



SIPNA COLLEGE OF ENGINEERING & TECHNOLOGY

AMRAVATI

An Autonomous Institute of Sant Gadge Baba Amravati University,
Amravati

EXAMINATION MANUAL

2024-25

Published by

--Principal,

Sipna College of Engineering & Technology, Amravati

An Autonomous Institute of Sant Gadge Baba

Amravati University, Amravati

An ISO 9001:2015 Certified Institution.NAAC

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1) Preamble

Sipna College of Engineering & Technology, Amravati has been conferred and granted autonomous status vide Notification No. _____, dated _____ of Sant Gadge Baba Amravati University, Amravati. The Institute has already constituted the Academic Council which has been conferred with powers and duties, one of which is to formulate the methodology of conduction of examination to evaluate the performance of the students.

1.1) Definitions

In these Rules and in other Rules relating to the examinations, unless there is anything repugnant in the subject or context:

- i. “Academic Year or Year” means a year defined in the Ordinances/Regulations for UG & PG programmes.
- ii. “Admission to an Examination” means the issuance of an admission card to a candidate in token of his having complied with all the conditions laid down in the Ordinances/Regulations of the Institute. Provided that a candidate who does not fulfil all the conditions may, at the discretion of a competent authority of the Institute, be admitted provisionally and, in case all conditions are not fulfilled by him, his admission shall be liable to be cancelled.
- iii. “Applicant” means a person who has applied to the Institute in the form prescribed for admission to an examination i.e. the Examination Form.
- iv. “Candidate” means a person who has been admitted to an examination by the Institute.
- v. “Examinee” means a person who presents himself for an examination to which he has been admitted.
- vi. “Examination” means an examination prescribed by the Institute under Ordinances/Regulations.
- vii. “Examination Fee” means the fee prescribed by the concerned rules and includes the fee for Statement of grades but does not include any other fee.
- viii. An “Ex-student” is a person, who having once been admitted to an examination of this Institute, is again required to take the same examination by reason of his failure or absence thereat and shall include a student who may have joined a College again in the same class.
- ix. “Mid Semester Examination” means an examination conducted by a department in accordance with the provisions made in Ordinances/Regulations.
- x. “End Semester Examination”, means an examination conducted by the Institute in accordance with the provisions made in Ordinances/Regulations.

1.2) Rules

- i. Save as otherwise specifically provided, the conditions prescribed for admission to examinations under these rules shall apply to all persons who wish to take the examinations of the Institute.
- ii. A Collegiate candidate desirous of taking an examination, unless otherwise provided in any rules, shall prosecute a regular course of study in the Department leading to the examination for which he applies for not less than the period prescribed in the Ordinances/Regulations. Explanation: ‘Prosecution of a regular course of study’ means attendance of not less than 75% of the lectures delivered in each course and in practical work wherever prescribed.
- iii. Notwithstanding anything in any Examination Rules, the provisions shall apply regarding the deficiency in attendance at lectures and practical for the course of studies, as per provisions for UG & PG respectively of Ordinances/Regulations.
- iv. Ordinarily the Syllabi and the scheme for the Examinations shall be published in the Prospectuses before the commencement of the academic year in which the course commences.

- v. The Academic Council shall notify the terms, vacations, and holidays for the Academic year.
- vi. The Syllabus and the Textbooks, if any, to be prescribed or recommended in connection with any course in which the Institute conducts examination shall be determined from time to time by the Academic Council after considering the recommendations of the Board of Studies. All changes in the Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the Programmes leading to the examination.
- vii. No question shall be put at any Examination calling for or necessitating a declaration of religious belief on the part of the examinee. No answer given by an examinee should be objected to on the grounds of its giving expression to any form of religious belief.
- viii. All examinations except practical/Group Discussion and viva-voce shall be conducted by means of printed question papers.
- ix. Except as otherwise provided under the rules relating to particular examinations, each paper shall be of two-hour thirty minutes duration.
- x. To pass an examination, an examinee must satisfy the conditions laid down in the Ordinances/Regulations of the Institute.
- xi. Notwithstanding anything to the contrary in these rules, no person shall be admitted to the Examination if he/she has already passed the same examination or an examination of another University which has been recognized as equivalent to that examination.

2) Examination Committee

Institute has constituted Examination Committee as per direction no. 3 of 2016 issued by Sant Gadge Baba Amravati University, Amravati and the provision made in the XII Plan of U.G.C. guidelines for autonomous colleges. The examination committee shall consist of the following members.

- i. Principal (Chairman)
- ii. Three Regular Senior Faculty Members of the institute possessing teaching/research experience of more than Ten years.
- iii. Controller of Examinations, of Sipna College of Engineering & Technology, Amravati as Member Secretary.
- iv. One Evaluation Expert nominated by the Principal.

2.1) Powers and duties of examination committee

- i. The committee shall ensure proper organization of all examinations related works including paper setting, moderation, exam conduction, evaluation, result processing and declaration of results.
- ii. The committee shall finalize the timetable of regular and make-up examinations.
- iii. The committee shall arrange for strict vigilance during the conduct of examination to avoid the use of unfair means.
- iv. The recommendations of the Unfair Means Committee shall be placed before the Examination Committee. The Examination Committee will finalize the recommendations of the Unfair Means Committee.
- v. To finalize the recommendations of the committee formed to deal with the cases of negligence/unfair means resorted to by paper setters, examiners, moderators, valuers, referees, teachers, or any other persons connected with the conduct of examinations.
- vi. The committee shall meet at least twice during the academic year and other times as may be required.
- vii. Two-thirds of members shall constitute a quorum for examination committee. The meeting may be adjourned for the want of quorum, and then no quorum shall be required for such adjourned meeting.

which will be conducted within 15 minutes.

- viii. The committee shall perform such duties and responsibilities as are assigned from time to time by the Board of Governance.
- ix. Undertake experiments in examination reforms.

3) Controller of Examinations

The Controller of Examinations will form his/her team as per the guidelines given in the XII Plan of U.G.C. guidelines for autonomous colleges.

3.1) Duties of Controller of Examinations

- i.
 - a. Controller of Examinations shall be appointed by the Principal and shall function autonomously under the Academic Regulations of the Institute.
 - b. Controller of Examinations shall be the principal officer-in-charge for conduct of examinations, assessment of answer books and declaration of the results. He/she shall discharge his/her functions under the superintendence, directions, and guidance of the Principal.
 - c. An autonomous Office of COE shall ensure confidentiality at every stage of the examination process. All the office bearers of the Office of COE and staff related to the examination shall give a declaration to the effect that none of their close/blood (first) relatives is/are appearing in the ongoing examinations.
- ii. The controller of Examinations shall be the member secretary of Examination Committee and the sub-committees appointed by the Examination Committee. He shall be responsible for prompt and proper implementation of the decisions taken by the committee(s).
- iii. The Controller of Examinations shall be responsible for making all arrangements necessary for holding examinations, assessment of answer books and declaration of results.
- iv. The COE shall be responsible:
 - a. to prepare and announce in advance the calendar of examinations.
 - b. to arrange for printing of question papers.
 - c. to arrange to get performance of the candidates at the examinations properly assessed and process the results.
 - d. to arrange for timely publication of results of examinations.
 - e. to postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons alleged to have committed malpractices.
 - f. to take disciplinary action wherever necessary, connected with examinations, against the candidates, paper setters, examiners, moderators, or any other persons and found guilty of malpractices in relation to the examinations.
 - a. The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him from time to time, by the Examination Committee.

Various formats in the examinations cell will have following nomenclatures,

E - Examination

F - Finance R – Result

4) Exam Conduction Committee

Exam conduction committee shall be constituted centrally to ensure uniformity and standardization of assessment procedures. HOD may nominate a senior teacher from his department to act as member of the exam conduction committee for UG and PG programmes. The names of members of the committee will be communicated to COE. The exam conduction committee shall be responsible for smooth and proper conduction of MSE/ESE/ Practical examinations.

5) Conduct of MSE/Internal Practical Examinations/Continuous Evaluation

- i. All MSE//Practical Examinations shall be conducted as per the schedule given in the Academic Calendar and as per the Examination Scheme given in the Ordinances/ Regulations for UG/PG.
- ii. Head of the Department shall be the Coordinator of Departmental Examination Committee (DEC). PG Coordinator, appointed by the HOD, for M. Tech. Programme shall be the member of DEC.

6) Submission of Examination Form (E-01)

- i. Exam fees of regular students for both odd and even semester examinations will be collected along with the admission fees. Ex-Student shall pay the examination fees online after declaration of the examination form submission date.
- ii. For regular students, the examination form will be filled automatically (through the ERP) for all the credits they have applied to. Ex and DC students shall fill examination form online after declaration of the date. They will take a printout of the same and keep with them as proof of online submission.
- iii. Students will be allowed to fill in the exam form after the notified last date with late fees. Exam forms will not be accepted once the last date with the fees expires.
- iv. A candidate who is unable to present themselves for any examination shall not receive a refund of their fees.
- v. The HOD shall mark a student “Detained” if the student is detained. This shall be approved by Dean Academics and Principal.
- vi. Programme/Semester wise Admit cards (Hall Tickets) should be printed and distributed to the students before commencement of the examination.
- vii. If a candidate suppresses some vital information and tries to appear at an examination for which he is not due, the total amount of fee paid by him shall be forfeited. He shall further be asked to appear before the Examination Committee. The decision of the Examination Committee will be final in his case.

7) Eligibility Criteria regarding “Appointment of Paper Setter/Moderator/ Examiner/ Re-assessor/Practical Examiner”

- i. The paper setter / Examiner /Re-assessor shall be recommended by the Board of Studies of the concerned branch. The examiner appointed for undergraduate course shall have at least post graduate degree in concern/ allied branch of engineering and the examiner appointed for post graduate course shall have at least post graduate degree in concern/ allied branch of engineering/science & humanities.
- ii. The paper setters shall have at least two years of teaching experience and shall be teaching the course for which the appointment is to be made. However, if experts are not available as per the norms mentioned above, the experienced teachers may be appointed as a special case with due approval from the BoS.
- iii. No person can claim appointment as paper setter / Examiner /Reassessor, or any other appointment

related to examination work as a matter of right.

- iv. In the case of the practical examiner appointed from outside (Industry/ Organization/ Field) he/she shall have at least two years of professional experience in the related field.
- v. In case, Paper setter / Assessor / Re-assessor / Practical examiner is from outside he/she shall communicate his/her acceptance immediately, however if it is not possible to accept the appointment due to his/her preoccupation he/she shall communicate the same to concern authority well in advance at least a week before the date of appointment. In case no communication is received from Paper setter / Examiner /Re- assessor/ Practical examiner within prescribed time limit it will be presumed that the appointment is accepted.
- vi. The paper setter / Examiner /Re-assessor shall follow all the directions given by the Board of Studies from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
- vii. The appointments as Paper Setter/Moderator/Examiner/Re-assessor/Practical examiner shall be made as per the following guidelines:
 - a. Appointment of paper setter and moderator shall be made at least two months before the end semester examination.
 - b. Appointment of assessor shall be made fifteen days before the end semester examination.
 - c. Appointment of Internal/External examiner for practical/project/viva/seminar shall be made fifteen days before the scheduled examination.

8) Question Paper Setting and Moderation

8.1) General

- i. The question paper for the end semester examination/midterm examination shall be for 60 marks and maximum duration shall be 2 hours 30 Minutes respectively. However, for design and drawing courses the duration may be 3 hrs. as mentioned in the curriculum.
- ii. The paper setter shall not disclose his/her appointment. Any communication related to examination is confidential and secrecy should be maintained.
- iii. Paper setter shall submit his/her willingness/ unwillingness to the authority within fifteen days from the date of the letter of appointment as paper setter. It is mandatory for the teaching staff members of Sipna College of Engg., Amravati to accept the appointment as paper setter, if he/ she qualifies as a paper setter.
- iv. The paper setter shall submit one/ two paper sets as per appointment order.
- v. The nature of the question paper should be precise. Paper setter should design question paper such that the questions:
 - a. Is written with simple, straight forward, and meaningful wording.
 - b. Are unambiguous.
 - c. Are asked for relevant marks.
 - d. Cover the entire syllabus for the course.
- vi. There shall be a maximum of six questions in all with an overall 33% internal choice. The students shall attempt all the questions.
- vii. The questions should be serially numbered and shall be numbered as 1, 2, 3, 4 & 5.
- viii. Sub-questions, if any, shall be numbered as a, b, c, d ... etc.
- ix. Marks shall be indicated on the right side of sub-question or the question.
- x. Question shall be set in such a way that it will test the skill of applying the knowledge acquired, rather than only testing memory or merely book information. The question paper may contain questions based on testing knowledge, skill and thinking ability.

- xi. Diagrams or sketches, if any, shall be drawn in black ink or with black ball pen along with question number mentioned below the sketch.
- xii. For guidance of assessment of answer books, paper setters shall prepare the scheme of marking, giving distribution of marks for different points in the question.
- xiii. In case of numerical problems, solutions of the problems with distribution of marks for different stages shall be given in scheme of marking.
- xiv. The paper setter shall specifically mention the charts, tables, IS codes, data books etc. required for the examination.
- xv. Common “instructions to candidates” are already mentioned in the soft copy sent to you with this letter. However, paper setter is requested to delete excess instructions or add some instructions, if required.
- xvi. Each paper setter shall submit a declaration (in Form: E-03), along with the question paper.
- xvii. The paper setter is provided with a soft copy containing the format of question paper and common instructions to candidates.
 - a. Each External Paper Setter is provided with a copy of curriculum of that course and a teaching scheme submitted by a course teacher who has taught the course. Paper Setter may refer to this teaching scheme while setting question paper to understand the depth of a particular topic of syllabus dealt by course coordinator.

Lecture No.	Topics of the syllabus covered/ to be covered	Depth to which covered
1		
2		

- b. The hard copy of the question paper envelope (A) and the scheme of marking shall be placed in another envelope (B). These two envelopes (A and B) shall be placed in the third envelope (C), along with the declaration (in Form: E-03).
- xviii. In case of any difficulty regarding getting soft copy and/or hard copy, the setter may report to the CoE. TA/ DA shall be paid for such work for outside examiners.

8.2) Procedure for Moderation of Question Papers

- i. The moderation of the ESE question paper sets received shall be carried out by the respective moderator (no substitute) as per his/her convenience, at least 3 days in advance of the date of commencement of examination.
- ii. In case of non-receipt of question paper and the sets received just in time of examination, CoE shall request the concerned subject teacher shall do the moderation work only in such emergencies.
- iii. The moderation work will be carried out in the exam office.
- iv. Following particulars should be checked and moderated accordingly:
 - a. Check the cover of envelope A and a hard copy of the question paper.
 - b. All necessary corrections are to be carried out on a hard copy of the question paper.
 - c. Check and correct the Course code, course name, time allotted, number of questions, and total marks, instructions given to the students.
 - d. Check total number of questions and, wherever possible, check and correct marks allotted per question, internal choice and total option given (max. 33%).
 - e. Check repetition of questions, format, and readability of the figures, while moderating the question paper set.
 - f. Check the cover and contents of envelope B and submit information on whether envelope B

contains solution or not.

- v. Moderator shall not have any communication with the paper setter.
- vi. Moderator shall sign envelopes A, B and C (envelopes submitted by the paper setter) with necessary remarks.
- vii. The remuneration for the moderation work shall be as prescribed from time to time.

Sr. No. On Cover C:

Format for Moderation of ESE Question Paper

Name of the Moderator: _____

Department: _____

Course Code: _____

Course Name: _____

Sr.No.	Guideline No.	Remarks mentioning corrections made
1	Check the cover of envelope A and hard copy of the question paper.	
2	All necessary corrections are to be carried out on hard copy of the question paper.	
3	Check and correct the course code, course name, time allotted, number of questions, and total marks, instructions given to the students	
4	* Check total number of questions and, wherever possible, check and correct marks allotted per question, internal choice and total option given (max. 33%),	
5	Check repetition of questions, format, and readability of the figures, while moderating the question paper set.	
6	Check the cover and contents of envelope B, and will submit information on whether the envelope B contains solution or not	

* Mention percentage option available after corrections by Moderator.

Additional Remarks, if any:

8.3) Paper Printing

i. *Printing procedure for question papers*

- a. Chairman Examination committee / his nominee shall select one question per course from among available sets, at least one day before the schedule of the said examination.
- b. Printing of the question paper shall be done at least one working day before the examination by COE.
- c. No. of copies to be printed will be decided by the following formula. $T = N + A$ Where, T = Total number of question papers to be printed N = No. of candidates appearing, A = Additional question papers = 10% of the number of students appearing. The total number of question paper to be printed shall be rounded off to the next number that is multiple of 5.
- d. Soft copy of the question paper provided by the paper setter shall be used for the printing. However,

in case of the non-availability of the soft copy, the hard copy shall be used for printing.

- e. No part of the question paper shall be saved on the hard disk during the entire process of printing.
 - f. Setting up the format of the question paper if required, would be done and the printing command shall be given without creating any file on any of the storage device. However, care shall be taken to eliminate changes in the original paper due to setting up the format.
 - g. These manuscripts and soft copies shall be compiled and are to be retained for at least one additional semester in a sealed envelope.
 - h. Damaged question papers, extra copies of question paper, part of the question paper if any, etc. shall be destroyed by burning it at the end of the printing work every day.
 - i. Pending commands given to the printing machine if any shall be erased before closing the room.
 - j. All USB ports, CD writers, LAN cards, modems, blue tooth, or any other accessory that can be used to transfer or save the data shall be disabled from the computer used for printing.
- ii. ***Format of the question paper (E-04)***
- a. Page setup for question paper will be on A4 size paper with portrait setup.
 - b. Both the sides of the papers would be used for printing.
 - c. Light colored paper shall be used for the question paper printing. The color may be decided by the COE and may be different for other exams.
 - d. Additional sheets may be used if the matter couldn't be accommodated on one sheet of A4 paper. Additional sheets shall be stapled with the main sheet or A3 size paper may be used if matter extends two pages.
 - e. Following format shall be used:
 - The question papers shall be prepared in MS-Word/Pdf only.
 - Font to be used shall be Times new roman, size 12 pt.
 - f. Matter to be printed on question paper:

Name of the institute to be printed on the top of question paper.

Example:

Sipna College of Engineering & Technology, Amravati
(An autonomous institute of Government of Maharashtra)

Name of Examination:

Example:

First year B. Tech. Examination
Winter/ Summer / 20__
OR
Second year B. Tech. (Mechanical) Examination
Winter/ Summer / 20__

Course code and course name:

Example:

ME303 Fluid Mechanics
Maximum marks: As per scheme.

Duration: As per scheme

Instructions as given by paper setter.

Page Numbering Arabic.

iii. Sealing of question papers packets

- a. The required number of question papers shall be printed using the available printing machine.
- b. After printing the requisite number of question papers, they would be counted and placed in the packets (Envelop F). To minimize the number of packets, optimal combinations out of the below given lots shall be selected.
 - I. 50 question papers in each packet.
 - II. 20 question papers in each packet.
 - III. 10 question papers in each packet.
 - IV. 5 question papers in each packet.
- c. The number of question papers placed in each packet would be ascertained.
- d. The open end of the packet shall be pasted with gum.
- e. The CoE shall put his/her signatures on the packets.

iv. Sealing of the room and cupboards

Paper seals duly signed with date and time must be pasted on

- a. All the cupboards in the printing section
- b. All the doors of the printing section

9) Conduct of Examination

9.1) General

- i. The various examinations for B. Tech. and M. Tech. Programmes shall be conducted in accordance with the Rules and Regulations for B. Tech. Programmes and Rules and Regulations for M. Tech. Programmes and as per the Examination schemes approved by Board of Studies for the various Programmes.
- ii. The students shall be evaluated for his/her academic performance in a Course through Teacher's Assessment, Class Tests, Practical Examination and End Semester Examination.
- iii. There shall be two mid semester examinations during each semester for every course. Each MSE shall be of 30 marks. The duration of each MSE shall be 1.30 hour. First MSE shall be based on a 50% syllabus and conducted at the end of the 5th week of the semester. The second-class test shall be based on a further 50% syllabus (syllabus other than that covered in first MSE) and shall be conducted at the end of 10 week of the semester.
- iv. At the end of each semester, there shall be an End Semester Examination for every theory course. It shall consist of theory examination of 60 marks and 2:30 hours/3:00 hour durations, as mentioned in the examination scheme approved by Board of Studies of the respective Programmes. The examination shall be based on the entire syllabus of the respective course.
- v. Practical examination shall be conducted for every practical course, seminar, and project, at the end of the semester.

9.2) Teacher assessment (TA)

- i. Course teacher shall evaluate the performance of the students in respective theory courses. Performance shall be evaluated by giving and checking home assignments/tutorials, taking surprise tests/seminars in class, allotting fieldwork, etc. Course teacher shall declare to the students at the beginning of the semester, the way in which he/she is going to evaluate the performance. Performance

shall be regularly monitored, and record of assessment shall be maintained in the prescribed Proforma. Maximum weightage for Teachers Assessment shall be 10 marks per course.

- ii. At the end of the semester, course teacher shall tabulate marks allotted to students for Teachers Assessment, display it on notice board for students' reference and hand over the copy of the same to Head of Department.
- iii. The Head of Department shall collect the marks for Teacher's assessment for all Courses in all Semesters, compile them semester wise, and hand over the copy of the same to the exam office for Assessment.
- iv. COE shall collect the semester-wise compiled marks for all Programmes for further necessary action.

9.3) Conducting MSE

- i. COE shall prepare an institute-level timetable for MSE for all the Programmes and send a copy of the same to all Heads of departments. Heads of Departments shall display a copy of the timetable on noticeboards of their departments and circulate it among the course teachers.
- ii. To ensure uniformity and standardization of assessment procedure, an *Examination Conduction Committee* shall be constituted centrally. MSE and ESE for all the Programmes shall be systematically managed by this committee
- iii. Seating arrangements shall be made centrally for the MSE. Master plan for seating arrangement shall be made by the committee, by taking into considerations the total number of students appearing for the MSE and seating arrangement available.
- iv. The committee shall send the requirement of answer books, drawing sheets, graph papers, blank proforma related with MSE, and any other materials required for conducting the MSE to COE and obtain the same from him and keep it in his/her custody.
- v. Course teacher shall set the question papers for MSE of his/her respective course as per the norms and procedure laid down and submit the same to the committee. Committee shall get the required number of copies of the question papers duplicated from the facilities available. Sealed packets of the question papers shall be retained by the committee at least two days before the commencement of the MSE.
- vi. Committee shall appoint the required number of invigilators and as per the examination schedule, from among the faculty of the department.
- vii. The course teacher (paper setter) shall be responsible for maintaining secrecy of question paper, supply of required number of question papers and communicating corrections if any to the examinee.
- viii. Invigilators should distribute the answer books to the students at least 10 minutes before the start of the exam, and question papers at the beginning of the exam. He/she shall check the identity cards of the students, check whether the students have occupied their right seats as per the seating arrangement plan, check whether students have correctly filled the details on front page of answer books and then sign on the answer books of the students. He/she shall then obtain the signature of the students on the attendance proforma and maintain the attendance record of the students of his/her class/hall. At the end of the examination, he/she shall collect the answer books from the students and arrange them sequentially as per the registration numbers of the students, separately for each course, and hand over the same to the course coordinator.
- ix. Invigilator shall observe the general discipline in the class/hall during the examination and report the cases of indiscipline, misbehaviour and copying cases to the Head of Department for further necessary action.
- x. The course teacher shall collect the answer books of the respective course from the committee, after the examination is over, the same day for assessment.
- xi. Exam conduction committee shall maintain the record of answer books received and consumed for the tests and submit the record and return the balance answer books to the COE.

9.4) End Semester Examination

- i. End Semester Examinations for all Programmes shall commence on the same day as per the schedule approved by the examination committee. However, in case of any emergency the Chairman, examination committee is empowered to reschedule any examination.
- ii. COE shall be responsible for smooth and proper conduct of examination in the institute. He/she shall:
 - a. Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing to the test and seating arrangement available in each Department.
 - b. Get the examination schedule prepared for all the Programmes and send the copy of the same to all Heads of departments.
 - c. Receive the requirements of answer books, supplements, drawing sheets, graph paper and other material from Deputy COE and keep the record of the same.
 - d. Receive the cases of misbehaviour, malpractices, copy cases from Deputy COE and forward the same to the complaint redressal committee for further necessary action.
 - e. Obtain the list of external examiners for various courses from Board of Studies (BoS) and make it available to various Head of Departments.
- iii. Seating arrangement shall be made for examination as per the master plan for seating arrangement.
- iv. Deputy COE shall appoint staff for examination as per following structure and forward the copy of the same to COE.
 - a. Invigilators: One invigilator for 35-40 students subjected to maximum two per classroom.
 - b. Additional invigilator: One for the examination
 - c. Reliever: One per 5 classrooms, Two for 5 to 10 classrooms, three for 10 to 15 classrooms and so on.
 - d. Exam peon: One for examination
 - e. Watermen: One for four classrooms, one for each drawing hall
 - f. Sweeper: One for examination
- v. The Deputy COE shall send the requirement of answer books, drawing sheets, graph papers, blank Proforma related with examination and any other materials required for conducting the examination to COE and obtain the same from him and keep it in his/her custody. He/she shall also receive the sealed packets of printed question papers for each course CoE one day prior to the schedule of examination in respective courses.
- vi. On each day of examination, Deputy COE shall open the required number of packets of question papers at least 30 minutes before the start of examination. Prior to opening, however, he/she shall show the intactness of the seals of the packets to any two examinee and any two invigilators and obtain their signature on all the packets indicating the date and time of opening the packets. He/she shall then take out the required number of question papers from the packets and maintain the account of question papers on each packet.
- vii. The Deputy COE then shall hand over the required material to the invigilators, at least 20 minutes before the start of the examination.
- viii. The Deputy COE shall instruct the exam peon to ring the bell as per following timings:

Sr. No.	Type of bell	Schedule of bell for Morning /Afternoon Session	Remarks
1	Long bell	Fifteen min. before the beginning of examination	To indicate that the students should occupy their seats in the class / hall

2	Two strokes	beginning of examination	To indicate start of the examination
3	One stroke	One hour after beginning of examination	To indicate end of first hour of examination
4	One stroke	Two hours after beginning of examination	To indicate end of second hour of examination
5	Two strokes	Ten min. before the end of examination	To indicate last 10 minutes for 2:30 hours duration paper
6	Long bell	Two and half hours after beginning of examination	To indicate end of 2:30 hours duration paper
7	Two strokes	Ten min. before the end of examination	To indicate last 10 minutes for 3:00 hours duration paper
8	Long bell	Three hours after beginning of examination	To indicate end of 3:00 hours duration paper

- ix. Invigilators shall enter their class/hall at least 15 minutes before the start of examination. He / She shall,
- Asks the students to keep their books, notebooks, and their written materials at the front of the room/ outside the room,
 - Check whether the students have occupied their seats as per the
 - Seating arrangement plan,
 - Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
 - Distribute the question papers to the students at the beginning of the examination,
 - Checks the identity cards of the students and sign on their answer books, if all details are correct,
 - Take the signature of students on the attendance proforma, mark 'AB' for absent students and maintain the attendance record of his/her room/hall,
 - Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,
 - Maintain general discipline in the classroom by frequently moving in the classroom/hall and preventing any malpractices, attempt of copying by the students.
 - Report cases of students' misbehaviour, indiscipline, malpractices and copying cases to the Deputy COE for further necessary action,
 - Give warning to the students, 10 minutes before the end of examination,
 - Collect the answer books from the students at the end of examination and arrange them sequentially as per the exam. Seat numbers of students for each course separately,
 - Hand over the answer books and fill in proforma to the Deputy COE.
- x. The Deputy COE shall take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination. He/she shall also send the relieving supervisors to various rooms/halls to relieve the invigilators for not more than 10 minutes at a time.
- xi. The Deputy COE shall forward the cases of misbehaviour, indiscipline, malpractices, attempt to copy, copying cases to chairman complaint redressal committee through COE.
- xii. If any examinee is not in position to write at all, or write as fluently as normal student, on account of physical disability or injury due to accident just before the examination and produces a medical certificate from the registered medical practitioner on this account, then a writer shall be allowed to such examinee. Such a writer shall not be a student of any UG or PG Programme of the Institute or

any other technical Diploma or Degree course of other institutes. The examinee shall, however, apply in a prescribed proforma to the Deputy COE asking for permission to allow such a writer. The Deputy COE then shall verify the medical certificate and give a permission letter to the examinee for the writer after taking the undertaking from the writer in a prescribed proforma. The examinee shall produce the permission letter to the invigilator for examination of each course.

- xiii. In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he/she may be allowed to write for 15 to 30 minutes extra for all the courses, provided he/she seeks permission from the Deputy COE for extra time on account of his/her disability by producing medical certificate from Civil Surgeon to this effect.
- xiv. After receiving the answers books from invigilators, the Deputy COE shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately. He/she shall then get it masked from masking assistant.
- xv. Masking assistant shall hide the exam seat no. and serial no. of each answer book by suitably folding the front page of the answer book and as per the procedure laid down.
- xvi. The Deputy COE shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question paper, copy of attendance sheet, record of supplements issued etc. and pack them in packets of cloth and seal them with sealing wax, and paste a packing slip on each packet indicating all details of packed answer books. Thereafter, the Deputy COE shall handover all the packets to COE on the same day, or at the latest on the next day. He/she shall maintain the record of all such packets of answer books handed over to COE.
- xvii. The Sealing assistant shall maintain the account of answers books received and consumed for the examination in a register.
- xviii. The Deputy COE assessment shall receive all the packets of answer books from COE of all courses for all Programmes of all departments for assessment.
- xix. The Deputy COE shall prepare the estimate for remunerations of staff involved in the end semester examination as per rules. Remuneration shall be paid to the staff after the examination is over and account of payment shall be submitted to the office within a week.
- xx. Members of flying squad will arrange surprise visits to all examination blocks in various departments to check:
 - a. All examination related procedures are followed.
 - b. Time schedule for examination related procedures is followed scrupulously.
 - c. Cases of unfair means if any.

9.5) Practical Examination

- i. Practical examination shall be conducted as per the examination schedule approved by the examination committee. However, in case of any emergency the Examination may be rescheduled with the prior approval of Chairman, examination committee.
- ii. Heads of Departments shall act as coordinators for conducting practical examinations of their respective Departments and shall be responsible for various related activities. They shall, however, take the services of staff of their departments for this purpose.
- iii. Respective Heads of Departments shall prepare detailed timetable (batch-wise) for the practical examination. A consent of Heads of other departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem.
- iv. Head of Department shall appoint staff for practical examination as per following structure and forward the copy of the same to CoE:
 - a. External Examiner: One for each practical course, as approved by Examination Committee
 - b. Internal Examiner: One for each practical course, preferably the course teacher, as approved

by Examination Committee

- c. Laboratory Expert: (For performance in practical examination only) One faculty member for each practical course
- d. Laboratory assistant: One Laboratory assistant of the respective laboratory
- e. Laboratory Peon: One for each programme, preferably peon of the respective laboratory.

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

- a. External Examiner: One for each practical course, as approved by Examination Committee
- b. Internal Examiner: One for each practical course, preferably the course teacher, as approved by Examination Committee
- c. Foreman: One for each practical course
- d. Shop Instructor: One for each shop, in which the examination is to be conducted.
- e. Peon: One for each programme, in which examination is to be conducted
- f. In case of common courses in the same semester of different Programmes, different internal examiners and external examiners may be appointed for each Programme.

- v. Board of Studies (BoS) shall recommend the list of external/internal examiners for practical examination of each course to examination committee. Examination Committee shall finalize the names of external examiners, from among the list recommended by BoS. In case external examiner doesn't report for the examination due to emergency, the concern Head shall make alternative arrangement from the list of panels. In case no examiner available in the panel; the Head is empowered to make suitable arrangement with the consent of Chairman Examination Committee. Heads of Departments shall send the appointment letters to the external/internal examiners.
- vi. Internal examiners along with laboratory experts and laboratory peons shall make all the necessary arrangements of equipment/laboratory setup required for conducting practical examination for their respective courses.
- vii. Practical examination shall be conducted in any one of the following procedures:
 - a. Oral examination (viva voce) only. Both internal and external examiners shall ask questions to the students based on the practical content of the course, to assess his/her practical knowledge of the course.
 - b. Practical examination in which the students are required to perform the given practical / make the given job in the workshop / draw a drawing on the drawing sheet / prepare a program on computer in the given computer language. The performance of the students then shall be judged by External examiner only.
 - c. Practical examination, in which student is required to perform a given practical, followed by the oral examination (viva voce) based on the practical content of the course. The performance of the students then shall be judged by both Internal and External examiner.
 - d. Internal examiner shall preserve the answers books/drawing sheets/workshop jobs of the practical examination for next two consecutive sessions and then hand over the same to the store for further action.
 - e. For all of the above-mentioned procedures of practical examination, practical answer books shall be used.
- viii. After the practical examination of the course is over, internal examiner along with the external examiner shall fill in the marks given to the students in the ERP, take printout of mark sheet, sign on it, seal it in a packet, write all details on the packet and hand over the same to Head of Department on the same day, or latest on the next day.
- ix. Head of Department shall hand over the packets of mark sheet along with practical answer books to the COE for gradation based on internal and external practical examination marks.

- x. Heads of department shall prepare the estimate for T.A.D.A. and remunerations of external examiners, internal examiners and other staff involved in the practical examination as per rules. T.A.D.A. and remuneration to the external examiners shall be paid as per rules and regulations, after the examination of the respective course is over and hand it over to examination office. Remuneration to internal examiners and other staff after shall be paid after the practical examination and account of payment shall be submitted to the office within a week.

10) Central Assessment

10.1) General

- i. For assessment of answer books of end semester examination Deputy COE shall make necessary arrangement at Central Assessment Cell (CAC) at institute level.
- ii. Answer book assessment is an honour. Assessment is compulsory to all teaching staff of this institute. The Deputy COE will receive masked answer books from the COE and carry out the assessment as per given procedure in stipulated time.
- iii. Wherever number of persons involved in assessment is more than one, in such cases, course coordinator shall request all assessors to sit together to decide a common scheme of evaluation in writing before beginning assessment.
- iv. Normal working hours of CAC shall be 8 a.m. to 8.00pm considering quantum of work and stipulated time (10 days) Working hours may be extended or may be decided as per requirement.

10.2) Assessment procedure after receiving the order for assessment of answer books, the assessor shall

- i. Not disclose the order as it is confidential. (Refer Form No. E-17)
- ii. Report at the CAC.
- iii. Submit the "Evaluator's Declaration" form given by CAC officials. (Form No. E-18)
- iv. Collect sealed bundle of answer books from CAC officials, count all the answer books in the bundle and carry out check on proper masking of answer books. If any difference in number of answer books is there, get it clarified from CAC officials immediately. If any answer book is found to be unmasked, contact immediately coordinator for masking & get it masked. In any case, do not receive any unmasked answer book.
- v. Collect question paper and solution/scheme of marking of the course from CAC officials.
- vi. Not assess any answer book without solutions/scheme of marking.
- vii. Award stepwise marks for each solved question.
- viii. Transfer marks carefully on the front page of the answer book and carry out total of marks correctly.
- ix. Write marks as zero, 01, 02, 03, etc i.e., in double digit and not as 0. 1. 3. 4 etc. in the space provided on the front page of the answer book. Write 00 marks in that question to which answer/s written by the examinee is completely wrong. Write - - (double dash) in that question which is not attempted (completely ignored) by the examinee.
- x. Assess the answer in terms of marks only. he/she neither shall put any comment nor shall put any markings.
- xi. Put signature with his/her name in the space provided on the front page of the answer book.
- xii. Hand over the bundle, in following cases:
 - a. Report immediately to CAC officials for further action if any complaints regarding the answer books such as.
 - b. Answer book found with a written request stating cancellation of previously written answer,
 - c. Found with multiple writings, / with multiple use of inks.

- d. Found attached with any currency note to the answer book and or found requesting assessor to assess answer book favourably,
 - e. Mass copying,
 - f. Found disclosing identity of the examinee in any form with a intent to get clear-cut illegal benefit,
 - g. Found writing abusive and threatening language.
 - h. Question paper with missing data, misprint of any nature and all other such cases.
- xiii. Handover valued answer books to officials.

10.3) Re-total (Scrutiny)

- i.
 - a. Scrutiny staff shall see that examinee attempted the questions considering the internal choice and shall check the marks given by the assessor are as per the marks allotted to the questions.
 - b. Scrutiny staff shall see all questions and sub questions are valued and awarded marks.
 - c. Scrutiny staff shall report to Deputy COE in case of any discrepancy, if any discrepancy is reported he/she shall bring it to the notice of the evaluator and shall get it corrected from the concerned evaluator.
 - d. In any case the scrutiny staff, Deputy COE shall not correct any such mistakes on their own.
- ii. A course teacher/evaluator shall feed the marks in the ERP at central assessment center.
- iii. Deputy COE shall print two copies of a mark sheet from ERP; checked and signed by course teacher evaluator and Deputy COE. One will be sent to the COE.

10.4) Dispatch of assessed answer books

The Deputy COE shall send all valued unmasked answer books in sealed bundles to the COE on the last day of CAC. The slip (Form No. E-19) showing the details of bundle should be pasted on it.

10.5) Preservation of assessed answer books

All valued answer books shall be preserved for two consecutive semesters in COE office.

10.6) Revaluation of Answer books

If student is aggrieved of ESE marks declared, he/she may apply for the revaluation of answer book. All the cases of re-valuation where the change in marks is beyond 25%, should report to the Chairman Examination Committee.

10.7) Issue of photocopy of ESE answer paper to the students

If student is not satisfied with ESE result a facility to get photocopy of the answer book (in addition to revaluation) is made available. To issue the photocopy following procedure shall be followed,

Procedure

1. Eligibility: The candidate shall be entitled to apply in prescribed form along with requisite fees for photocopies only of their assessed answer books of end semester theory examination in which they have appeared.
2. Procedure for application for obtaining a photocopy:
 - i) A candidate desirous of procuring the photocopy of the answer book(s) shall be required to apply in the prescribed form available. (Form No E-29)
 - ii) The candidate shall be required to submit separate application for each course.

iii) The candidate shall have to submit application form within 03 **days** (both days inclusive) from the date of display of marks of the concerned course(s).

iv) The candidate shall have to submit application to the Office of **COE** after paying requisite fee of **Rs.500/-** per answer book or such fee as may be prescribed by the Institute from time to time payable in cash.

v) Candidate will be responsible for submitting application in prescribed time limit. An application form received after the last date will not be accepted.

vi) The Office of **COE** on receipt of such application, shall submit them to the Central Assessment Cell on same day.

vii) Applications incomplete in any respect and with illegible entries shall be liable to be rejected.

viii) Upon receipt of the application the CAC shall scrutinize the application for the following.

a. Whether the total marks displayed in the given paper matches with the marks awarded to the candidate on the cover page of the answer book.

b. Whether the question-wise marks awarded to all the questions inside the answer book are correctly carried over on the cover page.

c. Whether the total of the question-wise marks on the cover page is correct.

If any discrepancy on any of the counts under Clause a, b or c mentioned hereinabove is/ are noted the same shall be corrected by the CAC. with the authentication by the Deputy COE, CAC.

d Whether all the answers in the answer book have been assessed by the examiner.

If any question or part of it in the answer book is observed to be unassessed, the same shall be got assessed from the examiner in the course and additional marks, if any, awarded shall be then carried, noted, and added on the cover page also and accordingly the total of the marks shall be corrected with the authentication by Deputy COE, CAC.

e. The change, if any, on above counts shall be informed to the. The **CoE** shall issue corrected statement of marks to the concerned department for display. Student may be given an option of withdrawing the application for issue of photocopy of ESE and shall be refunded the entire fees.

f. The Photocopies of the answer books be sent to the **CoE** within 02 days from receipt of application for further issuance. Before sending photocopy, CAC shall mask the marks allotted to sub-questions, name and signature of the valuer. Question wise marks allotted on front page shall be retained.

g. All the cases where the change in marks is beyond 25%, should report to the Chairman Examination Committee.

ix) On receipt of photocopy of the concerned answer book from CAC, the **COE** shall issue the same to the student with due acknowledgment.

3. The request for supply of Photocopy of the answer book(s) is an additional facility made available to the candidates, therefore, any delay in sending Photocopy of the answer book(s), due to reasons beyond the control of the Institute, shall not confer any right upon the candidates for admission to the next higher class.

4. The applicant being the sole custodian of the procured photocopy of the answer book, shall not be entitled to transfer the same to anybody for any purpose whatsoever as the same are supplied to him/ her for his/ her reference only. As and when the photocopy of the answer book will be issued to the candidate, the **COE** will take necessary entries of the same and candidate must sign the same, while accepting the photocopy of the answer book.

5. If the applicant or the candidate is found guilty of any misuse of the photocopy, he/ she shall be liable for the award of punishment ranging from cancellation of performance at the concerned examination with debarring him/ her from appearing at further examination(s) to confiscation of his/ her degree conferred.

6. In any case, concerned student should not contact valuer / re-valuer. Such complaint will also be treated as misuse of photocopy.

7. Complaints regarding misuse of photocopy shall be processed by Grievance Redressal Committee.

8. Photocopy for a particular course in a particular examination shall be issued only once

9. After getting the photocopy of answer book, if he/she is not satisfied with valuation, he/she may apply for the revaluation within three working days (inclusive of both days) (by paying as prescribed from time to time per course). In case of any change in marks, the grade will be awarded considering the same statistical parameters, which were used for that respective course (without affecting grades of other students).

10.8) Re-sit Examination

The students who have secured the “F” grade in a course shall apply for the re-sit examination within seven days of the declaration of result of ESE, by paying the prescribed examination fees. The re-sit examination for students shall be held within 30 days from the date of declaration of results of ESE of a particular semester. A student shall be permitted to take the ESE as well as resit of ESE of his/her regular term. Students appearing for resit examination shall be awarded grades no higher than D or E depending on their performance in the resit examination. In case, student fails in both the ESE and its resit of regular term, then in the subsequent semester, he/she shall be permitted to take ESE only. But the resit examination will be offered to him/her if there are regular students for those courses in the ESE of a particular semester.

However, for students who remain absent during ESE for valid reasons, shall be allowed to reappear for resit examination with grades awarded based on their performance. These grades would then be mapped to align with those of earlier batch for consistency.

11) Unfair Means / Malpractice at Examination

11.1) General

Government of Maharashtra enacted the Maharashtra Act No. XXXI of 198., ((Appendix -A) providing for preventing Malpractices at the University/College /Board Examinations. Under the section of the 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.

11.2) 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, the Academic Council shall be the competent authority to institute complaint redressal committee. The complaint redressal 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 to use unfair means at examination center.

In case of teaching staff/ other staff related with conduct of examination involved in unfair means at examination, complaint redressal committee shall investigate into the matter and forward the facts and finding of inquiry to Academic Council along with recommendation. Academic Council will take appropriate disciplinary action against the staff.

11.3) Procedure for dealing with Unfair means Cases at Examination Center

In case of unfair means, The Deputy COE shall follow the following procedure:

- i. The student shall be called upon to surrender to the Deputy COE unfair means material found in his /her possession, if any, and his/her answer book.
- ii. Signature of the concerned examinee shall be obtained on the relevant material and list thereon. Concerned invigilator shall also sign on all relevant material and documents and countersigned by the Deputy COE
- iii. Confiscate his /her answer book along with unfair means material; mark it as “suspected Unfair means Case”. Obtain the Statement of the examinee in Form No. E- and if demanded issue him/her fresh answer book duly marked as “Second Answer book”.

- iv. Obtain his /her undertaking in Form No. E- to the effect that decision of the concerned competent authority in his /her case shall be final and binding on him and allow him to continue with his /her examinations.
- v. Statement of the concerned invigilator in Form No. E- shall be obtained by the Deputy COE and he/she shall make forwarding remark in the same format. If examinee refuses to make statement or to give undertaking the concerned invigilator and the Deputy COE shall record accordingly under their signature.
- vi. Issue show-cause notice in Form No. E- to the examinee instructing to appear before complaint redressal committee.
- vii. In the case of impersonation or violence, expel the concerned examinee from the examination and not allow him/her to appear for remaining examination and report the action taken to the COE.
- viii. Case May be reported to the concerned Police station in a prescribed Form No. E-, as per the provision of Maharashtra Act No. XXXI, 1982 for preventing malpractices at University/board/other examination and it should be informed to COE.
- ix. All the materials and list of materials mentioned in clause a) and statement and undertaking of examinee in Form No. E- & E- respectively and statement of Invigilator in Form No. E- along with the forwarding remarks shall be forwarded by the Deputy COE to COE in separate and confidential sealed envelope marked with “Unfair means case”.
- x. In case of unfair means of oral type, the invigilator and/or concerned authorized person shall record the facts in writing and report the same through the Deputy COE to the COE.
- xi. COE after finding the prima-facie of the case of malpractice received from the Deputy COE shall send it to complaint redressal committee. COE/concerned officer shall be the presenting officer of the case of malpractice, which is originated through him before complaint redressal committee, police authority, court of Justice and shall deal with the case till it is finally disposed of.

11.4) Procedure to be followed at Assessment Centre

- i. During the assessment of answer book, if examiner suspects that there is prima-facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the Deputy COE who then forward the case in separate sealed envelope marked with “suspected unfair means case” to the complaint redressal committee.
- ii. If any staff is found involved in any type of malpractice/unfair means, Deputy COE shall report the case to complaint redressal committee through COE for further action.
- iii. Deputy COE assessment will be the presenting officer of the case of malpractice, which is originated through him before complaint redressal committee, police authority, court of Justice and shall deal with the case till it is finally disposed of.

11.5) Procedure to be followed at Paper setting/printing

- i. If any student/staff/any person/s/ Person related with paper setting/person at printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, COE shall report the case to complaint redressal committee for further action.
- ii. COE will be the presenting officer of the case of malpractice, which is originated through him before complaint redressal committee, police authority, court of Justice and shall deal with the case till it is finally disposed of.

11.6) Procedure to be followed by Complaint Redressal Committee.

i. *For Examinee/Person involved in Unfair means*

- a. For investigating unfair means resorted to by examinee/ examinee/s at the examination, the Academic Council shall appoint complaint redressal committee which will function as a body which will 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 defence.
- b. The complaint redressal committee will then issue final order/s about the penal action to be taken against the implicated examinee/person/s.
- c. The complaint redressal committee shall inquire; decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means prescribed in Appendix-B & Appendix-C, in respect of cases of unfair means referred to it. However, depending on the situation committee may quantify the severity of the punishment.
- d. As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges levelled on him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defence. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
- e. After issuing show cause notice if the implicated examinee fails to appear before committee on the day, time and the place fixed for the meeting, the committee shall take decision in his/her case in absentia, based on available evidence/documents, which shall be binding on the examinee concerned.
- f. The committee shall dispose of the case within three days from the last date of examination and in no case later than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to the COE, concerned officer through which the case is reported.
- g. Complaint redressal committee shall recommend punishment and shall forward it to the academic council for final noting.

ii. *For Paper setter/examiner/moderator/evaluator/teacher/ other person involved in unfair means*

- a. In case of paper setter, examiner, moderator, evaluator, teacher, or any other person related with conduct of examination, after receiving the
- b. Report of malpractice case along with primary documents shall investigate into the matter and submit the report along with the recommendations to Academic Council.
- c. Concerned officer through which the case is originated shall be the presenting officer before the complaint redressal committee, police authorities, and court of justice and shall be dealt with case till it is finally disposed of.
- d. The implicated person shall be informed in writing of the act of malpractices used and/or lapses committed by him at the examination and to ask him/her to be present before the committee on day, date, time, and place.
- e. The documents pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity including oral hearing shall be given to the concerned person in his/her defence before the committee. The reply/ explanation given by the concerned person shall also be considered by the committee before making final report/ recommendation.
- f. The committee shall follow the procedure in the spirit of natural justice.
- g. If the concerned person fails to appear before the committee, on the day, date, time, and place fixed for meeting, the committee shall take the decision in his/her case in absentia based on whatever evidence/ documents which are available before it and same shall be binding on concerned implicated person.
- h. The committee shall submit its report to the Academic Council along with its recommendations

regarding punishment to be inflicted on the concerned person or otherwise after taking into consideration the categories prescribed in Appendix-C

- i. After receiving the report along with the recommendations from complaint redressal committee regarding punishment the Academic Council will pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning, or exonerating him/her from charges and shall impose any one or more of punishment taking into consideration the categories mentioned in Appendix-C.

11.7) Guidelines for imposing punishment on the examinees who caught coping/involved in any type of misconduct during MSE

Exam conduction committee will be the competent authority to act on the student who caught in copying /involved in malpractices in class test to his/her best judgment. Obtain the statement of the student in form No. E-27 and statement of the invigilator with forwarding remark of Exam Conduction Committee in Form No. E-28. In cases such as violence/ other matter where it is felt necessary to take severe action, he/she may refer the case to the examination committee.

12) Tabulation and Declaration of Results (Procedure for declaration of Results)

12.1) MSE Results

After conduct of MSE (I/II), the course teacher will complete the valuation within three days from the last date of completion of MSE and allow the students to see the evaluated answer papers. Concerned course teacher shall prepare the result in Form No. R-01 in triplicate. One copy will be displayed on notice board in respective department, one copy will be sent to COE, and third copy will be retained by course teacher/program head in the department for record.

12.2) Teacher Assessment

After the student is evaluated for teachers' assessment as per rule No.-----(UG), No.-----PG) concerned Course Coordinator along with course teacher shall prepare the result in triplicate in Form No. R-02 at the end of each semester within stipulated period. One copy will be displayed on notice board in respective department, one copy will be sent to COE, and third copy will be retained by course teacher/ program head in the department for record.

12.3) Continuous Assessment of Practical Course

Assessment of laboratory course of a student shall be carried on continual basis throughout the semester. At the end of each experiment/practical a teacher will assess the student on the following parameters:

- i. Technical competence (Usage of Tools and Techniques)
- ii. Innovation (Research/ Creativity / Thinking/ Quality / spirit of inquiry)
- iii. Participation in team (Decision Making, Leadership)
- iv. Integrity and Responsibility
- v. Viva

This assessment shall be done immediately after the experiment is completed. The teacher must take signature of student immediately after assessment a token that the student is made aware of the marks he scored in that practical experiment. At the end of semester average marks of all experiments will be calculated and fed to ERP and result will be prepared in form No. R-03, in triplicate within stipulated period. One copy will be

displayed on notice board in respective department, one copy will be sent to COE, and third copy will be retained by course teacher/program head in the department for record.

12.4) End Semester Examination Provisional Result

Concerned Deputy COE shall prepare the provisional result of ESE in Form No. R-04 at CAC. Provisional result (Form No. R-04, duly signed by course evaluator and Deputy COE CAC), will be declared by COE on the last day of the examination or three days after the end of examination. After declaration of provisional result, student may submit their grievance within three days from the date of declaration of provisional result.

12.5) Preparation of Grade points

After receiving final marks from concerned course teacher and Deputy COE through ERP (after retotalling /revaluation if any) i.e., MSE I, II, T.A. and End Semester Examination Marks of the students obtained in respective Theory / Practical course, COE shall prepare Grades to be awarded to the students in respective course. He/she shall submit the combined result along with Grades and Credits in respective course to Chairman, Moderation Committee in Form No. R-05 (Theory) & Form No. R-06 (Practical) along with statistical parameters.

12.6) Moderation of Grades and Preparation of Final Grades

Grade Moderation Committee shall moderate the Grades to be awarded to the students in the respective Theory /Practical course and display the final grades awarded along with Credits for all the courses in a semester in Form No. R-07.

Chairman, Grade moderation committee then shall submit the final Grades awarded, Credits and earned grade points semester wise to the COE in Form No. R-07.

12.7) Tabulation and Declaration of Final Results

- i. After receiving the semester wise results (Form No. R-07) from Chairman, Moderation Committee of each Programme, Office of the COE shall prepare the Tabulation Register (Form No. R-08) get it checked from Chairman, Moderation Committee of each Programme.
- ii. After all grievances are addressed, the result will be declared by COE office.
- iii. Grade cards shall be prepared and then signed by COE. Grade Cards shall be issued to the students in Form No. R-09.
- iv. For any correction in Grade card student may apply to COE. The original grade card should be submitted with the application. After corrections new grade card will be issued to student.

13) Provisional degree and migration certificate

13.1) Provisional Degree

The institute shall issue “Provisional Degree” signed by Dean Academics to the outgoing students who, otherwise has completed all the requirements for award of degree. The format for provisional degree shall be as per proforma R----- and shall be valid till the convocation.

13.2) Migration certificate

The institute shall issue “Migration certificate” signed by Registrar to the outgoing students, on his/her request.

The format for Migration certificate shall be as per proforma R-----

(Appendix-A)

ST/Conff/57/or-68/02-03/3RD

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MAHARASHTRA ACT NO. XXXI OF 1982

(First published, after having the assent of the Presidents, in the Maharashtra Government Gazette” on the 14 the October 1982)

An Act to provide for preventing malpractices at University, Board and other specified examination.

WHEREAS both Houses of the State Legislature were not in session, AND

WHEREAS the Governor of Maharashtra was satisfied that circumstances existed which rendered it necessary for him the take immediate action to have a special proposed to be provide for preventing malpractice at examinations held or proposed to be held by any University or the Board or any other authority specified by the State Government in this behalf, including leakage’s questions papers or copying at such examinations, and for matters connected Malpractice at University, Board or other specified examinations. Ordinance, 1982, on the 25 May 1982

AND WHEREAS it is expedient to replace the said ordinance by an Act of the State Legislature It is hereby enacted in the Thirty- Third Year of the Republic of India as follows. :-

1. (I) This Act may be called the Maharashtra prevention of Malpractices at University, Board, and other specified Examinations Act, 1982.

(2) It shall be deemed to have come into force on the 25th May 1982.

2. In this Act, unless the context otherwise requires,

a) “Board” means the Maharashtra State Board of Secondary and Higher Secondary Education established under the Maharashtra Secondary and Higher, Secondary Education Board Act, 1965 or any its Divisional Boards.

b) “examination” means any examinations held or proposed to be held by any University or the Board and included such other examinations held or proposed to be held by such other authority as may be specified in this behalf, from time to time by the State Government by notification in the Official Gazette,

c) “University” means by university established by law in the State of Maharashtra

3. 1) Any Person who is appointed as a paper setter at any examination shall not supply or cause to be supplied the question paper drawn by him or a copy thereof or communicate the content of such paper to any person or give publicity thereto in any manner except in accordance with the instruction given to him in writing by his appointing authority in this behalf.

2) Any person who contravenes the provisions of sub section

1) shall on conviction be punished with imprisonment for a term which may extends to one year or with fine which may extend to one thousand Rupees, or with both.

4. 1) Any person who is entrusted with the work of printing typing or otherwise producing copies of any question paper set for the purpose of any examination shall not supply or cause to be supplied a copy thereof or communicate the contents thereof of any person or given to him in writing by the authority which entrusted the work to him.

Mah.
Ord. IV
of 1982

Short title
And
commencement
Definitions.

Mah.
XLI
of
1965

Duties of paper
setters and
punishment for
contravention.

Duties of person
entrusted
with printing etc of
question paper and

2) Any person who contravenes the provision of sub-section I shall, on conviction be punished with imprisonment for a term which may extend to one year or with fine which may extend to one thousand Rupees, or with both.

5. Any Person who is entrusted with the custody ,or is otherwise in possession, of any question paper set up for the purposes of any examination shall not supply or distribute or cause to be supplied or distributed any copy thereof or communicate the contents their of any person or give publicity thereto in any manner, except in accordance with instruction given to him in writing by the authority which entrusted the custody or gave possession thereof to him.

2) Any person who contravenes the provision of sub-section

1) shall, on conviction, be punished with imprisonment for a term which may extend to one year or with fine which may extend to one thousand rupees or with both.

6) Whoever has in his possession any question paper set or purported to be set for any examination and supplies or caused to be supplied or offers to supply thereof, or communicates or offers to communicate the contents thereof in any manner, except in University, Board or other authority concerned with the examination, at any time before the examinations is held, shall on conviction be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

7. Whoever is found in or near an examinations hall by the invigilator or any other person appointed to supervise the conduct of the examination, copying answer to the question paper set at the examination, from any book, notes or answer papers of other candidates of appearing at the examination for any other candidate or using any other unfair means, shall on conviction, be punished with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both

8) Whoever abets any offence punishable under this Act shall be punishable with the punishment provided for the offence.

9) Notwithstanding anything contained in the Code of Criminal Procedure 1973, all offences under this Act shall be cognizable offences and shall be non-bailable.

10) Notwithstanding anything contained in the code of Criminal Procedure 1973, all offences under this Act shall be tried in a summary way by any Metropolitan magistrate or any Judicial Magistrate of the First Class and the provisions of sections 262 to 265 (both inclusive) of the said Code shall, as far as may be, apply to such trial. Provided that in case of conviction for any offence in a summary trial under this section, it shall be lawful for the Magistrate to pass a sentence of imprisonment for any term for which such offence is punishable under this Act.

11) 1) The Maharashtra Prevention of Malpractices at University, Board, and other specified Examinations Ordinance, 1982, is hereby repealed.

2) Notwithstanding such repeal, anything done, or any action taken (including any notification issued) under the said Ordinance shall be deemed to have been done, taken, or issued, as the case may be under the corresponding provisions or this Act.

punishment for contravention.

with printing etc of question paper and punishment for contravention.

Prohibition or supply of publication of any question paper before examination held.

Prohibition of copying and impersona-ting at examination
Punishment for abetment or offences.
Offences to be cognizable
Offences to be tried summarily

Repeal of Mah. Ord. IV of 1982 and saving.

(Appendix-B)

Guidelines for imposing punishment on the examinees caught copying / involved in any type of misconduct during or after Examination.

Sr. No.	Nature of Malpractice	Quantum of Punishment
1	Examinee found communicating or talking with other examinees during examination	Cancellation of examination of examinee in that course
2	Examinee found with copying material related to the paper but having not used the material	Cancellation of performance of examinee in that course
3	Revealing identity in any form in the answer written or in any other part of the answer book by the examinee with clear intent of getting illegal benefits	Cancellation of performance of entire examination (1)
4	Examinee found marking an appeal to the assessor revealing both i.e. name and address	Cancellation of performance of entire examination (1)
5	Examinee found writing provocation, abusive or threatening language in the answer book	Cancellation of performance of entire examination (1)
6	Examinee found having written on palm or on his/her body or on clothing in the Examination	Cancellation of performance of entire examination (1)
7	Cases of mass copying/individual copying reported in assessment center reported during the examination	Cancellation of performance of entire examination of the examinee/s (1)
8	Examinee caught copying from the copying material, whether examinee accepts or denies of the same	Cancellation of performance of entire examination and debarring from one additional subsequent examination (1+1)
9	Examinee found exchanging answer books/ slip of papers with other examinees/ writing from others answer book/ allowing other examinee to copy from his/her answer book	Cancellation of performance of entire examination and debarring from one additional subsequent examination (1+1)
01	Examinee found influencing the assessor/ any other person connected with the examination	Cancellation of performance of entire examination and debarring from two additional subsequent examinations (1+2)
11	Examinee possessing copying material and having copied from the same, but denial of its use, refusal to give statement to that effect. Misbehavior with invigilator and officers related to exam	Cancellation of performance of entire examination and debarring from two additional subsequent examinations (1+2)
12	Examinee found smuggling in or smuggling out answer book as copying material	Cancellation of performance of entire examination and debarring from two additional subsequent examinations (1+2)
13	Examinee found destroying his own answer book/ taking away his own answer book and/or removing blank/ written pages from the main answer book	Cancellation of performance of entire examination and debarring from two additional subsequent examinations (1+2)
14	Examinee possessing copying material and attempts to destroy the evidence/runs away with copying material. Misbehavior with invigilator and officers related to exam	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3)

15	Examinee found smuggling in previously written answer book and inserting it in present answer book	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3)
16	(i) impersonating or for whom impersonation is noticed	(i) Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3), if the examinee (impersonating person) is student of this institute plus he/she will be handed to police (ii) Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3), if the examinee (for whom impersonation is noticed) is student of this institute plus the case to be reported to police
17	Insertion of currency note to bribe or attempting to bribe any of the person/s connected with examination	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3) and currency to be forfeited to Non-Government account of college
18	Examinee found sending out or talking in question paper from outside	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3)
19	Examinee found tempering with mark sheet/ certificate issued by the institute	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3)
20	Attempt to forge the signature of the invigilator on the answer book	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3)
21	Examinee found bringing or in possession of any weapon in examination room/ hall and making any kind of violence among examinees/ staff of examination	Cancellation of performance of entire examination and debarring from five additional subsequent examination (1+5), plus handing over the examinee to police
22	Cases of mass copying reported during the examination	Result will be held up. Punishment shall be based upon the actual investigation report.
23	If on previous occasion a disciplinary action was taken against a examinee for malpractice used at exam and he/she caught second time for malpractice used at examination	Enhanced punishment can be imposed on the examinee. This enhanced punishment may extend to double the punishment provided for the punishment provided for the offence when committed at the second or subsequent exam.
24	Examinee involved in malpractices at Practical/dissertation/ project report Examination	Case will be dealt with by inquiry committee and recommend the punishment to competent authority
25	Carrying mobile during examination (ON/OFF). No copying material in the mobile.	1. Undertaking from the examinee mentioning ' Not carrying mobile in examination in future'

		2. Examinee may collect his mobile from Dean (Student affairs) by following the regular institute procedure.
26	Carrying mobile during examination (ON/OFF). Relevant material found in mobile but not copied in answer sheet.	Cancellation of performance of examinee in that course. Mobile will be returned to the examinee.
27	Carrying mobile during examination (ON/OFF).. Relevant material found in mobile and copied in answer sheet.	Cancellation of performance of examinee in the entire examination. Mobile will be retained as a copy material
28	All other cases not covered above	Punishment will be decided by inquiry committee based on above mentioned Punishment

Discrepancies in the question papers

29	<p>General complaint regarding “question is out of syllabus.”</p> <p>i) If said question is compulsory</p> <p>If said question is optional</p>	<p>As per the inquiry and recommendations from course coordinator and subject expert /experts, it is to be get confirmed that question is out of syllabus.</p> <p>Question is to be removed from the question paper and valuation is done for the remaining marks and obtained marks are to be converted to maximum marks of that examination.</p> <p>Question is to be removed from the question paper and remaining sub questions are to be made compulsory. The valuation is to be done for the maximum marks of that examination</p>
30	<p>Printing mistake in question</p> <p>i) Meaning of the question is understandable</p> <p>Meaning of the question is not understandable</p>	<p>The course coordinator shall remain present during the examination. He should clarify the meaning of question to the students.</p> <p>a) As per the inquiry and recommendations from course coordinator and subject expert /experts, it is to be get confirmed that question is vague.</p> <p>Question is to be removed from the question paper and action is taken as per Sr. no. 1 (i) or (ii).</p>
31	Question paper is set for less /more marks than prescribed in examination scheme	Paper shall be assessed for marks given in the question paper and marks obtained by the examinees are then converted to out of marks allotted in examination scheme for that course.
32	<p>Insufficient data is given in question paper for particular question</p> <p>i) Standard data is missing</p> <p>Major data is missing</p>	<p>The course coordinator shall remain present during the examination. He should do the necessary correction and tell the students during the examination</p> <p>a) As per the inquiry and recommendations from course coordinator and subject</p>

		expert/experts, it is to be get confirmed that major data is missing Question is to be removed from the question paper and action is taken as per Sr. no. 1 (i) or (ii).
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(Appendix-C)

Guidelines for imposing punishment for Malpractices and lapses on the part of the paper Setter, Examiner, Moderator, Referee, Teacher, or any other person connected with the conduct of the examination.

Sr. No.	Nature of Malpractice /Lapses	Punishment
1	Paper-setter found responsible for leakage of the question set in the end semester examination whether intentionally or due to the negligence before the time of examination	Disqualification from any examination work + disciplinary action by the competent authorities as per the rules applicable
2	Leakage of the question/question paper set of the end semester examination before the time of examination by any person /s connected with the conducts of examination	Disciplinary action by the competent authorities against the guilty/ responsible person/s as per the prevailing rules/code applicable
3	Favoring a student (examinee) by examiner, moderator, referee in assessment of answer books / dissertation / project report /thesis by assigning the examinee marks to which the examinee is not entitled at the examination	Disqualification from any examination work + disciplinary action by the competent authorities
4	Examiner/ moderator/ referee intentionally/ negligently not assigning the student in assessment of his /her answer books/ dissertation /project work, the marks to which the student is entitled to at the end semester examination	Disqualification from any examination work + disciplinary action by the concerned competent authorities
5	Paper-setter omitting question at the time of finalization of question paper set at examination	Disqualification from any examination work for a period of three years
6	Paper-setter repeating question in same/different section/s	Disqualification from any examination work for a period of three years
7	Paper-setter setting question outside the scope of the syllabus	Disqualification from any examination work for a period of three years
8	While assessing answer books examiner showing negligence in detecting malpractices used by the student/s	As decided by the concerned competent authorities of the institute
9	Guiding teacher showing negligence in supervision of dissertation /project work (e.g., use of manipulated data by a student)	As decided by the concerned competent authorities of the institute
10	Coordinator Examination (departmental) showing apathy in carrying out duties related to	As decided by the concerned competent authorities of the institute

	examinations (e.g., not taking rounds to the examination halls during examination period or opening the packet of question paper before prescribed time)	
11	Invigilator helping student in copying answers while in the examination or showing negligence in reporting cases of copying by students when on supervision duty.	Disqualification from any examination work up to a period of three years + disciplinary action by concerned competent authority as per the rule if he/she is a university/college/ institution employee
12	Invigilator /teacher helping student (examinee) in mass copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned competent authorities as per the rule if he/she is a University/college/ institution employee
13	The competent authority may report the case of the concerned implicated person to the appropriate police Authorities as per the provision of Maharashtra Act No. XXXI of 1982	

Appendix-D

Officers / Staff at Assessment Centre

Nomenclature	Category	Numbers
Chief Coordinator	Controller of Examination	01
Coordinator	Deputy COE	0
Scrutiny in charge	Cass-III/ any competent person appointed by Chief Coordinator	01
Assessor	Appointed by Chief Coordinator	As per requirement
Peon	Class-IV	02

EXAMINATION REGISTRATION FORM FOR U.G. / P.G.*(Fill in this form in consultation with respective Head of Department)***Name:** _____ **Student's ID:** _____

(Surname)(First Name)(Father's Name)

Male / Female**Academic Year:** 20____ - 20____**U.G. Programme:** CE/CS/ECE/IT// ME/AI**Semester:** I / II / III / IV / V / VI / VII / VIII**P.G. Programme:** ECE/CS/IT/SE/ME**Semester:** I / II / III / IV**A) Registration of Credit Courses (Regular)**

Sr. No.	Course Code	Course Name	Credits	Pre-requisite course code if any
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
TOTAL CREDITS REGISTERED:				

B) Registration of Credit Courses (Backlog)*(Examination Fee per Course is Rs.850/- for Theory and Rs.800/- for Practical Course)*

Sr. No.	Course Code	Course Name	Credits	CF / PR	Pre-requisite course code if any
01					
02					
03					
04					
05					
06					
07					
TOTAL CREDITS REGISTERED:					

C) Registration of Audit Courses (Regular / Backlog) (Backlog Fee Rs. /- per course)**U.G.** NCC ☐ NSS ☐ CSP ☐ Other _____
P.G. Course code Course Title Course code Course Title
 1 _____ 2 _____
UNDERTAKING

I, the undersigned, am a student of Sipna College of Engineering & Technology, Amravati here by agree to abide by the rules of this institute. I am fully aware that I must attend the classes with a minimum of 75% attendance in each course. I am also aware that I shall become eligible only then to appear at the end semester examination of respective course. I shall maintain a healthy atmosphere within the institute. I am also aware that a course may be registered as backlog, only for regular courses stated to run during that semester.

Date:**Student Section Clerk****Signature of Student****ACKNOWLEDGEMENT**

Received examination registration form E- from _____

_____ (ID) for S/W _____ ESE with fee receipt No. & Date _____

_____ For amount _____ to words registration of regular/backlog courses.

Student Section Clerk

Confidential

No. SCET/Exam/Pset

To,

Subject: Appointment as question paper setter.

Dear Sir/Madam,

As directed by the Principal, I have pleasure in inviting you to work as question paper setter in the following courses for the end semester exam.

Sr. No.	Programme	Course Code	Course Title
1			
2			
3			

I request you to prepare two different sets of question papers in accordance with syllabus and in strict compliance within instructions issued. The question papers (along with scheme of marking) should reach me in the covers supplied up to / /2024.

I enclose herewith the following:

01. Form of acceptance (E-)
02. Syllabus prescribed for the course.
03. Instructions to question paper setters.
04. Form of declaration by the paper setter (E-03)
05. A CD containing the format of question paper and common instructions to candidates:
06. Inner covers (three each): Cover – A, Cover – B and Cover – C
07. Details of remuneration rates

Yours,

Controller of Examination

Confidential

No.
Date:

To,
Controller of Examination
Sipna College of Engineering and Technology,
Amravati – 444701

Subject: Acceptance/Regret as paper setter.

Reference: Your confidential letter No. **SCET/Exam/Pset**
Dated:

Dear Sir/Madam,

I accept/do not accept the offered appointment as question paper setter for the paper mentioned below:

Name of Programme:

Course Code:

Name of Course:

I agree to abide by the conditions imposed in connection with the conduct of the examination.

Date:

Yours,
(Signature & Name)

DECLARATION BY PAPER SETTER

With reference to confidential letter No. **SCET/Exam/Pset/** _____ dated _____,
I declare that:

1. I have carefully gone through the syllabus for the course and no question set by me is outside the scope of the syllabus of the course.
2. The allotment of marks and numbering of questions are correct.
3. I have checked that the questions can be solved within the stipulated time and there is no confusing data or missing data provided by me.
4. I have enclosed the sketches/diagrams, if any, along with the question paper.
5. I have supplied a scheme of marking with each paper set.
6. I do not come under any disqualification for the paper setter.
7. None of my close relatives appeared for the examination.

(Close relative means mother, father, husband, wife, sister, brother son, daughter)

Date:

(Signature & Name of Paper Setter)
(Course Code: _____)

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI

(An Autonomous Institute of Govt. of Maharashtra)

0721 - 2522341/42

Website: www.sipnaengg.ac.in email.id: office@sipnaengg.ac.in

Name of Examination: _____(B.Tech. / M. Tech./MBA) _____

Summer/Winter/Summer Course 20_____

Course Code:

Name of Course:

Time Allowed:

Hours Maximum Marks:

INSTRUCTIONS TO CANDIDATES

1. All questions are compulsory.
 2. Assume suitable data wherever necessary and state the assumptions made.
 3. Diagrams/sketches should be given wherever necessary.
 4. Use of logarithmic table, drawing instruments and non-programmable calculators is permitted.
 5. Figures to the right indicate full marks.
 6. Other special instruction if any
-

Note: ** write branch name

Total two paper sets in sealed envelopes are received on as per letter no.
 Dated from Prof. Shri / Smt.

Sr. No.	Programme	Subject	Subject Code	Remark
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Address and contact

Office of Controller of Examination

Website: www.sipnaengg.ac.in email.id: office@sipnaengg.ac.in

Confidential

(Statement for delivering question papers to the Deputy COE)

[illegible]

I the undersigned have received total
....., in words question papers as detailed
above. I have personally verified each of the question paper packet and found to be sealed and intact.

Signature,

Deputy COE

Name: -----

Date: -----

Time: -----

Name of Invigilator: _____

**PRACTICAL EXAMINATION
SUMMER / WINTER / SUMMER COURSE 20 –
ATTENDANCE OF STUDENTS**

Department of _____

Programme for B. Tech. / MBA/M. Tech. in_____

Semester: _____ Course: _____

Date : _____ Time: _____

[illegible]

Sign. of Internal Examiner: _____

Sign. of External Examiner: _____

Name of Internal Examiner: _____

Name of External Examiner: _____

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI
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0721 - 2522341/42

Website: www.sipnaengg.ac.in email.id: office@sipnaengg.ac.in

END SEMESTER EXAMINATION – SUMMER / WINTER / SUMMER COURSE 20 –

PACKING SLIP

Programme for B. Tech. / MBA/M. Tech. in _____

Semester: _____

Course: _____

Date of Examination: _____

Time of Exam.: _____

Total No. of answer books: _____

Packet No.: _____

Signature
Deputy COE

Signature
Sealing assistant

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI
(An Autonomous Institute of Govt. of Maharashtra)
0721 - 2522341/42

Website: www.sipnaengg.ac.in email.id: office@sipnaengg.ac.in

No.:

Date:

MSE I / II / END SEMESTER EXAMINATION

SUMMER / WINTER /20 –

Department of: _____

To,

Sub: Appointment as Invigilator

You are appointed as Invigilator for first/second class test / term end examination on following dates:

Sr. No.	Date	Time

You should remain present at least 30 minutes before the start of examination in the examination control room of the Department.

Controller of Examination

_____ Note: Please see
the instructions to invigilator overleaf.

Instructions to Invigilator

Invigilator shall enter their class/hall at least 15 minutes before the start of examination. He/ she shall

- i. ask the students to keep their books, notebooks, and their written materials at the front of the room/ outside the room,
- ii. check whether the students have occupied their seats as per the seating arrangement plan,
- iii. distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct detail on the front page of the answer books.
- iv. distribute the question papers to the students at the beginning of the examination,
- v. check the identity cards of the students and sign on their answer books, if all details are correct,
- vi. take the signature of students on the attendance proforma, mark 'AB' for absent students and maintain the attendance record of his room/hall,
- vii. distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,
- viii. maintain general discipline in the classroom by frequently moving in the classroom/hall and preventing any malpractices, attempt of copying by the students.
- ix. report cases of student's misbehavior, indiscipline, malpractices and copying cases to the Head of department for further necessary action,
- x. give warning to the students to tie their supplements, 10 minutes before the end of examination,
- xi. collect the answer books from the students at the end of examination and arrange them sequentially as per the exam. Seat numbers of students for each course separately,
- xii. hand over the answer books and filled in pro-forma to the Head of department.

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI
(An Autonomous Institute of Govt. of Maharashtra)
0721 - 2522341/42

Website: www.sipnaengg.ac.in email.id: office@sipnaengg.ac.in

No.:

Date:

Department of: _____

To,

Sub: Appointment as External / Internal Examiner for Practical Examination

I am pleased to appoint you as External / Internal examiner for Practical Examination of Summer / Winter Examination 20

as per following details:

Programme for B. Tech. / /MBA/M. Tech. in _____

Semester: _____

Practical Course: _____

Date of Practical Exam: _____

Time of Practical Exam: _____ ,

You are requested to confirm your availability for the examination. You are entitled T.A./D.A./remuneration as per rules and regulation of the examination of the Institute.

Head of Department

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI
 (An Autonomous Institute of Govt. of Maharashtra)
 0721 - 2522341/42

Website: www.sipnaengg.ac.in email.id: office@sipnaengg.ac.in

END SEMESTER EXAMINATION – SUMMER / WINTER 20 –
RECORD OF ANSWER BOOKS (Department wise)

Department of: _____

Sr. No.	Date of Examination	Time of Examination	Program & Semester	Course Name	No. of Answer book used
TOTAL					

Signature of Sealing Assistant:

Signature of Deputy COE

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI
(An Autonomous Institute of Govt. of Maharashtra)
0721 - 2522341/42

Website: www.sipnaengg.ac.in email.id: office@sipnaengg.ac.in

END SEMESTER EXAMINATION – SUMMER / WINTER 20 –
ACCOUNT OF ANSWER BOOKS (Institute level)

Sr. No.	Department	Answer Books		
		Issued	Used	Return

Controller of Examination

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI
 (An Autonomous Institute of Govt. of Maharashtra)
 0721 - 2522341/42

Website: www.sipnaengg.ac.in email.id: office@sipnaengg.ac.in

To,
Controller of Examination,
Sipna College of Engineering and Technology, Amravati

Sub: About handing over the answer books for MSE and End Semester Examination.

Please find herewith the Answer books for MSE/ESE. Answers books are numbered serially as per following details.

Sr. No.	Answer Books Sr. No.	
	From	To

Answer books shall be used as per their serial numbers, as far as possible, and their daily records shall be maintained in the prescribed proforma. A copy of record of answer books and supplements used for the class test/End Semester Examination shall be submitted, at the end of test/End Semester Examination along with the balance answer books and supplements.

Date:

Sign of Exam Conduction Committee /Deputy COE

ACKNOWLEDGEMENT

Received answer books and supplements as above.

Date:

Signature of COE

Website: www.sipnaengg.ac.in email.id: office@sipnaengg.ac.in

**END SEMESTER EXAMINATION – SUMMER / WINTER 20 –
RECORD OF QUESTION PAPERS**

Department of: _____

[illegible]

Sign of Deputy COE

(To be submitted in duplicate)

To,
The Controller of Examination,
Sipna College of Engineering and Technology, Amravati

Sub: About permission for a writer / extension of time in End Semester examination Summer/ Winter 20

R/sir,

I am the regular student of our institute studying in ____ Semester of B.Tech./MBA/M.Tech. in _____. I have registered for following courses:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

I am appearing for the End Semester Examination Summer / Winter 20_ for the above-mentioned courses. Due to physical disability/injury during an accident, I am unable to write/not able to write fluently. A medical Certificate from Registered Medical Surgeon is attached herewith in this regard. I, therefore, request you to please allow a writer / grant extension of time during

Name of writer: _____

Age of writer: _____ years

Relation with examinee:

Sincerely yours,

Sign of examinee:

Name of Examinee:

Registration no.:



Photo of writer

UNDERTAKING BY WRITER

I, _____ studying in _____, do hereby accept to work as writer for Mr./Ms. _____, studying in _____ semester of B.Tech./MBAM.Tech in _____. I shall not work as writer for any other examinee in this examination.

Signature of writer:

Date:

REMARKS OF CONTROLLER OF EXAMINATION

Permitted writer / extension of time by _____ minutes.

Signature of COE

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI
(An Autonomous Institute of Govt. of Maharashtra)
0721 - 2522341/42

Website: www.sipnaengg.ac.in email.id: office@sipnaengg.ac.in

Confidential

No.:

Date:

To,

Prof / Dr. _____

Subject: Appointment as evaluator for end semester examination winter/summer

It gives me great pleasure to appoint you as evaluator for the course shown below for end semester examination winter/summer _____. You are requested to report to our CAC on date _____ at _____

Name of programme: _____

Name of subject/course: _____

Course code: _____

Controller of Examination

Copy to:

Principal,

Sipna College of Engineering & Technology

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI
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EVALUATOR'S DECLARATION

I, assessing, the undersigned, have accepted the appointment as the evaluator for the answer books of the course _____ of the end semester examination held in summer/winter 20 –

I declare that,

- 1) None of my close relative is appearing for this term end examination. Conducted by Sipna College of Engineering and Technology, Amravati.
- 2) I have not been debarred from examination work by any competent authority.
- 3) I am not a student of post graduate programme run by this institute.

(Close relative means mother, father, husband, wife, sister, brother, son, daughter)

Signature of Assessor

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI

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CENTRALIZED ASSESSMENT CELL

END SEMESTER EXAMINATION – WINTER/SUMMER 20

Name of programme: _____

Name of course: _____

Course code: _____

Number of masked and valued answer books: _____

DATE/TIME:

Signature of Deputy COE

TO
COE _____

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END SEMESTER EXAMINATION –WINTER/SUMMER COURSE 20

Sr. No.	Name of Examination	Name of Course	Course Code	No. of Masked Answer books

DATE/ TIME:

Deputy COE

To,
The Controller,
Sipna College of Engineering and Technology,
AMRAVATI.

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI
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Statement of Examinee who is alleged to have used unfair means at the End Semester Examination

1) Name in Full: _____

2) Registration No.: _____

3) Examination: _____

4) Name of Course & code: _____

5) Date & Time of Examination: _____

To,
Deputy COE
Sipna College of Engineering and Technology,
AMRAVATI

Sir,

I the undersigned involved in/tried to use unfair means as detailed below in end semester examination of

_____ course on _____ at
_____ (am/pm) Detailed statement of examinee:

1. _____

2. _____

3. _____

4. _____

Signature of Examinee

Place : _____

Date : _____

Time : _____

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Report of Invigilator / Deputy COE regarding unfair means and malpractice by examinee at end semester examination.

Block No: _____
 Examination: _____
 Name of Course: _____
 Course code: _____
 Date: _____

To,
 Controller of Examination
 Sipna College of Engineering and Technology, AMRAVATI. I, the undersigned invigilator appointed on the above-mentioned block/room at the Examination held on at am/pm, hereby submitting report regarding unfair means adopted by examinee, Registration No. Shri/Kum. at the examination as follows.

1.
2.
3.

Yours faithfully
(Invigilator)

Place: _____
 Date: _____
 Time: _____

Name of the invigilator: _____

Forwarded to Controller of Examination.

Based on the report made by the invigilator, I believe there is a prima facie case of unfair means resorted to by the aforesaid examinee, identity code No. Therefore, forwarding the suspected case of unfair means along with sealed confiscated material and answer books for necessary action.
 Encl:

- 1)
- 2)

Place : _____
Date : _____

Signature of Deputy COE
Name : _____

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Form of undertaking from examinee involved in unfair means at end semester examination

1. Name in full:
2. Registration No:
3. Examination:
4. Name of Course & code:
5. Date and Time:

To,
 Controller of Examination
 Sipna College of Engineering and Technology,
 AMRAVATI.

Sir,
 I, the undersigned examinee of Sipna College of Engineering & Technology, Amravati appearing for
 _____ Examination at this center do hereby state, on solemn
 affirmation as under:

I undersigned that I am involved in respect of an alleged use of unfair means in the examination hall and therefore, a case against me is being reported to competent authority.

That despite the registration of a case of Unfair Means against me I request the authority to allow me to appear in the present paper and the papers to be set subsequently and/or at the Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the competent authority in the matter of dispose of the case of alleged use of Unfair Means referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally, consequent upon my special request is liable to be treated as null and void.

Signature of the Candidate

Date: _____

Time: _____

Signed before me

1. 2.

Deputy COE Sign

Name _____

Address _____

Date _____

Invigilator Sign

Name _____

Address _____

Date _____

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI
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Website: www.sipnaengg.ac.in email.id: office@sipnaengg.ac.in

Show Cause Notice to Examinee

No. SCET/ESE/Sum/Win 20 /Unfair means

Sub: Inquiry of the examinee who caught in unfair means

Ref: Full Name of the Examinee:

Registration No.

Examination: Summer/Winter 20

You are appearing at the End semester examination, summer/Winter 20 You have been caught while copying using unfair means in the theory paper (Course Name & its Code), on at Despite repeated instructions by various ways regarding not to copy in the examination.

So, you are hereby instructed to appear physically before enquiry committee on at (a.m./p.m.) at (place) of the institute for protesting your say.

If you fail to appear before complaint redressal committee on the specified date & time, necessary action will be taken which may go against you. Necessary action may include punishment as per guidelines.

Deputy COE

Copy to:

- 1) Concerned Examinee
- 2) Examination Committee
- 3) Controller of Examination

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI
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No. SCET/ESE/Sum/Win 20 ____ /Unfair means/
Date

To,
The Inspector / Sub-Inspector,
_____ Police Station,
Badnera

Subject: Complaint against the examinee for the alleged use of Unfair means at the ____ Examination held on the (Date) _____

Summer/Winter Examination 20____, of this Institute, is conducted in the premises of the institute. I have been authorized by Competent Authority, Vide Letter No. _____, Dated _____, to act under the provision of Maharashtra Act XXXI of 1982, of an Act to provide for preventing Malpractices at the University/Board/Other specified Examinations.

I furnish herewith the details of the following examinees who has/have used Unfair means at the _____ examination.

- | | | |
|--------------------------------------|---|-------|
| 1. Name of Examinee | : | _____ |
| 2. Registration No. | : | _____ |
| 3. Examination | : | _____ |
| 4. Address of the examinee | : | _____ |
| 5. Name of the course | : | _____ |
| 6. Date & Time | : | _____ |
| 7. Name & Address of the Invigilator | : | _____ |
| 8. Name & Address of the Deputy COE | : | _____ |
| 9. Material found with the | : | _____ |
| 10. Other information if any | : | _____ |

According to Section '7' of **the Maharashtra Act. XXXI of 1982** an Act to provide for preventing malpractices at University/Board and other specified examination, Shri/Kum. _____ has committed the offence at the _____ examination and therefore I lodge a complaint against him/her with the police station _____ (Name of the Police Station)

Yours faithfully,
Controller of Examination
Sipna College of Engineering and Technology, Amravati

(SEAL)

Place : _____
Date : _____
Time : _____

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Report and action by Complaint Redressal Committee after inquiry of the examinee caught copying.

1. Full Name of the examinee: _____

2. Registration No.: _____

3. Name of Course & its Code: _____

4. Examination Day & Date: _____

5. Details of copying/unfair material possessed: _____

6. Whether examinee is present for enquiry or not: Present / Absent

7. After enquiry whether examinee found guilty or not: Guilty / Not Guilty

8. Punishment to be implicated on Examinee/person with justification:

.....

.....

.....

Encl:

- 1) Examinee's say in writing
- 2) Invigilator's report
- 3) Answer book with copying material

(Member)
Complaint Redressal Committee

(Member)
CRC

(Chairman)
Complaint Redressal Committee

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Statement from the student caught copying

Submitted to Exam Conduction Committee

Sub: - Written statement of the student who caught copying involved in other malpractice in MSE I/II
(Winter/Summer 20)

Ref: - Full/Name of the student:

Registration No.

Course Name & Code.

I, the undersigned copied / tried to copy in MSE I / II examination of the course
at am / pm on as per MSE Timetable. The copying material
possessed by me is related to the course & its details are

.....
.....

I am aware that I will be given zero marks as punishment in this MSE examination due to malpractice
on my behalf. I shall remember this punishment & in future I will not copy in any examination. My say on
this incident is

.....
.....
.....
.....
.....

Signature of Student

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Statement from the Invigilator (who caught the student copying)**Submitted to Exam Conduction Committee**

Sub: Written statement of the invigilator who caught student while copying in MSE I/II Examination (Winter/Summer 20....)

Ref: Full Name of the student:
 Registration No.....
 Course Name & code.

I, the undersigned caught a copying student referred above in MSE I/II examination of the course at am / pm on as per MSE Timetable during my duty as an invigilator. **Copying material is related to the course.** Other details of the copying material possessed by the student are

.....

I have written "copying case" on the answer book of the student. No separate answer book is given to the student for writing.

Submitting following documents along with his statement for further action.

- a) Answer book of the concerned student
- b) Written statement of the concerned student
- c) Copying material

Date

(Name & Signature of the invigilator)

Designation:

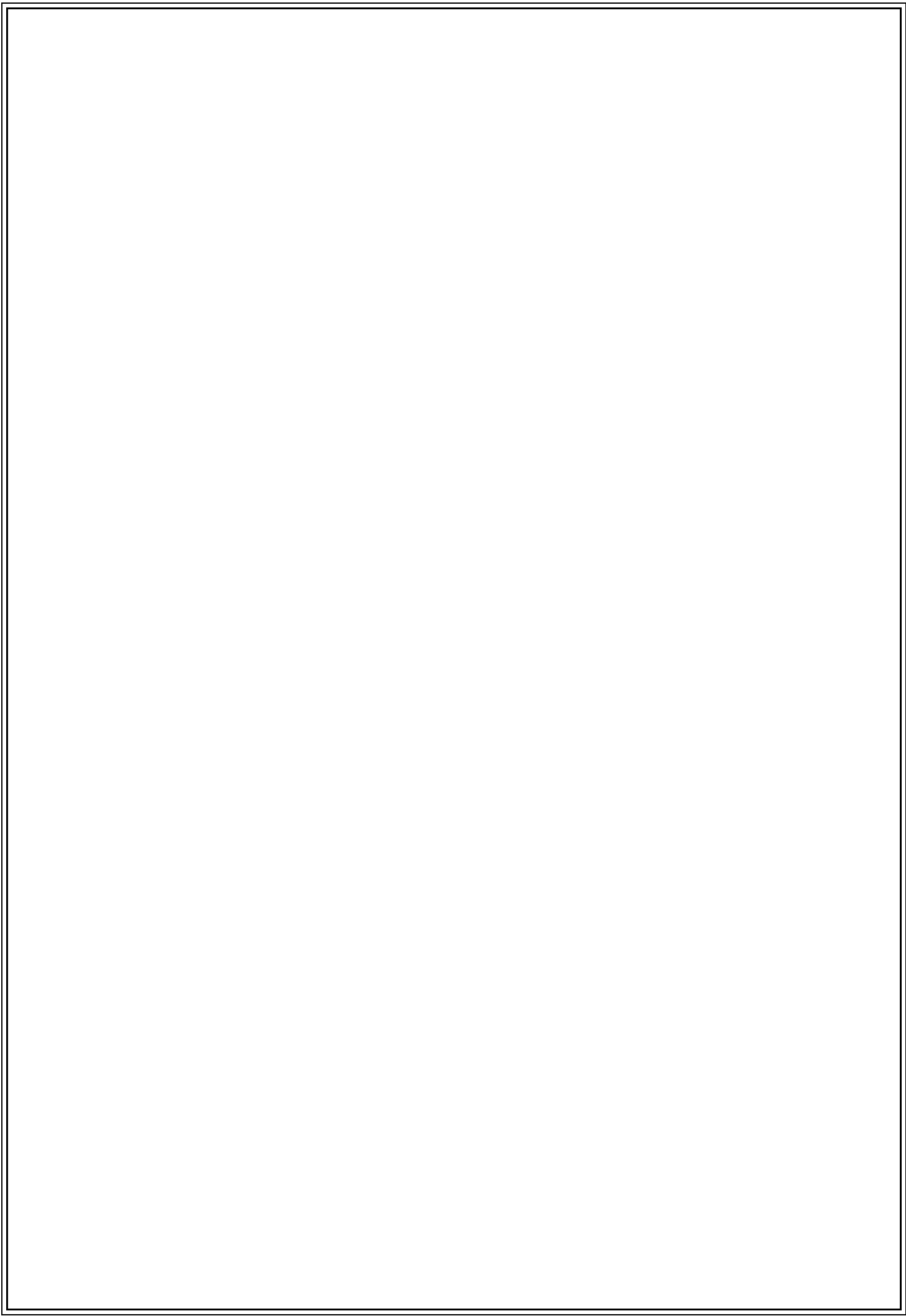
Remarks of Exam Conduction Committee

I personally verified abovementioned-copying case form the documents & I am sure that copying material is, related to the course & hence this student is due for punishment of getting zero marks in this MSE. Accordingly I instructed concerned course teacher. Further all documents in a sealed envelope are kept in my custody.

Date

(Name & Signature)

Exam Conduction Committee



SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI
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Website: www.sipnaengg.ac.in email.id: office@sipnaengg.ac.in

Application for Issue of Certified Photocopy of Assessed Answer Book
(A candidate shall submit separate application form for separate course)

To,
The Controller of Examination,
Sipna COET,
Amravati

Sir,

I, the undersigned is submitting this application for supply of certified Photocopy of the assessed answer book.

I declare that I have read and understood the provisions of rules for obtaining photocopy of answer book and procedure said under rule and I accept all the terms and conditions of the said procedure.

The details of examination and answer books are as under:

a) End Semester Examination: Summer /Winter 20 -20

b) Registration No. :

c) Name of applicant : _____
(Surname) (First Name) (Middle Name)

d) Program : B.Tech./MCA/M.Tech. _____
(Branch Name)

e) Course code & Title : _____

Date

Signature of Candidate

Place:

FOR OFFICE USE ONLY

Receive Rs. ----- only from Mr/Ms-----

Vide receipt No. ----- Dated -----

Signature of cashier with date

To,
The Controller of Examination,
Sipna COET,
Amravati

I, the undersigned is submitting this application for **Revaluation** of the assessed answer book.
I declare that I have read and understood the provisions of rules for revaluation of answer book and procedure said under rule and I accept all the terms and conditions of the said procedure.
The details of examination and answer books are as under:

- [illegible]

Signature of Candidate

Place:

FOR OFFICE USE ONLY

Receive Rs. ----- only from Mr/Ms-----

Vide receipt No. ----- Dated -----

Signature of cashier with date

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI

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Bill format for Remuneration to staff for Theory Examination

Name of Department: -

Name of Staff: -

Designation for examination: -

END SEMESTER THEORY EXAMINATION SUMMER / WINTER 20

Program: - Sem / Year Course: -

The remuneration is given as per chat & approved rates to the staff who worked in examination.

Date of Examination	No. of Shift/ day	Rate per shift/ day	Total Shift/ day	Amount paid Rs.

Deputy COE

Receipt

Received Rs. (in words Rs.....)

Receivers Signature

(Name: -)

Bill format for Remuneration to staff for Practical Examination

Name of Department: -

Name of Staff: -

Designation for examination: -

End Semester Practical Examination SUMMER / WINTER 20

Program: - Sem / Year Course: -

The remuneration is given as per chat & approved rates to the staff who worked in examination.

Date of Examination	No. of Shift/ day	Rate per shift/ day	Total Shift/ day	Amount paid Rs.

Head

Department of _____Engineering

Sipna College of Engineering and Technology, Amravati

Receipt

Received Rs. (in words Rs.....)

Receivers Signature

(Name: -)

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI

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Mid Semester Examination Result

Program:

Semester: (Winter/Summer 20....)

Course Name: Course code:

MSE1/MSE2:

Sr. No.	Registration No.	Name of Student	Marks Obtain in MSE1/MSE2
			(Out of 15)

Date:

Course Teacher

Head of Department

Program:

Course Name: Course code:

Methodology of Teachers Assessment and break up of marks:

.....

.....

[illegible]

Course Teacher

Date:

Head of Department

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INTERNAL ASSESSMENT OF PRACTICAL

Program:

Semester: (Winter/Summer 20....)

Course Name: Course code:

Sr. No.	Registration No.	Name of Student	Internal Assessment of Practical
			Marks out of

Date:

Course Teacher

Head of Department

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EXTERNAL ASSESSMENT OF PRACTICAL

Program:

Semester: (Winter/Summer 20....)

Course Name: Course code:

Sr. No.	Registration No.	Name of Student	External Assessment of Practical
			Marks out of

Date:

Name & Signature
Internal Examiner

Name & Signature
External Examiner

RESULT OF END SEMESTER EXAMINATION(Practical)

Program:

Semester: (Winter/Summer 20....)

Course Name: Course code:

[illegible]

Date:

Course Teacher

Head of Department

STATEMENT OF MARKS – END SEMESTER EXAMINATION (Theory)

Win/Sum 20

Program:

Semester: (Winter/Summer 20....)

Course Name: Course code:

[illegible]

Note:- The Evaluator will be solely responsible for the marks filled in the table of statement of marks prepared at CAC

Date:

Evaluator / Course Teacher

Signature
Deputy COE

To,
Chairman,
Grade Moderation Committee

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI

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Combined Record of Internal & External in Practical Course

Program:

Semester: (Winter/Summer 20....)

Course Name: Course code: (Practical)

Sr. No.	Registration No.	Name of Student	Practical		Grade Awarded	Earned Grade Points	Credit Earned
			Internal Assessment out of	External Assessment out of			

Date:

Controller of Examination

To, Chairman,
Grade Moderation Committee

Combined Record of Internal & External in Practical Course

Department:

Program:

Semester: (Winter/Summer 20...)

[illegible]

Date:

Chairman,
Grade Moderation Committee

Member
Grade Moderation Committee

1)

2)

3)

4)

SIPNA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI
(An Autonomous Institute of Govt. of Maharashtra)

Tabulation Register:

Programme:

Semester:

Summer - 20

Registration No.	Name								Semester Performance		Cumulative Performance		Registration No.
									Credit	SGP A	Credit	CGP A	
EGP									EGP		EGP		
Course Completed													
EGP													
Course Completed													
EGP													
Course Completed													

Course codes and their names

Abbreviation: SGPA = Semester Grade Point Average, CGPA= Cumulative Grade Point Average, EGP=Earned Grade Points.

Grades: - A+=10, A=9, B+=8, B=7, C=6, D=5, F=0, I = Incomplete, W=Withdrawal, Z=Non completion in course requirement, X=Extension in dissertation

Controller of Examination