



SARASWATI Education Society's  
**SARASWATI College of Engineering**

Learn Live Achieve and Contribute

Kharghar, Navi Mumbai - 410 210.

Recognized by DTE, Govt. of Maharashtra, Approved by AICTE, Affiliated to University of Mumbai

**AUTONOMOUS | NAAC A+ | NBA (2 - UG PROGRAMS)**

**An Autonomous Institute,  
Permanently Affiliated to the University of Mumbai**

# **EXAMINATION POLICIES**

**(Rules & Regulations for Examinations)  
(R-2025)**

**Applicable with effect from Academic Year 2025-26**





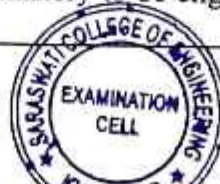
1	<b>Pre-Examination Process</b>	
1.1	<b>Examination registration</b>	
	All undergraduate first year, second year, third year and final year learners are required to fill examination form (Regular, Re-IA, Re-Exams & Summer special exams) issued by exam cell based on the courses selected and attach other documents specified within the time frame for learner registration. Copy of fees receipt also should be submitted. -	
1.2	All post graduate first year and second year learners are required to fill examination form issued by Exam cell based on the courses selected and attach other documents along with copy of fees receipt for Learner registration as specified.	
1.3	<b>List of Examinations</b>	
	<p>Along with the formative assessment, following exams are conducted at the end of each semester.</p> <ol style="list-style-type: none"> <li>1. Internal Assessment (IA) - 20 marks</li> <li>2. End Semester examinations (ESE) - 60 marks</li> <li>3. Re-IA - 20 Marks (For those learners who failed in IA)</li> <li>4. Re-Examination-For those learners who failed in End Semester Exam- 60 marks</li> <li>5. Summer Special Examination (SSE) - For those learners who failed in Re- Examination -80 marks</li> </ol>	
1.4	<b>Learner Eligibility and Term Grant</b>	
1.4.1	Learners having more than or equal to 75% attendance will only be eligible for all the Examinations of all courses.	
1.4.2	Learners, who are <b>unable to complete their term work, will not be allowed</b> for end semester examination for the particular course.	
1.4.3	If term is <b>not granted</b> for any course because of attendance / non submission of term work then the learner can appear for only <b>Summer special exam</b> for that course.	
1.4.4	They will be allowed to appear for the special exam only after completion of Formative Assessment (FA), IA & Term Work for the respective course. The special exams will be conducted after the re-exam of summer term.	
1.4.5	<p>Year drop will be applicable to learners if their term is not granted for more than 70% of the total credits for the academic year.</p> <p>For example,            First Year (Semester 1 and Semester 2)            Sem1 --21 credits            Sem 2--21 courses            Total number of courses for the year = 42</p> <p>If the learner is not able to get at least 30 credits, (which is more than 70% of the total credits) then learner will have year drop. Learner will have to repeat the complete year.</p>	







		<p>Eligibility criteria for UG second year: -70% of the credits in SEM I &amp; II</p> <p>Eligibility criteria for UG third year : - 70% of the credits in SEM I, II III &amp; IV</p> <p>Eligibility criteria for UG final year: -70% of the courses in SEM I, II, III, IV, V, VI &amp; No KT in SEM I and SEM II</p> <p>Eligibility criteria for PG second year: - 70% of the courses in SEM I &amp; II</p>
	1.4.6	<p>Evaluation will adhere to an absolute grading system, where a learner must obtain a minimum of 40% marks for IA and ESE separately.</p> <p>Appearing for IA is compulsory. In Re-Examination and Summer Special Examination, learner must obtain a minimum of 40% marks for passing the course.</p>
	1.4.7	<p>The total marks, comprising the sum of Term work (TW), FA, MSE, ESE, Oral &amp; Practical scores for a course will be utilized for the grade compilation process for determining Pass / Fail status of the candidate.</p>
2	<b>Conduct of Examinations</b>	
	2.1	<b>General</b>
	2.1.1	<p>The various examinations for UG and PG Programs shall be conducted according to the Academic Rules and Regulations for UG and PG program and as per the Examination schemes approved by Board of Studies for the various Programs.</p>
	2.1.2	<p>The evaluation of a learner for each semester shall be based on his/her performance in Internal Assessment, Formative Assessment (FA), Term work (TW) and End Semester Examination (ESE), Practical and Oral Examination, Major and Mini Project, etc.</p>
	2.1.3	<p>The exam scheme is 20: 20: 60</p> <p>20 - weightage for the Mid Semester Exam. The End Semester exam will be for 2 hours.</p> <p>20 - weightage for formative assessment</p> <p>60 - weightage for the End Semester Exam.</p>
	2.2	<b>Internal Assessment</b>
	2.2.1	<p>Internal Assessment shall be conducted at the departmental level under the supervision of Head of department. Question papers cover 40% of the modules of the syllabus for each course. The examination is for 20 marks and the duration is one hours. Date of exam will be as per Academic Calendar. A learner has to get 40% for passing the course.</p> <p>75% attendance and payment of fees is mandatory to be eligible for appearing the exam.</p>





		Learners listed as defaulters by the department are required to appear before the Academic Council at the institute level to take care of special cases related to non-fulfillment of said rules and regulations.
	2.3.2	The course teacher shall declare the syllabus for the internal assessment at least one week before.
	2.3.3	Departmental exam in charge shall prepare a detailed time table in consultation with HOD & Exam committee of SCOE, and circulate it among the course teachers and learners.
	2.3.4	Seating arrangements shall be made for IA in the department class rooms allotted to respective departments.
	2.3.5	The paper setter and departmental exam coordinator shall be responsible for maintaining the secrecy of the question paper.
	2.3.6	It is necessary to obtain 40% marks for passing each course.
2.4	<b>Re-Internal Assessment (Re-IA)</b>	
	2.4.1.	If the learner fails in IA (i.e., if the learner is not able to get 40% marks in IA) the learner has to appear for Re-IA.
	2.4.2	Re-MSE will be conducted by the respective Department at the end of the semester before the start of ESE. A passing mark of 40% is mandatory in Re-IA conducted for each course.
	2.4.3	Re-IA shall be approved for the absentees on producing proof of genuine reason (for e.g. medical case etc.) by the HOD and Exam committee.
	2.4.4	There shall be a provision for improvement of marks obtained in internal assessment. In that case previous IA results will be invalidated for that particular course.
2.5	<b>End Semester examinations (ESE)</b>	
	2.5.1	End Semester Examinations shall be conducted centrally for all programs and shall commence as per the schedule given in academic calendar. However, in case of any emergency, the Principal, COE is empowered to reschedule any examination.





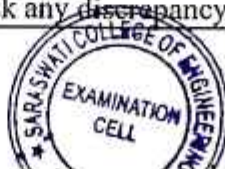


		75% attendance is compulsory for appearing the end semester examination.
		Question paper shall be administered by the Examination Cell, and carry a total of 60 marks with duration of two hours for a theory course.
2.6	<b>Re-Examination</b>	
	2.6.1	<p>There will be a re-exam approximately 15 days after the declaration of ESE results.</p> <p>Re-Examinations are held for those learners who have appeared but failed in the End Semester Examination of the respective semester.</p> <p>Those learners who remained ABSENT in ESE because of hospitalization of the learner or death of first relative of the learner are also eligible for Re-examination.</p>
	2.6.2	Re-examination shall have the same syllabus as that of ESE and holds a total of 40 marks, with a minimum passing threshold of 40%.
	2.6.3	The duration of the exam shall be two hours for a course carrying 60 marks.
	2.6.4	In the case of a learner taking a Re-examination for a course, prior ESE results for that particular course shall be invalidated.
	2.6.5	It is the responsibility of the learners to fill the examination forms for Re-Examinations. Exam fee shall be charged towards Re-examination.
	2.6.6	For re-exam, all odd semester course exams will be scheduled in winter (Nov-Dec) and even semester course exams will be scheduled in summer (May-Jun).
	2.6.7	Learners who successfully complete the course in Re-examination will receive '*' for that particular course in grade card.
2.7	<b>Summer Special Examination</b>	
		<p>There shall be a special examination conducted only at the end of summer semester. For those learners who appeared, but failed in Re-Examination, Summer Special Examination shall be conducted after 20 hours of teaching which is mandatory for Summer Special Examination.</p> <p>The exam paper encompasses 60% of the syllabus and holds a total of 60 marks, with a minimum passing threshold of 40%.</p> <p>In the case of a learner taking a Summer Special Examination for a course, all prior Re-examination results (i.e. ESE, Re-IA, MSE results) are invalidated for that particular course.</p> <p>If a learner 'fail' in IA - Appear for Re-IA conducted at the end of semester.</p> <p>If a learner 'pass' in IA and 'fail' in ESE- Appear for Re-Exam.</p>





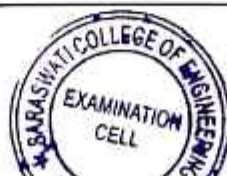
		<p>If a learner 'fail' in IA and 'fail' in ESE –Appear for Summer special Exam.</p> <p>All courses of the odd semester and even semester will be offered in the Summer Special Examination.</p> <p>Exam fee shall be charged per course for summer special exam.</p> <p>Learners who successfully complete the course in SSE will be denoted as '\$' for that course.</p>
2.8	<b>Practical / Lab Examination and Oral Examination</b>	
		<p>Practical examination of lab courses shall be conducted within the semester or immediately after the semester is over. Dates for practical examination shall be as specified in the academic calendar. Examination may be Oral Examination only or practical examination followed by oral examination.</p>
2.9	<b>Extra Time /Writer for physically handicapped /medical cases / learning disability</b>	
		<p>Learners who are physically handicapped, blind, partially blind, learning disability, etc. will get extra time for writing examination papers. This extra time would be 20 minutes per hour i.e. for 2 hours paper extra time would be 40 minutes. These learners can use writer if required.</p> <p>Extra time 20 min per hour will be given for IA, Re-IA, ESE and practical/oral.</p> <p>Students will have to apply in advance to Exam Controller with appropriate supporting documents for getting approval and necessary permission.</p> <p>A writer is allowed to the learner, if necessary. The arrangement of the writer is to be made by the concerned learner. A writer will be allowed only if pre-sanctioned by Exam Committee. Learners need to apply for approval of writers in the specified format provided by the Exam Cell. The writer should have a lower education grade than the learner.</p>
2.10	<b>Instructions to Learners appearing for examination</b>	
	2.10.1	<p>Learners should bring hall ticket and ID Card both during the examination and wear the ID card in the examination hall/class. Learners will not be allowed to enter the examination hall without hall ticket and ID Card.</p>
	2.10.2	<p>If a learner has misplaced/lost his/her hall tickets then he/she is required to obtain a duplicate hall ticket from the Exam department on payment of Rs. 500/-.</p>
	2.10.3	<p>Occupy the exam seat in the allotted block at least 15 minutes before the start of the end semester examination.</p>
	2.10.4	<p>Answer sheets may be given to learners 10 minutes prior to the start of examination, so that they can check any discrepancy in the answer sheet. Read the</p>







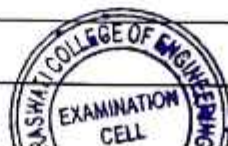
		instructions written on the front sheet of the answer sheet and fill the data required carefully. Do not write name on the other pages of the answer sheet to reveal the identity.
	2.10.5	Learners are permitted to use only blue/black ink pens for writing examinations.
	2.10.6	No materials except writing materials and hall tickets are allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Calculators and drawing accessories may be allowed only if they are required for answering questions.
	2.10.7	Strict silence should be maintained in the examination room. Learners are not allowed to get clarifications from other learners. In case of any doubt, they can seek the help of the supervisor.
	2.10.8	There shall not be an overwriting in the seat number and if there is any correction, it should be attested by the junior supervisor.
	2.10.9	Coats, backpacks, bags, etc. must be placed as directed. Mobile phones, mp3 players, smart watches and other electronic devices must be turned off and put away, and cannot be stored in coats or pockets or desks.
	2.10.10	Kindly check your desk before sitting for exam. If any material, other than which is specifically permitted for the exam is found at or by the desk, it may be treated as an attempt to cheat and relevant procedures for cheating will be followed.
	2.10.11	Learners may keep drinking water on or by the desk during the entire examination.
	2.10.12	Misbehavior with official or any other kind of rude behavior in or near the Examination Hall and using obscene or abusing language is not permitted.
	2.10.13	Learners are informed that they can be checked for any copy materials and if found during the examination then it will be treated as use of unfair means.
	2.10.14	Learners are required to bring their own materials needed for the examination. No learner will be allowed to borrow any materials from any other learner during the examination.
	2.10.15	All learners are required to check their surroundings for any materials lying around. They are required to give such materials to the block supervisors before the commencement of examination. Once the examination has begun if any incriminating materials are found near the learner or with the learner or written on body parts then they will be charged with using unfair means.
	2.10.16	No learner is allowed to write their name/class roll number on the answer paper. If they have written their names/roll number or made any symbols not required in the answer paper then it will be treated as revealing identity. They will also be required to defend their case in front of the Examination committee.
	2.10.17	Learners cannot take any supplements or answer booklets outside the examination hall. This can lead to debarment or cancellation of their examination.







	2.10.18	Learners found to be misbehaving in the examination hall can be asked to leave the examination hall with consultation of Exam committee members and they will be required to bring their parents/guardian for their next examination to be allowed to give their subsequent examinations.
	2.10.19	Once a learner submitted his/her answer papers to the block supervisor then it will not be given back to them once he/she has left the block.
	2.10.20	Once a learner leaves the block after submitting his/her answer paper then he/she has to leave the premises without making any disturbances.
	2.10.21	Learners are instructed to cross the blank sheets before handing over the answer sheet to the supervisor.
	2.10.22	Leave the examination hall quickly and quietly. Remember to take all your belongings with you.
	2.10.23	A candidate whose number is not on the list of learners must contact the Senior Supervisor (SS) in exam conduction room. The SS will then consult exam department, before authorizing the candidate to take the exam.
	2.10.24	If a candidate is found talking to another candidate or person inside or outside the examination hall without permission even after a warning, disciplinary actions will be taken considering it as unfair means.
	2.10.25	Learners shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the supervisor on duty in the hall. They should not be permitted to leave the hall after keeping their answer books in their seats.
<b>3</b>	<b>Central Assessment</b>	
	<b>3.1</b>	<b>Assessment of Seminars, Mini-projects, U.G. Projects and P.G. Dissertations</b>
	3.1.1	Evaluation of seminars, mini-projects, projects/dissertations shall be conducted as per the schedule approved by the Examination Committee
	<b>3.2</b>	<b>Provisional result</b>
	3.2.1	The examination cell will publish the provisional results on completion of the evaluation process. However, provision for revaluation is made. Learners must submit their applications within three days after the result date. Learners who apply for revaluation shall be eligible for a photocopy of the answer book.
	3.2.2	There will be moderation.
<b>4</b>	<b>Declaration of Result</b>	
	The provisional results of the concerned examinations shall ordinarily be declared within 15 days of the last examination. Results will be declared within 15 days from the date of provisional results.	
	<b>4.1</b>	<b>Internal Assessment Result</b>







	4.1.1	After evaluation of IA, the concerned course faculty must allow learners to see the assessed answer books within 10 days.																																								
4.2	Term work Marks																																									
	4.2.1	The concerned course faculty will calculate TW marks based on the learner's performance in various modes of the assessment conducted by the course faculty during the semester. Guidelines are given for the assessment of term work, internships, on job training, mini project and major projects.																																								
4.3	Practical and Oral examinations																																									
	4.3.1	The practical and oral examinations are conducted for the respective courses in presence of external examiner at the end of odd and even semester. The mark list shall be submitted to the department exam coordinator on the next day itself for the processing of marks.																																								
4.4	Grade Structure																																									
	4.4.1	<p>Based on the candidate's performance in each course, a letter grade is assigned according to the grade table. These letter grades provide a qualitative evaluation of the candidate's performance and are also associated with a numerical equivalent known as the Grade Point. The letter grades and their corresponding grade points are applicable for UG and PG Engineering courses. The grade for theory courses can only be awarded once the learner has successfully completed both the Continuous Unit test and the Semester End Examination for the specific course, as per the examination scheme of the program. If a learner is absent during any form of examination, they will be assigned the letter grade 'AB' with a grade point of zero. They will need to retake the examination at the appropriate time.</p> <table><tr><th>Percentage of marks</th><th>Grade</th><th>Grade points</th><th>Performance</th></tr><tr><td>85 and above</td><td>O</td><td>10</td><td>Outstanding</td></tr><tr><td>80-84.99</td><td>A+</td><td>9</td><td>Excellent</td></tr><tr><td>70-79.99</td><td>A</td><td>8</td><td>Very Good</td></tr><tr><td>60-69.99</td><td>B+</td><td>7</td><td>Good</td></tr><tr><td>50-59.99</td><td>B</td><td>6</td><td>Fair</td></tr><tr><td>45-49.99</td><td>C</td><td>5</td><td>Average</td></tr><tr><td>40-44.99</td><td>P</td><td>4</td><td>Pass</td></tr><tr><td>Less than 40</td><td>F</td><td>0</td><td>Fail</td></tr><tr><td>NA</td><td>AB</td><td>-</td><td>Absent</td></tr></table>	Percentage of marks	Grade	Grade points	Performance	85 and above	O	10	Outstanding	80-84.99	A+	9	Excellent	70-79.99	A	8	Very Good	60-69.99	B+	7	Good	50-59.99	B	6	Fair	45-49.99	C	5	Average	40-44.99	P	4	Pass	Less than 40	F	0	Fail	NA	AB	-	Absent
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4.5	<b>Grade calculations</b>	
4.5.1	<p>The Semester Grade Point Average (SGPI) and the Cumulative Grade Point Average (CGPI) are important academic performance indices of the learner. Both together define the academic performance of a learner, at the end of a semester and at the end of successive semesters respectively.</p>	
	<p><b>Semester Grade Point Index (SGPI)</b></p> <p>The performance of a learner in a semester is indicated by a number called Semester Grade Performance Average (SGPI). The SGPI is the weighted average of the grade points obtained in all the courses by the learner during the semester. For example, if a learner passes five courses (The- oral /labs. / Projects / Seminar etc.) in a semester with credits C1, C2, C3, C4 and C5 and the grade points obtained by him/her in these courses are G1, G2, G3, G4 and G5 respectively, then learners SGPI is equal to:</p> $SGPI = \frac{C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1 + C2 + C3 + C4 + C5}$ <p>SGPI is calculated up to second decimal point. SGPI is calculated only when all subjects in that semester are cleared / passed</p>	
4.5.2	<p><b>Cumulative Grade Point Index (CGPI)</b></p> <p>The Cumulative Grade Performance Index (CGPI) is calculated to assess the overall performance since entering the program. It considers all courses in the curriculum. The CGPI is calculated at the end of each semester, rounded to two decimal places for all courses registered until that semester</p> $CGPI = \frac{\sum(SGPI) \times Total Credits}{\sum Total Credits}$ <p>CGPI is calculated only when total credits earned are equal to total credits prescribed as per the scheme, up to a semester in which the candidate has last appeared for Semester End Examination. SGPI and CGPI of a semester will be mentioned in the Mark sheet if all subjects of that semester are passed in first attempt. Otherwise, the SGPI and CGPI shall be mentioned only on the marksheet whenever he/she passes the examination.</p> <p>Actual percentage of marks is displayed on the grade card.</p>	
4.6	<b>Grace Marks</b>	
4.6.1	<b>Grace marks awarded for passing a course in each head of passing</b>	
	<p>Maximum 3 marks for 60 marks grace is given to learners in ESE/ Re-exam/Summer special exam for passing the course.</p>	





	4.6.2	Grace marks shall be awarded only to the required extent to help the candidate pass the paper/course and is limited to a maximum of 3 courses.
4.7	<b>Condonation</b>	
	4.7.1	If a candidate fails in only one head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% if the total number of marks of that head of passing which he/ she is falling whichever is less.
	4.7.2	However, condonation, in one head of passing or aggregate head of passing be restricted to maximum up to 6 marks only.
	4.7.3	Condonation for deficiency of marks shall be denoted as '@' in the statement of marks.
	4.7.4	<p>Learners appearing for examination/examinations conducted shall be eligible for the award of maximum 10 marks / 0.1 grade points grace which will be added to SGPI for participation of the activities mentioned below.</p> <p>Learners who have participated in NSS program and have satisfactorily completed at least 120 hours of Social Service comprising the time spent in at least 2 types of projects as certified by Principal and forwarded by the NSS program coordinator.</p> <p>Learners who are one of the members of the team/s representing at inter college sports competitions or have secured one of the eight places in order of merit in individual sport event conducted by the University or have represented the University in sport events either at the inter State / Zonal level / National level or at international level and have produced the necessary certificate.</p> <p>Learners qualifying for grace marks under the NSS program will be denoted with '#'.</p>
4.8	<b>Results Withheld and their Declaration</b>	
	The various grounds on which the learner's result may be withheld are listed below:	
	4.8.1	The results of those learners held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Examination Committee.
	4.8.2	The results of those learners held in reserve whose IA, TW, ESE or laboratory marks were not received from the department. The result of such learners will be declared after receiving a proper explanation.
	4.8.3	The result of the candidate writing the wrong <b>course name in the examination form</b> and actually appearing for the different course shall be withheld. The result of such a candidate will be declared after payment of a prescribed penalty.







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	4.8.4	The result of the candidate <b>writing the wrong data (i.e., seat number, course name) in the answer book</b> allotted to the learner shall be withheld. The result of such a candidate will be declared only after payment of a prescribed penalty.
	4.8.5	The results of those learners held in reserve for dues payable to college shall be declared on confirmation of payment of the said dues.
4.9	<b>Declaration of final result</b>	
	4.9.1	Provisional results will be displayed 15 days after the End Semester Examination of last paper on the college website.
	4.9.4	The final result will be declared after clearance of grievance if any.
	4.9.5	Re-exam will be conducted two weeks after declaration of final result.
	4.9.6	All learners who have appeared for an examination shall be issued a consolidated statement of marks/ grades after the declaration of final results.
	4.9.7	The final approved result of the concerned examination shall be declared and uploaded on the college website. The mark sheets / grade cards will be distributed by exam cell after the result declaration. Learners are advised to collect the mark sheets within <b>30 days</b> from the date of declaration of result.
4.10	<b>Grievance related to ESE</b>	
	4.10.1	A learner applying for the grievance of ESE answer-book(s) shall note that the result of the grievance of his/her answer-book(s) of theory paper(s) shall be binding on him/her and that he/she shall accept the revised marks obtained in his/her theory paper(s).
	4.10.2	Every application for grievance should be submitted by the learner in the prescribed form.
	4.10.3	If a learner is not satisfied with the evaluation of answer books, then they can apply for revaluation within 3 days from the date of result declaration. However, <b>revaluation of internal assessment is not permitted.</b>
4.11	<b>Promotion of learner &amp; Award of Grades</b>	
	4.11.1	UG Learner will be declared "pass" and eligible for grade in the first attempt if he/she scores at least 40% in each head for passing the course.
	4.11.2	PG Learner will be declared "pass" and eligible for grade in the first attempt if he / she scores at least 40% in each head for passing the course.







4.12	<b>Grade penalty &amp; Grade Improvement</b>	
4.12.1	All learners who have failed/absent in End Semester exam will be eligible for re-exam & Summer special exam.	
4.12.2	All learners who want to improve the grades will be allowed to appear for the Re-exam for grade improvement. All the previous marks for the course will be invalidated. Learners should apply for the exam as per rules and regulations.	
4.12.3	Only one attempt per course will be given to improve the grade.	
5	<b>Unfair Means/Malpractice at Examination</b>	
5.1	<b>General</b>	
	The Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982, providing prevention against malpractice at university/college examinations. Under the section of this act, use of unfair means of any kind by an examinee/any person/person related to the examination during the conduct of the examination is a cognisable and non-bailable offence. For implementation of the act, the following procedure shall be adopted.	
	<b>Act of unfair means</b>	<b>Disciplinary action</b>
5.1.1	<p>If a learner is found to have in his possession any material relevant / irrelevant to the syllabus of the concerned course of examination but has not copied from or possessed mobile phones or any electronic gadget in switch-off mode</p> <p><b>Non programmable scientific calculator is permitted.</b></p>	<p>The examination for that particular course will be cancelled, and the learner shall receive a grade 'F' in that course. Re-examination shall be permitted only after the payment of <b>Rs. 1000/-</b> as a penalty.</p> <p>The gadget, if any, will be confiscated by the examination committee.</p> <p>The learner is responsible for applying for re-examination according to the established rules and regulations.</p>
5.1.2	<p>If a learner is found to have copied from printed material / body parts / dress / stationary / hall ticket (Anything other than electronic gadgets).</p>	<p>The examination for that particular course will be cancelled, and the learner shall receive a grade 'F' in that course. Re-examination shall be permitted only after the payment of <b>Rs. 2000/-</b> as a penalty.</p> <p>The learner is responsible for applying for re-examination according to the established rules and regulations.</p>





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5.1.3	If a learner is found to have copied from a mobile phone / programmable calculator / smart watch or any other Electronic Gadgets.	<p>The examination for that particular course will be cancelled, and the learner shall receive a grade 'F' in that course. Re-examination shall be permitted only after the payment of <b>Rs. 5000/-</b> as a penalty.</p> <p>The gadget will be confiscated by the Exam committee.</p> <p>The learner is responsible for applying for re-examination according to the established rules and regulations.</p>
5.1.4	If a learner is found to have possession of another answer paper which is not issued to him/her	<p>The examination for that particular course will be cancelled, and shall receive a grade 'F' in that course for both the learners involved.</p> <p>Re-examination shall be permitted only after the payment of <b>Rs. 5000/-</b> as a penalty.</p> <p>The learner is responsible for applying for re-examination according to the established rules and regulations.</p>
5.1.5	If the behaviour of a learner on being caught is unsatisfactory/non-cooperative or the learner uses resistance/violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions	<p>The examination committee may escalate the above disciplinary actions based on the severity of the offence.</p>
5.1.6	If a learner is found talking to another learner or to any unauthorised person inside or outside the examination hall during the examination hours without the permission of the invigilator.	<p>The examination for that particular course will be discontinued, and the grade will be awarded based on the attempted contents.</p>
5.1.7	If a learner is found reading or possessing some material relevant to the syllabus of the course during the exam hours for any reason.	<p>The cancellation of the examination of that particular course and grade 'F' shall be awarded in that course. Re-examination shall be permitted only after the payment of <b>Rs. 2000/-</b> as a penalty.</p> <p>The learner is responsible for applying for re-examination according to the established rules and regulations.</p>







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	5.1.8	If a learner is found giving or receiving assistance in answering the question paper to or from any other learner/person in the examination hall or outside during the examination hours.	The examination for that particular course will be discontinued, and the grade will be awarded based on the attempted contents.
	5.1.9	If a learner is found damaging, tampering with, or scratching the answer script or any part of it during the exam.	<p>The examination for that particular course will be cancelled, and the learner shall be awarded a Grade 'F' in that course. Re-examination shall be permitted only after the payment of <b>Rs. 2000/-</b> as a penalty.</p> <p>The learner is responsible for applying for re-examination according to the established rules and regulations.</p>
	5.1.10	If a learner impersonates another learner in connection with or during the examination process.	<p>Both learners of the present semester will have their examinations cancelled and will receive a grade 'F' in all courses of that semester, along with a year drop.</p> <p>The learner is responsible for applying for re-examination according to the established rules and regulations.</p> <p>If the writer is from outside the institute, the matter should be reported to the nearest police station.</p>
	5.1.11	If a learner takes an allotted or additional answer script outside the examination hall / replace the allotted answer script with another answer script during examination	<p>The cancellation of the current semester examination and the learner shall be awarded Grade 'F' in all the courses of that semester.</p> <p>Re-Examination shall be permitted only after the payment of <b>Rs. 5000/-</b> as a penalty.</p> <p>The learner is responsible for applying for re-examination according to the established rules and regulations.</p>
	5.1.12	For combination/s of unfair means / or repetition of any unfair means /malpractices by a learner more than once.	<p>The cancellation of the current semester examination and the learner shall be awarded Grade 'F' in all the courses of that semester.</p> <p>Re-Examination shall be permitted only after the payment of <b>Rs. 10,000/-</b> as a penalty.</p> <p>The learner is responsible for applying for re-examination according to the established rules and regulations.</p>





5.2	<b>Guidelines for Imposing Punishment for Malpractices by Paper Setter / Examiner / Faculty / Any Other Person Involved in Exam-Related Work.</b>	
		These guidelines are indicative in nature, and if any malpractices are observed, the competent authorities can take necessary action based on the specific type of malpractice.
	5.2.1	The paper setting and conduction of the examination have to be done with the utmost care and responsibility. Negligence by any member that affects the examination cannot be accepted.
	5.2.2	If it occurred, the concerned member should be dealt with disciplinary action after due enquiry. The examination committee will submit the recommendation to the principal. The principal will take the necessary action subsequently. The punishment may include a warning letter, a memo, or a suspension from service for a specified period.
5.3	<b>Procedure for dealing with misconduct and malpractice at Examination Hall</b>	
	The following shall be the procedure for dealing with the cases of learners found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:	
	5.3.1	In case of Misconduct (i.e. verbal or nonverbal e.g. gestures), the Junior Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the Senior Supervisor.
	5.3.2	Signature of the concerned examinee shall be obtained on the relevant material. Concerned invigilator shall also sign on all relevant materials and documents besides counter signature of the conductor of examination.
	5.3.3	The answer book of the concerned examinee shall be confiscated along with unfair means material. This shall be marked as "Suspected Unfair Means Case" and shall be forwarded to CoE and Examination committee for disciplinary action. A Statement of the examinee in prescribed form shall be obtained.
	5.3.4	An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her.
	5.3.5	Statement of the concerned invigilator in prescribed form, shall be obtained by CC/CoE who subsequently shall make forwarding remarks in the same format. If the examinee refuses to make a statement or to give undertaking, the concerned invigilator and CC/ CoE shall record accordingly on the same form.
	5.3.6	Show-cause notice shall be issued to the examinee in prescribed form instructing the examinee to appear before the Examination Committee.
	5.3.7	In the case of impersonation or violence, the concerned examinee shall be expelled by CC from the examination and shall not be allowed to appear for remaining examinations of that semester. The final decision will be taken by EC







	5.3.8	Case May be reported to the concerned Police station in a prescribed Form, 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 if needed.
	5.3.9	All the materials, statement and undertaking of examinee and statement of Supervisor along with the forwarding remarks of CoE and shall be forwarded to Examination Committee in a separate and confidential sealed envelope with the answer book.
	6.3.10	Controller of Examinations after finding the prima facie of the case of malpractice received shall send it to the Examination Committee for further actions.
5.4	<b>Procedure for Dealing with Unfair Means at Assessment Center</b>	
	5.4.1	During the assessment of answer books, if examiner suspects that there is prima-facie evidence that the examinee/s, whose answer book/s the examiner is assessing, 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 exam controller who shall then forward the case to the Examination committee.
	5.4.2	If any staff is found involved in any type of malpractice/unfair means, COE shall report the case to Examination committee for further action
5.5	<b>Procedure for Dealing with Unfair Means in Conduct of Practical/Oral/Project</b>	
	5.5.1	HOD shall be the competent authority to take action on the learner who has been caught in copying or involved in any type of malpractice in Practical / Oral, project exam. HOD and exam coordinator shall obtain the statement of such learner in the prescribed form and the statement of invigilator with remarks of the Head of the concerned Department. Final decision shall be taken by HOD in consultation with exam coordinator and senior faculties.
5.6	<b>Unfair Means related to mid semester examination.</b>	
	5.6.1	The Head of Department, Department Exam coordinator and Senior Faculty / Subject in-charge (if required) shall do the enquiry about unfair means and the punishment (if any) shall be decided and the same will be reported to exam Department.
	5.6.2	Learners should be called to justify their views related to unfair means.
	5.6.4	If a mobile is confiscated due to unfair means during MSE, then it should be returned to the learner only after the punishment as described in act of unfair means.
		Department, if needed, can forward unfair means case to Examination committee for further clarification for MSE as well as practical/oral/project.





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5.7	<b>Course Duration</b>													
5.7.1	Maximum duration of UG courses shall be 8 years and PG course is 4 years. However, multiple entry and exit criteria are as per university regulations shall be followed.													
5.8	<b>Examination fee for Academic Year 2026-27</b>													
	<table><tr><th>For Regular exam</th><th>Fees per year</th></tr><tr><td>FE (UG)</td><td>Rs. 3034/-</td></tr><tr><td>SE, TE and BE (UG)</td><td>Rs. 2534/-</td></tr><tr><td>PG First year</td><td>Rs. 3950/-</td></tr><tr><td>PG Second year</td><td>Rs. 3950/-</td></tr></table>		For Regular exam	Fees per year	FE (UG)	Rs. 3034/-	SE, TE and BE (UG)	Rs. 2534/-	PG First year	Rs. 3950/-	PG Second year	Rs. 3950/-		
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## Appendix

### Unfair Means

Statement of candidate who is alleged to have used Unfair Means

Full Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Examination : \_\_\_\_\_  
Course : \_\_\_\_\_  
Branch : \_\_\_\_\_  
Semester : \_\_\_\_\_  
Seat No./ Roll No. : \_\_\_\_\_

To  
The Controller of Examinations,  
SCOE.

Sir/Madam,

I, appeared at the above examination held on \_\_\_\_\_  
in the Winter/ Summer \_\_\_\_\_.

I give below my statement as follows: -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place:

Date:

Time:

Signature of the Candidate





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## FORM OF UNDERTAKING

Full Name of the Candidate: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To,  
The Controller of  
Examinations,  
SCOE, Kharghar.

Sir/Madam,

I, the undersigned, learner of \_\_\_\_\_ College,  
appearing for

\_\_\_\_\_ Examination, do

hereby state on solemn affirmation as under: -

I understand that I am involved in respect of an alleged use of Unfair Means in the  
Examination Hall and therefore, a case against me is reported.

That in spite of the registration of a case of Unfair Means against me, I request the Institute  
authorities to allow me to appear in the present paper and the papers henceforth.

In case my request is granted, I do hereby agree that my appearance in the examination  
will be provisional and course to the decision of the Institute authorities in the matter of  
disposal 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.







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In witness whereof I set my hand to this undertaking.

Before me

Signature of Candidate

Date: \_

Chief Conductor of  
Exam and Stamp of  
the College & date

