

Shri Vile Parle Kelavani Mandal`s
Shri Bhagubhai Mafatlal Polytechnic
Natakkar Ram Ganesh Gadkari Marg
Vile Parle (West), Mumbai-400 056

(Govt. Aided Autonomous Institute)

Examination Rules and Regulations

For

**FULL TIME
DIPLOMA PROGRAM WITH INDUSTRIAL TRAINING
(CE/ME/EE/IE/DE/PL/CH)**

AND

**FULL TIME
DIPLOMA PROGRAM
(CSE / IT)**

**Batch Admitted
2018-21 and 2019-22**

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EXAMINATION GUIDELINES

I) Attendance Rules

No candidate will be admitted to any semester end examination unless s/he keeps terms for that semester at the institute.

(a) S/he has put in satisfactory attendance of at least 75 % of the total Lectures /Periods in each Theory /Practical /Term work /Tutorials / Project work separately in each and every course of the Semester as per the Teaching Scheme.

(b) S/he has satisfactorily completed all the specified laboratory Practical /Term work / Projects / TA etc.

It is the responsibility of the Principal and Head of Department to verify and duly certify the compliance of points (a) and (b) above for each student.

Any candidate who fails to comply with the conditions mentioned in point (a) and (b) above shall be detained by the Principal for the term and s/he shall repeat the term in the subsequent year(s) by taking re-admission in the semester - in which s/he was found to be defaulter in attendance.

Deficiency in the attendance as mentioned in point (a) above, due to personal health grounds / death in family/ official participation for co-curricular and extra curriculum activities may be further condoned upto 10% after review by the attendance committee comprising Principal, Vice Principal and respective Head of Department on case to case basis as per the merit of the case and submission of relevant documents. Students who have deficiency in attendance on health grounds will be required to furnish relevant certificate/s from the registered medical practitioner.

Even after availing 10% condonation by the attendance committee if the student is falling short of attendance due to certain unavoidable and difficult Circumstances, such cases shall be referred to the Appellate Authority.

II) DISCIPLINE IN THE EXAMINATION HALL

- (i) Learners must know their Roll Number and SAP Number.
- (ii) Learners, who are eligible to write the Semester End examination/re-examination should be present in the examination hall at least 10 minutes before the scheduled time of the commencement of the examination. Learners, who arrive at the examination hall 30 minutes or more after the scheduled time of the commencement of the examination, will not be permitted to appear for that examination.
- (iii) Learners are not permitted to leave the examination hall until one hour after the start of the session or in the last ten minutes of the session.
- (iv) Learners, who are not in their seats at the time notified, will as a rule, not be permitted to appear for the examination.
- (v) Learners should ensure that all their bags and other personal belongings are deposited in the designated area at their own risk. The Polytechnic will not be responsible for the safety and security of the same.
- (vi) A learner, who fails to attend an examination at the time and place notified in the timetable, will be deemed to have failed to pass in that course. Opportunity for re-examination, if any, in the respective course will be given according to the rules and regulations, of the Institute.
- (vii) Learners are required to have their valid identity cards and hall tickets issued by the Institute and they must produce the same for verification to the Supervisor/s during the examination. Learners not having the said identity card with them during the examination may be denied permission to appear for the examination.

- (viii) Every learner present must sign against his / her learner number on the attendance sheet provided by the supervisor.
- (ix) Learners should specifically go through the instructions given on the top of the question paper and on the first page of the answer book. They are of utmost importance.
- (x) **On the first page of the answer book, the learners should write only the name of the program, semester details and course for which the examination is being held and number of supplementary sheets attached to the main answer book. Any extra writing on the first page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.**
- (xi) **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a learner has any query as regards contents of the question paper, s/he should bring the same to the notice of the Supervisor without disturbing others in the examination hall.
- (xii) Learners are forbidden to (i) bring any books, notes, scribbled papers, mobile phones, smart watch, any electronic gadgets, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the learner will be confiscated (ii) smoking in the examination hall, (iii) eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other learner, while the examination is in progress and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the learner/s concerned and strict action will be taken against them. **The supervisors / authorized persons are authorized to frisk the learners.**
- (xiii) Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the Institute.
- (xiv) **The answer books of the Semester End Examinations are bar coded and, therefore, learners should not write his/her name, Roll Number, SAP Number etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers**

written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.

- (xv) While underlining of sections of answers for highlighting is permitted, use of varied inks, except for illustrations and figures must be avoided. Do not use any symbol like encircling the question or using coloured arrows for 'P.T.O'. All these will be considered as attempts to readily identify the specific answer-book.
- (xvi) Learners should neither tear any sheet/s from the answer-book provided nor attach unauthorized additional sheets to the same. All answer-books / supplementary sheets, whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer books out of the examination hall will be treated as against the rules and appropriate action will be taken against such candidate/s.
- (xvii) Learners should not write anything on the question-paper.
- (xviii) Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited. If learners want anything, they should approach the Supervisor without disturbing the other learners. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- (xix) Learners will not be allowed to leave the examination hall during the examination and particularly so, in the last ten minutes. At the end of the session, they should not leave their seats until answer-books are collected by the Supervisor from all the learners.
- (xx) A learner, who disobeys any instructions issued by the Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the College.
- (xxi) **Learners suspected to be guilty of any of the aforesaid acts will be allowed to write their examination on a new answer sheet, only after giving an undertaking in writing that the decision of the Institute in respect to reported act of unfair means will be binding on them.**

III) SCHEME OF EXAMINATIONS, PASSING STANDARDS AND PROGRESSION RULES (CREDIT BASED EVALUATION NORMS)

The performance of the learner will be evaluated in two components. The first component will be the Continuous Assessment. The second component will be the Semester End Examination.

Evaluation and the weightage of the heads of pairing will be as per the approved scheme.

EVALUATION SCHEME FOR CONTINUOUS/PRACTICAL EXAMINATION

1. The constitution of the Continuous Assessment shall be decided by the individual departments and is to be communicated to the learners at the beginning of the semester. (The mark sheets of the practical examinations should be submitted to the Examination department. The marks allotted will be out of the total marks allocated for the practical course). Exam will be conducted as per the scheme.

(Two Examiners should conduct the practical examination in each course. **One of the examiners will be external and other examiner can be an internal faculty member, who has the requisite number of years of teaching experience. At any given point of time, no examination should be conducted by only single external or only internal examiner.**)

Passing Standards

To pass a course, the learner should obtain a minimum of 40% marks in aggregate, out of the total marks allotted for each course, where the course consists of Sessional (Periodical Test) and Semester End Examinations. The learner should obtain minimum of 35% marks out of the total marks allotted to the Semester End Examination (e.g. 24 out of 70, if the maximum marks allocated to the Semester End Examination is 70) separately, to pass the course.

1. A learner, who obtains less than 35% marks in the Semester End Examination or less than 40% marks 'in aggregate' (i.e. a learner who fails to fulfil the passing criteria mentioned in the Passing Standards above) will be required to appear for Semester end re-examination (as the case may be), which will be conducted after the declaration of result of

each semester. In such case, Sessional (Periodical Test marks) will be carried forward in the respective course for which the candidate has appeared for re-examination. In case, the learner fails even in the re-examination, which is being held after the declaration of result of each semester, s/he will be allowed to appear along with the re-examination of the regular learners of the subsequent academic year.

2. Submission of re-examination form along with prescribed fee before the designated date is a precondition to appear for the re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online, within the time frame stipulated by the Institute, through the Student Portal.

3. In order to receive the diploma certificate, the learner will have to pass in all the examinations of all the years of the program within the validity period, as per rules.

PROGRESSION RULES:

1. A learner, who has passed in all the courses (as per the rules of the Passing Standards) of Semester I and Semester II examinations of the first year of the programme will be promoted to the second year of the programme concerned. A learner, who has passed in all the courses of Semester III and Semester IV examinations of the second year of the programme will be promoted to the third year of the programme concerned.

2. A learner who fails to pass in one or more courses in Semester I examination will be “allowed to keep terms” (ATKT) and will be permitted to attend lectures and appear for the Semester End Examination of Semester II. This means that the learners will be allowed to keep terms for both the semesters during the first year of the programme, irrespective of the number of failures in any number of courses of the first and second semesters of that respective year of the programme. This criterion will apply to the subsequent years also.

3. Such failed learners will be allowed to appear at Semester End Re-examination in all the ‘failed courses’, which will be conducted after declaration of the results of each Semester End Examination of that academic year. This re-examination will be held only once in an academic year and will be held immediately, i.e., within 30-45 days, after declaration of the results of the semester concerned.

4. The learner is required to pay the prescribed fees for re-examinations before the commencement of the respective examination. Online applications for re-examinations (ATKT) along with the payment of prescribed fee before the designated date is a pre-condition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online within the time frame stipulated by the Institute, through the learner portal.

5. A learner, who has failed to pass in not more than three courses in the respective year of the program i.e. two semesters taken together, after the said re-examination (as mentioned in point no. 3 above) will also be permitted to apply for admission to the next year of the program. Such learners will be required to appear for the re-examination of the courses in which they have failed to pass. They will appear for the re-examination to be conducted for the regular learners of the subsequent batch.

5. A learner, who has failed to pass in more than 03 courses in the respective year of the programme i.e. both the semesters taken together, after the said re-examination (as mentioned in point no. 3 above), will not be allowed to continue to the next year of the programme. Such learners will be required to appear for the re-examination of the courses in which they have failed to pass. They will appear for the re-examination conducted for the regular learners of the subsequent batch.

- The students who fail in more than three courses will have the following options:

(a) They can appear for re-examinations as per rule, in the courses in which they fail **or**

(b) They can take re-admission for the respective class of the program for the entire year, i.e. for both the semesters of the year in the subsequent years (these students will fulfil the requisites of term work, periodical test, oral, practical and will also appear at the term end examination afresh for the courses in which they fail), by paying 25% of the prescribed fee as decided by the institute from time to time. The credits

of the subjects in which they fully pass will be carried forward for such students in the subsequent years.

7. The same criteria regarding re-examination as mentioned above shall be applied to Semester III and Semester IV of the second year of the program and for Semester V and Semester VI of the third year of the program.

8. With regard to promotion to the third year of the program, a learner must have passed in all the courses of the first year of the program.

IV) RULES FOR GRACING

- a) A candidate failing by 1 or 2 or 3 marks in the paper out of 100 will be given the same as grace marks provided he/she can score 35% marks out of 70 in theory and 40% marks in the theory paper and sessional taken together.
- b) A candidate passing in the theory paper but failing in aggregate (theory paper plus sessional) is entitled for grace marks of 1, 2 or 3 on the total to enable him/her to pass the course consist of theory paper plus sessional.
- c) A student who fails in Practical but passes in the Theory will have to reappear in the next session in the failure part i.e. practical of the course
- d) There are no grace marks in practical examination.
- e) Credit will be granted on completion of all the course heads of the courses.

V) AWARD OF CLASS AND DIPLOMA

Award of Class (final year diploma) and GPA (all terms passed [no failure] courses only)

1. Grade point average is calculated for award winning courses in final Mark Sheet.
2. The award of class along with GPA is declared for the candidate on completion of diploma (award winning courses program wise)
3. Likewise, since the scheme is based on course passing, the grace marks are limited to individual courses only.

| Class | Grade Point Average (10 max) [G.P.A.] |
|------------------------------|---------------------------------------|
| First Class with Distinction | 7 and above |
| First Class | 6 and above but less than 7 |
| Second Class | 5 and above but less than 6 |
| Pass Class | 4 and above but less than 5 |

$$\text{G.P.A.} = \text{sum of (GP *Credit)} / \text{sum of credits}$$

$$\text{Where G.P.} = (\text{marks scored} / \text{maximum marks}) * 10$$

4. (i) A group of award winning courses is specified for the purpose of awarding class on completion of Diploma as per curriculum.

(ii) Marks of award winning courses are taken together for the award of diploma. A single mark sheet of award winning diploma is issued to the candidate on his completion of eligibility criteria.

(iii) The ½% of maximum marks is to be given as grace marks for improvement of the class from second class to First class and first class to distinction.

VI) EXAMINATION GRIEVANCE REDRESSAL MECHANISM

- a) Student can apply for revaluation in any number of courses s/he wishes, within stipulated period of time.
- b) After revaluation of answer books, if the marks awarded by subsequent examiner vary/ deviate by equal to or more than 10% of the passing marks of the semester end examination of the respective course on either side determined on the basis of marks awarded by the original examiner, then the marks shall be awarded as mentioned below:
 - (i) The marks after revaluation shall be awarded if the difference between the marks allotted by the original examiner and the marks allotted by the subsequent examiner is up to 20% of the maximum marks of the semester end examination head, on either side.
 - (ii) If the difference is more than 20% marks as mentioned in point no (i) above, the answer book shall be assessed by the Third examiner and comparing the marks allotted by three assessors, maximum of two closer marks shall be allotted.

VII) VALIDITY OF PROGRAMS

The candidate shall have to complete the programme of first stage within 6 years from the date of his/her admission to the programme.

VIII) RULES AND PROCEDURES REGARDING UNFAIR MEANS RESORTED TO BY THE LEARNERS OR ANY OTHER PERSON CONNECTED WITH THE CONDUCT OF EXAMINATIONS

VIII a) UNFAIR MEANS RESORTED TO BY THE LEARNERS / PERSONS INVOLVED IN THE EXAMINATION RELATED ACTIVITIES

1. On receipt of a report regarding use of unfair means by any learner at any Semester End Examination, including breach of any of the rules laid down by the Institute for proper conduct of examination, the Principal shall have the power at any given time to institute inquiry and to punish such learners involved in the adoption of unfair means or breach of the rules in accordance with the penalties mentioned in the table, Appendix A.

2. Competent Authority

The Principal of the Institute shall be the competent authority to take appropriate disciplinary action against the learners, who are using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the Institute.

3. Definitions-Unless the context otherwise requires:

(a) "Learner" means and includes a person, who is enrolled as such by the Institute for receiving instructions qualifying for diploma awarded by the Institute. It includes ex-learner and learner registered as candidate (examinee) for any of the diploma examination.

(b) "Unfair means", includes one or more of the following acts or omissions on part of learner/s during the examination period:

- a. Possessing unfair means material and/ or copying there from.
- b. Possession of any form of electronic devices in the examination hall.

- c. Transcribing any unauthorized material or any other use thereof.
- d. Intimidating or using obscene language or threatening or use of violence against the invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
- e. Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
- f. Mutual/Mass copying
- g. Smuggling out, either blank or written, or smuggling in of answerbooks as copying material.
- h. Smuggling in blank or written answerbook and forging signature of the Supervisor thereon.
- i. Interfering with or counterfeiting of Institute seal, or answerbooks or office stationery used in the examinations.
- j. Insertion of currency notes in the answerbook or attempting to bribe any of the persons connected with conduct of examinations or making a request to the examiner in the answerbook.
- k. Impersonation at the Institute examination.
- l. Revealing identity in any form in the answer written or in any other part of the answer book by the learner at the Institute examination.

Or any other similar act/s and/or omission/s which, may be considered as unfair means by the competent authority.

(c) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s.

(d) "Unfair means material", means and includes any material whatsoever, related to the course of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the learner (examinee) or on wood or other material, in any manner or in the form of a chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

(e) "Possession of unfair means material by a learner", means a learner having any unauthorized material on his/ her person or desk or chair or table or at any place within his/ her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

(f) "Learner found in possession", means a learner, reported in writing, as having been found in possession of unfair means material by the Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the learner or by any other persons acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Supervisor or Examination Convenor / Co- convenor or any other authorised person, to the Controller of Examinations/ Principal or any officer authorised in this behalf.

(g) "Material related to the course of examination", means and includes, if the material is produced as evidence, any material certified as related to the course of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the course of the examination.

(h) "Officer In-charge", means the person as designated for the Institute Examination & Evaluation Committee (EEC), where the concerned examination is being conducted.

(RULES FOR DEALING WITH MALPRACTICE / UNFAIR MEANS AT EXAMINATION)

Further, all the students are hereby informed that the mobile phone or any electronics communication gadget or I-pod or any similar device found in possession during examination hall will be confiscated and will remain in custody of Institute during the completion of punishment period as per decision taken on penalties for various malpractices.

Penalties to the examinees for various instance of malpractice are enclosed herewith.

If before, during or after the examination, it is found that a candidate is or has been guilty of misconduct including breach of any of the rules laid down for the proper conduct of the examination or has been found to have copied or attempted to copy or used or attempted to use unfair means at the examination, he/she shall be liable for punishment. Answer books of such candidates who are directly or indirectly involved or suspected to be involved in the act of copying will be instantly withdrawn by the supervisor and a report to that effect will be made by him to the Officer-In-Charge. He will issue a fresh answer book to the candidate and allow him to write the same question paper in the same session.

Such cases of malpractice during the examination and/or detected afterwards by the examiners should be reported to the Controller of Examinations for further action. At the end of any examination session the Controller of Examinations will then place all such cases before the **special examination committee**.

On reviewing the situation, on the basis of the evidence the committee may impose such a penalty which may result in:

- (a) Cancellation of result of entire examination.**
- (b) Debarring from one or more examinations in the same course at the subsequent sessions.**
- (c) Dismissal from the polytechnic**
- (d) Such candidate will not be allowed to register any new course for a**

specified period decided by the committee

Instructions related to mal-practice cases are conveyed to candidate / examinee through various modes including notices, supervisor announcement and printed on the answer sheet.

IMPERSONATE CASES WILL BE TREATED / VIEWED VERY SERIOUSLY AND PUNISHMENT WILL BE AS PER THE GUIDELINE OF THE STATE LEVEL COMPETANT AUTHORITY. THE DECISION OF THE EXAM COMMITTEE WILL BE FINAL.

Appendix A.

| Sr. No. | NATURE OF MALPRACTICE | QUANTUM OF PUNISHMENT |
|----------------|---|---|
| 1 | Examinee/s making marks /signs, Writing Roll Numbers, name or using any other means of disclosing identity with a clear intent of getting illegal / undue benefits / frequent changes in ink without supervisor's permission. | Cancellation of the result /performance of the guilty examinee in the subject/course during whose examination he/she caught. (Subject/Course) |
| 2 | Examinee making an appeal to the examiner revealing both, former's name and address. | Cancellation of the result /performance of the guilty examinee in the subject/course during whose examination he/she caught. (Subject/Course) |
| 3 | Examinee Writing in provocative or abusive and /or threatening language in the answer-book. | Cancellation of full performance in the entire examination/s in which the examinee has appeared. (1+0) |
| 4 | Examinee or his/her associate/s influencing the Examiner/ Moderator / similar Authority connected with the examination with a clear intent of getting illegal /undue benefits. | Cancellation of full performance in the entire examination/s in which the examinee has appeared and debarring him from appearing in subsequent one examinations. (1+1) |
| 5 | Examinee(s) communicating or talking with another Examinee/s during examination session. | Cancellation of the result /performance of the guilty examinee in the subject/course during whose examination he/she caught. (Subject/Course) |
| 6 | Examinee tampering with Answerbooks / torned pages of own or another examinee inside or outside the examination hall. | Cancellation of the result/performance in the current examination/s of the alleged examinee involved in such action for candidate appearing examination. (1+0). |
| 7 | Examinee caught during the examination session while in possession and / or copying from the copying material scribbled on / question paper/ articles / clothes/ body parts. | Cancellation of full performance in the current examination/s. (1+0) |

| Sr. No. | NATURE OF MALPRACTICE | QUANTUM OF PUNISHMENT |
|---------|---|--|
| 8 | Examinee caught during the examination session while in possession and/or copying from the copying material in the form of written or printed material. | Cancellation of full performance of the alleged examinee in the current examination/s in which he/she has appeared, plus debarment from appearing in the next one examination. (1+1) |
| 9 | Examinee(s) found exchanging (giving or taking) answer books with other examinee(s). | Cancellation of performance of the examinee found guilty in the current examination/s plus debarment from appearing in the next one examination. (1+1) |
| 10 | Examinee 'X' found in possession of answer-book / supplement of another examinee 'Y', forcibly or without his / her (Y's) knowledge. | Cancellation of the performance in current examination/s, plus debarment from appearing in the next one examination/s, in respect of examinee 'X' (1+1) exonerating examinee 'Y', provided he/she has not connived with 'X'. |
| 11 | <p>Impersonation:</p> <p>i) Examinee who impersonates.</p> | <p>Following actions shall be taken:</p> <p>a) Cancellation of the performance in present examination/s plus debarment of the guilty examinee from appearing in the next two examinations provided he/she is a bona fide student of SBMP. Further, he/she should be handed over to the police. (1+2)</p> <p>b) Matter should be communicated to the employer of the impersonating examinee, provided he/ she is employed and not a bona fide student of SBMP.</p> <p>c) In case the examinee is unemployed and is a student undergoing education with examination authority other than SBMP, the information should be given in writing to the concerned examination authority.</p> |
| | ii) Bona fide examinee who is impersonated. | Cancellation of the performance in such examinee in current full examination plus debarment from appearing in the next two examinations. Further, he/she should be handed over to police and FIR be lodged against the examinee by the officer-in-charge of the Examination Center. (1+2) |

| Sr. No. | NATURE OF MALPRACTICE | QUANTUM OF PUNISHMENT |
|----------------|---|--|
| 12 | Examinee found inserting previously written pages smuggled in from outside, in the answer book. | Cancellation of the full performance in current examination/s, plus debarment from appearing in the next two examinations. (1+2) |
| 13 | Examinee found with answer-book/s having two different handwritings, one of the examinee's own and the other of a different person. | Cancellation of the full performance in current examination/s, plus debarment from appearing in the next two examinations. (1+2) |
| 14 | Cases of mass copying during the examination period, reported from examination center. | Result of examinee/s involved is to be withheld for conducting an Inquiry. Punishment shall be awarded as deemed fit on scrutiny of the Inquiry Report. |
| 15 | Cases of copying /mass copying reported by the examiners from R.A.C. | Result of the involved examinees to be withheld for conducting inquiry. Punishment shall be awarded as deemed fit on scrutiny of the Inquiry Report. |
| 16 | Examinee attaching currency notes to his/her answer-book with /without a request to the examiners to assess their answer - books favorably. | Cancellation of the performance in current examination plus debarment from appearing in next one examination and forfeiture of the entire amount and depositing the same in SBMP appropriate account. (1+1) |
| 17 | Examinee throwing the question paper /any other copy material to the other examinee, after writing the answer/s on it. | Cancellation of the performance in current examination plus debarment from appearing in next one examination. (1+1) |
| 18 | Examinee destroying his/her own answer book or supplement/s or any copy material in possession after being caught under malpractice. | Cancellation of the full performance in current examination/s plus debarment from appearing in the next two examinations. (1+2) |
| 19 | Examinee smuggling out his/her own answer book or supplement or blank answer book/s and/or supplement/s. | Cancellation of the full performance in current examination plus debarment from appearing in the next two examinations. (1+2) |
| 20 | Free copying or using unfair means, with or without connivance of the management by a group of two or more examinees, during an examination session. | Cancellation of the result/performance of the involved examinees with their debarment from appearing in next two examinations along with the punishment as deemed fit on scrutiny of enquiry report. Separate enquiry to be set up. (1+2) |
| 21 | Examinee attempting to send Question Paper or its contents out of Examination hall by any means. | Cancellation of the full performance in current examination plus debarment from appearing in the next three examinations. (1+3) |
| 22 | Examinee possessing any weapon, explosives, similar material and/or under the influence of any narcotic drugs etc. in examination hall or bringing any of them in | Cancellation of the result /performance in current examination/s and debarment from appearing in next five examinations. A complaint should be lodged with the police |

| Sr. No. | NATURE OF MALPRACTICE | QUANTUM OF PUNISHMENT |
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| | the examination hall or causing any kind of violence in the examination hall. | by the Officer-in-Charge of examination. (1+5) |
| 23 | Examinee possessing mobile phone, any electronics communication gadget, I-pod, or any similar device in examination hall. | Cancellation of the full performance in current examination/s & forfeiture of the device or gadget. (1+0) . Penalizing the institute as pronounced by special committee. |
| 24 | Tampering with the Certificate of marks or their copies and any other documents issued by SBMP. | Cancellation of performance in the examination and debarment of the examinee for next five examinations and filing Police complaint by the concerned Institute/ authority against the candidate involved in such activities. (1+5) |
| 25 | Conduct of mischief or causing deliberate disturbance in examination hall. (e.g. making noise, disturbing others etc.) | Cancellation of performance in the subject/course during whose examination he/she caught. (Subject / Course) |
| 26 | The examinees threatening/ intimidating the staff associated with examination. | Cancellation of the full performance in current examination plus debarment from appearing in the next two examinations. (1+2) |
| 27 | All other cases not covered above shall be dealt independently on the basis of severity of the cases reported to M.S.B.T.E., and all such cases to be placed before Special Committee and punishment be awarded as deemed fit. | |

NOTE:

Cancellation of the performance of current examination means cancellation of the entire performance of that examination. If the examinee has appeared in more than one examination simultaneously, as regular/ex-student and has been found guilty in one of the examination, his / her performance in all such examinations simultaneously attempted at the instance shall stand cancelled. The term granted to the alleged examinee and term-work marks, sessional / test marks etc. allotted to him/her shall remain unaffected, unless specifically cancelled by the penalty awarded.

Further, the candidate shall not be allowed to join any course / programme of this Institute during the period of punishment imposed on him/her.

A Police Complaint may be lodged against the examinee or a person who is found involved in destroying or attempting/facilitating to destroy the evidence of the malpractices or answer books. and/or supplements or any relevant documents.

EXAMINATION GRIEVANCE REDRESSAL MECHANISM

(REVALUATION, PHOTOCOPY AND VERIFICATION OF THE EVALUATED ANSWER BOOKS)

The Grievance Redressal Mechanism as regards the evaluation of answer books and timelines to be followed for the same will be as under:

The Grievance Redressal Mechanism will apply only to the ‘**Term End Examinations and Re-examination**’ of the Institute.

The above mechanism will **not apply** to continuous assessment such as MCQs in online exams, assignments, field work etc. / practicals / oral examinations/ viva voce/ projects/ dissertation/ presentation etc.

The application for Redressal of Grievance can be made **online only** through the **Student Portal**. Applications made through the offline mode will not be considered under any circumstances.

All the Students will be informed of the course wise marks obtained by them in the ‘continuous assessment’ and ‘Term-end Examination’ by the Examination office, **on the date of declaration of result of the examinations of the respective programs. The date of declaration of result shall be the date on which the examination result is made live on the ‘Student Portal’ of the Institute.**

Grievance Redressal Mechanism: A Student can apply for:

- a. **Photocopy of answer book:** The student may apply for the photocopy of the answer book/s of any course.
AND / OR
- b. **Re-evaluation of the answer book:** The student may apply for the re-evaluation of his/her answer book/s of any course.
AND / OR
- c. **Verification of answer book:** The student may apply for the verification of his/her answer book/s of any course.

After the result declaration on the ‘Student portal’, if a student is not satisfied with the marks awarded to him/her in the Semester-end Examination/s in any course, s/he may apply for the Grievance Redressal **within the prescribed number of days as mentioned in the table below:**

| Activity under Grievance Redressal Mechanism | Time Limit | Processing fee |
|--|--|---|
| Application for Photocopy and / or revaluation and/ or verification of the answer book/s | within 3 days from the date of result declaration including holidays | Rs. 500/-per answer book for photocopy and Rs. 1000/- per answer book for revaluation. Rs. 500/- per answer book for verification |

NO application/s shall be entertained for any reason whatsoever after the prescribed number of days, as mentioned in the table above. Also, the application will be deemed to be complete only after the payment of requisite fee.

The student concerned will have to appear in person with his/ her Identity card and Hall ticket at the time of collecting the photocopies from the institute or the scanned photocopies of the respective answer books for which the Student has applied will be sent to the registered email ID of the student as given in the institute records (it is the responsibility of the student to update the contact details such as phone number and email ID in case of any change from the one registered earlier, in the institute official records/forms). **Photo copies will not be sent by post or by courier.**

Photo copies of the answer books provided by the Institute are only for Grievance Redressal Mechanism and do not have any evidentiary value.

Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the Institute. The decision of the Institute shall be final in this regard.

The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.

After revaluation/reassessment, if the marks awarded by subsequent examiner vary/ deviate by equal to or more than 4 marks of the subject/course on either side determined on the basis of marks awarded by the original examiner, then the marks shall be awarded as mentioned below;

1. The marks after reassessment shall be awarded if the difference between the marks allotted by the original examiner and the marks allotted by the subsequent examiner is maximum up to 20 marks on either side.
2. If the difference is more than 20 marks the answer book shall be assessed by the **THIRD** assessor and comparing the marks allotted by three assessors, maximum of two closer marks shall be allotted.

The revised marks obtained by a candidate after re-evaluation, as accepted by the Institute shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the student/s.

The examiner/s for re-evaluation will be appointed by the Chief Controller of Examinations in consultation with the Controller of Examinations, from the panel of examiners approved by the Board of Studies and accepted by the Examination Committee in the respective area of specialization.

The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.

The change of marks, if any, shall be communicated to the student applicant and a revised 'Mark Sheet' shall be issued to him/ her only on surrendering the original Mark Sheet to the Institute.

The whole process of redressal of grievances shall be completed within a period of 20 working days from the last date of receipt of application for redressal of grievances.

In any case, the photo copies of re-evaluated answer books shall not be provided to the student/s.

The verification shall be:

- Restricted to verifying that all answers attempted by the candidate have been assessed.
- There has been no mistake in totalling of marks allotted to each answer in the answer book of that course.
- All such allotted marks to each answer are transferred correctly on the cover page of the main answer book and whole answer book, main and all its supplements as mentioned by the candidate on the cover page of main answer book, are intact.

If, as a result of verification, a candidate becomes eligible for modification of his/her result, the same shall be done by the Institute.

The outcome of the revaluation process shall be final and binding on the student.

PERIODICAL TEST EXAMINATIONS

- (1) **Periodical Tests / Sessional (SSL)** are part of Students Assessment and have **30% weightage** in overall theory examination of the courses. Two periodically tests are conducted for each course. Each test carries 30 marks. **Average two of the test marks will be considered as SSL.**
- (2) Students who remained absent for a test examination are not given repeat written tests for any reason whatsoever.
- (3) Test marks are communicated to the students within a week and answer books are also circulated to individual students so that they can understand the snags in their answers. These answer books are stored in the department for three consecutive semesters.
- (4) **Students resorting to any mal-practice in the tests are expelled and their answer-books summarily assessed as ZERO. Cases of such students are reported by the teacher to Department Head concerned.**
- (5) **Tests are scheduled as per specified programme. Any change in programme is made only with approval of concerned HOD / Principal.**
- (6) **No minimum marks are prescribed for passing in sessional/ test.** However, poor performance or absence at sessional / tests may result into failure for final result calculation / declaration for that term.