

Dr. Vasanthaodada Patil Shetkari Shikshan Mandal's
**PADMABHOOSHAN VASANTRAODADA PATIL INSTITUTE OF
TECHNOLOGY, BUDHGAON, SANGLI- 416304.**

(An Autonomous Institute)

Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Raigad

(Accredited by NAAC)



Rules and Regulations

for

Examinations and Evaluation Process

Under Graduate and Post Graduate Programs

(w.e.f. Academic Year 2025-26)



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VISION

- “To be a premier autonomous institute known for academic excellence, research innovation, and transformative engineering education.”

MISSION

- **Mission 1: Academic Excellence**

To provide quality engineering education through an outcome-based curriculum, effective teaching–learning processes, and continuous academic improvement.

- **Mission 2: Research and Innovation**

To promote a strong research and innovation culture by encouraging faculty and students to engage in research projects, publications, patents, and interdisciplinary collaborations.

- **Mission 3: Industry-Oriented Learning**

To strengthen industry–institute collaboration through internships, industry-supported laboratories, expert lectures, and real-world engineering projects to enhance employability.

- **Mission 4: Holistic and Ethical Development**

To develop competent engineers with professional ethics, leadership qualities, lifelong learning ability, and commitment to societal and sustainable development.

INSTITUTE AT A GLANCE

- An Autonomous Institute
- 36 acres of land with green landscape.
- 140 core faculty members with strong qualifications.
- 52 PhD Faculties
- Consistent excellent academic performance.
- Well-furnished accommodation for boys and girls.
- Library with 57,000 books and a digital library.
- 500 Mbps (1:1) 24x7 leased line internet connection.
- 24-hour full power backup.
- Gymkhana (outdoor and indoor sports)
- Scholarship facility (SC, ST, OBC, SBC, VJNT, PTC, etc.)
- Independent Training and Placement Cell.
- Strong industry–institute partnership.
- Open-air theatre with a 2,000-seating capacity.
- Auditorium with a 250-seating capacity.
- Students ranked in University
- Competitive Exam Guidance Cell.
- Personality Development Cell.
- Well-equipped laboratories.
- Successful multidimensional development of students.

PROGRAMMES OFFERED

Level	Department	Degree Offered	Code
UG	Mechanical Engineering	B.Tech. Mechanical Engineering	ME
UG	Civil Engineering	B.Tech. Civil Engineering	CE
UG	Computer Science and Engineering	B.Tech. Computer Science and Engineering	CS
UG	Computer Science and Engineering (Artificial Intelligence and Data Science)	B.Tech. Computer Science and Engineering (Artificial Intelligence and Data Science)	AD
UG	Electrical and Computer Engineering	B.Tech. Electrical and Computer Engineering	EE
UG	Electronics and Computer Science	B.Tech. Electronics and Computer Science	EC
UG	Electronics and Telecommunication Engineering	B.Tech. Electronics and Telecommunication Engineering	ET
UG	Chemical Engineering	B.Tech. Chemical Engineering	CH
UG	Instrumentation and Control Engineering	B.Tech. Instrumentation and Control Engineering	IC
PG	Mechanical – Design Engineering	M.Tech. Design Engineering	MD
PG	Mechanical – Heat Power Engineering	M.Tech. Heat Power Engineering	MH
PG	Civil – Structural Engineering	M.Tech. Structural Engineering	CE
PG	Electrical Engineering	M.Tech. Electrical Engineering	EE
PG	Electronics and Telecommunication Engineering	M.Tech. Electronics and Telecommunication Engineering	ET

LIST OF ABBREVIATIONS

Sr. No.	Abbreviation	Full Form
1	CoE	Controller of Examinations
2	IEC	Institute Examination Committee
3	PIC	Primary Investigation Committee
4	GRDC	Grievance Redressal and Discipline Committee
5	RMC	Result Moderation Committee
6	ISE	In-Semester Evaluation
7	MSE	Mid Semester Evaluation
8	ESE	End Semester Evaluation
9	Re-ESE	Re-End Semester Examination
10	NEP	National Education Policy
11	OBE	Outcome-Based Education
12	CO	Course Outcome
13	PO	Program Outcome
14	SPI	Semester Performance Index
15	CPI	Cumulative Performance Index
16	BoS	Board of Studies
17	UGC	University Grants Commission
18	AICTE	All India Council for Technical Education
19	UG	Undergraduate
20	PG	Postgraduate

TABLE OF CONTENTS

Section / Chapter	Page No.
Vision and Mission	1
Salient Features	2
Programmes Offered	3
List of Abbreviations	4
Chapter 1 - INTRODUCTION	12 - 14
1.1 Preamble	12
1.2 About Institute	12
1.3 Objectives	12
1.4 Scope and Applicability	12
1.5 Guiding Principles	13
1.6 Regulatory Framework	13
1.7 Interpretation of Rules	14
1.8 Amendments	14
1.9 Effective Dates	14
Chapter 2 – EXAMINATION GOVERNANCE STRUCTURE	15 - 29
2.1 Overview	15
2.2 Controller of Examinations (CoE)	16
2.3 Examination Committee	17
2.3.1 Institute Examination Committee (IEC)	17
2.3.2 Primary Investigation Committee (PIC)	18
2.3.3 Grievance Redressal and Discipline Committee (GRDC)	19
2.3.4 Result Moderation Committee (RMC)	20
2.3.5 Paper Setter and Moderator Panel	21

Section / Chapter	Page No.
2.4 Roles of Faculty Members	22
2.5 Roles of Examination Staff	23
2.6 Role of Head of Department (HoD)	26
2.7 Accountability and Reporting	27
2.7.1 Individual Accountability	28
2.7.2 Institutional Accountability	28
2.7.3 Monitoring and Review Mechanism	28
2.7.4 Reporting Mechanism	28
2.7.5 Documentation and Record of Accountability	29
2.7.6 Corrective and Preventive Actions	29
2.8 Confidentiality and Integrity	29
Chapter 3 – EXAMINATION SCHEME and EVALUATION PROCESS	30 - 35
3.1 Components of Evaluation	30
3.2 Structure of Evaluation	30
3.2.1 Continuous Internal Assessment (CIA)	31
3.2.2 End Semester Examination (ESE)	32
3.2.3 Nature of Question Paper	32
3.3 Practical / Oral / Project Evaluation	32
3.3.1 General Evaluation Pattern	32
3.3.2 Components of Evaluation	33
3.3.3 Evaluation Mechanism	33
3.4 Passing Criteria	33
3.4.1 Theory Courses	33
3.4.2 Practical / Oral / Project Courses	33

Section / Chapter	Page No.
4.1.16 Common Guidelines for Question Bank Setter	44
4.1.17 Procedure for Scrutiny of Question Papers	45
4.1.18 Paper Printing	46
4.2 Conduct of Examination	47
4.2.1 Reporting and Entry	47
4.2.2 Instructions to Candidates	47
4.2.3 Invigilation Process	47
4.2.4 Prohibited Items	48
4.2.5 Late Entry and Early Exit	48
4.2.6 Handling of Unfair Means	48
4.2.7 Collection of Answer Books	49
4.2.8 Duties of Senior Supervisor	49
4.2.9 Duties of Junior Supervisor	50
4.3 Post Examination Activities	51
4.3.1 Coding and Masking of Answer Books	51
4.3.2 Evaluation Process	51
4.3.3 Moderation	51
4.3.4 Marks Entry and Verification	51
4.3.5 Result Processing	52
4.3.6 Revaluation and Grievances	52
4.3.7 Record Maintenance	52
4.4 Examination Staffing Pattern	52
4.5 Use of Technology	53
4.6 Contingency and Emergency Handling	54

Section / Chapter	Page No.
Chapter 5 – MALPRACTICE and DISCIPLINARY ACTION	55 - 60
5.1 Definition of Malpractice	55
5.2 Classification of Malpractice	55
5.2.1 Minor Offenses	56
5.2.2 Major Offenses	56
5.2.3 Serious / Gross Offenses	56
5.2.4 Post Examination Offenses	56
5.3 Detection and Reporting	56
5.4 Primary Investigation Committee (PIC)	57
5.5 Grievance Redressal and Discipline Committee (GRDC)	57
5.6 Procedure for Handling Malpractice Cases	58
5.7 Punishment Matrix	58
5.8 Rights of the Student	59
5.9 Implementation of Decision	59
5.10 Record Maintenance	59
5.11 Preventive Measures	59
5.12 Repeated Offenses	60
5.13 Role of Controller of Examinations	60
Chapter 6 – RESULT PROCESSING and GRADING SYSTEM	61 - 67
6.1 Components of Result Processing	61
6.2 Collection of Marks	61
6.3 Verification and Validation of Marks	62
6.4 Tabulation of Marks	62
6.5 Grading System	63

Section / Chapter	Page No.
6.6 Conversion of Marks into Grades	63
6.7 Calculation of SGPA / SPI	63
6.8 Calculation of CGPA / CPI	64
6.9 Passing and Failure	64
6.10 Grace Marks Policy	64
6.10.1 Objective	64
6.10.2 Eligibility	64
6.10.3 Passing Criteria	65
6.10.4 Grace Rules	65
6.10.5 Overall Result	65
6.10.6 Final Authority	65
6.10.7 Examples	65
6.11 Result Approval	66
6.12 Result Declaration	66
6.13 Grade Card / Marksheet	66
6.14 Error Handling and Corrections	67
6.15 Result Analysis	67
6.16 Confidentiality of Results	67
6.17 Role of Controller of Examinations	67
Chapter 7 – PROMOTION and PROGRESSION RULES	68 - 72
7.1 Credit Based Promotion Criteria	68
7.2 Special Condition for Promotion	68
7.3 Promotion with Backlogs	69
7.4 Non-Eligibility for Promotion	69

Section / Chapter	Page No.
7.5 Detention Rules	70
7.6 Re-Examination for Backlog Clearance	70
7.7 Maximum Duration for Programme Completion	70
7.8 Readmission Policy	71
7.9 Academic Progress Monitoring	71
7.10 Eligibility for Award of Degree	71
7.11 Role of Controller of Examinations	72
Chapter 8 –REVALUATION and GRIEVANCE REDRESSAL	73 -
8.1 Scope of Grievances	73
8.2 Photocopy of Evaluated Answer Book	73
8.2.1 Purpose	73
8.2.2 Procedure	74
8.2.3 Limitations	74
8.3 Revaluation of Answer Books	74
8.3.1 Eligibility	74
8.3.2 Procedure	74
8.3.3 Guidelines for Revaluation	74
8.3.4 Outcome of Revaluation	75
8.3.5 Finality	75
8.4 Grievance Redressal Mechanism	75
8.5 Time frame for Processing	75
8.6 Submission and Acknowledgement	76
8.7 Communication of Results	76
8.8 Finality of Decision	76

Section / Chapter	Page No.
8.9 Record Maintenance	76
Chapter 9 – RECORD MAINTENANCE and AUDIT	77 -
9.1 Classification of Examination Records	77
9.1.1 Pre-Examination Records	77
9.1.2 Confidential Records	77
9.1.3 Examination Conduct Records	78
9.1.4 Post-Examination Records	78
9.1.5 Grievance and Revaluation Records	78
9.1.6 Result and Academic Records	78
9.2 Record Retention Policy	78
9.3 Storage and Physical Security	79
9.4 Digital Record Management System	79
9.5 Data Backup and Disaster Recovery	80
9.6 Access Control and Confidentiality	80
9.7 Documentation and Traceability	80
9.8 Audit of Examination System	80
9.8.1 Types of Audits	80
9.8.2 Audit Scope	81
9.9 Audit Compliance and Corrective Action	81
9.10 Record Disposal Policy	81
9.11 Risk Management in Record Handling	81
9.12 Conclusion	82

CHAPTER 1: INTRODUCTION

1.1 Preamble

This Manual shall establish a comprehensive framework for planning, organizing, conducting, monitoring, evaluating, and regulating all examination-related activities of the Institute under its autonomous status.

The provisions contained in this Manual shall govern all examinations conducted by the Institute and shall be binding on all stakeholders, including students, faculty members, examination staff, and administrative authorities. The Manual shall define the policies, procedures, rules, and responsibilities associated with the examination system to ensure consistency, transparency, and accountability in all processes.

1.2 About Institute

Padmabhooshan Vasatraodada Patil Institute of Technology (PVPIT), Budhgaon, Sangli, has a storied history and a commitment to providing high-quality technical and engineering education. Established in 1983 by the visionary leader, the late Padmabhooshan Vasatraodada Patil, who served as the Chief Minister of Maharashtra and the Governor of Rajasthan, PVPIT continues to uphold his legacy of excellence.

Located just 10 kms from the vibrant city of Sangli, our institute is dedicated to fostering a nurturing and innovative educational environment. Our mission is to serve both the industry and society through creative educational programs and pioneering research initiatives.

1.3 Objectives

The objectives of this Manual shall be to:

- a) Establish a transparent, fair, and robust examination system;
- b) Ensure standardization and uniformity in all examination processes across departments;
- c) Promote continuous and outcome-based evaluation aligned with academic requirements;
- d) Define clear roles, responsibilities, and accountability of all stakeholders;
- e) Ensure confidentiality, integrity, and security of examination-related activities;
- f) Facilitate accurate and timely result processing and declaration;
- g) Ensure compliance with statutory and regulatory requirements.

1.4 Scope and Applicability

This Manual shall apply to:

- All Undergraduate (UG) and Postgraduate (PG) programmes offered by the Institute;
- All examinations conducted under the autonomous status of the Institute;
- All stakeholders involved in the examination system.

The Manual shall cover all stages of the examination lifecycle, including:

- Pre-examination activities;
- Conduct of examinations;
- Evaluation and assessment;
- Result processing and declaration;
- Grievance redressal;
- Record maintenance and audit.

The provisions of this Manual shall be applicable to:

- All students enrolled in UG and PG programmes;
- All faculty members involved in teaching, assessment, and evaluation;
- Examination Section and administrative staff;
- Members of all examination-related committees.

All stakeholders shall adhere strictly to the rules, procedures, and guidelines specified in this Manual.

1.5 Guiding Principles

The examination system of the Institute shall be governed by the following principles:

- a) Transparency – Clear and well-defined procedures shall be followed;
- b) Fairness – Equal opportunity and unbiased evaluation shall be ensured;
- c) Confidentiality – Sensitive examination processes shall be protected;
- d) Integrity – Ethical standards shall be maintained at all levels;
- e) Accountability – Responsibilities shall be clearly defined and enforced;
- f) Efficiency – Processes shall be systematic, time-bound, and error-free.

1.6 Regulatory Framework

The examination system shall operate in compliance with:

- Guidelines of the University Grants Commission (UGC);
- Norms of the All India Council for Technical Education (AICTE);
- Provisions of the National Education Policy (NEP);
- Any other statutory or regulatory requirements applicable to autonomous institutions.

All examination processes shall align with these regulatory provisions.

1.7 Interpretation of Rules

In case of any ambiguity or doubt in interpretation of the provisions of this Manual:

- The matter shall be referred to the Controller of Examinations;
- The decision of the Director or competent authority shall be final and binding.

1.8 Amendments

The Institute reserves the right to amend, modify, or update any provision of this Manual from time to time.

All amendments shall be approved by the competent authority and shall be communicated to all stakeholders through official channels.

1.9 Effective Dates

This Manual shall come into force from the date of approval by the competent authority and shall remain in effect until revised or superseded.

CHAPTER 2: EXAMINATION GOVERNANCE STRUCTURE

2.1 Overview

The Examination System of Padmabhooshan Vasanttraodada Patil Institute of Technology, Budhgaon, shall operate under a well-defined, structured, and robust governance framework designed to ensure effective planning, coordination, execution, monitoring, and continuous improvement of all examination-related activities. The governance framework shall encompass all stages of the examination lifecycle, including pre-examination planning, confidential processes, conduct of examinations, evaluation and assessment, result processing, and post-examination review. Each stage shall be governed by clearly defined roles, responsibilities, procedures and timelines to ensure efficiency and uniformity across all academic departments.

The examination system shall be administered in a coordinated manner, wherein academic departments, examination section, and statutory committees shall work in close collaboration under the overall supervision of the Controller of Examinations. The system shall be supported by standardized procedures, documented workflows and defined accountability mechanisms to minimize errors and ensure consistency in execution.

The governance structure shall be designed to uphold the highest standards of **transparency, accountability, confidentiality, integrity, and fairness** in all examination processes. Transparent procedures shall be adopted to ensure clarity in policies and operations; accountability shall be established at every level of responsibility; and strict confidentiality shall be maintained in all sensitive activities such as question paper setting, printing, storage, and evaluation.

The system shall ensure strict adherence to the guidelines and norms prescribed by statutory and regulatory bodies such as UGC, AICTE, and other competent authorities. All examination processes shall be aligned with the principles of Outcome-Based Education (OBE) and the provisions of the National Education Policy (NEP), wherever applicable. Further, the governance framework shall incorporate mechanisms for continuous monitoring, periodic review, and quality improvement. Feedback from stakeholders, analysis of examination outcomes, and audit observations shall be utilized to refine examination processes and enhance overall effectiveness.

The Institute shall leverage appropriate technological tools and digital systems, wherever feasible, for efficient management of examination processes, including registration, hall ticket generation, result processing, and record maintenance, thereby ensuring accuracy, speed and reliability.

Overall, the examination governance framework shall aim to establish a system that is **efficient, reliable, secure, student-centric and compliant with national academic standards**, thereby reinforcing the credibility and integrity of the Institute's evaluation system.

2.2 Controller of Examinations (CoE)

The Controller of Examinations shall be the principal authority responsible for the conduct and administration of all examinations of the Institute.

The Functions and Responsibilities of CoE:

1. The CoE shall be responsible for implementing all examination rules and regulations laid down by the Institute Examination Committee (IEC) and the Director.
2. The CoE shall be appointed by the Director on the recommendation of a duly constituted Selection Committee.
3. The CoE shall act as the principal officer in charge of the conduct of examinations and declaration of results, and shall discharge duties under the guidance of the IEC.
4. The CoE shall act as the Member-Secretary of the IEC and other examination-related committees constituted by the Institute (except those governed by statutory provisions such as Section 32(5)(a) of the Maharashtra Universities Act, 1994), and shall ensure prompt implementation of their decisions. The COE shall make all arrangements necessary for holding examinations and declaration of results, including.
5. The CoE shall make all necessary arrangements for the conduct of examinations and declaration of results, including:
 - 5.1 Announcing the examination calendar well in advance;
 - 5.2 Ensuring confidential printing and handling of question papers;
 - 5.3 Arranging proper evaluation and assessment of student performance;
 - 5.4 Ensuring timely processing and declaration of results;
 - 5.5 Postponing or cancelling examinations, partially or fully, in cases of malpractice or unforeseen circumstances;
 - 5.6 Initiating disciplinary, civil, or criminal action, wherever required, with prior approval of the Principal/Director;
 - 5.7 Reviewing examination results periodically and submitting reports to the Academic Council.
6. The CoE shall exercise such powers and perform such duties as may be prescribed or assigned by the IEC and the Principal/Director from time to time.
7. The CoE shall be the authorized signatory for grade cards, result sheets, and other examination-related documents.
8. The CoE shall be authorized to appoint squads for the prevention and detection of malpractices during examinations.
9. The CoE shall ensure effective coordination with academic departments, Boards of Studies (BoS), and examination staff for smooth execution of examination activities.

10. The specific operational responsibilities of the CoE shall include:
 - 10.1 Collecting programme-wise curriculum structure from respective BoS Chairpersons;
 - 10.2 Collecting course-wise examination panels from respective BoS Chairpersons;
 - 10.3 Preparing and issuing examination instructions, circulars, and guidelines;
 - 10.4 Issuing paper setting orders and making alternate arrangements where necessary;
 - 10.5 Issuing evaluation and moderation orders to concerned faculty members;
 - 10.6 Scheduling meetings of the Result/Grade Moderation Committee;
 - 10.7 Coordinating with ERP/system administrators for result processing;
 - 10.8 Verifying and validating results generated through ERP systems before declaration.

2.3 Examination Committee

An Examination Committee shall be constituted to assist the Controller of Examinations in planning and execution of examination activities.

2.3.1 Institute Examination Committee (IEC)

Padmabhooshan Vasantraodada Patil Institute of Technology (PVPIT), Budhgaon, Sangli, as an autonomous institute, is committed to fair, transparent, and unbiased assessment and evaluation of students. The Institute Examination Committee (IEC) serves as the apex body responsible for the effective planning, administration, and smooth conduct of examinations. With representation from all stakeholders, the IEC ensures a robust, systematic, and well-organized examination system that upholds academic integrity and excellence.

The Structure of IEC is as follows -

Sr. No.	Structure of IEC	Designation	Name of Member
1	Chairman	Director	Dr.S.S.Mohite
2	Member	Director, Board of Examination and Evaluation (External Expert)	Dr.N.S.Jadhav
3	Member	Academic / Examination Expert from Autonomous Institute	Dr.Y.M.Patil
4	Member	Dean Academics	Dr.K.K.Pandyaji
5	Member	Dean Quality Assurance	Dr.P.B.Dhanake
6	Member	Dean Student Welfare	Mr.S.S.Awati
7	Member Secretary	Controller of Examinations	Mr.S.A.Wani
8	Deputy Member Secretary	Assistant Controller of Examinations (Invitee)	Ms.A.S.Bhandare
9	Invitee	Head Of Department	Head of Department

Functions:

The Institute Examination Committee (IEC) shall be responsible for ensuring the effective, fair, and transparent conduct of examinations of the Institute and shall exercise the following functions and powers:

- 1 The IEC shall ensure the proper execution of all activities related to examinations, including paper setting, preparation of examination timetables, evaluation of answer books and declare the results.
- 2 The IEC shall recommend examination reforms and innovations to enhance the quality, reliability and integrity of the examination system and shall implement such reforms after approval of the Academic Council.
- 3 The IEC shall prepare a detailed examination timetable in accordance with the academic schedule approved by the Academic Council and ensure its timely notification.
- 4 The IEC shall arrange for strict vigilance and supervision during the conduct of examinations to prevent the use of unfair means by students, faculty members, invigilators, or any other persons connected with the examination process.
- 5 The Chairman of the IEC shall constitute a Primary Investigation Committee (PIC), consisting of four members, as and when required, to examine and address complaints related to the conduct of examinations.
- 6 The recommendations of the Primary Investigation Committee (PIC) shall be forwarded to the Grievance Redressal and Discipline Committee (GRDC) for appropriate disciplinary action in the concerned matter. The disciplinary action so recommended shall be placed before the Institute Examination Committee (IEC) for consideration and endorsement.
- 7 The IEC shall perform such other duties and responsibilities as may be assigned by the Academic Council of the Institute from time to time.
- 8 The IEC shall ordinarily meet at least twice during each academic year and at such other times as may be required for the effective discharge of its functions.
- 9 Two-thirds of the total membership of the IEC shall constitute the quorum for a meeting.
- 10 The IEC shall prescribe, approve, and maintain standardized formats for record keeping and monitoring of all examination-related activities. Such formats shall be coded as E–XX for examination purposes.
- 11 The Controller of Examinations (COE) and Deputy Controller of Examinations (Dy. COE) shall be assisted by Departmental Examination Coordinators (DECs) and Senior Supervisors nominated by the IEC for carrying out the following activities during Mid-Semester Examinations (MSE) and End-Semester Examinations (ESE):
 - (a) Paper setting and printing
 - (b) Conduct of theory examinations
 - (c) Conduct of practical examinations, project/dissertation evaluation, seminars, and online examinations

- (d) Evaluation of answer books
- (e) Preparation and declaration of provisional grades

2.3.2 Primary Investigation Committee (PIC)

The Institute shall constitute a Primary Investigation Committee to deal with cases of unfair means, malpractice and disciplinary issues during examinations.

Sr. No.	Structure of PIC	Designation	Name of Member
1	Chairman	Director	Dr.S.S.Mohite
2	Member	Dean Academics	Dr.K.K.Pandyaji
3	Member	Controller of Examinations (ex officio)	Mr.S.A.Wani
4	Member	Assistant Controller of Examinations (ex officio)	Ms.A.S.Bhandare
5	Member	Respective Head of Department	Head of Department

Functions of PIC –

The Committee shall:

1. Investigate cases of unfair means and malpractice reported during examinations;
2. Examine evidence, reports, and supporting documents;
3. Provide an opportunity of hearing to the concerned student;
4. Ensure fair, unbiased, and transparent inquiry;
5. Recommend appropriate punishment based on severity of the offense;
6. Submit its recommendations to the competent authority for further action.

2.3.3 Grievance Redressal and Discipline Committee (GRDC)

The Institute shall constitute a Grievance Redressal and Discipline Committee (GRDC) to address serious grievances, disciplinary matters, and critical examination-related cases requiring higher-level intervention.

The GRDC shall function as a higher appellate authority for reviewing cases referred by primary committees such as the PIC or Examination Committee.

Sr. No.	Structure of GRDC	Designation	Name of Member
1	Chairman	Director	Dr.S.S.Mohite
2	Member	Educationist/ Professor from any reputed institute	Dr..Y.M.Patil
3	Member	Dean Academics	Dr.K.K.Pandyaji
4	Member	Nominee from faculty	Dr.Mrs.Anushka A.Patil
5	Member Secretary	Controller of Examinations	Mr.S.A.Wani

Functions of GRDC –

The Committee shall:

1. Review cases referred by PIC or other committees;
2. Hear appeals submitted by students;
3. Ensure principles of natural justice and fairness;
4. Examine records, evidence, and recommendations;
5. Recommend final disciplinary action to the competent authority;
6. Act as the final decision-making body in serious examination-related cases.

2.3.4 Result Moderation Committee (RMC)

The Institute shall constitute a Result Moderation Committee (RMC) to review examination results and ensure fairness, consistency, and uniformity in evaluation.

Sr. No.	Structure of RMC	Designation	Name of Member
1	Chairman	Director	Dr.S.S.Mohite
2	Member	Controller of Examinations	Mr.S.A.Wani
3	Member	Dean Academics	Dr.K.K.Pandyaji
4	Member	Dean Quality Assurance	Dr.P.B.Dhanake
5	Member	Senior Faculty Member (Nominee of Principal)	Senior Member
6	Member	Subject Expert (Internal / External)	Subject Expert
7	Member Secretary	Assistant Controller of Examinations	Ms.A.S.Bhandare

Functions of RMC –**The Committee shall:**

1. Analyze subject-wise and overall examination results;
2. Identify anomalies, inconsistencies, or abnormal trends;
3. Ensure fairness and uniformity in evaluation across departments;
4. Recommend moderation or corrective measures in justified cases;
5. Approve moderated results before declaration.

2.3.5 Paper Setter and Moderator Panel

The Institute shall maintain an approved and confidential panel of paper setters and moderators for all courses.

Sr. No.	Structure of Panel	Designation	Name of Member
1	Chairman	Controller of Examinations	Mr.S.A.Wani
2	Member	Dean Academics	Dr.K.K.Pandyaji
3	Member	Head of Department (Concerned)	Head of Department
4	Member	Subject Expert (Internal)	Subject Expert
5	Member	Subject Expert (External, if required)	Subject Expert

Functions of Panel:

The Panel shall:

1. Set question papers in accordance with syllabus, course outcomes, and examination scheme;
2. Utilize approved question banks received from course coordinators;
3. Ensure appropriate coverage of syllabus and balance of difficulty level;
4. Maintain academic standard and quality of question papers;
5. Review and moderate question papers for accuracy, clarity, and completeness before final printing;
6. Ensure strict confidentiality throughout the paper setting and moderation process.

2.4 Roles of Faculty Members

Faculty members play a critical and multifaceted role in the effective implementation of the examination system of Padmabhooshan Vasanturadada Patil Institute of Technology, Budhgaon. They shall be actively involved in various stages of the examination process, including continuous assessment, conduct of examinations, evaluation, and maintenance of academic integrity.

Faculty members shall discharge their responsibilities with utmost diligence, fairness, and professionalism to uphold the standards of the Institute's examination system.

Responsibilities:

1. Conduct of Internal Assessment

Faculty members shall plan, conduct, and evaluate Internal Assessment components such as ISE-I, and ISE-II in accordance with the prescribed examination scheme and academic calendar. They shall ensure that assessments are aligned with course outcomes, cover the prescribed syllabus adequately, and follow transparent evaluation criteria. Proper records of marks and attendance shall be maintained and submitted to the Examination Section within stipulated timelines.

2. Preparation of Question Bank

Faculty members may be assigned the responsibility of preparing question banks for mid and end semester examinations. They shall ensure that question bank should be:

- Strictly as per the prescribed syllabus and course outcomes;
- Balanced in terms of difficulty level;
- Designed in accordance with Bloom's Taxonomy;
- Free from errors, ambiguity, and repetition.

3. Invigilation Duties

Faculty members shall perform invigilation duties during examinations as assigned by the Controller of Examinations. They shall:

- Report to the examination hall at least as per the schedule;
- Verify identity of students through Hall Ticket and Identity Card;
- Ensure proper seating and discipline in the examination hall;
- Prevent and report any malpractice or irregularity to the Senior Supervisor
- Submit attendance sheets and invigilation reports after completion of the examination.

4. Evaluation of Answer Scripts

Faculty members shall evaluate answer scripts assigned to them in a fair, unbiased, and consistent manner, strictly adhering to the approved marking scheme or model answers. Evaluation shall be completed within the stipulated time frame to facilitate timely declaration of results. Any discrepancy or anomaly observed during evaluation shall be reported to the Controller of Examinations.

5. Participation in Moderation and Result Finalization

Faculty members may be required to participate in moderation processes, result analysis, or meetings convened for finalization of results. They shall contribute to ensuring uniformity and fairness in assessment across different courses and sections.

6. Maintenance of Confidentiality

Faculty members shall maintain strict confidentiality in all examination-related work, including question paper, evaluation, and result processing. Disclosure of any confidential information shall be treated as a serious violation and may invite disciplinary action.

7. Compliance with Examination Rules

Faculty members shall strictly adhere to all rules, regulations, and instructions issued by the Controller of Examinations from time to time. They shall cooperate fully with the Examination Section to ensure smooth conduct of examinations.

8. Timely Submission of Records

All records related to internal assessment, evaluation, and examination duties shall be submitted within prescribed deadlines. Delay or negligence in submission may affect the examination process and shall be viewed seriously.

9. Professional Conduct and Integrity

Faculty members shall uphold the highest standards of professional ethics, impartiality, and integrity in all examination-related responsibilities. They shall avoid any conflict of interest and ensure that their actions do not compromise the credibility of the examination system.

2.5 Roles of Examination Staff

The Examination Section staff also play a vital role in supporting the Controller of Examinations in the efficient administration and smooth execution of all examination-related activities of the Institute. They shall be responsible for handling both administrative and operational aspects of the examination system with accuracy, confidentiality, and accountability.

The staff shall function as the backbone of the Examination Section and ensure that all processes are carried out in a systematic, timely, and error-free manner.

Responsibilities:

1. Processing of Examination Forms and Student Data Management

The Examination staff shall be responsible for receiving, verifying, and processing examination forms submitted by students. They shall ensure:

- Accuracy of student details such as enrollment number, subjects registered, and eligibility status;
- Verification of fee payment and attendance eligibility;
- Maintenance and updating of student examination records in both physical and digital formats;
- Generation of examination-related data required for hall tickets and result processing.

2. Preparation of Seating Arrangement and Examination Materials

The staff shall prepare detailed seating arrangements for all examinations, ensuring:

- Proper allocation of examination halls and seating plans;
- Avoidance of subject-wise clustering to prevent malpractice;
- Display of seating arrangements on notice boards and/or digital platforms.

They shall also prepare and arrange necessary examination materials such as:

- Answer books, additional sheets, graph papers, and supplements;
- Attendance sheets and invigilation reports;
- Hall-wise question paper packets and related documents.

3. Assistance in Confidential Work

Under the direct supervision of the Controller of Examinations, designated staff members shall assist in confidential work, including:

- Handling, packing, and sealing of question papers;
- Assisting in confidential printing and duplication processes;
- Maintaining records of movement of confidential materials.

Such staff shall strictly adhere to confidentiality protocols, and any breach shall invite disciplinary action.

4. Documentation and Record Maintenance

The Examination staff shall maintain systematic and secure records of all examination-related activities, including:

- Examination forms, attendance records, and seating plans;
- Marks statements, tabulation registers, and result sheets;
- Records related to revaluation, grievances, and malpractice cases.

All records shall be preserved as per the prescribed retention policy and shall be readily available for audit and verification.

5. Coordination and Communication

The staff shall coordinate effectively with academic departments, faculty members, and students to ensure smooth conduct of examinations. They shall:

- Communicate examination schedules, notices, and instructions;
- Assist in resolving routine queries related to examinations;
- Support the Controller of Examinations in day-to-day operations.

6. Support During Examination Conduct

During examinations, the staff shall:

- Distribute and collect examination materials;
- Assist invigilators in resolving logistical issues;
- Ensure timely supply of additional answer books and required materials;
- Maintain discipline and order in examination premises under guidance.

7. Data Entry and Result Processing Support

The Examination staff shall assist in:

- Entry and verification of internal and external marks;
- Preparation of tabulation sheets;
- Cross-checking of data to avoid errors in result processing;
- Generation of result reports under supervision of the Controller of Examinations.

8. Compliance with Rules and Confidentiality

The staff shall strictly adhere to all examination rules, regulations, and instructions issued by the Controller of Examinations. They shall maintain strict confidentiality and integrity in all examination-related activities.

2.6 Role of Head of Department (HoD)

The Head of Department (HoD) shall act as the key academic and administrative link between the Department and the Examination Section of the Institute. The HoD shall be responsible for ensuring effective coordination, timely execution of examination-related activities, and strict compliance with the rules and regulations prescribed by the Controller of Examinations.

The HoD shall supervise and monitor all departmental examination processes to ensure uniformity, transparency, and adherence to academic standards.

Responsibilities:

1. Submission of In-Semester Evaluation Marks

The HoD shall ensure that all faculty members in the department conduct internal assessments (ISE-I and ISE-II) as per the prescribed schedule and guidelines. The HoD shall:

- Verify the accuracy and completeness of internal marks submitted by faculty;
- Ensure that marks are submitted to the Examination Section within stipulated timelines;
- Maintain proper records of internal assessment for audit and verification purposes.

2. Recommendation of Course Coordinators and Examiners

The HoD shall recommend qualified and experienced faculty members for appointment as Course Coordinators, moderators, and examiners. The recommendations shall:

- Be in line with subject expertise and academic requirements;
- Ensure avoidance of conflict of interest;
- Be submitted to the Controller of Examinations for approval.

3. Coordination of Practical and Project Examinations

The HoD shall coordinate the planning and conduct of practical, oral, and project examinations within the department. This shall include:

- Scheduling of practical and viva examinations in consultation with the Examination Section;
- Ensuring availability of required infrastructure, laboratories, and equipment;
- Appointment and coordination of internal and external examiners;
- Ensuring proper conduct of evaluation as per prescribed rubrics and guidelines.

4. Ensuring Compliance with Examination Regulations

The HoD shall ensure that all faculty members and students within the department strictly adhere to examination rules and regulations. The HoD shall:

- Communicate examination-related instructions and notifications to faculty and students;
- Monitor adherence to academic calendar and examination schedules;
- Ensure that all departmental activities align with the policies issued by the Controller of Examinations.

5. Monitoring of Examination Processes at Department Level

The HoD shall oversee the smooth conduct of all examination-related activities within the department, including internal assessments, practical examinations, and evaluation processes. Any irregularities or issues shall be promptly reported to the Controller of Examinations.

6. Facilitation of Evaluation and Assessment Work

The HoD shall ensure that faculty members complete evaluation of answer books within prescribed timelines. The HoD shall monitor progress and ensure that delays are avoided.

7. Support in Result Analysis and Improvement Measures

The HoD shall analyze examination results at the departmental level and identify areas for academic improvement. Based on analysis, corrective measures such as remedial teaching or academic interventions may be initiated.

8. Maintenance of Departmental Records

The HoD shall ensure proper maintenance of all examination-related records at the department level, including:

- Internal assessment records;
- Practical and project evaluation records;
- Examiner reports and documentation.

9. Coordination with Examination Section

The HoD shall maintain continuous coordination with the Examination Section to ensure smooth execution of all examination activities and timely resolution of issues.

2.7 Accountability and Reporting

All stakeholders involved in the examination system of Padmabhooshan Vasantrodada Patil Institute of Technology, Budhgaon shall be individually and collectively accountable for the duties and responsibilities assigned to them. Accountability shall be clearly defined at every level of the examination process to ensure transparency, accuracy, and integrity in all examination-related activities.

Each functionary, including the Controller of Examinations, faculty members, examination staff, Heads of Departments, invigilators, examiners, and committee members, shall be responsible for the proper execution of their assigned tasks in accordance with the prescribed rules, procedures, and timelines.

2.7.1 Individual Accountability

Every stakeholder shall:

- a) Perform assigned duties diligently, responsibly, and within stipulated timelines;
- b) Adhere strictly to examination rules, regulations, and instructions issued by the Controller of Examinations;
- c) Maintain confidentiality and integrity in all examination-related work;
- d) Be answerable for any lapse, negligence, delay, or deviation from prescribed procedures.

Any act of omission or commission that adversely affects the examination process shall be viewed seriously and may invite disciplinary action as per Institute norms.

2.7.2 Institutional Accountability

The Institute shall ensure that:

- a) Proper systems, procedures, and checks are in place for all examination activities;
- b) Roles and responsibilities are clearly defined and communicated to all stakeholders;
- c) Adequate supervision and monitoring mechanisms are implemented;
- d) Examination processes are conducted in compliance with statutory and regulatory guidelines.

2.7.3 Monitoring and Review Mechanism

The Controller of Examinations shall establish a systematic mechanism for monitoring and reviewing all examination-related activities. This shall include:

- a) Periodic review of pre-examination, examination, and post-examination processes;
- b) Monitoring adherence to timelines for evaluation and result declaration;
- c) Review of internal assessment submission and verification processes;
- d) Analysis of examination results to identify discrepancies or anomalies;
- e) Review of malpractice cases and their resolution.

2.7.4 Reporting Mechanism

The Controller of Examinations shall prepare and submit periodic reports to the Director and Academic Council, which may include:

- a) Examination schedule and its execution status;
- b) Summary of results and performance analysis;

- c) Report on malpractice cases and actions taken;
- d) Status of revaluation and grievance redressal;
- e) Any issues, challenges, or deviations observed during examination processes;
- f) Recommendations for improvement in examination system.

Such reports shall serve as an important input for academic decision-making and policy formulation.

2.7.5 Documentation and Record of Accountability

All examination-related activities shall be properly documented, and records shall be maintained for verification, audit, and future reference. This shall include:

- a) Invigilation reports;
- b) Evaluation records;
- c) Result processing documents;
- d) Committee meeting minutes;
- e) Malpractice case records.

2.7.6 Corrective and Preventive Actions

Based on review and reporting, necessary corrective and preventive actions shall be initiated to improve the examination system. This may include:

- a) Revising procedures and guidelines;
- b) Conducting training or orientation for stakeholders;
- c) Strengthening monitoring mechanisms;
- d) Implementing technological solutions for process improvement.

2.8 Confidentiality and Integrity

All examination-related work, particularly question paper setting, printing, storage, evaluation, and result processing, shall be treated as strictly confidential.

Any breach of confidentiality shall be considered a serious offense and shall invite disciplinary action as per Institute rules.

CHAPTER 3: EXAMINATION SCHEME AND EVALUATION PROCESS

The examination system of the Institute shall be designed to ensure comprehensive, continuous, and outcome-based evaluation of student performance through a structured combination of internal assessments and end semester examinations.

The system shall be aligned with the principles of Outcome-Based Education (OBE) and the provisions of the National Education Policy (NEP), ensuring that assessment methods effectively measure the attainment of Course Outcomes (COs) and Program Outcomes (POs).

The evaluation framework shall aim to:

1. Promote continuous learning and academic engagement;
2. Reduce over-dependence on a single end-term examination;
3. Encourage conceptual understanding, analytical ability, and application of knowledge;
4. Maintain transparency, fairness, and academic integrity in all assessment processes.

The examination system shall be implemented uniformly across all departments, subject to approved curriculum and academic regulations.

3.1 Components of Evaluation

The evaluation of courses shall consist of the following components –

Theory Courses	Laboratory Courses / Project / Seminar / Mini Project etc
In-Semester Evaluation – I (ISE-I)	In-Semester Evaluation – I (ISE-I)
Mid Semester Evaluation (MSE)	In-Semester Evaluation – II (ISE-II)
In-Semester Evaluation – II (ISE-II)	End Semester Evaluation (ESE) (If applicable)
End Semester Evaluation (ESE)	As per structure

3.2 Structure of Evaluation

The distribution of marks for theory courses shall be as follows:

In-Semester Evaluation – I (ISE-I) – **10 Marks**

b) Mid Semester Examination (MSE) – **20 Marks**

c) In-Semester Evaluation – II (ISE-II) – **10 Marks**

d) End Semester Examination (ESE) – **60 Marks**

Total: 100 Marks

The Internal Assessment component (ISE-I + MSE + ISE-II) carries **40 marks**, while the End Semester Examination component carries **60 marks**.

3.2.1 Continuous Internal Assessment (CIA)

Continuous Internal Assessment is to be conducted throughout the semester to evaluate student performance at different stages of learning.

a) In-Semester Evaluation – I (ISE-I)

- To be conducted by respective Course Teacher
- Conducted during the initial phase of the semester;
- Intended to assess basic understanding of fundamental concepts;
- Covers initial portion of the syllabus;
- May include objective, descriptive, or mixed types of questions.
- It is only activity based

b) Mid Semester Examination (MSE)

- Shall be conducted by Office of Controller of Examinations centrally
- MSE shall be conducted for **50 marks** and these will be converted out of **20 Marks** during result processing.
- If a course has six units, the MSE will be conducted for first three units (i.e. 50% of the syllabus)
- Conducted approximately at the mid-point of the semester;
- Carries higher weightage to assess conceptual clarity and depth of understanding;
- Typically conducted in a structured written format;
- Covers a substantial portion of the syllabus as per academic plan.

c) In-Semester Evaluation – II (ISE-II)

- To be conducted by respective course teacher
- Conducted during the later phase of the semester;
- Evaluates advanced topics and remaining syllabus;
- Focuses on analytical, application-based, and problem-solving skills.
- It is only activity based

Objectives of Continuous Internal Assessment

The CIA system shall aim to:

- a) Encourage regular study habits and continuous learning;
- b) Provide timely academic feedback to students;

- c) Assess learning progression across different stages;
- d) Support outcome-based evaluation;
- e) Improve overall academic performance.

3.2.2 End Semester Examination (ESE)

The End Semester Examination shall be conducted at the conclusion of each semester and shall carry **60 marks weightage**.

Key Features:

- a) The ESE shall be conducted for **100 marks**, which shall be scaled down to **60 marks** during result processing;
- b) The ESE shall cover the entire syllabus prescribed for the course;
- c) The question paper shall be designed with approximately **30% weightage** from the **Mid Semester Examination (MSE)** portion of the syllabus and **70% weightage** from the **remaining syllabus**, ensuring comprehensive coverage;
- d) The examination shall be conducted centrally under the supervision of the Controller of Examinations;
- e) Question banks shall be prepared by approved course coordinators in accordance with Institute guidelines and Course Outcomes;
- f) The examination shall be conducted in a controlled and disciplined environment, ensuring fairness, integrity, and transparency.

3.2.3 Nature of Question Paper

The question paper for theory courses shall be designed to:

- a) Cover all Course Outcomes adequately;
- b) Include a balanced distribution of questions across different difficulty levels;
- c) Assess knowledge, understanding, application, and analytical abilities;
- d) Follow Bloom's Taxonomy principles.

3.3 Practical / Oral / Project Evaluation

The evaluation of Practical, Oral, and Project courses shall be subject-specific and shall be carried out as per the scheme prescribed in the approved curriculum.

3.3.1 General Evaluation Pattern

In general, the evaluation may follow:

In- Semester Evaluation (ISE) – Up to 25 Marks or as per structure

End Semester Practical / Oral Evaluation – Up to 25 Marks or as per structure

Total: 50 Marks

3.3.2 Components of Evaluation

The evaluation may include:

- a) Laboratory performance and execution of experiments;
- b) Journal / record maintenance and submission;
- c) Continuous assessment during practical sessions;
- d) Viva-voce to assess conceptual understanding;
- e) Project work evaluation including report, presentation, and demonstration.

3.3.3 Evaluation Mechanism

Practical / Oral examinations shall be conducted by internal and / or external examiners as applicable;

Evaluation shall be based on predefined rubrics to ensure uniformity and transparency;

Departments shall ensure proper documentation of evaluation records.

3.4 Passing Criteria

3.4.1 Theory Courses

A student shall be declared to have passed in a theory course only if:

- a) He / She secures a minimum of 40% marks in ISE-I + MSE + ISE-II + ESE and
- b) He / She secures a minimum of 40% marks separately in End Semester Examination (ESE).

Failure to satisfy either condition shall result in failure in the course.

3.4.2 Practical / Oral / Project Courses

A student shall be declared to have passed if he/she secures:

- a) **Minimum 40% marks in aggregate of Internal and External components.**

3.5 Conduct of Internal Assessment

Internal assessments shall be conducted by the respective course instructors as per the academic calendar.

Faculty members shall ensure:

- a) Proper planning and scheduling of assessments;
- b) Transparency and fairness in evaluation;
- c) Timely declaration of marks;
- d) Maintenance of assessment records;
- e) Submission of marks to the Examination Section within stipulated deadlines.

3.6 Standardization and Moderation

To ensure fairness and uniformity in evaluation:

- a) Model answers and marking schemes shall be prepared and submitted alongwith question bank;
- b) Evaluation shall follow standardized guidelines;
- c) Moderation may be applied in exceptional cases with approval of competent authority;
- d) Any discrepancies in evaluation shall be reviewed and corrected.

3.7 Absenteeism

- a) Students who remain absent for any internal assessment shall be marked absent for the respective component.

Students who remain absent for Mid Semester Examination (MSE) shall be marked absent and the marks for the MSE component shall be treated as zero for that course. No any re-examination for MSE will be conducted under any circumstances.

- b) Make-up assessment may be permitted only under genuine circumstances such as medical reasons, subject to approval by the competent authority and submission of valid supporting documents.

3.8 Transparency in Evaluation

The Institute shall ensure transparency in evaluation through:

- a) Display of internal assessment marks to students;
- b) Provision for verification of marks;
- c) A defined mechanism for grievance redressal;
- d) Proper communication of evaluation policies.

3.9 Re-Appearance / Improvement

Students who fail to meet the prescribed passing criteria shall be eligible to appear for:

a) Re-End Semester Examination (Re-ESE)

- A student who fails in End Semester Examination (ESE) can appear for Re-End Semester Examination.
- The Re-End Semester Examination will be conducted after 2-3 weeks of End Semester Examination.
- The question paper structure will be same as of ESE.

b) 100% Examination

- 100% Examination will be conducted after Re-End Semester Examination
- This examination will be conducted after end of every academic year
- The students who fail in Re-End Semester Examination of initial semester as well as current semester can appear for the examination

- For 100% Examination, the performance of ISE and MSE shall be cancelled and the whole component of theory paper will be considered.
- Passing criteria for 100% Examination shall be 40% of Marks.

3.10 Monitoring and Compliance

The Controller of Examinations shall monitor the implementation of the examination scheme to ensure:

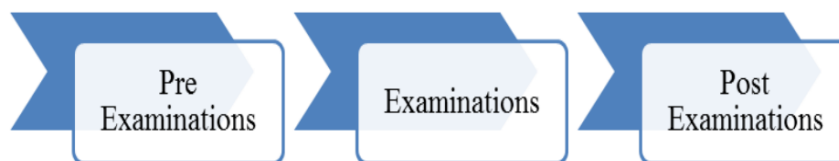
- a) Adherence to prescribed evaluation guidelines;
- b) Timely completion of assessment and result declaration;
- c) Accuracy and integrity in evaluation processes;
- d) Continuous improvement in examination system.

CHAPTER 4: EXAMINATION PROCESS

The Examination Process of the Institute shall be conducted in a systematic, secure, confidential, and time-bound manner under the direct supervision of the Controller of Examinations.

The entire examination lifecycle shall be divided into three major stages:

- a) **Pre-Examination Activities**
- b) **Conduct of Examination**
- c) **Post-Examination Activities**



Each stage shall be governed by clearly defined procedures, responsibilities, documentation, and timelines to ensure:

- Transparency in operations
- Confidentiality in sensitive processes
- Accuracy in execution
- Accountability at all levels

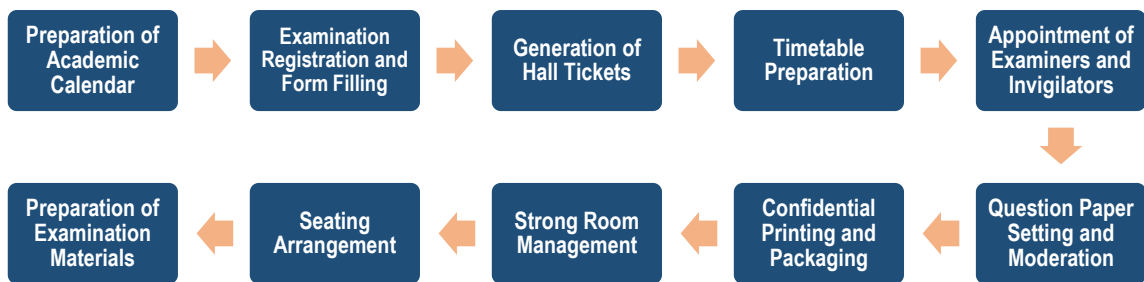
The Controller of Examinations shall be responsible for planning, coordination, monitoring, and control of all stages of the examination process.

4.1 Pre-Examination Activities

Pre-examination activities shall be initiated sufficiently in advance to ensure smooth and error-free conduct of examinations.

4.1.1 Preparation of Academic Calendar of Examination

The academic examination calendar shall be prepared in consultation with academic departments and approved by the competent authority.



It shall include:

- Schedule of Internal Assessments (ISE-I, MSE, ISE-II)
- End Semester Examination (ESE) schedule
- Re-End Semester Examination schedule
- 100% Examination schedule
- Result declaration timelines

The calendar shall be:

- Published and communicated to all stakeholders;
- Strictly adhered to Institute Academic Calendar;
- Used as a reference for all examination planning activities.

4.1.2 Examination Registration and Form Filling

All students shall register for examinations within the prescribed schedule.

The process shall include:

- Submission of examination forms (online/offline);
- Verification of eligibility based on attendance and academic status;
- Confirmation of fee payment;

Late submission:

- May be permitted with penalty;
- Shall not be allowed beyond final deadline.

Failure to register shall result in **non-eligibility for examination**.

4.1.3 Generation of Hall Tickets

Hall Tickets shall be issued only to eligible students.

Each Hall Ticket shall contain:

- Student name and enrolment number;
- Subjects registered;
- Examination schedule;
- Examination instructions.

Students shall:

- Carry Hall Ticket and ID card;
- Produce it on demand.

No student shall be allowed without valid Hall Ticket and ID Card for examination.

4.1.4 Timetable Preparation

The Examination Section shall prepare a conflict-free timetable.

Key considerations:

- No overlapping subjects;
- Adequate gap between papers;
- Availability of infrastructure.

The timetable shall be:

- Approved by competent authority;
- Published well in advance;
- Final and binding unless officially revised.

4.1.5 Appointment of Examiners and Invigilators

The appointment of examiners and invigilators is a critical pre-examination activity to ensure the smooth, fair, and confidential conduct of examinations. The Controller of Examinations shall ensure that competent and qualified personnel are appointed in a timely manner in accordance with the guidelines of the Institute.

- Paper Setters
- Moderators
- Examiners
- Invigilators

Selection shall be based on:

- Subject expertise
- Experience
- Confidentiality requirements

All appointed personnel shall be required to perform their duties in accordance with the instructions issued by the Controller of Examinations and shall maintain strict confidentiality in all examination-related work.

4.1.6 Question Bank and Scrutiny

- Question Bank should be strictly as per syllabus and COs;
- Question Bank should be enough in order to conduct MSE, ESE, Re-ESE and 100% Examination.
- Question Bank should be strictly submitted with Model answer and marking scheme.
- The appointed Course coordinator may take help or distribute the work of / to the other teacher who is teaching the same course in preparing the Question bank and model answer with marking scheme.
- The Question bank should strictly follow the template provided by Office of Controller of Examinations.
- Scrutiny of the Question Bank will be carried by the Office of Controller of Examinations.

4.1.7 Question Bank Quality Review System (QBQRS)

There shall be a Question Bank Quality Scrutiny System for all programmes constituted by the Principal / Director as under:

- a) Head of Department - Chairperson
- b) Two experts in the discipline/specialization

The scrutiny of the question bank received from the course coordinators shall be carried out by respective scrutiny committee in the Office of Controller of Examinations under CCTV surveillance. The COE office shall provide the Question Bank Quality Review Form to each course coordinator. The scrutiny committee should thoroughly check the question bank and mark suggestions if necessary. The form shall be submitted to the COE Office and corrections if any should be made in the question bank by the course coordinator and shall re-submit the final question bank.

The Course Coordinator should ensure that there should not be any errors In the final question bank submitted to COE Office.

The Question Bank Quality Review System Form shall be as follows -

A) General Information				
Question Paper Code :		Branch :	Date of Meeting :	
Course Code :		Class :	Time of Meeting :	
Course Name :				
Name of Examination :				
B) Curriculum and Numerical Aspects of Question Paper				
Sr. No.	Criteria	Yes	No	Remarks if any
1	Does the question paper cover all contents and skills as prescribed in the syllabus?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Does any question contain content outside the prescribed syllabus?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is the weightage appropriate for various types of questions (descriptive, short answer, numerical, comparative, data response, essay)?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are numerical problems, diagrams, and illustrations appropriate and correct?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is there proper balance between marks, difficulty level, and time allocation?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Is there appropriate coverage for weak, average, and bright students?	<input type="checkbox"/>	<input type="checkbox"/>	
C) Cognitive and Outcome-Based Aspects of Question Paper				
Sr. No.	Criteria	Yes	No	Remarks if any
1	Are Course Outcomes (COs) properly mapped to questions?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are Bloom's Taxonomy levels appropriately covered?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Does the question paper assess conceptual understanding and analytical ability?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Do questions encourage critical thinking and problem-solving?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is course terminology used correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
D) Model Answer Scrutiny (Mandatory)				
Sr. No.	Criteria	Yes	No	Remarks if any
1	Is the model answer provided for all questions?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are the answers correct and technically accurate?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is the mark-wise scheme clearly defined for each question and sub-question?	<input type="checkbox"/>	<input type="checkbox"/>	

Sr. No.	Criteria	Yes	No	Remarks if any
4	Is the answer presentation clear, structured, and understandable?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Are alternative correct answers (if applicable) included?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Are numerical answers correct with proper units and steps?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Is the model answer aligned with Course Outcomes and Bloom's levels?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Can the model answer ensure uniform and fair evaluation?	<input type="checkbox"/>	<input type="checkbox"/>	
E) Conclusion (Tick Appropriate Option)				
<input type="checkbox"/> Accepted <input type="checkbox"/> Accepted with Minor Corrections <input type="checkbox"/> Accepted with Major Corrections <input type="checkbox"/> Rejected				
F) Suggested Corrections				
Question Paper Corrections:				

Model Answer Corrections:				

G) Verification of Corrections				
Have the suggested corrections been incorporated and verified?				
<input type="checkbox"/> No <input type="checkbox"/> Yes				
Remarks:				

H) Approval and Signatures				
Name		Designation	Signature with Date	
Chairman				
Subject Expert				
Committee Member				
Committee Member				

4.1.8 Confidential Printing and Packaging

- Confidential printing and packaging of question papers constitute a highly sensitive and critical stage in the examination process. The Institute shall ensure that strict confidentiality, security, and control measures are maintained throughout this process to prevent any unauthorized access, leakage, or tampering of question papers.

- The Controller of Examinations shall supervise and regulate all activities related to printing and packaging in accordance with prescribed protocols.
- Printing shall be done in restricted environment;
- Only authorized personnel shall be involved;
- Question papers shall be sealed, packed, labelled properly
- All records of printing and handling shall be maintained.

4.1.9 Strong Room Management

The storage of confidential examination materials, particularly question papers, shall be carried out under strict security arrangements to ensure complete confidentiality and prevent unauthorized access. The Institute shall maintain a designated Strong Room with adequate safeguards for secure storage and controlled handling of such materials.

The Controller of Examinations shall ensure that all protocols related to Strong Room management are strictly followed.

- Question papers shall be stored in Strong Room;
- Strong Room shall have restricted access;
- Entry/exit shall be recorded in log register;
- Dual locking system may be adopted.

Any breach shall be treated as **serious misconduct**.

4.1.10 Seating Arrangement

Seating arrangement shall ensure:

- Proper distribution of students;
- Avoidance of same subject clustering;
- Prevention of malpractice.

Seating charts shall be:

- Displayed in advance;
- Available at examination halls.

4.1.11 Preparation of Examination Materials

The Examination Section shall prepare:

- Answer books
- Supplement sheets
- Graph papers
- Attendance sheets
- Invigilator reports

Adequate stock shall be ensured before examination.

4.1.12 Eligibility Criteria regarding Appointment of Question Bank setter / Examiner / Re-assessor / Practical Examiner (ESE)

- The Question Bank setter / Examiner / Re-assessor shall be approved by Institute Examination Committee and appointed by COE office with recommendation of respective head of department and BoS. However, the signing authority and recognition of appointment is through Controller of Examination only. The examiner appointed for undergraduate course shall have at least postgraduate degree in concern/ allied branch of engineering with minimum 05 years of experience and the examiner appointed for post graduate course shall have at least post graduate degree in concern/ allied branch of engineering with minimum 05 years of experience in teaching/ industry and PG reorganization from affiliating University.
- The Question Bank setters shall have at least 05 years of teaching experience and at least three years' experience of the course for which 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 chairman examination committee.
- No person can claim appointment as paper setter / Examiner /Re-assessor or any other appointment related to examination work as a matter of right.
- Appointments of person as setter / Examiner /Re-assessor/ Practical examiner shall be made as per the following guidelines.
 - a) Appointment of setter shall be made two months before the ESE examination.
 - b) Appointment of assessor shall be made fifteen days before the ESE examination.
 - c) Appointment of practical examiner shall be made fifteen days before the scheduled practical examination
 - d) In case the practical examiners appointed from outside, shall have at least three years of professional experience in the related field

- e) In case Question Bank 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 pre- occupation 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.
- f) The Question Bank Setter / Examiner /Re-assessor shall follow all the directions given by the institute examination committee time to time in respect of pattern of question papers, setting of question papers, model answers scheme of marking etc.
- g) If He/ She not performing his duties as per norms, IEC shall recommend for black listing him/her from examiner list.

4.1.13 Eligibility Criteria regarding Appointment of Paper setter / Examiner / Practical Examiner Internal

1. Course co-ordinator is by default appointed as Paper setter / Examiner for Practical Examination (Internal) for ESE.
2. In case of number of divisions are more than one, Head of Department has authority to appoint the Paper setter/ Examiner on random basis.

4.1.14 Instructions to the Question Bank Setter [ESE/ ESE Re-exam /100 % Examination]

1. The question paper for End Semester examination shall be for 100 marks and maximum duration shall be 3 hours. However, for design and drawing subjects the duration may be 4 hrs as mentioned in the curriculum.
2. Question Bank for ESE should be set as per Curriculum for ESE has weightage of 70% for unit no. 4, 5, 6 and 30% weightage is for unit no. 1, 2, and 3.
3. The Question Bank Setter shall not disclose his/her appointment and shall not make any correspondence regarding any matter connected with the examination.
4. It is the sole responsibility of the Question Bank Setter to check whether the Question Bank is enough in order to conduct ESE, Re-ESE and 100 % Examinations.

4.1.15 Instructions to the Question Bank Setter [MSE]

1. Question Bank for Mid Semester Examination will be based on Unit No. 1, 2 and 3.
2. MSE Question paper of 50 Marks and duration of the examination is 2 Hrs.

4.1.16 Common Guidelines for Question Bank Setter: -

1. There shall be maximum six questions in all with overall 30% internal choice. The students have to

- attempt all questions.
2. The questions should be serially numbered as 01, 02, 03, 04, 05 & 06.
 3. Sub-questions, if any, shall be numbered as a, b, c, d ... etc.
 4. Marks shall be indicated on the right-side of sub-question or the question.
 5. Question should be set in such a way that it will test the skill of applying the knowledge acquired, rather than testing merely book information. The question paper may contain questions based on testing knowledge, memory and skill and thinking ability.
 6. Diagrams or sketches or graphs, if any, should be drawn in black ink or with black ball pen and should be inserted properly inside the question bank and shall be easily readable.
 7. For guidance of assessment of answer books, question bank setters should prepare the model answer sheet with scheme of marking, giving distribution of marks for different points in the question.
 8. In case of numerical problems, solution of the problems with distribution of marks for different stages should be given in scheme of marking.
 9. The Question bank setter should specifically mention the charts, tables, IS codes, data books etc. required for the examination.
 10. The Question bank setter has to follow strictly the template provided by COE.
 11. In case of any difficulty regarding any matter, the setter may report to the COE/ Head of Department.
 12. TA/ DA and Remuneration shall be paid for such work for outside examiners, if he/she submits it personally/ posted/couriered at COE office, PVPIT

4.1.17 Procedure for Scrutiny of Question Papers: -

1. During Printing of Question Papers, a checklist shall be prepared
2. The checklist shall contain a questionnaire for its correctness of course code, marking scheme, total and question wise marks by COE office only and forwarded for further xeroxing process.
3. Following particulars should be checked and moderated accordingly:
4. Check the Course code, course name, time allotted, number of questions, and total marks, instructions given to the students.
5. Check total number of questions (maximum 06) and, wherever possible, check marks allotted per question, internal choice and total option given (max. 30%).
6. Check repetition of questions, format and readability of the figures, while moderating the question paper.
7. In order to maintain the quality and standard of question papers of the, ESE question papers shall be evaluated from the various academic/industrial subject experts time to time. The Format for Evaluation is given below. The experts shall also be paid appropriate remuneration.

4.1.18 Paper Printing: -**a) Printing procedure for question papers: -**

1. After scrutiny of question paper from the checklist, COE office starts printing of question papers.
2. At printing section original copy of question paper shall be retained for at least for one year.
3. Printing of the question paper shall be done before one week start of the examination.
4. 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=

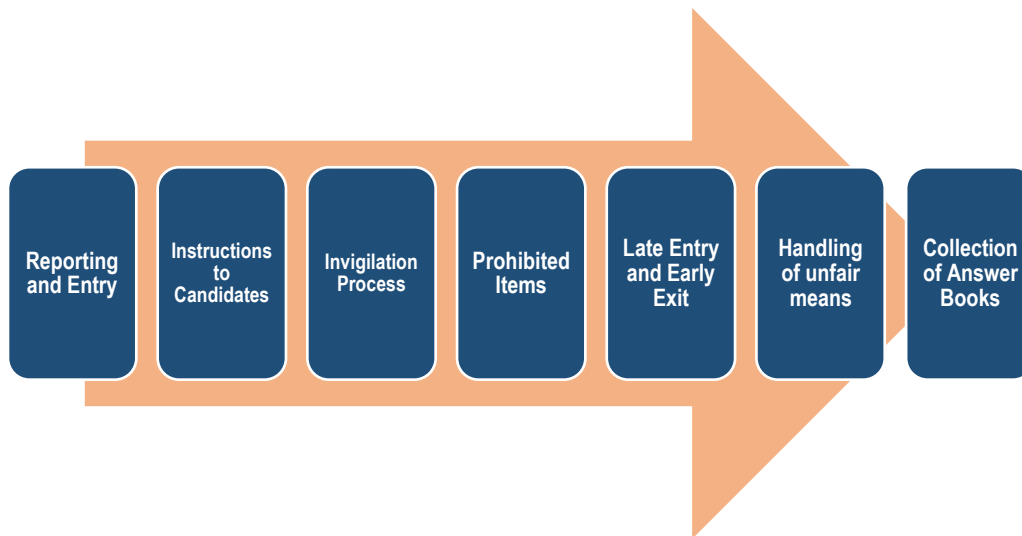
Additional question papers = 20% of the number of students appearing,

5. Subjected to a minimum of 5 and maximum of 20 question papers
6. Question papers shall be sealed in Green Envelope.
7. On the sealed Envelope, details containing course code, course name, examination date, number of question papers etc, shall be stucked.
8. Open end of the packet shall be pasted with gum and packets shall be sealed by using transparent PVC tape.
9. Sealed packets shall be arranged date-wise in sequence
10. Sealed packets shall be then handed over to senior supervisor one day before examination at COE office, and its acknowledgement shall be taken.
11. Damaged question papers, extra copies of question paper, part of the question paper, the upper portion of which is affixed on the packet and stencils if any, etc. shall be taken in possession by the COE office.

b) Format of the question paper:-

1. Page setup for question paper will be A4 size.
2. Both the sides of the papers would be used for printing.
3. Additional sheets may be used for if the matter couldn't be accommodated on one sheet of A4 paper. Additional sheets shall be stapled with the main sheet or A3 paper may be used if matter extends two pages. The question papers are to be folded after printing.
4. Following format shall be used.
 - a. The question papers shall be prepared in MS-Word word processor only
 - b. Font to be used shall be Arial Narrow, size 12 pt.
 - c. After moderation of question paper MS-word format is converted in PDF and used for Printing of question paper.

4.2 Conduct of Examination



4.2.1 Reporting and Entry

The Institute shall ensure that all students adhere to prescribed reporting time and entry procedures to maintain discipline and smooth conduct of examinations.

Students shall:

- Report **30 minutes before** examination;
- Wear College uniform strictly
- Carry Hall Ticket and ID card. No student will be allowed without Hall ticket and ID Card.

4.2.2 Instructions to Candidates

All candidates shall strictly follow the instructions issued by the invigilators to ensure orderly and fair conduct of examinations.

Students shall:

- Follow all instructions given by the invigilator;
- Occupy only the seat allotted to them;
- Maintain silence and discipline inside the examination hall;
- Write only the required details on the answer book as instructed;
- Violation may lead to disciplinary action.

4.2.3 Invigilation Process

Invigilation is a critical activity to ensure fair conduct of examinations and to prevent malpractice. Invigilators shall perform their duties diligently and in accordance with the guidelines issued by the Controller of Examinations.

Invigilators shall:

- Verify the identity of students;
- Distribute answer books and question papers;
- Maintain discipline in the examination hall;
- Prevent any form of malpractice or unfair means;
- Submit necessary reports and records after completion of examination;

4.2.4 Prohibited Items

To maintain the integrity and fairness of examinations, certain items shall be strictly prohibited inside the examination hall.

The following items are strictly prohibited:

- Mobile phones;
- Smart watches or any electronic devices;
- Books, notes, or study material;
- Any unauthorized material;

Possession or use of any such items shall be treated as a case of malpractice and shall be dealt with as per Chapter 5.

4.2.5 Late Entry and Early Exit

The Institute shall regulate entry and exit of students during examinations to ensure discipline and minimize disturbances.

- No student shall be allowed to enter the examination hall after **30 minutes** from the commencement of the examination;
- No student shall be permitted to leave the examination hall during the first **30 minutes**;
 - Early exit may be permitted thereafter only after submission of the answer book and question paper with permission of the invigilator;

4.2.6 Handling of Unfair Means

Any instance of unfair means or suspected malpractice during the examination shall be handled promptly and in accordance with prescribed procedures.

- The case shall be recorded immediately by the invigilator;
- Relevant evidence shall be collected and documented;
- The report shall be forwarded to:

- a) Primary Investigation Committee (PIC)
- b) Grievance Redressal and Discipline Committee (GRDC), in case of serious offenses;

All such cases shall be dealt with as per provisions of Chapter 5.

4.2.7 Collection of Answer Books

Proper collection and handling of answer books shall be ensured to maintain accuracy and accountability in the examination process.

- Answer books shall be counted and verified before submission;
- Absentee list shall be prepared and cross-checked;
- All examination materials shall be securely packed and submitted to the Examination Section;

4.2.8. Duties of Senior Supervisor

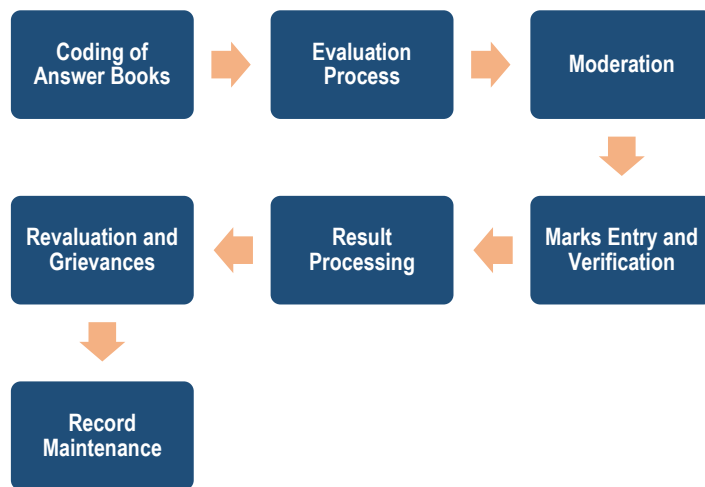
1. Report to the Examination Control Room at least 1 hour before the commencement of the examination.
2. Ensure overall planning and smooth conduct of the examination in the assigned hall/centre.
3. Collect sealed question paper packets from the COE office as per schedule and maintain confidentiality
4. Verify that the examination hall is properly arranged with seating, lighting, cleanliness, and ventilation.
5. Ensure availability of all required materials such as answer books, supplementary sheets, attendance sheets, and stationery before the examination begins.
6. Brief all Junior Supervisors regarding their duties, examination rules, and handling of unfair means cases.
7. Open the question paper packets 30 minutes before the examination in the presence of invigilators.
8. Ensure strict adherence to examination timings and guidelines.
9. Verify the identity of candidates through ID cards or hall tickets before allowing them to appear for the examination.
10. Make necessary announcements and instructions to candidates before the start of the examination.
11. Distribute question papers and answer books in an orderly and timely manner.
12. Supervise the examination process and ensure discipline is maintained throughout the examination.
13. Conduct regular rounds to monitor the examination and prevent any unfair practices.
14. Handle cases of malpractice as per rules and report them immediately with proper documentation.
15. Ensure that no unauthorized materials or electronic devices are used by candidates.
16. Provide necessary assistance to differently-abled candidates as per guidelines.
17. Ensure proper collection, counting, and verification of answer scripts at the end of the examination.
18. Cross-check answer sheets with the attendance sheet before sealing.
19. Seal and label answer script packets properly and submit them to the COE office.
20. Ensure all unused question papers and answer books are returned and accounted for.

21. Maintain discipline and silence in and around the examination hall throughout the examination period.
22. Report any irregularities, disturbances, or issues immediately to the Examination Cell.
23. Ensure all invigilators remain present until the completion and submission of answer scripts.
24. Maintain confidentiality and integrity of all examination-related materials.
25. Follow all instructions issued by the Examination Cell from time to time

4.2.9. Duties of Junior Supervisor

1. Report to the Examination Control Room at least 30 minutes before the commencement of the examination.
2. Sign the attendance sheet and collect necessary instructions from the Senior Supervisor.
3. Do not carry Mobile Phone in any circumstances to the examination hall
4. Check the examination hall for proper seating arrangement and ensure that the hall is ready before students enter.
5. Assist in distributing answer books to the students before the question papers are issued.
6. Ensure that students occupy their allotted seats according to the seating arrangement.
7. Verify the Identity Card of the students when required.
8. Assist the Senior Supervisor in distributing the question papers at the scheduled time.
9. Ensure that no student possesses any unauthorized material such as mobile phones, written notes, or electronic devices.
10. Maintain strict discipline and silence in the examination hall throughout the examination.
11. Do not allow any student to leave the hall during the first 30 minutes of the examination.
12. Provide additional answer sheets, graph papers, or supplements to students only after proper verification.
13. Continuously move around the examination hall to observe students and prevent any unfair means.
14. Immediately report any malpractice or suspicious activity to the Deputy Senior Supervisor
15. Ensure that students write their seat number and other details correctly on the answer book.
16. Assist in collecting answer books and supplements from students at the end of the examination.
17. Count and arrange the answer books properly before submitting them to the Senior Supervisor.
18. Maintain confidentiality and integrity of all examination-related materials.
19. Follow all instructions issued by the Examination Cell from time to time.

4.3 Post-Examination Activities



4.3.1 Coding and Masking of Answer Books

Coding and Masking of answer books shall be carried out to ensure anonymity and eliminate bias during the evaluation process.

- Masking shall be applied to maintain confidentiality of student identity;
- Coding shall be applied to maintain the serial of number of answer books.

It shall ensure impartial and unbiased evaluation by examiners;

4.3.2 Evaluation Process

The evaluation of answer scripts shall be conducted in a systematic and time-bound manner to ensure fairness and accuracy.

- Evaluation shall be carried out strictly as per the approved marking scheme;
- Examiners shall adhere to prescribed timelines for completion of evaluation as given by COE;
- Evaluation shall be fair, consistent, and free from bias;

4.3.3 Moderation

Moderation may be applied as a quality control measure to ensure uniformity and fairness in evaluation.

- Moderation shall be considered in cases of abnormal or inconsistent results;
- It shall be carried out only with approval of the competent authority;

4.3.4 Marks Entry and Verification

Marks entry and verification shall be carried out with utmost accuracy to avoid discrepancies in result processing.

- Double verification of marks shall be mandatory before final submission;
- Any errors or inconsistencies shall be identified and corrected;
- Digital entry of marks shall be preferred to enhance accuracy and efficiency;

4.3.5 Result Processing

Result processing shall be conducted in a structured and controlled manner to ensure accuracy and timely declaration.

- Marks shall be tabulated and consolidated subject-wise and student-wise;
- Results shall be verified and approved by the competent authority;
- Results shall be declared within the prescribed timelines and published through official channels;

(Detailed provisions related to result processing shall be governed as per Chapter 6.)

4.3.6 Revaluation and Grievances

The Institute shall provide a transparent mechanism for students to address grievances related to evaluation and results.

- Students may apply for revaluation or grievance redressal within the prescribed deadlines;
- All cases shall be handled in a fair, transparent, and time-bound manner;

(Detailed procedures shall be governed as per Chapter 8.)

4.3.7 Record Maintenance

All examination-related records shall be properly maintained to ensure traceability, audit readiness, and compliance with regulatory requirements.

- Answer books shall be preserved for the prescribed retention period;
- Records shall be stored securely with restricted access;
- Records shall be made available for audit, verification, and official purposes as required;

(Detailed provisions shall be governed as per Chapter 9.)

4.4 Examination Staffing Pattern

The Institute shall deploy adequate staff for smooth conduct of examinations as per the following structure:

A) At Examination Center: - (For MSE / ESE / ESE Re-Examination / 100% Examination)

Sr.No.	Post	Quantity
1.	Senior Supervisor	One / Week according to period of examination
2.	Deputy Senior Supervisor	One for whole examination (As and when required)
3.	Junior Supervisors	As per requirement
4.	Senior Clerk	01 for whole examination
5.	Junior Clerk	02 for whole examination
6.	Peons	As per requirement
7.	Waterman	As per requirement
8.	Security	As per requirement

B) At Central Assessment Centre - (For MSE / ESE / ESE Re-Examination / 100% Examination)

Sr.No.	Post	Number
1.	Director	One for whole examination
2.	Assistant Director	One for whole examination (As and when required)
3.	Senior Clerk	01 for whole examination
4.	Junior Clerk	02 for whole examination
5.	Peons	As per requirement
6.	Security	As per requirement

4.5 Use of Technology

The Institute shall adopt appropriate digital and technological systems to enhance efficiency, accuracy, and transparency in the management of examination processes.

Digital systems may be utilized for:

- Student registration for examinations;
- Generation of hall tickets/admit cards;
- Processing and publication of results;
- Maintenance and management of examination records;

The use of technology shall ensure:

- ✓ Accuracy in data handling and processing;
- ✓ Speed and efficiency in execution of examination activities;
- ✓ Transparency and traceability in examination operations;

4.6 Contingency and Emergency Handling

The Institute shall establish provisions to manage unforeseen situations and emergencies that may affect the conduct of examinations.

In case of emergencies:

- Examinations may be postponed or rescheduled;
- Decisions shall be taken by the competent authority;
- Students and stakeholders shall be informed through official communication channels;

CHAPTER 5: MALPRACTICE AND DISCIPLINARY ACTION

The Institute shall uphold the highest standards of academic integrity, fairness, and transparency in all examination-related activities. Any act of malpractice or use of unfair means that compromises the credibility of the examination system shall be dealt with strictly.

The provisions of this chapter are intended to:

- Prevent malpractice;
- Detect and investigate cases of unfair means;
- Ensure fair and unbiased disciplinary action;
- Maintain uniformity and consistency in handling such cases.

All actions taken under this chapter shall be guided by the principles of natural justice, ensuring that the concerned student is given a fair opportunity to present his/her case before any decision is taken.

5.1 Definition of Malpractice

Malpractice or unfair means shall include any act, omission, or behavior by a student or any other person that violates the rules and regulations of the examination system and compromises its integrity.

Malpractice shall include, but not be limited to:

- Violating examination rules and regulations;
- Gaining or attempting to gain undue advantage for oneself or others;
- Disrupting the smooth conduct of examination;
- Compromising confidentiality, fairness, or integrity of the examination system;

Malpractice may occur at any stage of the examination process, including:

- Before the examination;
- During the examination;
- After the examination;

5.2 Classification of Malpractice

Malpractice shall be classified based on the severity and nature of the offense to ensure appropriate disciplinary action.

5.2.1 Minor Offenses

Minor offenses shall include violations that do not significantly affect the integrity of the examination but indicate non-compliance with rules.

- a) Possession of unauthorized material without evidence of use;
- b) Writing irrelevant matter or rough work outside the permitted area;
- c) Failure to follow instructions of the invigilator;

5.2.2 Major Offenses

Major offenses shall include acts that directly affect the fairness and credibility of the examination.

- a) Copying from unauthorized material or another student;
- b) Exchanging answer books or communicating during examination;
- c) Use of electronic gadgets (mobile phone, smartwatch, etc.);
- d) Carrying pre-written material into the examination hall;

5.2.3 Serious / Gross Offenses

Serious or gross offenses shall include acts that severely compromise the examination system and may attract strict disciplinary action.

- a) Impersonation;
- b) Assisting or facilitating copying by others;
- c) Tampering with answer books or marks;
- d) Leakage of question papers;
- e) Threatening or influencing examination staff;

5.2.4 Post-Examination Offenses

Post-examination offenses shall include acts committed after the examination that affect the integrity of evaluation or results.

- a) Alteration of marks or records;
- b) Forgery of documents;
- c) Attempt to influence the evaluation process;

5.3 Detection and Reporting

Any suspected case of malpractice shall be promptly identified, documented, and reported to ensure timely action.

The following procedure shall be followed:

- a) The invigilator shall identify and report the suspected case;
- b) Unauthorized material shall be seized and preserved as evidence;
- c) The student's answer book shall be marked appropriately;
- d) A written statement shall be obtained from the concerned student;
- e) The invigilator shall prepare a detailed report of the incident;

The report shall be submitted to the Controller of Examinations without delay for further action.

5.4 Primary Investigation Committee (PIC)

As mentioned in Chapter 2, the Institute shall constitute a Primary Investigation Committee (PIC) to examine and investigate cases of malpractice in a fair and impartial manner.

Functions of the PIC shall include:

- a) Examining reports, statements, and supporting evidence;
- b) Providing an opportunity of hearing to the concerned student;
- c) Conducting a fair, unbiased, and transparent inquiry;
- d) Recommending appropriate punishment based on the severity of the offense;

The Committee shall ensure that all decisions are:

- Consistent;
- Justifiable;
- Properly documented;

5.5 Grievance Redressal and Discipline Committee (GRDC)

Similarly, as per Chapter 2, the Grievance Redressal and Discipline Committee (GRDC) shall function as the higher authority to review serious and critical malpractice cases and to handle appeals.

Scope of GRDC shall include:

- a) Reviewing cases referred by the Primary Investigation Committee (PIC);
- b) Handling severe disciplinary matters;
- c) Hearing appeals submitted by students;
- d) Recommending final disciplinary action to the competent authority;

Referral Mechanism

The Primary Investigation Committee may refer critical cases to the GRDC along with:

- Detailed case report;
- Supporting evidence;
- Recommendations for action;

5.6 Procedure for Handling Malpractice Cases

The Institute shall follow a structured and transparent procedure for handling malpractice cases to ensure fairness and consistency.

The standard procedure shall be as follows:

1. Detection of malpractice;
2. Seizure of evidence;
3. Reporting by invigilator;
4. Submission of case to Controller of Examinations;
5. Review by Primary Investigation Committee (PIC);
6. Opportunity of hearing to the student;
7. Recommendation of punishment;
8. Referral to GRDC, if required;
9. Approval by the competent authority;
10. Implementation of decision;

5.7 Punishment Matrix

To ensure uniformity, consistency, and fairness in disciplinary actions, the Institute shall adopt a structured punishment matrix based on the severity of malpractice.

Category	Offense	Punishment
Minor	Unauthorized material (not used)	Warning / Performance cancellation
Major	Copying / Communication	Cancellation of performance in the course
Major	Mobile phone possession	Cancellation of paper
Major	Repeated offense	Cancellation of semester
Serious	Impersonation	Rustication
Serious	Tampering with answer book	Cancellation of semester
Serious	Paper leakage	Expulsion / Legal action

Punishment may vary depending on the severity, nature, and repetition of the offense, subject to approval by the competent authority

5.8 Rights of the Student

The Institute shall ensure that principles of natural justice are followed while handling malpractice cases.

The student shall have the right to:

- a) Be informed of the allegations made against him/her;
- b) Present explanation or defence;
- c) Be heard before the concerned committee;
- d) Receive the decision in writing;
- e) Appeal to the higher authority, where applicable;

5.9 Implementation of Decision

All decisions related to malpractice cases shall be implemented in a systematic and time-bound manner.

- The final decision shall be approved by the competent authority;
- The Controller of Examinations shall implement the decision;
- The concerned department shall be informed accordingly;
- All relevant records shall be updated and maintained;

5.10 Record Maintenance

Proper documentation and record maintenance shall be ensured for all malpractice cases to support transparency, audit, and future reference.

The following records shall be maintained:

- Malpractice reports;
- Supporting evidence documents;
- Statements of students and invigilators;
- Committee proceedings and decisions;
- Final orders and actions taken;

All records shall be preserved in accordance with the prescribed retention policy of the Institute.

5.11 Preventive Measures

The Institute shall implement preventive measures to minimize the occurrence of malpractice and ensure a fair examination environment.

Such measures shall include:

- a) Proper seating arrangements;
- b) Strict invigilation and supervision;
- c) Awareness programs for students regarding examination rules;
- d) Use of CCTV surveillance where feasible;
- e) Surprise inspections during examinations;

5.12 Repeated Offenses

Students found guilty of repeated malpractice shall be subject to stricter disciplinary actions to maintain academic integrity.

Such penalties may include:

- Cancellation of multiple subjects;
- Cancellation of entire semester;
- Suspension or rustication from the Institute;

5.13 Role of Controller of Examinations

The Controller of Examinations shall play a key role in ensuring effective implementation of malpractice rules and procedures.

The Controller of Examinations shall:

- a) Ensure strict enforcement of malpractice and disciplinary regulations;
- b) Monitor the investigation and decision-making process;
- c) Maintain proper records of all cases;
- d) Ensure timely resolution and communication of decisions;

CHAPTER 6: RESULT PROCESSING AND GRADING SYSTEM

The Institute shall adopt a systematic, transparent, reliable, and error-free mechanism for processing examination results and awarding grades to students. The result processing system shall be designed to ensure the integrity, accuracy, and credibility of academic outcomes.

The system shall ensure:

- Accuracy in computation of marks, grades, SGPA, and CGPA;
- Timely declaration of results in accordance with academic calendar;
- Confidentiality and security of student data and examination records;
- Compliance with the approved grading system, credit framework, and regulatory guidelines.

All result-related activities shall be carried out under the direct supervision and control of the Controller of Examinations, with appropriate checks and validation mechanisms at every stage.

6.1 Components of Result Processing

The result processing system shall consist of multiple structured stages, each involving verification and control mechanisms to ensure accuracy.

The process shall include:

- a) Collection of internal and external marks from all sources;
- b) Verification and validation of marks for correctness and completeness;
- c) Tabulation and consolidation of marks;
- d) Conversion of marks into grades as per approved grading system;
- e) Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA);
- f) Preparation of result sheets, tabulation registers, and grade cards;
- g) Approval of results by competent authority;
- h) Official declaration and publication of results.

Each stage shall be documented and subject to verification to minimize errors and discrepancies.

6.2 Collection of Marks

Marks shall be collected from all evaluation components in a systematic and time-bound manner.

Marks shall be collected from:

- Internal Assessment (ISE-I, MSE, ISE-II);

- End Semester Examination (ESE);
- Practical, Oral, and Project evaluations.

Faculty members shall:

- Submit marks within prescribed timelines as per academic calendar;
- Ensure correctness and completeness of marks submitted;
- Use prescribed formats or digital systems for submission;
- Maintain supporting records for audit and verification.

Delayed or incorrect submission of marks shall be treated as a lapse in academic responsibility.

6.3 Verification and Validation of Marks

All marks shall undergo rigorous verification before result processing to ensure correctness and consistency.

This shall include:

- Checking for completeness of marks in all subjects;
- Identification of missing or inconsistent entries;
- Cross-verification with departmental records;
- Validation of internal and external marks alignment.

Any discrepancies identified shall be:

- Rectified in consultation with concerned faculty/department;
- Properly documented;
- Verified before further processing.

This stage is critical to ensure **error-free result processing**.

6.4 Tabulation of Marks

Marks shall be systematically compiled and tabulated to ensure accurate result computation.

- Student-wise and subject-wise tabulation shall be prepared;
- Tabulation registers (manual and/or digital) shall be maintained;
- Coding and mapping of subjects, credits, and marks shall be verified;

- Double verification shall be carried out before grade conversion.

Use of digital systems is encouraged to enhance accuracy and efficiency.

6.5 Grading System

The Institute shall follow a **10-point grading system** approved by the Academic Council.

Grade Table

Grade	Grade Points	Regular ESE (%)	Re-ESE (%)	100% Exam (%)	Description
AA	10	90–100	90–100	-	Outstanding
AB	9	80–89	80–89	90–100	Excellent
BB	8	70–79	70–79	80–89	Very Good
BC	7	60–69	60–69	70–79	Good
CC	6	50–59	50–59	60–69	Satisfactory
CD	5	45–49	45–49	50–59	Average
DD	4	40–44	40–44	40–49	Pass
FF	0	00–39	00–39	00–39	Fail

The grading system shall be applied uniformly across all programmes and semesters.

6.6 Conversion of Marks into Grades

Final marks obtained by the student shall be converted into grades based on the prescribed grade table;

- Corresponding grade points shall be assigned;
- The conversion process shall be automated wherever possible to reduce errors;
- The same grading standard shall be consistently applied across all courses.

6.7 Calculation of SGPA or SPI

The **Semester Grade Point Average (SGPA)** or **Semester Performance Index (SPI)** shall be calculated as:

$$SGPA = \frac{\sum(\text{Credits} \times \text{Grade Points})}{\sum(\text{Credits})}$$

Where:

- Credits = Credit assigned to course
- Grade Points = Corresponding grade value

Key Provisions:

- SGPA shall be calculated semester-wise;
- It shall be rounded off to **two decimal places**;
- Only passed subjects shall contribute to credit accumulation (as per rules).

6.8 Calculation of CGPA or CPI

The **Cumulative Grade Point Average (CGPA)** or **Cumulative Performance Index (CPI)** shall be calculated as:

$$\text{CGPA} = \frac{\sum(\text{Credits} \times \text{Grade Points for all semesters})}{\sum(\text{Total Credits})}$$

Key Provisions:

- CGPA represents overall academic performance;
- It shall be calculated after each semester;
- It shall be used for final classification and degree award.

6.9 Passing and Failure

- A student shall be declared **Pass** if he/she satisfies the passing criteria.
- A student obtaining **FF grade** shall be declared **Fail** in that course;
- Failed students shall be eligible to reappear through:
 - Re-End Semester Examination (Re-ESE)
 - 100% Examination

as per Institute rules.

6.10 Grace Marks Policy**6.10.1 Objective**

To provide marginal relief to students who narrowly fail to meet passing criteria, ensuring fairness without compromising academic standards.

6.10.2 Eligibility

Grace marks shall be applicable only for theory subjects.

6.10.3 Passing Criteria

Minimum ESE marks: 24 out of 60

Minimum Subject Total marks: 40 out of 100 (ISE + MSE + ESE)

6.10.4 Grace Rules

1. Grace marks shall be awarded only if the student fails marginally.
2. Grace may be applied in maximum two (2) theory subjects.
3. The total grace marks shall not exceed four (4).
4. Grace shall be applied:
 - To ESE marks, if $ESE < 24$ and/or total marks ≥ 35 (Out of 100)
 - To Total marks, if $ESE \geq 24$ and/or total < 40 (Out of 100)
5. Grace shall not be applied if:
 - Required marks exceed permissible limits
 - More than two subjects require grace
 - The subject is a laboratory course

6.10.5 Overall Result

If grace marks are successfully applied:

The student shall be declared PASS (ALL CLEAR).

The result shall be final and recorded in official records.

6.10.6 Final Authority

The decision to award grace marks rests with the Controller of Examinations (COE).

6.10.7 Examples

The following table provides illustrative examples of how grace marks are applied as per the approved Grace Marks Policy.

Case	ISE	MSE	ESE	Total Before	Grace Applied	Final Total	Result
1. $ESE \geq 24$, Total < 40	12	10	24	46	No Grace	46	PASS
2. $ESE \geq 24$, Total = 38	12	10	24	38	2 marks to Total	40	PASS
3. $ESE < 24$, Total ≥ 35	12	10	21	43	3 marks to ESE	46	PASS

Case	ISE	MSE	ESE	Total Before	Grace Applied	Final Total	Result
4. Two subjects grace	-	-	-	-	Max 4 marks across 2 subjects	-	PASS
5. More than 2 subjects	-	-	-	-	Not allowed	-	FAIL

6.11 Result Approval

Results shall undergo a formal approval process before declaration.

- Results shall be verified and scrutinized thoroughly;
- Approval shall be obtained from competent authority;
- No result shall be declared without formal approval;
- Confidentiality shall be strictly maintained until official release.

6.12 Result Declaration

Results shall be:

- Declared within timelines specified in academic calendar;
- Published through official channels such as:
 - Institute website
 - Examination portal
- Students shall be provided secure access to results;

6.13 Grade Card / Marksheet

The Institute shall issue an official Grade Card to each student.

The Grade Card shall include:

- Student details;
- Course-wise marks and grades;
- Grade points;
- Credits earned;
- SGPA and CGPA;
- Result status (Pass/Fail).

The Grade Card shall serve as an **official academic record**.

6.14 Error Handling and Corrections

A structured mechanism shall be followed for handling discrepancies in results.

- Errors shall be identified through verification or student grievance;
- Necessary corrections shall be made after validation;
- Revised result/grade card shall be issued;
- Proper documentation of correction shall be maintained.

6.15 Result Analysis

The Institute shall conduct systematic result analysis for continuous academic improvement.

- Identify performance trends across courses and departments;
- Evaluate attainment of Course Outcomes (COs) and Program Outcomes (POs);
- Identify academically weak areas;
- Implement corrective measures for improvement.

6.16 Confidentiality of Results

All result data shall be treated as **strictly confidential**;

- Access shall be restricted to authorized personnel only;
- Unauthorized disclosure shall attract disciplinary action.

6.17 Role of Controller of Examinations

The Controller of Examinations shall:

- a) Supervise the entire result processing system;
- b) Ensure accuracy, transparency, and consistency;
- c) Approve procedures and workflows;
- d) Ensure timely declaration of results;
- e) Maintain records and reports;
- f) Ensure compliance with academic and regulatory requirements.

CHAPTER 7: PROMOTION AND PROGRESSION RULES

The Institute shall adopt a structured, transparent, and credit-based system for promotion and academic progression of students, aligned with the principles of Outcome-Based Education (OBE) and National Education Policy (NEP).

The promotion policy shall be based on:

- Academic performance of the student;
- Credit acquisition in each academic year;
- Compliance with examination regulations and attendance requirements.

The system shall ensure:

- Maintenance of academic standards by enforcing minimum performance requirements;
- Fair opportunity for progression through defined eligibility criteria;
- Flexibility through backlog clearance mechanisms, allowing students to improve performance without unnecessary academic delay.

7.1 Credit-Based Promotion Criteria

A student shall be eligible for promotion to the next academic year only if he/she has earned a **minimum of 75% of the total credits prescribed for that academic year.**

Clarifications:

- Earned Credits shall include only those courses in which the student has been declared Pass;
- Courses in which the student has obtained FF grade shall not be considered for credit accumulation;
- The total credits shall be calculated based on the approved curriculum for that academic year.

7.2 Special Condition for Promotion

In addition to the provisions of Section 7.1, a student shall be **eligible for admission to the Fifth Semester (Third Year) only if:**

- He / She has **successfully cleared all courses of the First Year, i.e., both First and Second Semesters.**

Similarly, a student shall be **eligible for admission to the Seventh Semester (Final Year) only if:**

- He / She has **successfully cleared all courses of the Second Year, i.e., both Third and Fourth Semesters.**

Implications (Very Important):

- **Students who have not cleared First Year subjects shall not be eligible for admission to Third Year, irrespective of credits earned in the Second Year;**
- **Similarly, students who have not cleared Second Year subjects shall not be eligible for admission to Final Year irrespective of credits earned in the Third Year.**
- **Such students shall be required to clear all First Year / Second Year courses as per above conditions before being permitted to register for Fifth Semester / Seventh Semester.**
- **In case of M.Tech Programmes, only credit based promotion criteria is applicable due to the course duration. However, the student should clear all his backlogs before submitting the final dissertation.**

This condition ensures strong academic foundation before entering advanced stages of the programme.

7.3 Promotion with Backlogs

Students who satisfy the minimum credit requirement (75%) but have failed in certain subjects shall be:

- Allowed to carry forward backlog subjects to subsequent semesters;
- Permitted to register for higher semester/year;
- Required to clear backlog subjects within prescribed duration.

Backlog subjects may be cleared through:

- Re-End Semester Examination (Re-ESE), or
- 100% Examination,

as per eligibility conditions specified by the Institute.

7.4 Non-Eligibility for Promotion

A student shall not be eligible for promotion to the next academic year if:

- a) He / She fails to secure the minimum 75% of total credits, OR
- b) He / She does not satisfy any specific progression condition (such as First Year clearance for Third Year entry).

Consequences:

Such students shall be required to:

- Repeat the academic year or semester, as applicable;
- Re-register for the concerned courses;
- Fulfil academic requirements as per revised schedule.

7.5 Detention Rules

A student may be detained from progression under the following circumstances:

- Failure to satisfy minimum credit requirement;
- Failure to meet minimum attendance requirement (75% or as prescribed);
- Involvement in disciplinary or malpractice cases leading to academic penalty.

Implications of Detention:

- The student shall not be allowed to proceed to the next academic level;
- The student shall be required to repeat the semester / year;
- All academic requirements shall be fulfilled afresh.

7.6 Re-Examination for Backlog Clearance

The Institute shall provide opportunities to clear backlog subjects through:

- a) Re-End Semester Examination (Re-ESE)
- b) 100% Examination

Conditions:

- Eligibility shall be governed by Institute rules;
- Students shall register within prescribed timelines;
- Applicable fees shall be paid;
- The best applicable grading rules shall be followed as per policy.

7.7 Maximum Duration for Programme Completion

Students shall complete their programme within the following maximum duration:

- Undergraduate Programme (UG) → 8 Years
- Postgraduate Programme (PG) → 4 Years

Implications:

- Students failing to complete within the maximum duration may have their admission cancelled;
- No further extension shall be granted unless approved by competent authority under exceptional circumstances.

7.8 Readmission Policy

Students who are detained or unable to continue due to academic reasons shall:

- Be eligible for readmission to the same semester/year;
- Pay prescribed fees and charges;
- Follow the revised academic curriculum and schedule, if applicable.

Readmission shall be subject to approval by competent authority.

7.9 Academic Progress Monitoring

The Institute shall implement a system for continuous monitoring of student performance.

This shall include:

- Periodic review of academic results;
- Identification of slow learners and at-risk students;
- Implementation of corrective measures such as:
 - Remedial classes
 - Academic counselling
 - Mentoring and guidance

The objective is to improve student performance and reduce failure rates.

7.10 Eligibility for Award of Degree

A student shall be declared eligible for award of degree only if:

- All courses prescribed in the curriculum are successfully completed;

- All required credits are earned;
- Minimum CGPA requirements (if specified) are satisfied;
- No pending backlog or disciplinary case exists.

The award of degree shall be subject to approval by the competent authority.

7.11 Role of Controller of Examinations

The Controller of Examinations shall:

- a) Ensure proper implementation of promotion and progression rules;
- b) Maintain accurate records of student performance and progression;
- c) Verify eligibility for promotion to next semester/year;
- d) Confirm eligibility for award of degree;
- e) Communicate results and academic status to students and departments;
- f) Ensure compliance with academic and regulatory requirements.

CHAPTER 8: REVALUATION AND GRIEVANCE REDRESSAL

The Institute shall establish a transparent, fair, structured, and time-bound mechanism for addressing grievances related to examinations and evaluation. The objective is to ensure accuracy of results, accountability in evaluation, and confidence of students in the examination system.

This chapter lays down provisions for:

- Obtaining photocopy of evaluated answer scripts;
- Verification of marks;
- Revaluation of answer scripts;
- Redressal of examination-related grievances;
- Appeal mechanism through competent committees.

All processes shall be conducted in accordance with the principles of natural justice, transparency, and confidentiality.

8.1 Scope of Grievances

Students may submit grievances related to:

- a) Internal Assessment marks (ISE-I, MSE, ISE-II);
- b) End Semester Examination (ESE) results;
- c) Errors in evaluation, such as unchecked answers or incorrect marking;
- d) Totalling or data entry mistakes;
- e) Discrepancies in grade or SGPA/CGPA calculation;
- f) Decisions related to malpractice (appeal cases);
- g) Any other examination-related matter affecting academic outcome.

Grievances shall be considered only if submitted within the prescribed time limits.

8.2 Photocopy of Evaluated Answer Book

The Institute shall provide students with an opportunity to obtain a photocopy (or scanned copy) of their evaluated answer script to ensure transparency. However, **No Revaluation will be carried out without applying for photocopy.**

8.2.1 Purpose

To enable students to:

- Verify evaluation and marking;
- Check totalling of marks;
- Identify any unassessed answers.

8.2.2 Procedure

- a) The student shall apply within the prescribed period after result declaration;
- b) The application shall be submitted in prescribed format along with applicable fee of Rs.200/- for each photocopy;
- c) The student can apply maximum photocopy of two courses within the specified timeline.
- d) The Examination Section shall process the request;
- d) Photocopy/scanned copy shall be provided within stipulated timeline.

No any photocopy application shall be received after the deadline.

The photocopy process is applicable to only theory courses.

8.2.3 Limitations

- The photocopy is for verification purposes only;
- No changes shall be made at this stage.

8.3 Revaluation of Answer Books

Students who are not satisfied with their marks after seeing their photocopy may apply for revaluation.

8.3.1 Eligibility

- Only applicable to those students who have received photocopy.
- Application must be submitted within prescribed deadline;

8.3.2 Procedure

- a) Submission of revaluation application in prescribed format;
- b) Payment of prescribed fee of Rs.300/- per course;
- c) Assignment of answer script to a different qualified examiner;
- d) Independent re-evaluation based on marking scheme.

8.3.3 Guidelines for Revaluation

- The second examiner shall evaluate independently;
- The answer script shall be masked in order to reveal the identity of the student;

- Bias or prior evaluation shall not influence reassessment;
- Marking scheme shall be strictly followed.

8.3.4 Outcome of Revaluation

- Marks may **increase, decrease, or remain unchanged**;
- Revised marks shall be considered final;
- Updated result shall be issued.

8.3.5 Finality

- No further revaluation shall be permitted after revaluation process;
- The revised result shall be binding.

8.4 Grievance Redressal Mechanism

The Institute shall establish a **multi-level grievance redressal system**:

Level 1: Examination Section

- Handles routine issues such as:
 - Data entry errors
 - Mark discrepancies
 - Administrative queries

Level 2: Primary Investigation Committee (PIC)

- As discussed in Chapter 2 and 5

Level 3: Grievance Redressal and Discipline Committee (GRDC)

The GRDC shall act as the **final appellate authority** for: (As discussed in Chapter 2 and 5)

- Serious examination-related grievances;
- Appeals against UMC decisions;
- Disciplinary matters requiring higher-level review.

8.5 Time Frame for Processing

All grievance-related activities shall be completed within defined timelines:

- Photocopy issuance → Within specified days

- Revaluation → Within prescribed period
- Final decision → Within reasonable time

Efforts shall be made to ensure **timely resolution without delay**.

8.6 Submission and Acknowledgement

- Applications shall be submitted through prescribed mode (online/offline);
- Acknowledgement shall be issued to the student;
- Application status shall be trackable where digital systems exist.

8.7 Communication of Results

- Outcome of revaluation or grievance shall be communicated officially;
- Revised marks/grades shall be updated in records;
- Fresh grade card may be issued where applicable.

8.8 Finality of Decision

- Decision approved by competent authority shall be final;
- No further appeal shall be entertained beyond prescribed mechanism;
- Students shall abide by the decision.

8.9 Record Maintenance

The Examination Section shall maintain:

- Revaluation applications;
- Photocopy and verification requests;
- Grievance records;
- Committee proceedings and decisions.

All records shall be:

- Properly documented;
- Preserved as per retention policy;
- Available for audit.

CHAPTER 9: RECORD MAINTENANCE AND AUDIT

The Institute shall establish a comprehensive, secure, and traceable system for the maintenance, storage, retrieval, verification, and audit of all examination-related records.

The objectives of record management are to:

- Ensure accuracy, authenticity, and traceability of examination processes;
- Maintain regulatory compliance with statutory bodies;
- Facilitate audit, verification, and grievance resolution;
- Safeguard confidential and sensitive information;
- Enable efficient retrieval and reporting.

All records shall be maintained under the direct supervision of the Controller of Examinations (CoE) with clearly defined responsibilities and access controls.

9.1 Classification of Examination Records

For effective management, records shall be categorized as follows:

9.1.1 Pre-Examination Records

These records relate to planning and eligibility:

- Approved Academic Calendar;
- Examination notifications and circulars;
- Student examination registration forms;
- Eligibility verification records (attendance, fee clearance);
- Hall ticket generation data;
- Examination timetable approvals;
- Appointment orders of paper setters, moderators, examiners, and invigilators.

9.1.2 Confidential Records

These are highly sensitive and shall be handled under strict confidentiality:

- Question papers (drafts and final versions);
- Moderation reports;
- Paper setter and moderator details;
- Confidential printing and packaging logs;

- Strong Room access registers and movement logs.

9.1.3 Examination Conduct Records

These records ensure accountability during exams:

- Seating arrangement plans;
- Hall-wise attendance sheets;
- Invigilator reports and duty records;
- Absentee statements;
- Malpractice (Unfair Means) reports and evidence;
- Answer book issue, distribution, and collection registers.

9.1.4 Post-Examination Records

These relate to evaluation and results:

- Evaluated answer scripts;
- Mark sheets and tabulation registers;
- Moderation and scrutiny reports;
- Result approval notes and records.

9.1.5 Grievance and Revaluation Records

- Applications for photocopy, verification, and revaluation;
- Correspondence with students;
- Reports and decisions of UMC and GRDC;
- Revised result records.

9.1.6 Result and Academic Records

- Grade cards and transcripts;
- SGPA and CGPA records;
- Result analysis reports;
- Degree award and completion records.

9.2 Record Retention Policy

The Institute shall adopt a structured retention policy to balance compliance and storage efficiency.

Indicative Retention Period

Record Type	Retention Period
Answer Books	4 Years

Record Type	Retention Period
Tabulation Registers	Permanent
Result Records	Permanent
Malpractice Records	Minimum 5 Years
Revaluation Records	2 Years
Confidential Records	As per statutory requirement

Retention periods may be revised based on regulatory guidelines.

9.3 Storage and Physical Security

All physical records shall be stored in **secured and controlled environments**.

Security Measures

- Dedicated record rooms with restricted access;
- Lock-and-key or controlled entry systems;
- Fire safety measures (extinguishers, alarms);
- Protection against moisture, pests, and physical damage;
- Segregation of confidential and general records.

9.4 Digital Record Management System

The Institute shall implement a **robust digital examination management system**.

Digital Records May Include

- Student database and registration data;
- Internal and external marks;
- Hall tickets and seating plans;
- Results and grade cards;
- Revaluation and grievance records.

System Features

- Role-based access control;
- Secure login and authentication;
- Audit trail of data entry and modifications;
- Automated backups;

- Error-checking and validation mechanisms.

9.5 Data Backup and Disaster Recovery

To ensure continuity and data protection:

- Regular backups shall be taken (daily/weekly);
- Backup copies shall be stored in secure and separate locations;
- Cloud or off-site storage may be used;
- Disaster recovery plan shall be established for:
 - System failure
 - Data corruption
 - Natural calamities

9.6 Access Control and Confidentiality

- Access to records shall be granted only to authorized personnel;
- Confidential records shall have **restricted and monitored access**;
- Sharing of information without authorization shall be treated as a **serious violation**.

A log of access to sensitive records shall be maintained.

9.7 Documentation and Traceability

Every examination-related activity shall be **properly documented**.

Documentation Shall Include

- Registers and logs;
- Approval notes;
- Movement records of confidential materials;
- Digital audit trails.

This ensures:

- ✓ Traceability
- ✓ Accountability
- ✓ Audit readiness

9.8 Audit of Examination System

The Institute shall conduct **regular audits** to ensure compliance and quality.

9.8.1 Types of Audits

- a) Internal Audit (periodic review by Institute)
- b) External Audit (NAAC, NBA, University, Statutory bodies)

9.8.2 Audit Scope

Audit shall examine:

- Compliance with examination regulations;
- Confidentiality measures;
- Record maintenance practices;
- Result processing accuracy;
- Grievance handling procedures.

9.9 Audit Compliance and Corrective Action

- Audit observations shall be documented;
- Non-conformities shall be identified;
- Corrective actions shall be implemented;
- Preventive measures shall be introduced to avoid recurrence.

A compliance report shall be submitted to the competent authority.

9.10 Record Disposal Policy

After expiry of retention period:

- Records shall be disposed in a **secure and documented manner**;

Confidential records shall be:

- Shredded
- Incinerated or destroyed securely

A disposal register shall be maintained indicating:

- Type of record
- Date of disposal
- Authorization details

9.11 Risk Management in Record Handling

The Institute shall identify and mitigate risks such as:

- Loss or damage of records;
- Unauthorized access;
- Data breaches;
- System failures.

Preventive controls shall be implemented accordingly.

9.12 Conclusion

The Controller of Examinations (CoE) Manual of Padmabhooshan Vasanturadada Patil Institute of Technology, Budhgaon establishes a comprehensive, transparent, and well-structured framework for the effective management of the entire examination system under autonomous status.

The Manual clearly defines and integrates all stages of the examination system and process, including pre-examination planning, question paper setting and moderation, conduct of examinations, evaluation, result processing, grievance redressal, and academic progression. Each stage is governed by standardized procedures, defined responsibilities, and appropriate control mechanisms to ensure efficiency, uniformity, and reliability in execution.

The examination system is designed to ensure continuous, comprehensive, and outcome-based evaluation of student performance through a balanced combination of internal assessments and end semester examinations. It is aligned with the principles of Outcome-Based Education (OBE) and the provisions of the National Education Policy (NEP), thereby ensuring that assessments effectively measure attainment of Course Outcomes (COs) and Program Outcomes (POs).

The policies and procedures outlined in this Manual aim to ensure:

- Transparency, accountability, and fairness in all examination processes;
- Integrity and confidentiality in handling sensitive examination activities;
- Standardization and consistency across all academic departments;
- Timely, accurate, and error-free evaluation and declaration of results;
- Continuous improvement through monitoring, feedback, and result analysis;

The successful implementation of this Manual requires the active participation and commitment of all stakeholders, including faculty members, examination staff, students, and institutional authorities.

The Institute shall periodically review and update this Manual to incorporate academic advancements, regulatory requirements, and best practices in examination and evaluation systems.

Overall, this Manual serves as a guiding document to uphold the credibility, integrity, and efficiency of the examination system, ensuring that the entire process—from planning to result declaration—is conducted in a systematic, secure, and student-centric manner, thereby contributing to academic excellence and holistic development of students.