tutorial is less than 75% then student is declared as detained and for such students all the rules for attempting MSE or ESE are applicable.**

10.3.4 Practical Course and a Course with only ISE components:

- If laboratory is a part of theory course then attendance for laboratory to be calculated separately. **If attendance in laboratory has to be minimum 75%. If attendance in laboratory is less than**



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75% then student is declared as detained and for such students all the rules for attempting MSE or ESE are applicable.

- **Exclusive Laboratory Course:** For laboratory course if attendance is <75% then student is declared as defaulter in practical's. If attendance in laboratory is less than 50% then student is detained & requires taking fresh admission by paying full fees in next Academic Year. If attendance in laboratory is less than 75% and greater than 50% or student is failed in practical course (marks less than 40% for UG and 45% for PG) then student will have to complete the practical's in next semester or during remedial sessions with financial penalty of 20% of tuition fees per laboratory course. These lab experiments shall be arranged by the respective laboratory instructor during free extra time. For such student, ONE grade penalty is applicable and there is a cap of B grade.
- Course instructor/s shall prepare detailed timetable (batch-wise) for the lab examination of the course to be conducted during the laboratory sessions as per academic time table.
- The course faculty himself/herself shall carry out the assessment of laboratory ESE. In case Department Head/Dean Academics/ Head of the Institute desires then other competent faculty from the same or other department or expert from other institute can be called for examination. Only expert from other institute shall be paid remuneration and TA/DA as per the existing norms.
- Detail rubrics shall be prepared for carrying out the assessment during Lab Examination.
- If there are any failures in practical examination then examination section shall forward the list of failures to the concerned department/course instructor to organize Special examination for those.
- *If there is a course with only ISE components then same rules for attendance and attempt of examination of exclusive lab course are applicable.*

10.3.5 Assessment of Projects:

- Inter Department UG and PG projects are allowed to inculcate interdisciplinary culture.
- For UG and PG project guide should be allocated for each project. In case of inter department, project co-guide can be allocated from collaborating department. Both guide and co-guide must do the mentoring, monitoring and assessment together for such projects.
- Continuous assessment is carried out for all the UG and PG projects. In each semester, project assessment should be done phase wise. Each phase carry marks as per the detailed rubrics prepared for assessment of each phase. Three domain experts do the evaluation of project in each phase.



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Project coordinator will take average of marks given by three experts. The marks obtained by students shall be displayed on the notice board immediately on the next day during each phase evaluation. Experts must strictly follow the rubrics for evaluation of project. Continuous assessment shall be done for maximum marks as per the scheme in each semester.

- ESE for project shall carry maximum marks as per the scheme in each semester. These marks shall be given by the internal and external examiner together in one common marksheet. ESE projects marks shall be immediately submitted to the examination center on the same day of examination.
- For UG project and PG dissertation ESE examinations, external examiner outside of Institute is mandatory.
- For PG dissertation ESE examinations, DEC shall send the required panels of examiners to the examination center for approval of EC. After the approval of EC, the appointment orders of internal and external examiners shall be issued by COE. In case of need for substitute appointment for PG dissertation ESE, DEC shall convey the same to COE. COE shall prepare the substitute appointment order and issue it.
- Evaluation of mini-projects and projects/dissertations shall be conducted as per the schedule approved by EC.
- The UG project report/PG dissertation shall be evaluated by both external examiner and internal examiner (who preferably shall be a Guide) and an oral examination supported by necessary demonstrations is conducted as ESE.
- After the project end semester examination is over, internal examiner along and external examiner shall fill in the marks in the mark sheet, sign on it, seal it in a packet, write all details on the packet and hand over the same to examination center on the same day along with TA/DA and remuneration bills for external examiner.
- DEC shall compile and forward the bills of support staff involved in the examination of project/dissertation.
- Student must follow the formats given by departments and deadlines declared in the academic calendar for submission of project proposals, project progress reports and synopsis.
- Student must submit required number of copies of project report/dissertation to the concerned department.



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- Project data, for example project report/dissertation, soft copy, copy of publications etc. should immediately be submitted to the project co-ordinator in the desired format by student on the day of ESE.

11.0 Assessment of Written Examination:

- It shall be mandatory for every faculty of Institute to assess the answer books of his/her course or answer books of other courses as instructed by The Chairman, EC, within stipulated time.
- All the assessment of a course shall be done by the concerned faculty and submit the assessed answer books to the Examination Section.
- In case of any discrepancies in the **question paper** that may affect the assessment, a committee consisting of Dean Academics, COE and DEC shall decide the course of action and shall give the guidelines for assessment.
- In case of any discrepancies **observed or reported in assessment**, COE is authorized to get the answer books evaluated from any other competent internal or external evaluator and update the results accordingly. The COE shall report the same to Chairman EC for necessary further action, if any.



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12.0 Procedure to show Theory MSE and ESE answer books to students:

- Once corrections is completed for all the courses for MSE/ESE and marksheets for all the courses are submitted to the examination center then **'open house'** session shall be arranged in the respective departments to show the answer sheets to the students. DEC along with course faculty shall show the answer sheets and take the grievances from the students in the prescribed format.
- The DEC in consultation with COE shall prepare a time table for showing the answer books to the concerned students. The time table shall be displayed on the department notice board and the same shall be submitted to examination center.
- Before conducting 'open house' marks obtained for each course shall be declared by the examination section. It is optional for the students to attend 'open house'. Students who are satisfied with the marks obtained and do not wish to attend 'open house' are allowed to do so.
- Students who visit the institute will go to the assigned class rooms and sit as per the arrangement declared by the DEC. Teachers will show the answer sheets to the students who are present.
- Teacher will address as much as possible the grievances on the spot and if required queries need to be filled in the grievance form.
- Students will sign the answer sheet and certify that, "SEEN" and submit back answer sheets.
- After this, a student who wishes to see the answer sheet of any of his friends who could not attend the open house, may request so by submitting a signed letter/print out of an email from the student who is absent. On the receipt of such letters, faculty will show the answer sheets of the absent student to the present student. However, this provision is valid for only ONE friend. Grievance related with the totaling mistake or unassessed questions will only be entertained for absent students. After redressal of the grievance, the student who has checked the answer sheet will sign and certify that "SEEN AND SATISFIED ON THE BEHALF OF".
- No answer sheet will be shown to anyone on any other day.
- Students are strictly not allowed to discuss and compare their respective answer papers in the open house session. If found to do so, the faculty in-charge of the session or DEC has the right to ask them to leave the session immediately
- Students are expected to carry only photocopy of answer key and question paper with them and no other material student should carry such as pen, pencil, any other writing material or mobile phones with them.



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- Tampering of answer book with pen, pencil, using writing material or any other means will be strictly reviewed. Also taking photos of part of answer sheet will be strictly prohibited. If so found, then suitable disciplinary action will be taken and it will be considered as Unfair Means.
- DEC shall keep record of students' attendance in this process. DEC shall report grievances to the examination cell.
- The Open house and Grievance process will be conducted only for MSE and ESE of Odd and Even semesters.
- There will NOT be Open house and Grievance for Special exam and Re-exam at any condition (Applicable for both Odd and Even Semesters).
- After Open house on the same day, HoD, DEC and COE shall review the grievances and together decide which grievance should be solved by subject teacher and which which grievances require Expert faculty advice during resolving the grievances. In this case, course teacher shall resolve grievances as per advice in presence of expert faculty. The grievance form shall be checked and signed by concerned faculty and one exam staff member to ensure that all grievances have been addressed.
- If there is a representation by the 2/3 students of a class with regard to assessment of a particular course then COE, if required can get re-evaluated all the answer books of the course by appointing another expert from the college or outside the college. After re-evaluation answer sheets will not be shown to the students and whatever marks students get after re-evaluation will be considered final.
- After solving all the grievances, the updated marks of MSE and ESE shall be used by the Examination Center in the grade compilation process.



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13.0 Preservation of Question Papers and Answer Books:

Examination center shall preserve all the question papers, their solutions and answer books. All assessed answer books shall be preserved for two consecutive semesters in examination center from the date of examination.

14.0 Tabulation and Declaration of Results:

14.1 MSE and ESE Results:

Examination center will display the marks for MSE as well as ESE results. The evaluation of answer sheet after the examination for the course by course teacher must be completed as the academic calendar or notice issued by CoE. The display of MSE and ESE marks for all the courses and 'open house' shall be completed within fifteen days of completion of the examination.

14.2 In Semester Evaluation (ISE):

Faculty must disclose this distribution to the students at the beginning of semester. Methods pre-declared in curriculum must be used for ISE. During evaluation faculty must prepare and follow the rubrics for qualitative evaluations. Faculty must display ISE marks to students after evaluation. The course faculty shall submit the MSE and ISE mark list before ESE.

14.3 Internal Assessment of Lab Course:

The concerned course faculty shall carry out continuous assessment and evaluation of each experiment. The marks to each experiment must be given as per the rubric and to be shown to the students. Faculty must maintain the record of the marks given to each experiment. ISE-1 and ISE-2 marks should be submitted to the examination section before MSE and ESE respectively. If there is practical or oral ESE then final copy of examination marks shall be submitted to the examination center immediately after examination on the same day. Marks of laboratory courses should be displayed along with theory result.



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14.4 Results

- All results shall be declared as per the examination calendar.
- The provisional result shall be prepared by the Examination Center under supervision of Controller of Examination.
- The final results shall be sent for approval to EC.
- After approval of the result from EC, only final grades obtained and no marks will be displayed to the students on the notice board. The examination center shall then prepare the grade cards, tabulation register and statistics of the result.
- The copies of the result same shall be sent to the respective department by examination section
- In case of any discrepancies observed or reported in assessment and in grade moderation process, COE is authorized to get the answer books evaluated from any other competent internal or external expert and update the results accordingly. The COE shall report the same to EC for further necessary action if any.

14.5 Amendment of Results due to Errors:

In case it is found that the result of an examination has been affected by errors, the COE shall amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary. A report listing such amendments shall be submitted by the COE to EC. The amended result shall be endorsed by EC before its declaration. The error means i) error in computer/data entry, printing or programming; ii) clerical error, manual or machine error, in totaling or entering of marks on ledger / register; iii) error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result tabulation.



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15.0 Unfair Means/Malpractice at Examination:

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

15.1 Competent Authority:

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

In case of teaching faculty or other staff related with conduct of examination and involved in unfair means at examination, competent authority is the Principal. If required Principal can direct Complaint Redressal Committee (CRC) to investigate the matter and forward the facts and findings of inquiry to the him for necessary action.

15.2 Procedure for Dealing with Cases of Unfair Means at Examination Hall:

In case of unfair means at examination hall, coordinator examination shall adhere to the following procedure.

- Students will not be permitted to enter the examination hall after 30 minutes of commencement of examination and not permitted to leave the examination hall before 30 minutes of the closure of examination. Students are not allowed to leave the examination hall without submitting answer script.
- The student shall be called upon to surrender the material found in his /her possession, if any, and his/her answer book to coordinator examination.



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- Signature of the concerned examinee shall be obtained on the relevant material and list thereof. Concerned invigilator shall also sign on all relevant materials and documents besides counter signature of coordinator examination.
- The answer book of the concerned examinee shall be confiscated along with unfair means material. This shall be marked as **“Suspected Unfair Means Case”**. A Statement of the examinee in prescribed form shall be obtained and he/she shall be issued a fresh answer book, if necessary, duly marked as **“Second Answer Book”**.
- An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her. He/She shall then be allowed to continue with his/her examinations.
- Statement of the concerned invigilator in prescribed form, shall be obtained by coordinator examination who subsequently shall make forwarding remarks in the same format. If examinee refuses to make statement or to give undertaking, the concerned invigilator and coordinator examination shall record accordingly on the same form.
- Show-cause notice shall be issued to the examinee in prescribed form instructing him/her to appear before CRC.
- In the case of impersonation or violence, the concerned examinee shall be expelled by coordinator examination from the examination and shall not be allowed to appear for remaining examinations of that semester. A report to this effect with the action taken shall be sent to the COE.
- All the materials, statement and undertaking of examinee and statement of Invigilator along with the forwarding remarks of coordinator examination shall be forwarded by coordinator examination through coordinator examination to COE in separate and confidential sealed envelope marked with **“Unfair Means Case”**.
- In case of unfair means of oral type, invigilator and/or concerned authorized person shall record the facts in writing and report the same through coordinator examination to the COE.
- COE after finding the prima-facie of the case of malpractice received from coordinator examination shall send it to CRC. Controller of Examinations or his/her representative shall present the case of malpractice before CRC and shall deal with the case till it is finally disposed of.

15.3 Procedure for Dealing with Unfair Means observed during assessment:



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- During the assessment of answer books, if examiner suspects that there is prima-facie evidence that the examinee/s, whose answer book/s the examiner is assessing, appear/s to have resorted to unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the COE who shall then forward the case in separate sealed envelope marked with **“Suspected Unfair Means Case”** to CRC.
- If any staff is found involved in any type of malpractice/unfair means, COE shall report the case to CRC for further action.
- COE or his/her representative shall present the case of malpractice before CRC and shall deal with the case till it is finally disposed off.

15.4 Procedure to be followed by Complaint Redressal Committee (CRC):

15.4.1 For the purpose of investigating unfair means resorted to by examinee/s at the written MSE or ESE examination:

- The EC shall appoint CRC which shall function as a body to investigate into the matter and decide the punishment on the basis of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defense.
- The CRC shall then issue final order/s with regard to the penalty action to be taken against the implicated examinee/persons.
- The CRC shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means as prescribed by Examination Manual. However, depending on the situation, committee may quantify the severity of the punishment.
- As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges leveled against him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defense. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
- After issuing show cause notice if the implicated examinee fails to appear before committee on the day at specified time and venue fixed for the meeting, the committee shall take decision in his/her case in absentia, on the basis of available evidence/documents, which shall be binding on the examinee concerned.



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- In disciplinary action against concerned implicated student/examinee/person, committee shall have rights to cancel institution scholarship/s or awards or prizes or medals etc. achieved by him/her in that examination. Such students shall be debarred from holding a post of class representative, student council or any other official club of the college.
- The committee shall dispose off the case within one week, from the last date of examination and in no case latter than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to the Dean (Academics), COE and the person through whom the case was initiated.

15.4.2. For Unfair Means in Conduct of Practical Examination:

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



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The nature of malpractice and the minimum punishment are indicated in the following table:

S.N.	Nature of Malpractice	Punishment
1	Taking out, used or unused answer booklets outside the examination room.	The candidate shall be awarded an F Grade in that subject.
2	Verbal or oral communication with neighboring students after one warning	Taking away the answer script and asking the student to leave the hall.
3	Possession of any incriminating material inside the examination hall (whether used or not) For Example: written or printed materials, bits, writings on scale, calculator, hand kerchief, dress, part of the body and ID card/hall ticket etc. Exchange of question papers and other materials with some answers. Exchange of question papers and other materials with some answers.	In case of continuous evaluation (ISE), zero marks will be awarded in that examination. In case of MSE or ESE, F Grade will be awarded. The candidate may be allowed to appear for only Re-examination after one semester
4	Possession of electronic gadget such as smart watch, earphone, mobile phone, smart glasses etc.	In case of continuous evaluation (ISE), zero marks will be awarded in that examination. In case of MSE or ESE, F Grade will be awarded. The candidate may be allowed to appear for only Re-examination after one semester. <i>Note: electronic gadget to be confiscated and submitted to the examination section till decision of CRC.</i>
5	Possession of answer book of another candidate. Giving answer book to another candidate.	The candidate shall be awarded zero marks in that examination and he/she shall be awarded F Grade in that subject.
6	Misbehavior in the examination hall (unruly conduct, threatening the invigilator, or any other examination officials or other students). Repeated involvement in malpractices in 2 to 5 above.	Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However, such students may be permitted to appear for re-examinations of the previous semesters.
7	Cases of impersonation	Handing over the impersonator (outsider) to the police with a complaint to take appropriate action. Cancellation of all examinations (all papers registered) for the bonafide student for whom the impersonation was done and further the bonafide student will be debarred from



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		continuing his/her studies and writing all examinations for two years. If a student of this institute is found to impersonate a bonafide student, the impersonating student will be debarred from continuing his/her studies and writing all examinations for two years.
8	Physical assault causing injury to the invigilator or any examination officials or other students.	Rustication from the Institute.
9	Submitting fabricated certificates to the college such as marksheets, MOOC courses, participation/winning certificate in activities, project/internship related certificates etc.	Financial penalty of Rs 8000/-- per certificate and a. If marksheet or certificate is to be used for continuous evaluation (ISE), zero marks will be awarded in that examination. b. In case of MOOC, F Grade will be awarded. The candidate may be allowed to re-register for another MOOC course in next semester.

For any other type of malpractices reported, CRC may recommend appropriate action.

15.4.3 For Paper Setter/Examiner/Faculty/Any Other Person Involved in Unfair Means with Conduct of Examination:

- If any student/staff/any person/s related with paper setting and or printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, COE shall report the case to Principal for further action. COE or his/her representative shall present the case of malpractice before Principal and shall deal with the case till it is finally disposed off.
- If a Paper Setter/Examiner/Faculty member or any other person related with conduct/assessment of examination is suspected to be involved with unfair means or practices by a complaint launched by anybody either in written or oral or by any other means, the concerned coordinator shall submit the report to COE who shall forward it to Principal. The concerned person through whom the case was originated shall present the case before Principal and shall deal with the case till it is finally disposed off.



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➤ **For unfair means in conduct of examination:**

- i. The implicated person shall be informed in writing of the act of malpractices used and/or lapses committed by him/her at the examination and shall ask him/her to be present before the CRC on a particular day and date at time and venue fixed for this meeting.
- ii. The documents pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity including oral hearing shall be given to the concerned person in his/her defense before the committee. The reply/explanation given by the concerned person shall also be considered by the committee before making final report/ recommendation.
- iii. The committee shall follow the procedure in the spirit of natural justice.
- iv. If the concerned person fails to appear before committee on the specified day at the time and venue fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidence/documents available to the committee. The same shall be binding on concerned implicated person.
- v. The committee shall submit its report to the EC along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise, after taking into consideration the categories prescribed in Examination Manual.
- vi. After receiving the report along with the recommendations from CRC regarding punishment, the EC shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning, or exonerating him/her from charges and shall impose any one or more of punishment taking into consideration the categories mentioned in Examination Manual.



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15.4.4. Guidelines for Imposing Punishment for Malpractices/Lapses by Paper Setter/Examiner/Faculty/Any Other Person:

Guidelines for imposing punishment for malpractices and lapses on the part of the paper setter, examiner, moderator, referee, faculty or any other person connected with the conduct of the examination. These are indicative in nature and there is any other malpractice/lapses observed then competent authorities can take necessary action depending on the type of malpractice/lapses.

S. N.	Nature of Malpractices/Lapses	Punishment
1.	Paper setter found responsible for leakage of the question set in the MSE or ESE whether intentionally or due to the negligence before the time of examination	Disciplinary action by the competent authorities may range from issuing warning letter or memo or suspension of service.
2.	Leakage of the question/question paper set of the MSE or ESE before time of examination by any person/s connected with the conducts of examination	Disciplinary action by the competent authorities against the guilty/responsible person/s may range from issuing warning letter or memo or suspension of service.
3.	Favoring a student by examiner, moderator, referee in assessment of answer books/dissertation/project report/thesis by assigning examinee marks to which the examinee is not entitled at examination	Disciplinary action by the competent authorities may range from issuing warning letter or memo. First time warning letter will be issued. If it happens three times then Memo will be issued to the faculty.
4.	Examiner, moderator, referee intentionally/negligently not assigning the marks in MSE or ESE to the student to which he/she is entitled, in assessment his/her answer books/ dissertation/ project work	Warning letter and if required disciplinary action as decided by the concerned competent authorities of the Institute
5.	Paper-setter not setting prescribed number of questions in MSE or ESE question paper set.	Warning letter and if required disciplinary action as decided by the concerned competent authorities of the Institute
6.	Paper-setter repeating question in same/different sections	Warning letter and if required disciplinary action as decided by the concerned competent authorities of the Institute
7.	Paper setter setting question outside the scope of the syllabus	Warning letter and if required disciplinary action as decided by the concerned competent authorities of the Institute



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8.	While assessing answer books, examiner showing negligence in detecting malpractices used by the students	Warning letter and if required disciplinary action as decided by the concerned competent authorities of the Institute
9.	Faculty acting as a guide for UG/PG projects/dissertation showing negligence in supervision of dissertation/project work (example: Use of manipulated data in the examination by the student)	Disciplinary action as decided by the concerned competent authorities of the Institute
10.	DEC showing apathy in carrying out duties related to the examination (such as not taking rounds in the examination hall during examination period or opening the packet before prescribed time)	Disciplinary action as decided by the concerned competent authorities of the Institute
11.	Invigilator helping students in copying answers during the actual conduct of examination or showing negligence in reporting cases of copying when on supervision duty	Disciplinary action as decided by the concerned competent authorities of the Institute
12.	Invigilator/Faculty helping students in mass copying while on examination duties	Disciplinary action as decided by the concerned competent authorities of the Institute



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Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai – 400 050
(Autonomous College affiliated to University of Mumbai)

16. Learner's Report Card:

16.1 Conversion of Marks to Grades and Calculations of GPI (Grade Performance Index):

In the Credit and Grade Point System, the assessment of individual Courses in the concerned examinations will be on the basis of marks only, but the marks shall later be converted into Grades wherein the overall performance of the Learners can be reflected after considering the Credit Points for any given course. However, the overall evaluation shall be designated in terms of Grade.

Grade card will be issued only after successful completion of all the courses of the respective semester as per the curriculum of the respective programme.

A student who has failed in the examinations held by the University of Mumbai prior to 2024-25, shall have to clear the respective examinations of the University of Mumbai.

16.2 Calculation of SGPI and CGPI:

Semester Grade Performance Index (SGPI):

A Semester Grade Performance Index (SGPI) will be computed for each semester. The SGPI will be calculated as follows:

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

Where n = Number of papers in the semester

C_i = The credit for ith subject

GP_i = Grade Points obtained in the ith subject

Cumulative Grade Performance Index (CGPI):

Starting from the second semester at the end of each semester (S), a **Cumulative Grade Performance Index (CGPI) will be computed for every** student as follows:

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

Where n = Number of papers in the semester

M = Number of current semester

C_{ij} = The credit of jth course in ith subject

GP_{ij} = Grade Points obtained in the jth course in ith semester



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- While calculating the SGPI or CGPI the value of Grade Point shall be considered Zero (0) in case of learners who failed in the concerned course/s.
- The grade cards can be issued to the Learners on the basis of the above calculations in a uniform format prepared by the Examination Cell and approved by Academic Council. The Principal and Controller of Examinations of the College will be authorized to sign the grade cards of the students.
- The grade card will reflect the Credit points of the individual Course as well as Semester, conversion of marks into grades, calculation of SGPI for each individual semester and the CGPI up to the completed semesters.
- The grade card shall be issued with SGPI, CGPI & Grade in case of middle semesters (Semester I to VII). In case of final semester grade card will be issued only to those learners who have completed all the courses of that program successfully and have earned required credits for the completion of the program. The credit points earned or accumulated will be shown on the grade card.

16.3. Submission of Examination Documents to Mumbai University:

The documents like ledgers of marks approved by EC, list of pass out students with CPI etc. required for the award of degree certificates to the graduate and post graduate students, shall be submitted to University of Mumbai. The degree is awarded to the students by University of Mumbai.

16.4. Eligibility for the award of Degree:

1. Degree is being awarded by affiliating University of Mumbai
2. **Credit Requirements:** Minimum Earned Credit Requirements for the award of Degree is 168 with a CGPA of **not less than 4.00**. Each student for the B. Tech, Degree award shall be required to earn a total of 168 credits during his/her studentship at the Institute. While a student can register for more than 168 credits at the Institute based on choice of honors, research or double minor.
3. The minimum duration for a student for complying with the Degree requirement is FOUR academic years from the date of first registration for his/her first semester.
4. The maximum duration will be as per NEP 2020 guidelines (Multiple entry exit norms), norms of University of Mumbai and Government of Maharashtra Resolutions applicable from time to time.