



# Bhavan's Degree College

## EXAMINATION MANUAL OF BHAVANS COLLEGE (AUTONOMOUS)

### **Preamble:**

Bhavan's College 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 declaring results. To enhance the quality of education and to bring out transparency, speed and accuracy in the system of evaluation, Bhavan's College has 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, projects and training. These ingredients have credit depending on the work load it involves.

Revisions were proposed in the curricula and assessment schemes based on the discussions carried out at various forums like Industry Meet, Examination Committee Meetings, Governing Body Meetings and Academic Council Meetings. Feedback from various stakeholders including students and faculty has been discussed during these meetings.

Examination related ordinances presented in this manual are evolved from our learning's and that available with Mumbai University. Degree is awarded by Mumbai University to the graduates after successful completion of the program along with the inclusion of College name

This official Examination Manual for under-graduate as well as post graduate semester programs has been published for the use of administrators, teachers, administrative staff and learners. Faculty can use novel assessment techniques for assessing the learning outcomes of the course.

### **Examination Board (EB)**

#### **The constitution of EB:**

The structure of EB is as follows:

- a) Principal (Chairman)
- b) Controller of Examination (COE): Member Secretary
- c) University Nominee [DBOEE of Mumbai University (MU) or his nominee not below the rank of Deputy Registrar]
- d) Officer on Special Duty
- e) Convener, Examination Committee
- f) Three Faculty members nominated by the Principal



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The examination board will provide guidance on the conduct of the examination and suggest assessment reforms for the college. They will also be part of the Examination committee who will plan and execute the evaluation of the candidates from start to finish

## Examination Committee (EC)

The organization chart of Examination Committee shall be as under.

		Chairman		
Controller of Examination		Mumbai University Nominee		Officer on Special Duty
Convener of Examination Committee				
Three Faculty Coordinators from AIDED section		Two Faculty Coordinators from SELF FINANCING section		

### The Powers and Duties of EC and EB:

1. The EC shall ensure proper performance of the various duties in conducting examinations viz. paper setting, timetable preparation, assessment and declaration of results.
2. The EC implement the reforms suggested by the EB after approval of academic council.
3. The EC shall prepare the detailed timetable of examinations as per the schedule approved by academic council.
4. The EC shall arrange for strict vigilance during the conduct of examination so as to prevent use of unfair means by the students, faculty and invigilators.
- 5. 3 to 5 Senior members shall form The Unfair means inquiry committee (UFMIC) which shall be an independent committee appointed by Chairman, to deal with the suspected use of unfair means or any grievances related to conduct of examination. University Ordinance 0.5050 shall be followed to deal with the cases reported to the UFMIC.**
6. The recommendations of the UFMIC shall be approved by Chairman, EB to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EB.
7. In certain circumstances wherein the question paper is unusually difficult to solve and there is a student representation to the effect then EB may look at the overall result and can allow additional grace marks provided that improvement in result is at least 5%.
8. For any meeting of EB, 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.
9. The members of EB shall meet at least twice during the academic year and at other times as and when necessary.



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10. The various formats shall be prepared by EB for record keeping and monitoring all examination related activities.
11. The EB shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.
12. COE shall be assisted by the faculty coordinators for carrying out the following activities during examinations.
  - Issue Appointment Letters for Paper Setting, Assessment of paper setting and Printing of papers
  - Paper Setting
  - Examinations (Theory)
  - Examinations (Practical, Project/Dissertation, seminar, online examination)
  - Overview the Assessment of answer books in liaison with the centralized assessment program committee
  - Preparation and declaration of provisional grades
  - Preparation and declaration of results.
13. The Examination Committee shall prepare the examination budget for every academic year.
14. The members of Examination Committee shall meet at least 4 times during the academic year and at other times as and when necessary

## List of Examinations

Following examinations shall be conducted in ODD as well as EVEN semesters

<b>Class</b>	<b>Semester End Examination (Theory)</b>	<b>Semester End Examination (Practical)</b>	<b>Additional Examination</b>	<b>Repeaters' Examination for odd semesters</b>	<b>Repeaters' Examination for even semesters</b>
B.A.					
B.Com.					
B.Sc.					
M.Sc.					
B.Sc.(I.T)					
B.Sc.(CS)					
BSc (BT)					
B.Com.(BAF)					
BAMMC					
BMS					



## Examination Section Infrastructures

### Description of Area

- **Cap Room:** It is used for central assessment of all answer books of CIA – I,– II, Semester End Examination and Additional / Supplementary Examination.
- **Strong Room:** All stationery required for examination, printing of question papers as well as storage of examination gazettes is done in strong room.
- **Working Area:** Area for working of examination related staff along with control room during Examination.

### Printing Units, Strong Room:

- Examination Section consists of three copy printers with a capacity of printing 60 pages in one minute and PHOTO COPIER Machine one Black & white and one printer with scanners and relevant material for examination.
- Examination Section has strong room used for storage of stationery and printing of question papers as well as storage of examination gadgets.

### Central Assessment Room:

- CAP room has a seating capacity of 40 people and is used for CIA – I, Unit Test – II, End Semester and Re-Examination assessment. It is mandatory for faculty to assess answer books in the CAP room.
- Two computer labs with a capacity of around 30 PCs are used for assessment through OSM.
- Faculties are also given facility to assess from home with security measures.

### Computer and Server:

- Examination Section has 4 computers, two printers licensed copies of Microsoft, Windows 7 and MS-Office 2010.

### Telephone and Internet

- Examination Section is well connected with internet lines of 8 Mbps speed, telephone facility with intercom.

### Stationery, Notice Boards etc....

- Examination Section prints their stationery like answer books, supplements, graph papers, drawing sheets, grade sheets, and provisional certificates for an academic year. Answer books and supplements are numbered serially, and the usage is recorded
- There are 4 dedicated notice boards for examination section which displays grade gazette, timetable and examination related notice from time to time along with uploading
- Examination calendar, timetable and notice regularly on college website.

### CCTV surveillance

- Examination Section is also furnished with CCTV cameras, 1 in strong room, 1 in CAP room and in examination office

### Tentative Examination Schedule Semester wise.

- Semester wise Tentative Examination Schedule is circulated for students and faculties well in advance for Regular / Repeaters (Internal / External) Examinations (Semester – I to VI).



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- Detailed time schedule of examinations is displayed on the students' notice board and uploaded on college website at least 10 days prior to the commencement of examinations.
- Examination hall tickets are made available on students' portal, which include examination seat number, examination schedule and other details. Student can download his/her hall ticket three days before the commencement of respective semester examination, using GR number as username and password.

### **Semester I / III / V**

- Internal assessment procedure for odd semesters is usually held in the month of August and semester examinations are kept in the month of October and the result is declared within 30 days.

### **Semester II / IV / VI**

- Internal assessment procedure for even semesters is usually held in the month of January and semester examinations are kept in the month of March/April and the result is declared within 30 days



## **Types of Courses:**

### **Courses in a programme may be of three kinds: Core, Elective and Foundation**

1. **Core Course:** There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

### 2. **Elective Course:**

Elective course is a course which can be chosen from a pool of papers. It may be:

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing student's proficiency/skill.

An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" or may be chosen from an unrelated discipline. It may be called an "Open Elective."

### **Foundation Course:** The Foundation Courses may be of two kinds: **Compulsory Foundation and Elective foundation.**

"Compulsory Foundation" courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all disciplines.

"Elective Foundation" courses are value-based and are aimed at man-making education."

### **Credit Representation:**

Each course shall have a certain number of credits assigned to it depending upon the academic load of the course assessed based on 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 by a prescribed formula as provided by the statutes and ordinances of the prevailing University Act/guidelines of UGC.

### **General Guidelines Registration and Examination:**

#### **Attendance Requirements:**

**The College shall follow(adopt) University of Mumbai Ordinance 6086 related to mandating the attendance in class for lectures, practical and tutorials as applicable for the programmes.**

#### **Type of Examinations**

End-Semester Evaluation (ESE): ESE is the continuous assessment for a course.

#### **End-semester Examinations (ESE):**



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- The Odd Semester (I/III/V) Examination shall be held in the month of Oct - November and the Even Semester (II/IV/VI) examination in the month of March - April.
- The End-Semester Examination shall be held as per schedule displayed on the College Notice Board and on the College website by the Examination Center. The Examination Center shall get the examination schedule approved by the Examination Committee before displaying it.
- A student taking an End-Semester Examination shall have to pay Examination fee decided by the College.
- After the publication of the result of each End-Semester Examinations, the examinees will be provided with a cumulative grade card reflecting grades obtaining and credits earned in each course along with SGPI in that semester and CGPI at end of every semester.
- Seating arrangement shall be prepared centrally by examination cell (Office Superintendent /Sr. clerk) taking into considerations the total number of students appearing for the examination and infrastructure available.
- The appointment of the required number of invigilators shall be done by Controller of Examinations as per the examination schedule. The invigilators shall be from among the faculty. It is mandatory for the course faculty to be available for invigilation during the examination of concerned course. On the day of examination, the Controller of Examinations/Department Controllers shall bring the set of question papers 10 minutes prior the commencement of the examination to the examination hall.
- The invigilators assigned duty for an examination shall report to the Examination Section 30 minutes prior to the commencement of the examination. He / She shall sign their attendance and pick a chit for random allotment of examination block. The invigilator shall count the number of answer books provided and check against number of students allotted to the block. He/she shall also note down the code numbers of answer books provided to him/her by the Examination Section.
- 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 Performa and maintain the record of the absent students of his/her block.
- Invigilator shall check the general discipline in the block and report the cases of indiscipline, mis behavior and suspected use of unfair means to the Controller of Examinations for further necessary action.



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- 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 it over to Examination Section.
- Students are allowed in examination hall up to 30 minutes after commencement of examinations.
- In case of any emergency, the Chairman, Examination Committee is empowered to reschedule any examination.
- Examination Committee shall be responsible for smooth and proper conduct of examination in the Institute.
- Examination Committee shall assign examination duties as per following structure
  - Invigilator: Teaching faculty can be appointed for invigilation and reliving duties of examination.  
One invigilator for a block of 30-40 students shall be allotted.
  - Reliever: One reliever per eight blocks
  - Sweeper: as per requirement.
- On each day of examination, Controller of Examinations/Department Controllers shall open the required number of packets of question papers up to 30 minutes before the start of examination. Prior to opening, however, he/she shall sign on all the packets indicating the date and time of opening the packets. The packets shall be opened in the presence of two bonafide students appearing for the examination and any two of the following
  - Chairman / Controller of Examination (CoE)
  - Deputy Controller of examination
  - Invigilator.
- Controller of Examinations/Deputy Controllers shall fill in the packet opening report and then take out the required number of question papers from the packets and arrange to distribute them in required quantity to the invigilators.
- Chairman / Controller of Examinations/ Deputy Controller/ Convener of unfair means inquiry committee shall take rounds in different examination blocks to ensure that overall discipline is being maintained during examination.
- Controller of Examinations shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to Unfair Means Inquiry Committee.
- 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 an accident just before the examination and produces a medical certificate from the registered medical practitioner to that effect, then **a writer** shall be allowed to such examinee.





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- Such a writer shall neither be a student or a degree holder of any programme / course of this institute or any other Institute in which the examinee is appearing for the respective examination. The examinee shall, however, require applying in a prescribed Performa to Controller of Examinations asking for permission to allow for such a writer. Controller of Examinations shall then verify the medical certificate and give a permission letter to the examinee for using the writer. Controller of Examinations shall then take the undertaking from the writer in a prescribed Performa. Such examinee shall produce the permission letter from Controller of Examinations for using writer to the invigilator.
- In case of **physically challenged/Learning Disabled student**, he/she may be allowed an extra time at the rate of 20 minutes per hour for writing the examination for all the courses, provided he/she seeks permission from convener examination for extra writing time on account of his/her disability by producing medical certificate from competent authority to this effect.
- After receiving the answers books from invigilators, Examination section staff shall check them as per the attendance record submitted by the invigilators and in case of multiple course if external are conducted in the same hall / block, the examination section staff check if the answer books of each course are sorted out separately.
- Controller of Examinations/ Deputy Controllers shall direct the Examination section staff to tie the bundles of answer books of each course separately along with one copy of question paper, copy of attendance sheet and pack them.
- Examination Section staff shall maintain the account of answers books and supplements received and consumed for the examination. The examination section shall also prepare the bills of remuneration of all staff involved in the examination work.
- **Semester End Examination** carrying **60 marks** shall be of **2 Hours** duration.
- Theory Question Paper Pattern is as follows:  
There shall be **Four** questions with internal option each of **15 Marks** or as per the decision of the respective subject board and academic council.  
All questions shall be compulsory with internal choice within the questions.  
Questions may be subdivided into sub-questions a, b, c,... and the allocation of marks depends on the weightage of the topic.



## **Guidelines to Invigilators for Conducting Semester Examinations**

Invigilators are requested to follow the Guidelines given below:

- i. Please adhere to the Dates and Sessions allotted for Invigilation.
- ii. Please report at Examination section at 30 minutes before the start of Examination.
- iii. Do not use Mobile Phones in the Examination hall.
- iv. Please be present in Examination Hall for the entire duration of the examination.
  - v. Do not allow candidate without Admit Card to appear examination.
- vi. Do not permit the candidates to possess programmable calculator/programmable Wrist Watches/Cell Phones inside the examination hall. If found, report as Malpractice.
- vii. Please ensure that strict silence is maintained by candidates inside the examination hall. They should not talk to each other inside the examination hall.
- viii. Candidates possessing any bit of papers or other incriminating materials inside the examination hall shall be reported as Malpractice.
  - ix. Be alert during invigilating and see that the candidates do not indulge in any Malpractice.
  - x. Please make initials on the top left-hand side of first page of additional sheets, graph sheets etc., at the time of issuing them to candidates in the examination hall.
  - xi. No candidate will be permitted to enter examination hall after 30 minutes from the commencement of examination, whatsoever the reasons may be.
  - xii. If any Malpractice is noticed, inform to Controller of Examinations immediately.
  - xiii. If any query in the question papers raised by the students, convey the same to Controller of Examinations.
  - xiv. Do not allow any candidate to leave the examination hall before 45 minutes from the time of commencement of examination.
  - xv. Please adhere the time schedule prescribed.
  - xvi. Instructions given to candidates may all be read and implemented.

**Additional Examinations:** Conducted after declaration of ESE result as per the academic plan put up on the website. Students must fill the examination form to appear for this examination.



No separate fees will be charged for this examination. Only those students who fill up the form within given time limit will be allowed to appear for this examination. No late submission of forms will be allowed at any case. This applies for Grade improvement applications as well. The notice for this will be circulated by examination section clearly mentioning the dates to fill up the form

**Filling the examination form for additional 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 examination.**

### **MOOC Course Guidelines:**

Candidate shall enroll only those MOOC courses which are permitted by the respective department. Graduation for MOOC will be done as per. grade compilation guidelines based on the marks received by candidate in the entire course. If students fail in MOOC Course, he/she has to reappear for either same or different module as the department permits and get declared as “Pass” in next attempt. His/her credits for that course will be counted only when Examination section receives Pass remark for the student. Rules of make-up examinations i.e. grade penalty will be applicable for failures in MOOC. In case of PG student, marks obtained between 40 to 45 are considered as 45 if MOOC course certificate shows result as “Pass”.

### **Rules and Regulations for Assessment:**

#### **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 timetable committee 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. The curriculum shall be typically delivered in two semesters in an academic year. Each semester shall include curriculum delivery evaluation, and grade declaration. The exact days are mentioned in academic calendar.
3. The minimum teaching days are 70 in a semester with 20 days for examination. 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 by following the particular class timetable 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.

### **Appointment of Paper Setters and Examiners:**

1. The COE must send individual appointment letter to each internal faculty for setting up the ESE question paper and confidentiality must be maintained about it. The paper setting of ESE and internal examination (if required) shall be done normally by the concerned faculty who is teaching the course provided that he/she has minimum two year of teaching experience of that course.
2. Faculty shall submit **ONE set of question paper for internal examination and THREE sets of question papers for ESE** along with synoptic answers as per the guidelines of the COE.
3. If multiple faculty members are teaching a single course, then they together shall setup the question paper and inform the DEC about the same.
4. In case of deviations, the concerned DEC shall do alternative arrangement and inform COE.
5. The paper setter should not be regular PG student or teaching assistant.



6. The concerned faculty who is teaching the course shall follow all paper setting related guidelines from COE.
7. COE may appoint a competent external/ internal paper setter in place of the course faculty teaching the course.
9. End semester practical examination shall be conducted by the respective laboratory instructor within the instruction days allocated in the academic calendar. External expert shall be called if and only if it is desirable by the Head of the Department/Dean Academics /Head of the Institute for a particular course

### **Question Paper setting:**

1. As per the academic schedule, the faculty member, teaching a course shall set the question papers for each of examinations in that semester.
2. The concerned faculty who is teaching a course shall take care of submitting question paper in a sealed envelope to Head of dept who will veto the paper after which the head will submit all the question papers to examination center as per the examination schedule.
3. 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.
4. The Examination Committee (EC) reserves the right to withhold or reduce the remuneration earned by Paper-setter or cancel their appointments for negligence of any kind on their part in carrying out the work entrusted to them, in accordance with the instructions issued to them.
5. Paper setter shall maintain secrecy of the question paper and shall be responsible for the same.
6. 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.
7. For ESE, the faculty who has set the question paper should submit the solution in a separate sealed envelope.
8. An online examination for a particular course for MSE could be allowed with prior permission of EC.



9. A committee shall be constituted for the purpose of quality checks on question paper setting and evaluation, appointed by Chairman EC and the committee shall report the anomalies, if any to Chairman, EC.
- 10 Every paper setter shall accept the appointment for paper setting and submit the signed declaration form to the examination center.
- 11 Paper –setter is requested to follow the below mentioned 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.
  - The question-papers they set, ought to contain questions covering, as far as possible, the whole of the prescribed syllabus in ESE and all the texts prescribed (including such alternative texts as may have been prescribed).
  - They should try to ensure that all the course outcomes are addressed through appropriate questions 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.
  - Time duration for ESE is 2 hours for maximum 60 marks (100% weightage)
  - **Question paper carrying 60 marks should have questions with internal options only i.e. no external option to be given. The number of questions should be maximum 4 each of 15 marks.** There may be sub-questions in a question. **Total marks of the Question Paper including internal options to range from 75 to 90 marks.** 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 scoring further, his/her all-round knowledge and skill should be tested.
  - Ensure that focus of question paper is in accordance with the time spent for the delivery of module/ unit as stated in the syllabus.



- The questions should be numbered 1,2,3,4,... and typed one below the other on A4 size paper (no handwritten manuscript will be accepted) using the template provided. Use font as Times New Roman, font size 12, single line spacing and on one side only. Sub-questions, if any, must be numbered a,b,c,d...etc. The sheets so completed should be numbered and arranged in a consecutive order. If there is an alternative to a question, the alternative question must be written on the same sheet as that of the original questions with the word 'OR' above each alternate question and must bear the same number as that of the original question.
- 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.
- The Paper-setter will be supplied with two envelopes: one for QP & other for solution key.
- The Paper-setter shall use their own seal/sign for sealing the covers containing the Manuscript of question-papers.
- The manuscripts of question-papers shall not carry any signature of Paper-setter nor any mark of identification in them.
- Paper-setters in various subjects at the different examination are requested to note the following schedule of deductions from the remuneration: -
  1. For any question or part of a questions set outside the prescribed syllabus. No remuneration for setting the question-paper.
  2. For any other lapse from an act of negligence/carelessness or misconduct of paper-setters. A suitable fine may be charged at the discretion of EC.

## **. Internal Evaluation**



- For theory course, Internal-Semester Evaluation is based on student's performance in assignments, quizzes, contests etc. conducted by the course faculty during semester. The mode of internal-semester evaluation (ISE) is decided and announced by the Course faculty at the beginning of the course. Faculty must disclose mode of internal and marks distribution to the students at the beginning of the semester. **Minimum two methods out of the pre-declared methods must be used** During evaluation, faculty must follow the rubrics prepared for respective evaluation. Performance shall be continuously monitored, and record of assessment shall be maintained in the prescribed proforma by course faculty and monitored by Department Head.
- The following are some of the suggested pre-declared methods of internal examination:
  - [1] Group Activity (For Example contest like trouble shooting, short term project etc.)
  - [2] Group Discussion.
  - [3] Poster Presentation
  - [4] Quiz
  - [5] Assignments
- In case a faculty wishes to propose innovative method other than the above listed mechanism for internal, they need to submit appropriate rubrics and detail methods for the evaluation to Dean Academics for final approval.
- 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.

### **Practical End Semester Examination**

- For practical's if attendance is < 75% in laboratory then student get 'X' grade in laboratory. 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% (marks less than 40% for UG and 45% for PG) then 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. If student fails in lab ESE or lab course then he/she will appear for practical make-up examination with grade penalty.

- 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 timetable.
- 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 of Bhavan's 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. These rubrics shall be submitted to department head and displayed on notice board for the student's reference at least two days in advance before the 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 make-up examination for those.
- The PG dissertation shall be evaluated by both external examiners 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.
- DEC shall compile and forward the bills of support staff involved in the examination of project/dissertation.
- Students 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.



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

### **Assessment for non-academic credits**

- **Soft Skills Development Course.** The assessment of this course will be done as Internal Assessor. The course assessment will be based on modules which are defined in the curriculum. The assessment method will be defined by course coordinator and will be displayed before the course commences. No theory examination will be conducted.
- **Summer Project if** given to the students at the end of Semester as Internal assessment. This project has to be completed in summer months duration; students can also opt for Internship based project offered by TPO. The Student need to select a company for internship or can work under the guidance the internal mentor. If student is not selected to work in industry for internship project, internal mentor needs to organize project in the College itself which may be in accordance with Academic rules of institute. Max.3 students shall be allotted to one internal mentor in case of student not getting industry internship.
- Every student should submit joining letter along with their project proposal within 4 weeks of joining internship in company. Project proposal should include company information, External mentor information, project abstract and tool (tentatively) working.
  1. After submission of project proposals, Internal semester examination shall be conducted.
  2. Student needs to arrange for meeting between internal and external mentor for feedback and improving the industry interaction before ISE.
  3. Every student shall make draft of project report and get it assessed by internal mentor. The Project report should contain an Introduction to Project, which should clearly explain the project scope in detail. The project work should be of such a nature that it could prove useful or be relevant from the commercial/management angle. Every student should submit duly signed Project Report.
  4. ESE shall be conducted after submission of Project Report.



5. The evaluation of a student shall be based on his/her performance Orals and Presentation. During evaluation faculty must follow the rubrics prepared for respective evaluation. Performance shall be continuously monitored, and record of assessment shall be maintained in the prescribed proforma by course faculty and monitored by Department Head.

### **Central Assessment**

- 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.
- Assessment for, ESE Examination shall be done centrally.
- 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.

### **Assessment Procedure**

- COE along with the principal will appoint a CAP coordinator for all the examinations.
- CAP coordinator shall issue answer books to the concerned faculty.
- The concerned faculty shall assess and submit the assessed answer books to the CAP coordinator.
- The examiners shall follow the instruction given by the CAP coordinator.
- The assessed answer books shall be scrutinized further. "Scrutiny" shall include checking the un-assessed answers, totaling of marks, and transfer of marks to main page, blank pages scratched etc. In case of any corrections, it shall be brought to the notice of concerned faculty. The faculty shall do required correction and submit marks sheet to CAP coordinator.
- 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.

## **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 three consecutive years in examination center from the date of examination.

## **Tabulation and Declaration of Results**

### **ESE Results**

- Examination center will display the marks of ESE as consolidated results on notice board and on website within 30 working days from the last day of the examination and distribute the grade cards within the next 15 days of display of the results.
- All results shall be declared as per the examination calendar.
- The provisional result as consolidated marks shall be prepared by the Examination Center considering the results of backlog students, re-registered students, result of additional examination calculation of SGPI, CGPI, Pass/Fail status etc., under supervision of Controller of Examination.
- The final results shall be sent for approval to principal EC.
- After approval of the result from EC, 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.
- 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 upgrade the results accordingly. The COE shall report the same to EC for further necessary action if any.

### **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.

### **Extra Credit Review Committee**

- Extra credit committee is the Institute level committee comprising of Dean Academic, Examination Controller and experts from all the departments.
- This committee is responsible for approval of extra nonacademic credits to each student.
- The committee will review credits for Social Responsibilities (SR), Open Elective (OE), Competitive Examination Preparation (CEP), Skill Development (SD) and Sports Activities (SA).
- Meeting of extra credit review committee shall be carried out after completion of End Semester Examination at the end of the academic year.
- Extra credits will be given to the students at the end of Semester VI after due Submission of certificates, reference letters etc. and activity reports duly provided by students is endorsed by the respective departments is received by the examination Centre.
- Primary scrutiny for extra credits to be done by respective DEC. If required, presentation and/or demonstration by student to the committee shall be taken.

### **Rules for Extra-Curricular Activities**

- One mandatory (Non-Academic) ECC will be required to be earned by a student to obtain a Degree.
- Each student must log-in a minimum of 30 hours of EC activities over the 3-year of UG studies in the following manner: 10 hours in FY; 10 hours in SY and 10 hours in Semester V.



- If, by Semester VI, a student fails to earn these mandatory hours as stipulated he / she will have to do 10 additional monitored SIP hours in Semester VI.
- The students' EC progress, in terms of hours & quality of participation is monitored and recorded by the EC Faculty-in-Charge. The ECC Grade awarded will be either 'A' or 'A+'.
- The following activities are eligible for EC credits:
  1. Representing College at. approved competitions / NCC
  2. Engaging in the co- & extra-curricular activities of the College Associations / Departments (These activities have to be certified by the Association's Faculty-in-Charge or HOD).
  3. Being a member of the College Magazine Committee or Students' Council or any approved College Student Body.
  4. Involving in College Fest as organizer / volunteer.
  5. Enrolling in activities organized by the Student Council, or other such bodies approved by College.
  6. Participating in Sports, certified by the College Sports Director.
  7. Involving in the International programmes of the College.
  8. Providing on campus services, to, students with disabilities on campus.

### **Social Involvement Programme (Sip)**

- One mandatory (Non-Academic) SIP Credits will be required to be earned by each student to obtain a degree.
- These credits have to be completed over semesters I or II by working with an NGO assigned by the NSS Department.
- The SIP Credits is based on 30 hours of activity as shown below:
  1. 30 hours of actual social activity with the assigned NGO. This service with the assigned NGO will be monitored by the NSS Department of the College.



## **Internships /Fieldwork Experience Credit**

- Internships / Fieldwork experiences are encouraged by the College so that students gain practical experience in their sphere of study.
- For this activity to be awarded the two Non-Mandatory Credits on the Consolidated Marksheet, the following protocol should be followed:
  - 1.It must be undertaken only during the breaks between Semesters IV & V or Semesters V & VI.
  - 2.Minimum of 30 hours of experience, and only 6 hours per day.
  - 3.It has to be first approved by the Department Head through which the student would graduate (Single / Double Major).
- The concerned Dept. would have to monitor this activity as under:
  1. The Department Head, on behalf of the student, would issue a request letter to the organization in which this activity will be undertaken.
  2. The Dept. would collect from the student the certification given to him / her by the said organization, post the internship.
  3. The Department would then conduct a viva to verify the quality of the tasks undertaken by the student in the said organization.
  4. On certifying that the activity is acceptable, the Dept. would then submit a report to the Examination Dept., not later than the end of February of the that student's Semester VI.

## **Unfair Means/ Malpractice at Examination**

### **General:**

Government of Maharashtra enacted the Maharashtra Act No.XXXI of 1982, providing prevention against Malpractices at the University/College/Board Examinations. Under the section of this act, use of unfair means of any kind by an examinee/ any person/person related



to examination during the conduct of examination is a cognizable and non-bailable offence. For implementation of the act following procedure shall be adopted.

### **Competent Authority:**

On receipt of a report regarding use of unfair means by any student /person at examination, including breach of any rules laid down by institute authorities for proper conduct of examination, Complaint Redressal Committee (UFMIC) 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, Complaint Redressal Committee (UFMIC) shall investigate into the matter and forward the facts and findings of inquiry to EC along with recommendation. EC shall take appropriate disciplinary action against the concerned faculty/staff.

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

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

- The student shall be called upon to surrender the material found in his/her possession, if any, and his/her answer book to coordinator examination.
- Signature of the concerned examinee shall be obtained on the relevant material and list thereof. Concerned 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 UFMIC.
- 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 UFMIC. Controller of Examinations or his/her representative shall present the case of malpractices before UFMIC and shall deal with the case till it is finally disposed of.

### **Procedure for Dealing with Unfair Means at Assessment Centre**

- During the assessment of answer books, if examiner suspects that there is prima-facie evidence that the examinee/s, whose answer book/s the examiner is assessing, appear/s to have resorted to unfair means in the examination, examiner shall forward his/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 UFMIC.

- If any staff is found involved in any type of malpractice/unfair means, COE shall report the case to UFMIC for further action.
- COE or his/her representative shall present the case of malpractice before UFMIC and shall deal with the case till it is finally disposed-off.

### **Procedure for Dealing with Unfair Means at Paper Setting / Printing**

- 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 UFMIC for further action.
- COE or his/her representative shall present the case of malpractice before UFMIC and shall deal with the case till it is disposed-off.

### **Procedure to be followed by (UFMIC)**

#### **To investigating unfair means resorted to by examinee/s at the examination:**

- The EC shall appoint UFMIC which shall function as a body to investigate into the matter and decide the punishment based on facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defense.
- The UFMIC shall then issue final order/s about the penalty action to be taken against the implicated examinee/persons as per University ordinance 0.5050