

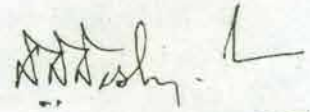
# University of Pune

Circular No. 396 of 2002

It is hereby notified for the information of all concerned that the University authorities are pleased to pass the Ordinances No. 1 to 10 relating to the conduct of examinations. These Ordinances shall come into force with effect from the examinations commencing from April 2003 and onwards. A Booklet containing the said Ordinances is enclosed herewith.

Ref. No. Law/2002/359

Date : 24-10-2002



**Dr. D. D. Deshmukh**  
**Registrar.**



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**Ordinance 1 : Grace Marks for Passing in each of head of passing (Theory/Practical/Oral/Sessional). (External/Internal)**

The examinee shall be given the benefit of grace marks only for passing in each head of passing, (Theory/Practical/Oral/Sessional) in External or Internal examinations as follows :

Head of Passing	Grace Marks Upto
Upto- 50	2
51-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
and 401 & above	10

Provided that benefit of such gracing marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIII, NCTE, UGC etc.

**Ordinance 2 : Grace Marks for getting Higher Class.**

A candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class/ Higher Second Class or First Class by marks not more-1% of the aggregate marks of that examination or upto 10 marks, which-ever is less, shall be given the required marks to get the next higher class or grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.

Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIII, NCTE, etc.

**Ordinance 3 : Grace Marks for getting distinction in the subject only.**

A candidate who passes in all the Subjects/Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the subject/s falls short by not more than three marks for getting distinction in the subject/s shall be given necessary grace marks upto three in maximum two subjects, subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

Provided that benefit of the above mentioned grace marks shall be given to the candidate only for such examination/s for which provision for distinction in a subject has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIII, NCTE, etc.



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**Ordinance 4 : Condonation**

If a candidate fails in only one head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

Condonation of deficiency of marks be shown in the Statement of Marks in the form of asterik and Ordinance number.

Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIII, NCTE, etc.

**Notes for Ordinances from 1 to 4 :**

1. If a candidate fails in a head of passing, which is included in another head of passing, of the same subject, he shall be entitled to the benefit of the Condonation in both the heads, if necessary subject to the maximum limit of Condonation permissible.
2. If a deficiency of marks is condoned, the class/grade in the examination concerned, of the candidate, shall be declared on the actual marks obtained by the candidate.
3. The benefit of not more than one Ordinance shall only be given for one examination of one course.
4. The benefits of above mentioned Ordinances may be given to the candidates appearing in the examination with backlog and/or exemption whenever such a exemption/system of backlog has been provided.
5. The benefits under above mentioned Ordinances shall be given at the time of declaration of final examinations only.
6. Final examination for the purposes of these Ordinances means and includes such examination/s on the basis of marks on which class/grade is awarded.

**Ordinance 5 : Moderation**

1. The Moderation System shall be applicable to all faculties for under graduate and post graduate examinations.
2. 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that paper.
3. In case of professional faculties/courses, 100% moderation shall be carried out in case of candidates obtaining 70% and above marks. For non-professional faculties/courses, 100% moderation shall be carried out in case of candidates obtaining first class and above marks.
4. The moderation of answer books of at least 5% of total number of candidates obtaining marks between minimum passing marks and marks required for first class in case of non-professional courses and in case of professional courses First Class with Distinction, shall be carried out on random sample basis.
5. One moderator shall be appointed per five examiners. However, Chairman, Board of Paper Setters will act as the moderator, where there are less than five examiners.
6. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAPs.
7. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.
8. Each University shall formulate detailed scheme of moderation on the basis of guidelines given above.



  
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**Ordinance 6 : Vigilance Squads**

1. The Vigilance Squad/s of not less than three and not more than four members shall be appointed by the Board of Examinations to visit the centres of University Examinations to :
  - ( i ) Ensure that the University Examinations are conducted as per norms laid down.
  - ( ii ) Observe whether the Senior Supervisors and Block-Supervisors are followed scrupulously instructions for conduct of the University examinations.
  - (iii) Check the students who try to resort to malpractices at the time of University Examinations and report such cases to the University.
2. The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the Incharge of the Examination Centre to check the record and other material relating to the conduct of Examination. They can enter in any block of Examination for checking the candidate's identity card; fee receipts, hall ticket etc. to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorised to detect use of malpractices and unfair means in the University Examination.
3. The Board of Examinations shall appoint Vigilance Squad which may include Senior Teachers of Affiliated College/Recognized Institution/University Teachers and desirably one lady teacher, and any other person as the Board of Examinations considers appropriate.
4. The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Controller of Examinations with a copy to the Principal concerned. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
5. The Principal of the College/Director of recognised Institutions/Head of the University Department where the centre of examination is located, shall be responsible for the smooth conduct of examination. He/She shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as to the law enforcing authority.

**Ordinance 7 : Amendement of Results.****(A) Due to errors**

In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such result, in such manner, as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice-Chancellor/Board of Examinations, provided the errors are detected within 6 months from the date of declaration of results. Errors detected thereafter, shall be placed before the Board of Examinations.


**Error Means :**

- ( i ) Error in computer/data entry, printing or programming and the like.
- (ii) Clerical error, manual or machine, in totalling or entering of marks in ledger/register.
- (iii) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

**(B) Due to fraud, malpractices etc.**

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of the Board of Examinations been party of privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations shall have power, at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examinations considers necessary in that behalf.



  
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**Ordinance 8 : Appointment of Paper setters, Examiners, Senior Supervisors, conduct of examination etc.**

1. No person can claim appointment as paper setter/examiner/moderator for any examination work as a matter of right. Appointments of persons as paper setters/examiners/moderators shall be ordinarily made at the time of an examination. However, if it is necessary to do so, the appointment of paper setters be made at the time of October Examinations. These appointments shall be made from the panel of paper setters/examiners/moderators prepared by the Board of studies concerned.
2. The paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability of assignment is communicated to the University in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper setter/examiner/moderator.
3. The paper setters/examiners/moderators shall follow all the directions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
4. There shall be two senior supervisors at each examination centre, one internal and one external, having minimum of five years of experience of teaching/working in senior college. Out of these two, one shall be the external supervisor to be appointed by the university and the other shall be the internal senior supervisor.
5. The Principal of the College concerned shall himself/herself be the Chief Conductor. Where substitute arrangement is required, it shall be done only by prior permission of the University. However, the Principal shall alone be responsible for any lapse/s occurred during the conduct of the examinations.
6. The external senior supervisor appointed by the University shall report to the Principal of the college where examination centre is located one day earlier to ensure the arrangements for the conduct of examinations.
7. He/She shall ensure that the stationary required for the conduct of examinations, question papers etc. are received at the examination centre. He/She shall also ensure that the packets of question papers are intact and duly sealed and are opened in his/her presence 20 minutes before the start of the examinations.
8. He/She shall also ensure that the students are not resorting to unfair means/practices. In case incidences occur, he/she shall immediately report the cases of unfair means to the Controller of Examinations alongwith his/her report. He/She shall not leave the examination centre during the examination period.
9. He/She shall ensure that the answer books are distributed to the students 10 minutes before the start of the examination.
10. The examination forms of the students shall be accepted by the Principal/Director/Head of the University Department within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms in the College/Recognised Institution/University Department alongwith the fees so collected, by demand draft.
11. After the receipt of examination forms in the University the name list, summary and admit cards of the students shall be sent to the examination centres concerned by the University generally 15 days before the commencement of the examination concerned.
12. The Principal shall, immediately after the examination is over, despatch the answerbooks to the CAP centre/examiner concerned, as per the instructions of the University from time to time.
13. The Directors of the CAP appointed by the University shall receive the bundles of answerbooks sent by the Principals/Directors/Head of the University Departments of the examination centre concerned.
14. The Directors of the CAP shall arrange for the assessment of the answerbooks centrally as per central assessment programme prescribed by the University.
15. The Director of the CAP shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions issued by the University from time to time.
16. As soon as the marks lists are received in the University examination branch, the same shall be processed immediately.
17. The results of the concerned examination shall ordinarily be declared within the specified period as prescribed in Maharashtra Universities Act, 1994, and shall despatch the result alongwith the statement of marks and passing certificates to the colleges for distributing the same to the students concerned.
18. The answer papers of examinations shall be preserved for a period of atleast 6 months from the date of declaration of result of the examination concerned.



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**Ordinance 9 : Ordinance regarding Unfair means Resorted to by the Student :**

1. (a) On receipt of a report regarding use of unfair means by any student at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examinations shall have power, at any time, to institute inquiry and to punish such student for resorting to unfair means or for breach of the rules, by exclusion of such student from any University examination or from any University course in a College or Recognised Institution or in the University Department or from any Convocation for the purpose of conferring degree, either permanently or for a specified period; or by cancellation of the result of the student in the University examination for which the student appeared; or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal given to him/her; or by imposition of fine or in any two or more of the aforesaid ways, *within a period of one year.*
- (b) Where the examinations of the University courses are conducted by the constituent Colleges/ Recognised Institutions on behalf of the University, the Principal/Head of the constituent College/ Institution concerned, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such student for resorting to unfair means or for breach of any of the rules, by exclusion of such a student from any such examination or from any University course in any College/Institution, either permanently or for a specified period; or by cancellation of the result of the student in the College/Institution examination for which he/she appeared; or by deprivation of any College/Institution Scholarship or by cancellation of the award of any College/ Institution prize or medal gives to him/ her; or by imposition of fine or in any two or more of the aforesaid ways.
- (c) On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University or Colleges or Recognised Institutions including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations, or the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the University, as the case may be shall have power at any time to institute inquiry and to punish for such malpractices or lapses by declaring disqualified the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the authorities concerned for taking such disciplinary action as deemed fit, as per the rules provided for or in any two or more of the aforesaid ways.


**2. Competent Authority**

- (i) The Board of Examinations of the University constituted under the provisions of Section 31(3) shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.
- (ii) The Principal of the constituent College or Head of the Recognised Institution shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution, on behalf of the University.

**3. Definition-Unless the context otherwise requires:**

- (a) "Student" means and includes a person who is enrolled as such by the University/College/Institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination.



  
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- (b) "Unfair means" includes one or more of the following acts of commission or acts of omission on the part of student/s during the examination period.
- (i) Possessing unfair means material and or copying therefrom.
  - (ii) Transcribing any unauthorised material or any other use thereof.
  - (iii) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
  - (iv) Unauthorisedly communicating with other examinees or any one else inside or outside the examination hall.
  - (v) Mutual/Mass copying.
  - (vi) Smuggling-out, either blank or written, or smuggling-in of answerbooks as copying material.
  - (vii) Smuggling-in blank or written answer-book and forging signature of the Jr. Supervisor thereon.
  - (viii) Interfering with or counterfeiting University/College/Institution seal, or answerbooks or office stationary used in the examinations.
  - (ix) Insertion of currency notes in the answerbooks or attempting to bribe any of the persons connected with conduct of examinations.
  - (x) Impersonation at the University/ College/ Institution examination.
  - (xi) Revealing identity in any form in the answer written or in any other part of the answerbook by the student at the University or College or Institution examination.
  - (xii) Or any other similar act/s of commission and/or acts of omissions which may be considered as unfair means by the competent authority.
- (c) "Unfairmeans relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtain wrongful gain to him or to any other person or causing wrongful loss to other person/s.
- (d) "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise, on the person or on clothes, or body of the student (examinee) or on wood or other material, in any manner, or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- (e) "Possession of unfair means material by a student" means having any unauthorised material on his/her person or desk or chair or table or at any place within his/her reach in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- (f) "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfairmeans material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided, report to that effect is submitted by the Sr. Supervisor or Chief conductor or any other authorised person to the Controller of Examinations or Principal or Head of the Institution concerned or any officer authorised in this behalf.
- (g) "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.



  
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(h) "Chief Conductor" means, Principal of the College concerned or Head of the University Department or Recognised Institution concerned where examination concerned is being conducted, and any other person duly authorised by him or person appointed as in-charge of examination, by prior approval of the University.

4. During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s.
5. Chief Conductor/s of the Examination Centre shall, in the case of unfair means, follow the procedure as under:
  - (i) The student shall be called upon to surrender to the Chief Conductor, the unfair means material found in his or her possession, if any and his/her answerbook.
  - (ii) Signature of the student concerned shall be obtained on the relevant materials and list thereon. Sr. Supervisor and the Chief Conductor concerned shall also sign on all the relevant materials and documents.
  - (iii) Statement of the student and his/her undertaking in the prescribed format and statement of the Jr. Supervisor and Sr. Supervisor concerned shall be recorded in writing by the Chief Conductor (Appendix-C). If the student refuses to make statement or to give undertaking the Sr. Supervisor concerned and Chief Conductor shall record accordingly under their signatures.
  - (iv) Chief Conductor shall take one or more of the following decisions depending upon seriousness/ gravity of the case:
    - (a) In the case of impersonation or violence, expel the student concerned from the examination and not allow him/her to appear for remaining examination.
    - (b) Obtain undertaking from the student to the effect that decision of the competent authority concerned in his/her case shall be final and binding and allow him/her to continue with his/her examination.
    - (c) May report the case to the concerned Police Station as per the provisions of Maharashtra Act No. XXXI 1982 - An Act to provide for preventing mal-practices at University, Board and other specified examinations.
    - (d) Confiscate his/her answerbook, mark it as "suspected unfair means case" and issue him/her fresh answerbook duly marked.
  - (v) All the materials and list of material mentioned in sub-clause (1) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No. (ii) and (iii) and the answerbook/s shall be forwarded by the Chief Conductor, alongwith his report, to the Controller of Examinations/Principal/Head of the Institution concerned, as the case may be, in a separate and confidential sealed envelope marked "Suspected unfair means case".
  - (vi) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or authorised person concerned shall record the facts in writing and shall report the same to the Controller of Examinations/Principal/Head of the Institution, as the case may be.

#### 6. Procedure to be followed by Examiner during Assessment.

If examiner at the time of assessment of answerbook suspects that there is a prima-facie evidence that the student/s whose answerbook/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the Chairman in the subject, and through the Director of CAP alongwith the evidence, to the Controller of Examinations/Principal/Head of the Institution, as the case may be, with his/her opinion in separate confidential sealed envelope marked as "Suspected unfair means case".



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7. The case which is prima facie a case of unfair means, reported to the University/College / Institution by the Chief Conductor / Jr. / Sr. Supervisor and or examiners shall be inquired into by the Committee appointed by the Board of Examinations/ Principal/ Head of the Institution, as the case may be, in the event cases of unfair means reported through any other sources, the Officer/ In-charge of the Sub-section / Unit concerned to which the case is primarily pertained, at the Examination Section of the University/ College/ Institution shall scrutinise the case, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the Competent Authority concerned. If the Competent Authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The Officer of the Sub-Section / Unit concerned through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
8. Examination Results of the concerned student/s involved in such cases shall be held in reserve till the Competent Authority takes final decision in the matter and the student/s concerned and the College/ Institution to which he/she belongs to, shall be informed accordingly.
9. **Appointment of Unfair Means Inquiry Committee**
- (i) For the purpose of investigating unfair means resorted to by students at the University examination, the Board of Examinations shall appoint a Committee in terms of the provisions made under Section 32(6) (a) of the Maharashtra Universities Act 1994. The term of the Committee shall be five years subject to provisions of Section 42 & 43 of the said Act.
- (ii) For the purpose of investigating unfair means resorted to by students at the examination held by the College/ Institution, the Unfair Means Inquiry Committee appointed by the College / Institution shall consist of five teachers (other than the Principal/ Head) to be nominated by the Principal/ Head of the Institution, one of whom shall be designated as Chairperson. The members appointed on the College/Institution Examination Committee shall not be appointed as members on the Unfair Means Inquiry Committee.
- (iii) The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to the competent authority concerned, which will issue final orders with regard to the penal action to be taken against the student/s after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated student concerned in his/her defence, the principles of natural justice have been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.
10. **Procedure of the Committee should be as under**
- (i) The Controller of Examinations of the University/Principal of the College or Head of the Recognised Institution, or the Officer authorised by them, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- (ii) The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/herself only shall present his /her case before the Committee.
- (iii) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student shall be shown to him/her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, shall be recorded in the presence of the delinquent.



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COLLEGE OF ENGINEERING  
KENNEDY ROAD, PUNE-411 001




- (iv) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- (v) The Committee shall follow the above procedure in the spirit of the principle of natural justice.
- (vi) After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances, if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.
- (vii) The Committee shall submit its report to the competent authority concerned, alongwith its recommendations regarding punishment to be inflicted or otherwise.

### 11. Punishment

The Competent Authority concerned i.e. the Board of Examinations in the cases of University examination, the Principal concerned in the cases of College examination, and the Head concerned in the cases of examination held by the Recognised Institution, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means :

- (a) Annulment of performance of the student in full or in part in the examination he/she has appeared for.
- (b) Debarring student from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.
- (c) Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.
- (d) Cancellation of the University or College or Institution Scholarship/s or award/s or prizes or medal etc. awarded to him/her in that examination.
- (e) In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment/ penalty, as it may deem fit.
- (f) As far as possible, the quantum of punishment should be as prescribed (category wise) Appendix-A.
- (g) The student concerned shall be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised by it in this behalf, under intimation to the College/Institution he/she belongs to.



  
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**12. The Broad Categories of Unfair Means Resorted to by Students at the University/ College / Institution Examinations and the Quantum of Punishment for each Category thereof.**

Sr. No. Nature of Malpractice	Quantum of Punishment
(1) Possession of copying material	Annulment of the performance of the student at the University/ College / Institution examination in full* (Note : This quantum of punishment shall apply also to the following categories of malpractices at Sr. No.(2) to Sr. No.(12) in addition to the punishment prescribed there at.
(2) Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
(3) Possession of another student's answer-book.	Exclusion of the student from University or College or Institution examination for one additional examination (BOTH THE STUDENTS)
(4) Possession of another student's answer-book+actual evidence of copying therefrom.	Exclusion of the student from University or College or Institution examination for two additional examinations (BOTH THE STUDENTS)
(5) Mutual/Mass copying	Exclusion of the student from University or College or Institution examination for two additional examinations.
(6) (i) Smuggling-out or smuggling-in of answer book as copying material.	Exclusion of the Student from University or College or Institution examination for two additional examinations.
(ii) Smuggling -in of written answerbook based on the question paper set at the examination.	Exclusion of the student from University or College or Institution examination for three additional examinations.
(iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(7) Attempt to forge the signature of the Jr Supervisor on the answerbook or supplement.	Exclusion of the student from University or College or Institution examination for four additional examinations.




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- |   |  |
|---|--|
| (8) Interfering with or counterfeiting of University/ College/ Institution seal, or answerbooks or office stationery used in the examinations.  | Exclusion of the student from University or College or Institution examination for four additional examinations.   |
| (9) Answerbook main or supplement written outside the examination hall or any other insertion in answerbook.  | Exclusion of the student from University or College or Institution examination for four additional examinations.   |
| (10) Insertion of currency notes/ to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.   | Exclusion of the student from University or College or Institution examination for four additional examinations.<br>(Note : This money shall be credited to the Income of Examination Branch)                |
| (11) Using obscence language/ violence threat at the examination centre by a student at the University/College/Institution examination to Jr./Sr Supervisors/ Chief Conductor or Examiners. | Exclusion of the student from University or College or Institution examination for four additional examinations.   |
| (12) (a) Impersonation at the University/ College/ Institution examination.   | Exclusion of the student from University or College or Institution examination for five additional examinations. (both the students if impersonator is the student of University or College or Institution). |
| (b) Impersonation by the student of University/College/Institution student at S.S.C./H.S.C./ any other examinations.  | Exclusion of the impersonator from University or College or Institution examination for five additional examinations.  |
| (13) Revealing identity in any form in the answer written or in any other part of the answerbook by the student at the University or College or Institution examination.                    | Annulment of the performance of the Student at the University or College or Institution examination in full.   |
| (14) Found having written on palms or on the body, or on the clothes while in the examination   | Annulment of the performance of the Student at the University or College or Institution examination in full.   |
| (15) All other malpractices not covered in the aforesaid categories.  | Annulment of the performance of the student at the University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence.                                |



  
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- (16) If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.
- (17) Practical/ Dissertation/Project Report Examination  
Student involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.
- (18) The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

\*(Note : The Term "Annulment of Performance in full" includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice used thereat.)

**13. Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination.**

**(I) Competent Authority :**

- (a) The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.
- (b) The Management (includes the Trustees, Managing Body or Governing Body) of the constituent affiliated/conducted college or Recognised Institution shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examination conducted by the constituent affiliated/ conducted college or Recognised Institution on behalf of the University.

**(II) Definition : Unless the Context Otherwise Requires :**

- (a) "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.
- (b) Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination :-
- (i) Leakage of question/s or question paper set at the University / College/ Institution examination before the time of examination.
  - (ii) Examiner/ Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
  - (iii) Paper-setter omitting question, Sr.No. of question, repeating question or setting question outside the scope of syllabus.
  - (iv) Examiner/ Referee showing negligence in detecting malpractice used by student/s.
  - (v) Jr. Supervisor, Sr. Supervisor, Chief Conductor showing negligence / apathy in carrying out duties or aiding / abetting/ allowing / instigating students to use malpractice/s.
  - (vi) Or any other similar act/s of commission and or act/s of omission which may be considered as malpractices or lapses by the competent authority.



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COLLEGE OF ENGINEERING  
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- (c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.
- (d) "College", means conducted, constituent or affiliated college of the University.

**(III) Investigating Committee :**

- (i) The Committee appointed by the Board of Examinations under the provisions of Section 32 (6) (a), 42 and 43 of the Maharashtra Universities Act 1994, to investigate unfair means resorted to by student/s at the University examinations shall also investigate the cases of malpractices used and/or lapses committed, by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examination at the University examinations.
- (ii) Similarly, a Committee appointed by the College or Institution to investigate unfair means resorted to by student/s at the examinations concerned shall also investigate malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the affiliated / conducted College or Institution on behalf of the University.

**(IV) Procedure for Investigation :**

- (i) The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University / College / Institution shall be scrutinized by the Officer / Incharge of the Sub-Section/ Unit concerned to which the case is primarily pertained at the Examination Section of the University / College/ Institution. He/She shall collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the competent authority concerned. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The Officer of the Sub-Section/ Unit concerned through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- (ii) The Competent Authority or the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of malpractices used and or lapses committed by him /her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.
- (iii) The person concerned shall be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/ explanation to the show cause notice served on him/her and charge is levelled against him/her therein. The person concerned himself/herself only shall present his/her case before the Committee.
- (iv) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the person concerned shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in presence of the delinquent.
- (v) Reasonable opportunity, including oral hearing, shall be given to the person concerned, in his/her defence before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.



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- (vi) The Committee should follow the above procedure in the spirit of principles of natural justice.
- (vii) If the person concerned, fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances, if the person concerned fails to appear before the Committee, the Committee shall take decision in his/her case in his / her absence on the basis of whatever evidences/ documents available before it and same shall be binding on the implicated person concerned.
- (viii) The Committee shall submit its report to the competent authority concerned alongwith its recommendations regarding punishment to be inflicted on the person concerned or otherwise.

**(V) Punishment :**

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:-

- (i) Declaring disqualified the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination, from any examination work either permanently or for a specified period.
- (ii) Imposing fine. If the person concerned fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment/ penalty as it may deem fit.
- (iii) Referring his/her case to the disciplinary authority concerned for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- (iv) The competent authority or the Officer authorised in this behalf, shall inform the person concerned of the decision taken in his/her case and the punishments imposed on him/her.
- (v) An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No.(iii) above, shall lie with the Board of Examinations if the case is pertaining to the University examination or with the Management of the College or Institution, if the case is pertaining to the College/ Institution examination and their decision in the appeal shall be final and binding.
- (vi) The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant / petitioner, if applied for in writing.
- (vii) The court matters in respective cases of malpractices/lapses shall be dealt with by the respective competent authority.
- (viii) As far as possible the quantum of punishment should be prescribed category-wise as hereunder :-




  
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**14. Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of University/ College/ Institution Examinations.**

Sr. No	Nature of Malpractices/Lapses	Punishment
(1)	Paper-setter found responsible for leakage of the question set in the University/ College/ Institution examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work + disciplinary action by authorities concerned, as per the rules applicable.
(2)	Leakage of question/ question paper set in the University / College / Institution examination before the time of examination at the University/ College/ Institution. or at examination centre by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty / responsible person/s as per the prevailing rules / standard code by the authorities concerned.
(3)	Favouring a student (examinee) by examiner, moderator, referee in assessment of answerbooks/ dissertation/ Project Report/ Thesis by assigning the student marks to which the student is not entitled, at the University/ College/ Institution examination.	Disqualification from any examination work + disciplinary action by the authorities concerned.
(4)	Examiner/ Moderator / Referee intentionally/ negligently not assigning the student in assessment of his/her answer-books/ dissertation / project work, the marks to which the student is entitled to at the University/ College/ Institution examinations.	Disqualification from any examination work + disciplinary action by the authorities concerned.
(5)	Paper-setter omitting question at the time of finalisation of question paper set at the examination or repeating Sr. No. of question while writing.	Disqualification from any examination work for a period of three years.
(6)	Paper-setter repeating questions in same/ different section/s.	Disqualification from any examination work for a period of three years.
(7)	Paper-setter setting questions outside the scope of the syllabus	Disqualification from any examination work for a period of three years.



  
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- (8) While assessing answerbook examiner showing negligence in detecting malpractices used by the student/s As decided by the authorities of the University / College/Institution.
- (9) Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student) As decided by the authorities of the University / College / Institution.
- (10) Sr. Supervisor / Chief Conductor showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before prescribed time) As decided by the authorities of the University/ College/Institution.
- (11) Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty. Disqualification from any examination work upto a period of three years + disciplinary action by the authorities concerned as per the rule if he/she is a University / College / Institution employee.
- (12) Jr Supervisor helping student (examinee) in mass-copying while on examination duty. Permanent disqualification from any examination work + disciplinary action by the authorities concerned as per the rule if he/she is a University/ College/ Institution employee.
- 13 The competent authority, in addition to the above mentioned punishment, may impose a fine on the person concerned if declared guilty.
- 14 The competent authority may report the case of the implicated person concerned to the appropriate Police Authorities as per the provision of the Maharashtra Act, No. XXXI of 1982.



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FORM OF UNDERTAKING

Appendix-C

UNIVERSITY OF PUNE

Statement of candidate who is alleged to have used Unfair Means at the University Examination

Name in Full :  
 Address :  
 Examination :  
 Paper No. & Subject :  
 Seat No. :

To  
 The Controller of Examinations  
 University of Pune  
 Ganeshkhind, Pune-411 007.

Sir,  
 I appeared at the above examination held on

at the college/centre.

(Centre) in the Morning/Evening session

I give below my statement as follows :-

Date : Before me

Place:

Date : Time

Signature of the Candidate



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### FORM OF UNDERTAKING

Full Name of the Candidate : .....

Permanent/Local Address : .....  
.....  
.....

TO,

The Controller of Examinations,  
University of Pune  
Ganeshkhind, Pune-411 007.

Sir,

I ..... the undersigned, student of .....

College/Institution ..... appearing for .....  
Examination

at the .....

College (Centre) do hereby state on solemn affirmation as under :-

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

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

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

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

In witness where of I set my hand to this undertaking

Signature of the Candidate

Before me

Date :

Chief Couductor of the Centre  
and Rubber Stamp of the University/College/Institution.

Date:



*[Handwritten Signature]*  
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UNIVERSITY OF PUNE

Report of the Jr. Supervisor/Sr. Supervisor/Chief Conductor

Block No. :  
Examination :  
Subject :  
Date :

To  
The Controller of Examinations,  
University of Pune  
Ganeshkhind, Pune-411 007.

Sir  
I ..... the undersigned. Jr. Supervisor appointed on the above-mentioned Block at the ..... examination held at..... college (Centre), am hereby making report against Candidate No..... Shri/Smt. ....at the examinations, as follows ;

Yours faithfully,

( Jr. Supervisor)

Date :

Time :

Name & Address of the Junior Supervisor

On the basis of the report made by the Jr. Supervisor, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate No. .... and therefore the case be forwarded to the University for investigation.

Signature of Sr. Supervisor

Name : .....

Date :

Forwarded to the Controller of Examinations, University of Pune, Ganeshkhind, Pune-411 007. for necessary action.

Seal of the College/Institution/University (Centre)

Place :

Date :

Encl :

Signature of Chief Conductor

(N.B.: Kindly enclose a copy of the relevant question paper)



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To  
The Inspector/Sub-Inspector,  
Police Station,  
.....

**Sub.: Complaint against the student for the alleged use of Unfairmeans at the.....examination held in the.....**

Sir,

On behalf of the University of Pune, Ganeshkhind, Pune-411 007. the..... Examination held in the First Half/Second Half of 20..... is conducted in the premises of the.....College/ Institution/University. I have been authorised by the University of Pune, Ganeshkhind, Pune-411 007. vide letter No..... dated .....addressed to the Principal by.....to take action under the provisions of Maharashtra Act. XXXI of 1982, an Act to provide for preventing malpractices at University, Board and other specified examination.

I furnish herewith the details of the following student/s who has/have used Unfair Means at the.....examination.....

1. Name of the Student : .....
2. Examination Seat No : .....
3. Name of the College/Institution through which he/she appeared for the examination : .....
4. Name of the Subject : .....  
Date and Time : .....
5. Name of the Jr. Supervisor : .....
6. Name of the Sr. Supervisor who detected the case : .....
7. Material found with the Candidate : .....
8. Other Information if any in connection with the case : .....

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

Yours faithfully,

Chief Conductor.

Name of the Centre.....

Place :

Date:



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Proforma for submission of the Information regarding prosecution of Candidates appeared at the Centre

Centre No.	Examination	Name and Seat No. of the Candidate prosecuted	Date of Prosecution	Report of which the candidate was found malpractising and nature of malpractice in brief	Name of the Person who detected the malpractice	Signature of Jr. Supervisor	Signature of Sr. Supervisor	Signature of Chief Conductor	Remarks
1	2	3	4	5	6	7	8	9	10

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## **Ordinance 10 : Draft of Ordinance for Central Assessment Programme Scheme**

### **Preliminary :**

The conduct of examinations and declaration of results is one of the important activities of the University. The Scheme of Central Assessment programme is being introduced by way of Ordinance with a view to (1) declaring the results in the shortest possible time, (2) increasing the reliability of the results, (3) maintaining uniformity and consistency in the assessment, (4) increasing accuracy and efficiency in the declaration of results and (5) creating confidence amongst the students about the assessment system.

The Central Assessment Programme shall consist of the following stages:

- (i) Pre-assessment work
- (ii) Assessment and Moderation process
- (iii) Post-Assessment Work

### **I. PRE-ASSESSMENT :**

#### **1. To fix the venue of the Central Assessment Programme :**

The venue of the CAP shall be decided by the University authorities. It shall be on the University campus/in Affiliated College/Recognized Institution/any other place decided by the University authorities.

#### **2. Appointment of CAP Director :**

The Director for the Central Assessment programme shall be appointed by the University authorities from amongst the following

- (i) Principal of the Affiliated College concerned or his nominee from amongst the senior faculty members.
- (ii) Head of the Recognized Institution concerned or his nominee from amongst the senior faculty members.
- (iii) Head of the University Department concerned or his nominee not below the rank of Reader
- (iv) Any other senior person with the suitable academic and administrative experience.

The Director shall communicate his acceptance along with the undertaking in the prescribed form (Encl-1)

#### **3. Invitation to Examiners/Moderators :**

The University authorities shall provide a list indicating number of students appearing for each subject and other relevant information to the Director. The Director/Controller of Examinations shall ascertain the number of examiners and moderators required per subject. The Director shall make arrangements regarding the space and the supporting staff required for the CAP.

The Director of CAP/Controller of Examinations shall send invitation letters to all the examiners and moderators shown in the lists finalized by the University authorities well in advance so as to enable the examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, the Director, CAP shall consult the Controller of Examinations and take decision. All the instructions regarding the CAP shall also be sent to the examiners and moderators. In case of shortage of examiners/moderators as reported by the Director, CAP, the substitute appointments of examiners/moderators shall be made by the Controller of Examinations.

#### **4. Collection of Answer books :**

It is the responsibility of the Principal of the College/Director of the Recognized Institution/Head of the University Department to see that the answer books of the examinations held at his centres are sent promptly to CAP Centre as per instructions given by the University authorities from time to time.



  
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**5. Preparation for CAP :**

- (i) The Director of CAP shall make adequate arrangements to receive answerbooks coming from the examination centres from time to time.
- (ii) On receipt of the answerbooks at the CAP venue, the staff employed for this work shall check the number of answerbooks. Junior Supervisor/s Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the Deputy Registrar (Examination)/or an Officer nominated by the Controller of Examinations.
- (iii) It shall be seen and verified that all the answerbooks of the subjects, are received from all the centres of examinations. This shall be checked with the subjectwise and centrewise summaries of the examinations concerned. In case of non-receipt of answerbooks from any examination centre, the Director of CAP shall take immediate steps for receiving the said answerbooks from the examination centre concerned under intimation to the Co-ordinator/ Asstt. Co-ordinator of the CAP.
- (iv) The bundle of answerbooks so prepared shall preferably be computer coded and masked and the coded sheets shall be inserted in the bundles of answerbooks. The Junior Supervisor/s Reports shall be taken out and kept in a separate file. Papers or bundles tied or presented in a doubtful manner shall be separated and further decision regarding their evaluation shall be taken in consultation with Controller of Examinations.

**II. ASSESSMENT AND MODERATION PROCESS :**

The University shall issue instructions to the concerned on the following:

- (i) Consistency and uniformity in assessment
- (ii) Remedial measures in respect of discrepancies detected/noticed in the question paper.
- (iii) Unfair means noticed during the assessment process
- (iv) Administrative, financial and organizational details
- (v) Any other details not covered under this Ordinance shall be prescribed by the University and the Central Assessment Programme shall be carried out accordingly.

**III. POST-ASSESSMENT :**

The University shall issue instructions on the following:

- (i) Decoding/unmasking of assessed answerbooks.
- (ii) Scrutiny and verification of assessed answerbooks.
- (iii) Preparation and schedule of submission of mark lists to the University.



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**FORM OF UNDERTAKING**

**UNIVERSITY OF PUNE**

I, Professor/Dr..... hereby give undertaking that, I solemnly and willfully accept the responsibility of carrying out the work of Central Assessment Programme as a Director, entrusted to me by the University vide its letter No.....dated..... I further declare that I shall,

1. Strictly follow the instructions issued to me from time to time by the University authorities.
2. Make all the necessary arrangements for smooth and timely conduct of the Central Assessment Work.
3. Take all the necessary steps of carrying out the pre-assessment, assessment and moderation and also post-assessment processes in strict confidential manner.
4. Forward the mark-lists duly completed and assessed answer-books back to the University office within the time limit prescribed by the University.
5. Incur the necessary expenditure within the scope of instructions issued by the University.
6. Forward the audited accounts/statements to the University authorities within the stipulated time.
7. Forward the report of the Central Assessment Programme to the University within the time stipulated.
8. Co-operate with the University officials in the manner as deemed fit.

Signed today on ..... day of .....Two thousand .....

Signature : .....

Name in full : .....

Designation : .....

Name of the College/Institution/Univ. Dept. : .....

Phone (O) : .....

(Res) : .....

(Fax) : .....



*[Handwritten Signature]*  
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**Facultywise list of Professional Courses :****1. Faculty of Arts**

- 1.1 Diploma in Translation.
- 1.2 Diploma in Foreign Languages
- 1.3 Certificate of Proficiency in Foreign Languages.
- 1.4 M.A. in Modern European and Other Foreign Languages.
- 1.5 M.Phil.
- 1.6 M.A.Linguistics

**2. Faculty of Social Sciences**

- 2.1 B.Lib. & Information Science.
- 2.2 M.Lib. & Information Science.
- 2.3 B.J.C. (Journalism & Communications)
- 2.4 M.J.C. (Journalism & Communications)
- 2.5 B.S.W.
- 2.6 M.S.W.
- 2.7 Diploma/Cert. In Women's/ Gender Studies
- 2.8 M.Phil
- 2.9 Diploma in Population Education
- 2.10 Diploma in Adult Education
- 2.11 Master of Tourism
- 2.12 Diploma in Tourism
- 2.13 Diploma in Research Methodology
- 2.14 M.A.Communication Science/Studies

**3. Faculty of Science**

- 3.1 B.C.S. (Bachelor of Computer Science)
- 3.2 M.Sc. (Computer Science)
- 3.3 M.C.A. (Master of Computer Applications)
- 3.4 D.C.P. (Diploma of Computer Programming)
- 3.5 M.Sc.
  - 3.5.1 Electronics
  - 3.5.2 Applied Electronics
  - 3.5.3 Electronic Sciences
  - 3.5.4 Industrial Chemistry
  - 3.5.5. Polymer Chemistry
  - 3.5.6. Environment Science
  - 3.5.7. Bio-Chemistry
  - 3.5.8 Microbiology
  - 3.5.9. Bio-technology
  - 3.5.10. Bio-informatics
  - 3.5.11. Sericulture
  - 3.5.12. Agro-Chemicals and Pest Management
  - 3.5.13. Health Sciences
  - 3.5.14. Biometry
  - 3.5.15. Communication Science



  
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#### 4. Faculty of Commerce/Management Studies

- 4.1 B.B.A. (Bachelor of Business Admns.)
- 4.2 B.B.M. (Bachelor of Business Management)
- 4.3 M.B.A. (Finance, Material, Marketing, Personnel, HRD etc.)
- 4.4 D.B.M.
- 4.5 M.C.A.
- 4.6 M.C.M.
- 4.7 M.E.M. (Environmental Management)
- 4.8 D.C.A. (Diploma in Computer Applications)
- 4.9 D.C.P. (Diploma in Computer Programming)
- 4.10 Diploma in Taxation
- 4.11 Diploma in Labour Relations and Management
- 4.12 M.P.W. (Master of Personnel Management)
- 4.13 P.G.Diploma
  - 4.13.1 Environmental Management
  - 4.13.2 Hotel Management
  - 4.13.3 Hospital Management
  - 4.13.4 Financial Services
  - 4.13.5 Foreign Trade
- 4.14 M.P.A.C.M. (Masters Programme in Advertising and Communications Management).


#### 5. Faculty of Law

- 5.1 LL.B. (Five Years Integrated Course)
- 5.2 LL.B. (Three Years Old Course)
- 5.3 LL.M.
- 5.4 Diploma in Labour Laws
- 5.5 Diploma in Taxation Laws
- 5.6 Diploma in L.R.M. (Legal Research Methods)

#### 6. Faculty of Education

- 6.1 B.Ed.
- 6.2 M.Ed.
- 6.3 B.P.Ed.
- 6.4 M.P.Ed.
- 6.5 Diploma in Population Education
- 6.6 Diploma in Adult Education
- 6.7 Diploma in Environmental Education
- 6.8 Diploma in Educational Technology
- 6.9 B.A.B.Ed. (Four Years Integrated Course)
- 6.10 M.Phil.



  
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**7. Faculty of Engineering/Technology.**

- 7.1 B.E.
- 7.2 M.E.
- 7.3 B.Textiles
- 7.4 M.Textiles
- 7.5 M.C.A.
- 7.6 B.Chem. Tech. (U.D.C.T.) Mumbai University, and L.I.T.Nagpur University
- 7.7 D.C.A.T. (Diploma in Computer Applications and Technology)
- 7.8 D.C.P. (Diploma in Computer Programming)
- 7.9 B.Arch. (Architecture)
- 7.10 M.Arch.
- 7.11 Diploma in Computer Science
- 7.12 All Diplomas of Polytechnic under SNTD Women's University, Mumbai.

**8. Faculty of Medicine**

- 8.1 M.B.B.S.
- 8.2 M.S.
- 8.3 M.D.
- 8.4 B.Sc. (Nursing)
- 8.5 B.D.S.
- 8.6 D.P.H.
- 8.7 D.P.M.
- 8.8 D.M.R.D.
- 8.9 D.M.M.
- 8.10 D.M.L.T.
- 8.11 All other PG Medical Diplomas
- 8.12 M.Ch.


**9. Faculty of Ayurvedic and Homeopathic Medicine**

- 9.1 B.A.M.S.
- 9.2 B.H.M.S.
- 9.3 M.D.
- 9.4 B.U.M.S. (Unani)
- 9.5 B.Sc. (Nursing)

**10. Faculty of Arts/Performing Arts and / or Interdisciplinary Studies.**

- 10.1 M.A.Music (Vocal)
- 10.2 M.A.Music (Instrumental)
- 10.3 Diploma in Light Classical Music
- 10.4 Diploma in Dance
- 10.5 Diploma in Painting
- 10.6 M.A.Dramatics
- 10.7 Diploma in Dramatics
- 10.8 Diploma in Interior Decoration & Design
- 10.9 B.D.F.C.
- 10.10 Bachelor of Food Technology and Management.



  
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**11. Faculty of Home Science**

- 11.1 B.Sc. Home Science
- 11.2 M.Sc. Home Science
- 11.3 Diploma in Home Science
- 11.4 B.Sc. Nursing
- 11.5 Diploma in Interior Decoration & Design
- 11.6 All other Diplomas-such as in Dress Design, Fashions, Catering etc.

**12. Faculty of Pharmacy**

- 12.1 B.Pharm
- 12.2 M.Pharm.

- \* The list of Courses/Degrees/Diplomas and Certificates examinations mentioned above in this addends has been prepared on the basis of information received from the following University.
- \* Dr. Babasaheb Ambedkar Marathwada University.
- \* University of Mumbai
- \* North Maharashtra University
- \* University of Pune
- \* SNDT Women's University
- \* Swami Ramanand Teerth Marathwada University
- \* The list of professional courses/degrees above is only illustrative and not exhaustive, and it will differ facultywise from one University to another.



  
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# UNIVERSITY OF PUNE



## CIRCULAR NO. 383 OF 2007

It is hereby notified for information of all concerned that the amended Ordinance 168 shall come into force with effect from 7.11.2007.

### ORDINANCE NO. 168

#### IMPROVEMENT OF CLASS /GRADE

(1) A Candidate who has passed the B.A./B.Com/ B.Sc/ LL.B. / B.E. /B.Arch/B.Pharm / B.Lib&I.Sc/ M.A. / M.Com/ M.Sc/ M.C.S/ LL.M/ M.E./ M.Pharm./M.Ed./M.B.A./M.P.M./M.C.M./M.M.S/ M.Lib.&I.Sc./ M.C.J./ M.M.M./ M.B.A. (Bio-Technology)/ M.C.A .(Management Faculty) /P.G.D.B.M./ P.G.D.F.S/ P.G.D.H.M./ P.G.D.C.M.M. /B.H.M.C.T./ P.G.D.C.A./P.G.D.C.M./P.G.D.E.M./P.G.D.M.M./P.G.D.M.L.M./P.G.D.IE. M./B.Sc Hospitality Management Degree examinations of this University with class mentioned in Column No.I and who desires to improve the class as show in Column No.II below will be permitted at his /her option to appear again for the same examination without being required to keep any terms.

Column I	Column II
Pass Class or Second Class or Higher Second Class or First Class, as the case may be	Second Class or Higher Second Class or First Class or First Class with Distinction, as the case may be.

(2) A Candidate who has re-appeared for the above examination/s under the provision of this Ordinance fails to improve his/her class/grade, his/her performance at such re-appearance shall be ignored.

(3) A candidate will be allowed to re-appear for the Examination for improvement of class/grade within a period of five years from the date of his/her passing the P.G.Diploma Bachelor's/ Master's degree examination. A candidate who has passed the Bachelor's/Master's degree examination prior to the commencements of this Ordinance will also be allowed to improve his/her class/grade within a period of five years from the date of



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commencement of this Ordinance. (Date of commencement of this Ordinance 27<sup>th</sup> January, 1994)

(4) A candidate shall have to reappear for minimum 1/3 and or maximum all the University theory courses at a time on which the class is awarded.

(5) A candidate will be allowed maximum three attempts for the improvement of his/her class/ grade within the stipulated period of five years.

(6) A candidate appearing for the improvement of class/grade, shall not be entitled to get benefit of any rules/Ordinance of the University regarding condonation.

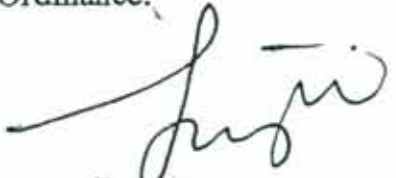
(7) A candidate appearing for the improvement of class/grade, shall not be entitled to get any prize/medal/scholarship/award etc.

(8) A candidate who desires to apply for improvement of class/grade should submit his/her examination application form for improvement of class from the College/ Department of University / Recognised Institution from which he/she has obtained the original degree. The external student shall register his/her name with external Section of University and submit his/her examination form through External Section.

(9) A candidate who has reappeared for the examination under the provisions of this Ordinance for improvement of his/her class/grade and improves his/her class/grade by such re-appearance, will have to surrender his/her original degree, statement of marks and passing certificate etc. to the University. In the revised degree certificate, statement of marks and passing certificate, which will be issued to the candidate, mention will be made of the fact that he/she improved his/her class/grade under this Ordinance.

RefNo. : Law/2007/473

Date : 7.11.2007

  
Registrar

Copy for information to:

1. The Heads of University Departments
2. The Heads of Sections in the University
3. Principals of the Affiliated Colleges
4. Heads of the Recognized Institutions



  
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सावित्रीबाई फुले पुणे विद्यापीठ  
॥ यः क्रियावान् स पण्डितः ॥

# ExamOnline

Examination Section, University of Pune

## Ordinance

### Exam Related Ordinances

#### Download Ordinances

1. Photo/ScanCopy & Revaluation ( ../Docs/Ordinances/Circular No. 60 Dt. 18.02.2020\_20.022020\_1.pdf)
2. Ordinance 1 to 10 ( ../Docs/Ordinances/Circular No\_80-of-2018\_20.022020.pdf)
3. Permission to apply for degree/diplomas in various faculties, after convocation. ( ../Docs/Ordinances/ordinance\_no.104-a.pdf)
4. Subjects to be taken by external students. No student shall be allowed to keep terms for two degree courses. ( ../Docs/Ordinances/ordinance\_no.111\_116.pdf)
5. Result of student to waive benefits of Ordinance. ( ../Docs/Ordinances/ordinance\_no.139-a.pdf)
6. Best of Performance. ( ../Docs/Ordinances/ordinance\_no.140-a.pdf)
7. Grant of additional marks for extra-curricular activities. ( ../Docs/Ordinances/ordinance\_no.163.pdf)
8. Improvement of Class/Grade. ( ../Docs/Ordinances/ordinance\_no.168.pdf)

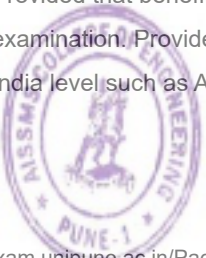
#### Ordinance 1 Grace Marks for Passing in each of head of passing (Theory /Practical /Oral /Sessional).

##### (External /Internal)

The examinee shall be given the benefit of grace marks only for passing in each head of passing, (Theory/Practical/Oral/Sessional) in External or Internal examinations as follows:

Head of Passing	Grace Marks Upto	Head of Passing	Grace Marks Upto
Upto- 50	2	251-300	7
51-100	3	301-350	8
101-150	4	351-400	9
151-200	5	401 & above	10

Provided that benefit of such gracing marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination. Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, ccm, NCTE, UGC etc.



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### Ordinance 2 Grace Marks for getting Higher Class.

A candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class/ Higher Second Class or First Class by marks not more than 10% of the aggregate marks of that examination or upto 10 marks, whichever is less, shall be given the required marks to get the next higher class or grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.

Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examinations only for which provision of award of class has been prescribed. Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIII, NCTE, etc.

### Ordinance 3

#### Grace Marks for getting distinction in the subject only.

A candidate who passes in all the Subjects/Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the subject/s falls short by not more than three marks for getting distinction in the subject/s shall be given necessary grace marks upto three in maximum two subjects, subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

Provided that benefit of the above mentioned grace marks shall be given to the candidate only for such examinations for which provision for distinction in a subject has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, ccrn, NCTE, etc.

### Ordinance 4

#### Condonation

If a candidate fails in only one head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

Condonation of deficiency of marks be shown in the Statement of Marks in the form of asterik and Ordinance number.

Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIII, NCTE, etc.

#### Notes for Ordinances from 1 to 4 :

1. If a candidate fails in a head of passing, which is included in another head of passing, of the same subject, he shall be entitled to the benefit of the Condonation in both the heads, if necessary subject to the maximum limit of Condonation permissible.
2. If a deficiency of marks is condoned, the class/grade in the examination concerned, of the candidate, shall be declared on the actual marks obtained by the candidate.
3. The benefit of not more than one Ordinance shall only be given for one examination of one course.
4. The benefits of above mentioned Ordinances may be given to the candidates appearing in the examination with backlog and/or exemption whenever such an exemption/system of backlog has been provided.



5. The benefits under above mentioned Ordinances shall be given at the time of declaration of [mal examinations only. 6. Final examination for the purposes of these Ordinances means and includes such examination/s on the basis of marks on which class/grade is awarded.

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## All links

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[Schedules & Timetables \(SchedulesTimetables.html\)](#)

[Exam Forms Online \(ExamFormsOnline.html\)](#)

[Results \(results.html\)](#)

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# Savitribai Phule Pune University

## UG CHOICE BASED CREDIT SYSTEM



## RULES AND REGULATIONS

FOR  
UNDER GRADUATE PROGRAMME IN ENGINEERING  
UNDER  
FACULTY OF SCIENCE AND TECHNOLOGY  
WITH EFFECTIVE FROM A.Y. 2019-20



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## Course Structure, Guidelines, Rules and Regulations

### Preamble

Economic progress of country is strongly linked with quality of technical education. Engineering education is gaining new heights and it contributes substantial share in overall education system. Engineering graduates are to be educated and trained with a view of employability and sustainability. With the advent of technology and ever-changing expectations from the Industry and Society, revision of curriculum is need of the day, making it contemporary and relevant. In a bid to fine tune our technical education system to the global standards & practices, the Credit-Grade based performance and assessment system has been already implemented with effect from June 2015 onwards for all the Under Graduate Programme (UG) under the Faculty of Science & Technology.

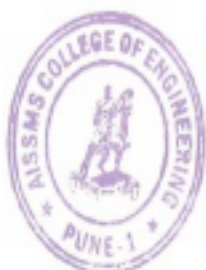
To fulfill the necessities, the youngsters pursuing engineering studies need to be well equipped and acquaint with the latest technological trends and industrial requirements. This is possible only when the students undergo studies with an updated and evolving curriculum to match global scenario. The faculty of Science & Technology has shouldered the idea of incorporating latest advances and to upgrade the course contents with latest and relevant topics and know-how. Accordingly the new structure and curriculum are being introduced to be implemented from the academic year 2019-20 for First Year Engineering and the process will continue for subsequent years for second, third and fourth year engineering.

### General Guidelines

1. All undergraduate programmes in Engineering under faculty of Science & Technology will be of **four years** duration and **eight semesters**.
2. The total number of credits required to earn for the **completion of the programme is 170 credits** in a minimum period of **eight semesters**.
3. All UG programme, under Faculty of Science & Technology shall be offered with **170 credit**; one credit is approximately equivalent to 15 contact hours.
4. **Assessments in Choice based Credit System consists of**
  - A) In-semester examination
  - B) End-semester examination
  - C) Continuous assessment for various examination heads.**Assessment and Evaluation is to be done as per guidelines provided by competent authority.**
5. Semester 1 and semester 2 will be part of First Year of Engineering (FE), Semester 3 and semester 4 will be part of Second Year of Engineering (SE), Semester 5 and semester 6 will be part of Third Year of Engineering (TE), Semester 7 and semester 8 will be part of Final Year of Engineering (BE)
6. **Induction Program**

Induction programme for first year students is introduced to familiarize them to the new environment and encourage them to learn beyond classrooms. Objective is to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self exploration. Induction Program should be preferably of 3 weeks (**2 weeks at beginning first semester and 1 week at the beginning of second semester**). In order to implement the (SIP) in the College the following activities can be taken at College.

- Physical Activity: - This would involve a daily routine of physical activity with games and sports.
- Creative Arts: - Every students would chose one skill related to arts whether visual arts or performing arts.
- Mentoring and Universal Human values:-Mentoring and connecting the students with faculty members and other students is the most important part of student induction. This can be effectively done by forming a group of 22-24 students with a



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faculty mentor each. This can be implemented through group discussion and real life activities rather than only lecturing.

- Familiarization with College, Department and Branch :-The incoming student should be told about the credit, grading system and scheme of the examination. They should be explained how the study in College differs from the study in school. They should be taken on College tour and shown important facilities such as library, canteen, gymkhana etc. They should be shown their own department.
- Literary Activity:-Literary Activity would compass reading book, writing a summary, debating, enacting a play etc.
- Proficiency modules: - The modules can be designed to overcome some critical lacunas that students might have like English Speaking, Computer familiarity etc.
- Lectures by Eminent People: - The lectures of Eminent people be organized to expose the students to social activity and public life.
- Visit to local Area:-A couple of visits to the landmarks of the city or a hospital or orphanage could be organized.
- Extracurricular activities in College:-The new students should be introduced to the extracurricular activities at the College.
- Feedback and Report on the program:-Students should be asked to give their mid program Feedback wherein each group of 22-24 students should be asked to prepare a single report on their experience of the program.

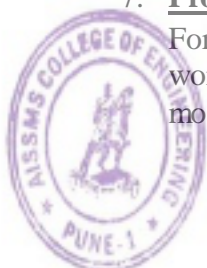
To summarize the above activity the sequence of activities can be planned as given below:

- Address by Principal, HOD's and other functionaries and welcome the new students along with their parents.
- The branch wise allocation of students to be done and a group of 22-24 students is to be formed along with one faculty as mentor.
- A detail time table of various activities is to be prepared and displayed for all students. The timetable should give details of location and details of faculty in charge of the activity.
- The visit to local areas can be arranged on Saturdays.
- The various activities to be carried out can be divided into three phases :-
  1. Initial phase:- Which may include Address by Principal, HOD's and other functionaries College and Dept Visit, interaction with parents Forming of students group and assigning of mentor mentee.
  2. Regular Phase:- This phase may include the activities such as creative arts / universal Human values Games & Sports in the morning session and in the afternoon session. Literary activities, Proficiency module, Lectures & workshop, Extracurricular Activities etc. can be scheduled.
  3. Closing Phase:- This phase may include taking feedback of students, preparation of Report by each group, Test of creative Arts, Human Values can be taken.

These are summarized guidelines to be given to the student inducing induction programme (SIP). Please refer SIP Manual published by AICTE for detail guidelines[2].

### 7. Project based Learning:

For better learning experience, along with traditional classroom teaching and laboratory work based learning, project based learning has been introduced with an objective to motivate students to learn by working in group (**5 to 6 students per group**) courteously to



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solve a problem. Students may undertake a problem which can be theoretical, practical, social, technical, symbolic, cultural and/or scientific and grows out of students' wondering within different disciplines and professional environments. A chosen problem has to be **exemplary**. The problem may involve an interdisciplinary approach in both the analysis and solving phases. Such practice will also increase their capacity and learning through shared cognition. [3] [5].

8. **Laboratory Course:**

The laboratory work will be based on completion of experiments/ lab assignments confined to the related companion courses of the semester.

9. **Seminar:**

Seminar shall be on state-of-the-art topic selected by student and approved by the authority. The student shall submit the duly certified seminar report in standard format, for satisfactory completion of the work by the concerned Guide and head of the department/institute.

10. **Project Work at Final Year:**

Project work in the seventh semester is an integral part of the project work. The project work shall be based on the knowledge acquired by the student during the graduation and preferably it should meet and contribute towards the needs of the society. The project aims to provide an opportunity of designing and building complete system or subsystems based on area where the student likes to acquire specialized skills. The student shall prepare the duly certified final report of project work in standard format for satisfactory completion of the work by the concerned guide and head of the Department/Institute.

11. **Internship**

Internships are educational and career development opportunities, providing practical experience in a field or discipline. Internships are far more important as employers are looking for employees who are properly skilled. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined time scales. Core objective is to expose technical students to the industrial environment, which cannot be simulated/experienced in the classroom and hence creating competent professionals in the industry and to understand the social, economic and administrative considerations that influence the working environment of industrial organizations. Student may choose to undergo Internship at Industry/Govt./NGO/MSME/Rural Internship/Innovation/ IPR/Entrepreneurship. Student may choose either to work on innovation or entrepreneurial activities resulting in start-up or undergo internship with industry/NGO's/Government organizations/Micro/Small/ Medium enterprises to make themselves ready for the industry [4]. Conduction, monitoring, assessment, and evaluation is to be done as per guidelines provided by AICTE [4].

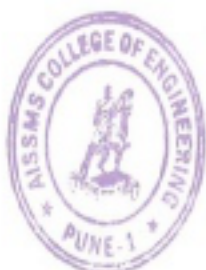
12. **Abbreviations:**

**TW:** Term Work **TH:** Theory **OR:** Oral **TUT:** Tutorial **PR:** Practical  
**Sem:** Semester, **PROJ:** Project Work, **ESE:** End Semester Examination **ISE:** In Semester Examination, **CA:** Continuous Assessment, **DW:** Drawing.

**Definition of Credit [1]\*\*:**

1 Hour Lecture (L) per week	1 credit for 1 Hour
Tutorial (T) per week	1 credit for 1 Hour
Practical (P) per week 2 Hours Practical(Lab)/week	1 credit for 2 Hours

\*\* The head of Tutorial and Practical (as a special case) may be merged for common credit with the permission of authority.



  
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**This document includes following sections-**

- I. Undergraduate Engineering Programme Structure
  - II. Examination Scheme
  - III. Structure of Question Paper
  - IV. Assessment
  - V. Rules of Passing
  - VI. Rules of ATKT (Allowed To Keep Term)
  - VII. Assessment and Grade Point Average
  - VIII. Performance Indices
  - IX. Result
- References

**1) UG Programme Structure and Credit Distribution:**

Each B.E. / B. Tech. programme is of 4 years duration. The minimum total number of credit requirement for each programme is 170. In the structure, the credits are distributed over 8 semesters. The open elective included, gives the student a wide choice of subjects from other programme. The Credit structure for Bachelor of Engineering programme is given below in Table 1.

**TABLE 1: Credit Structure for UG programme in Engineering**

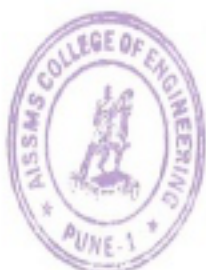
Credits offered									
Course Work	Semester								Total
	I	II	III	IV	V	VI	VII	VIII	
Professional Theory Courses *	17	16	15	15	12	06	06	06	90
Elective Courses <sup>^</sup>	-	-	-	-	03	03	06	06	18
Laboratory Courses/ continuous assessment/TW	05	04	07	05	05	05	06	02	42
Seminar & Communication Skills	-	-	-	-	01	01	-	-	02
Project Work	-	-	-	-	-	02	02	06	10
Project Based Learning	-	02	-	02	--	--	--	--	04
Internship <sup>\$</sup>	--	--	--	--	-	04	--	--	04
Total	22	22	22	22	21	21	20	20	170
Mandatory Non_Credit_Graded_Audit Course <sup>#</sup> per semester									
Induction Program at first year Engineering	3 week duration ( 2 week at the beginning of Sem-I & 1 week at the beginning of Sem-II)								

\*: Professional Courses include - Engineering Science Courses including Workshop, Drawing, basics of Electrical/Electronics/Mechanical/Computer/Civil Engineering, Humanities and Social Sciences including Management/Finance Management courses, Basic Science courses and Professional core courses.

<sup>^</sup>: Professional Elective courses relevant to chosen specialization/branch and Open Electives (interdisciplinary and /or emerging technology)

<sup>#</sup>: There will be mandatory **Non\_Credit Course** per Semester viz- Environmental Studies, Indian Constitution, Essence of Indian Traditional Knowledge, financial Management and courses introduced time to time by university or apex bodies.

<sup>\$</sup>: Internship to be completed after semester 5 and to be assessed in semester 6. Internship will be of 4 to 6 weeks maximum.



  
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**TABLE -2 First Engineering \_Structure for Semester-I**

Course Code	Course Name	Teaching Scheme (Hours/Week)			Examination Scheme and Marks						Credits			
		Theory	Practical	Tutorial	ISE	ESE	TW	PR	OR	Total	TH	PR	TUT	Total
107001	Engineering Mathematics-I	03	--	01	30	70	25	--	--	125	03	--	01	04
107002/ 107009	Engineering Physics / Engineering Chemistry	04	02	--	30	70	--	25	--	125	04	01	--	05
102003	Systems in Mechanical Engineering	03	02	--	30	70	--	25	--	125	03	01	--	04
103004/ 104010	Basic Electrical Engineering / Basic Electronics Engineering	03	02	--	30	70	--	25	--	125	03	01	--	04
110005/ 101011	Programming and Problem Solving / Engineering Mechanics	03	02	--	30	70	--	25	--	125	03	01	--	04
111006	Workshop <sup>@</sup>	--	02	--	--	--	--	25	--	25	--	01	--	01
Total		16	10	01	150	350	25	125	--	650	16	05	01	22
101007	Audit Course 1 <sup>&amp;</sup>	02	Environmental Studies-I											

**Induction Program :** 2 weeks at the beginning of semester-I and 1 week at the beginning of semester-II

**TABLE -3 First Engineering \_Structure for Semester-II**

Course Code	Course Name	Teaching Scheme (Hours/Week)			Examination Scheme and Marks						Credits			
		Theory	Practical	Tutorial	ISE	ESE	TW	PR	OR	Total	TH	PR	TUT	Total
107008	Engineering Mathematics-II	04	--	01	30	70	25	--	--	125	04	--	01	05
107002/ 107009	Engineering Physics/ Engineering Chemistry	04	02	--	30	70	--	25	--	125	04	01	--	05
103004/ 104010	Basic Electrical Engineering / Basic Electronics Engineering	03	02	--	30	70	--	25	--	125	03	01	--	04
110005/ 101011	Programming and Problem Solving / Engineering Mechanics	03	02	--	30	70	--	25	--	125	03	01	--	04
102012	Engineering Graphics <sup>™</sup>	01	02	01	--	50	25		--	75	01	01		02
110013	Project Based Learning <sup>§</sup>	--	04	--	--	--	25	50	--	75	--	02	--	02
Total		15	12	02	120	330	75	125	--	650	15	05	02	22
101014	Audit Course 2 <sup>&amp;</sup>	02	Environmental Studies-II											
107015		--	Physical Education-Exercise and Field Activities											



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## Instructions:

- PR/Tutorial must be conducted in three batches per division.
  - Minimum number of required Experiments/Assignments in PR/ Tutorial shall be carried out as mentioned in the syllabi of respective subjects.
  - Every Student should appear for Engineering Physics, Engineering Chemistry, Engineering Mechanics, Basic Electrical Engineering, Basic Electronics Engineering, Programming and Problem solving during the year.
  - College is allowed to distribute Teaching workload of subjects Engineering Physics, Engineering Chemistry, Basic Electrical Engineering, Basic Electronics Engineering, Engineering Mechanics, Programming and Problem solving in semester I and II dividing number of FE divisions into two appropriate groups.
  - Assessment of tutorial work has to be carried out as term-work examination. Term-work Examination and Practical Examination at first year of engineering course **shall be internal continuous assessment only.**
- Ω 1 Credit for Engineering Graphics theory has to be awarded on the basis of End semester examination of 50 marks while 1 credit of tutorial and practical **shall be awarded on internal continuous assessment only.**
- @ Credit for the course of workshop practical is to be awarded on the basis of continuous assessment / submission of job work.
- § Project based learning (PBL) requires continuous mentoring by faculty throughout the semester for successful completion of the tasks selected by the students per batch. While assigning the teaching workload a load of 2 Hrs/week/batch needs to be considered for the faculty involved. The Batch needs to be divided into sub-groups of 5 to 6 students. Assignments / activities / models/ projects etc. under project based learning is carried throughout semester and Credit for PBL has to be awarded on the basis of internal continuous assessment and evaluation at the end of semester.
- & Audit course for Environmental Studies and II (As per D.O.No.F.13-1/2000 (EA/ENV/COS-I) dated 14 May, 2019) is mandatory but non-credit course. Examination has to be conducted at the end of Sem I & II respectively for award of grade at college level. Grade awarded for audit course shall not be calculated for grade point & CGPA.  
Audit course for Physical education is mandatory non-credit course. Examination has to be conducted at the end of Semester for award of grade at college level. Grade awarded for audit course shall not be calculated for grade point & CGPA.

**TABLE -4 Structure for Semester-III**

Subject Head	Duration (Hrs/week)	ISE	ESE	PR/OR Marks	TW Marks	Credits
Theory	15	150	350			15
PR/OR/Tut	14			100	100	07
Total	29	150	350	100	100	22

**TABLE -5 Structure for Semester-IV**

Subject Head	Duration (Hrs/week)	ISE	ESE	PR/OR Marks	TW Marks	Credits
Theory	15	150	350			15
PR/OR/Tut	10			100	50	05
Project based learning	04				50	02
Total	29	150	350	100	100	22



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**TABLE -6 Structure for Semester-V**

Subject Head	Duration (Hrs/week)	ISE	ESE	PR/OR Marks	TW Marks	Credits
Theory	15	150	350			15
PR/OR/Tut	10			100	50	05
Seminar	01				50	01
Total	26	150	350	100	100	21

**TABLE -7 Structure for Semester-VI**

Subject Head	Duration (Hrs/week)	ISE	ESE	PR/OR Marks	TW Marks	Credits
Theory	12	120	280			12
PR/OR/Tut	10			100	100	05
Internship	04				100	04
Total	26	120	280	100	200	21

**TABLE -8 Structure for Semester-VII**

Subject Head	Duration (Hrs/week)	ISE	ESE	PR/OR Marks	TW Marks	Credits
Theory	12	120	280			12
PR/OR/Tut	08			100	50	04
Moocs etc.					50	02
Project Stage-1	04			50	50	02
Total	24	120	280	150	150	20

**Credits of MOOCs Courses shall be awarded based on completion of relevant course (recommended by college / University) of equivalent or more credits and submission of Certificate to college. College shall submit the same to university through online process to be followed in due course.**

**TABLE -9 Structure for Semester-VIII**

Subject Head	Duration (Hrs/week)	ISE	ESE	PR/OR Marks	TW Marks	Credits
Theory	12	120	280			12
PR/OR/Tut	04			100	50	02
Project Stage-2	12			50	100	06
Total	28	120	280	150	150	20

Note: Any Course offered (Semester-III to Semester-VIII) should be of minimum 2 credits.

## 2. Examination Scheme:

### R.21

The theory examination shall be conducted in two phases for all the subjects of semester-I to semester-VIII.

#### R2.1.1: Phases of Examination

**Phase I** as In-Semester Examination of 30 marks written theory examination based on Unit-1 and Unit-2 of course syllabus scheduled by university



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**Phase II** as End-Semester Examination of 70 marks written theory examination based on unit number 3, 4, 5, 6 of course syllabus scheduled by university.

### **3. Structure of Question Paper:**

R3.1 Two units (Unit1 and Unit 2) will be covered for 30 Marks for Phase 1 (ISE). Equal weightage will be given to both the units (15 Marks each)

R3.2 Four units (Unit 3, Unit 4, Unit 5 and Unit 6) shall have weightage of 70 Marks for Phase 2 (ESE). Marks weightage for the unit 3, unit 4, unit 5 and unit 6 shall be as shown in Table no.10

- Marks weightage to be given for questions per unit is as –

**TABLE -10. Marks weightage per unit for examination**

<b>Unit Number</b>	<b>Phase I ISE Marks Weightage</b>	<b>Phase II ESE Marks Weightage</b>
1	15	--
2	15	--
3		18
4	-	17
5	--	18
6	-	17

R3.3 Paper will have only one section and two questions for ISE and four questions for ESE. For each question there will be alternate Question based on same unit and of the same marks.

R3.4 Framing of questions should be according to Anderson/Blooms Taxonomy and disseminated through the question papers with a mention of course outcomes as well.

### **4. Assessment**

#### **A. Theory:**

##### **R4.1**

ISE assessment will be done at the centralized assessment programme (CAP) Centre of the College by the Expert who is appointed as an examiner for the courses as per 48(3) panel of Maharashtra public university act 2016.

##### **R4.2**

ESE assessment will be done at the CAP Centre designated by the University by the Expert who is appointed as an examiner for the subject as per 48(3) panel.

#### **B. Term work:**

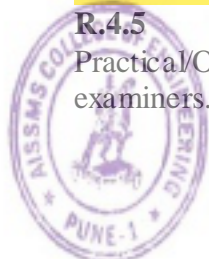
##### **R4.3**

Term Work assessment shall be conducted for the Lab Practice, Project, Tutorials and Seminar. Term work is continuous assessment based on work done, submission of work in the form of report/journal, timely completion, attendance, and understanding. It should be assessed by subject teacher of the institute for first to sixth semester and by the external examiner at seventh and eighth semester. At the end of the semester, the final grade for a Term Work shall be assigned based on the performance of the student and is to be submitted to the Savitribai Phule Pune University (SPPU). A student who fails in the Term Work on account of unsatisfactory performance shall be given F grade and on the account of inadequate attendance shall be given FX grade. Failing in a particular course Term Work shall not be the criteria for detention in the semester.

#### **C. Practical/Oral/Presentation:**

##### **R.4.5**

Practical/Oral/presentation is to be conducted and assessed jointly by internal and external examiners. The performance in the Practical/Oral/Presentation examination shall be assessed by at



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least one pair of examiners appointed as examiners by the Savitribai Phule Pune University. The examiners will prepare the mark / grade sheet in the format as specified by the Savitribai Phule Pune University and authenticate it.

#### **D. Project Based Learning**

##### **R4.6**

It is recommended that the all activities are to be record and regularly, regular assessment of work to be done and proper documents are to be maintained at college end by both students as well as mentor (you may call it PBL work book). Continuous Assessment Sheet (CAS) is to be maintained by all mentors/department and institutes.

Recommended parameters for assessment, evaluation and weightage:

- Idea Inception (5%)
- Outcomes of PBL/ Problem Solving Skills/ Solution provided/ Final product (50%) (Individual assessment and team assessment)
- Documentation (Gathering requirements, design & modeling, implementation/execution, use of technology and final report, other documents) (25%)
- Demonstration (Presentation, User Interface, Usability etc) (10%)
- Contest Participation/ publication (5%)
- Awareness /Consideration of -Environment/ Social /Ethics/ Safety measures/Legal aspects (5%)

PBL workbook will serve the purpose and facilitate the job of students, mentor and project coordinator. This workbook will reflect accountability, punctuality, technical writing ability and work flow of the work undertaken.

#### **E. Internship**

##### **R4.7**

Student may choose to undergo Internship at Industry/Govt./NGO/MSME/Rural Internship/ Innovation/ IPR/Entrepreneurship. Student may choose either to work on innovation or entrepreneurial activities resulting in start-up or undergo internship with industry/NGO's/Government organizations/Micro/Small/ Medium enterprises to make themselves ready for the industry[4].

Every student is required to prepare a maintain documentary proofs of the activities done by him. The evaluation of these activities will be done by Programme Head/Cell In-charge/ Project Head/ faculty mentor or Industry Supervisor based on- Overall compilation of internship activities, sub-activities, the level of achievement expected, evidence needed to assign the points and the duration for certain activities.

Based on internship the assessment and evaluation parameters may include as-

- Working for consultancy/ research project,
- Participation at Events (Technical / Business)
- Participation in innovation related completions for e.g. Hackathon etc.),
- Contribution in Incubation/ Innovation/ Entrepreneurship Cell/ Institutional Innovation Council,
- Learning at Departmental Lab/Tinkering Lab/ Institutional workshop,
- Development of new product/ Business Plan/ registration of start-up,
- Participation in IPR workshop/Leadership Talks/ Idea/ Design/ Innovation/ Business Completion/ Technical Expos.

It is necessary to produce participation certificate, if applicable.

#### **F. Seminar and Communication Skills**

##### **R4.8**

Seminar is the first formal curricular activity at the UG level, where students are supposed to exhibit their communication skills and knowledge by undertaking the study of the chosen topics. Core objective is to explore the basic principles of communication (verbal and non-verbal) and



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active, empathetic listening, speaking and writing techniques. It exposes the student to new technologies, researches, products, and services.

Authorities/ examiner (optional) along with a guide would be assessing the seminar work based on various parameters which may include- Topic selection, Contents and Presentation, regularity, Punctuality and Timely Completion, Question and Answers, Report, Paper Presentation/Publication, Attendance and Active Participation in overall class activity.

## **G. Project Work at Final Year**

### **R4.9**

Progress of project work is monitored regularly on weekly project slot/project day. Regular interval presentations are to be arranged to review and assess the work. During process of monitoring and continuous assessment AND evaluation the individual and team performance is to be measured.

Project work is monitored and continuous assessment is done by guide and authorities. During university examination Internal examiner (preferably the guide) and External examiners jointly, evaluate the project work. Recommended performance measure parameters may include-Problem definition and scope of the project, Literature Survey, Appropriate Engineering approach used, Exhaustive and Rational Requirement Analysis, Comprehensive Implementation- Design, modeling, documentation, Usability, Optimization considerations(Time, Resources, Costing), Thorough Testing, Project Presentation and Demonstration(ease of use and usability), Social and environment aspects, Presentation of work in the form of Project Report(s), Understanding individual capacity, Role & involvement in the project, Team Work (Distribution of work, intra-team communication and togetherness), Participation in various contests, Publications and IPR, Manuals(Project Report, Quick reference, System, Installation guide) among other parameters.

## **5. Rules of Passing**

### **R5.1**

To pass the Term Work / Practical / Oral/ presentation the student has to earn Minimum of 40 percent marks in each respective examination head.

### **R5.2**

To pass the Theory Subject head the student has to earn minimum of 40 percent marks in End-Semester examination and 40 percent total marks (In-Semester Examination and End-Semester Examination).

### **R5.3**

The failing student can repeat the End-semester examination to pass the head in any semester and the In-Semester Examination marks will be retained as it is. OR the failing student can repeat for the End-Semester Examination as well as In-semester examination for the head of Even semester in the Even semester only and for the head of Odd semester in the Odd semester only for the theory head

### **R5.4**

To earn credits of a course (Theory/term work/practical/oral/presentation) student must pass the course with minimum passing marks/grade.

### **R5.5**

Student can apply only for the Revaluation/Photocopying of End-Semester theory examination.

## **6. Rules of ATKT (Allowed To Keep Term):**

### **R6.1**

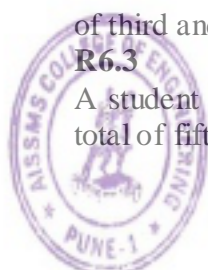
A student can register for the third semester (SE), if he/she earns minimum 50% credits of the total of first and second semesters (FE).

### **R6.2**

A student can register for the fifth semester (TE), if he/she earns minimum 50% credits of the total of third and fourth semesters (SE) and all the credits of first and second semester (FE).

### **R6.3**

A student can register for the seventh semester (BE), if he/she earns minimum 50% credits of the total of fifth and sixth semesters (TE) and all the credits of third and fourth semester (SE).



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## R6.4

A student will be awarded the bachelor's degree if he/she earns 170 credits and clears all the mandatory non credit courses in respective semesters

## 7. Assessment and Grade Point Average:

### R7.1 Marks/Grade/Grade Point

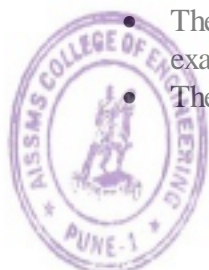
A grade is assigned to each head based on marks obtained by a student in examination of the course. The marks obtained in In-semester and end-semester examination are considered together to calculate the grade of the course. These grades, their equivalent grade points are given in Table 11.

**TABLE 11. Grade and Grade Point**

Grade	Grade Point	Percentage of Marks Obtained	Remarks
O	10	90-100	Outstanding
A	9	80-89	Very Good
B	8	70-79	Good
C	7	60-69	Fair
D	6	50-59	Average
E	5	40-49	Below Average
F	0	Below 40	Fail
FX	0	--	Detained, Repeat the Course
IC	0	--	Incomplete Course-- Absent for Exam but continue for the course
AC	--	--	Audit Course Completed
ACN	--	--	Audit Course Not Completed

### 7. Passing Grade:

- The grades O, A, B, C, D, E are passing grades.
- A candidate acquiring any one of these grades in a course shall be declared as PASS. And student shall earn the credits for a course only if the student gets passing grade in that course.
- F Grade -The grade F shall be treated as a failure grade.
- The student with F grade will have to pass the concerned course by re-appearing for the examination.
- The student with F grade for any stage of the Project Work, will have to carry out additional work/ improvement as suggested by the examiners and re-appear for the examination.
- AC and ACN Grade -The student registered for audit course shall be awarded the grade AC after satisfactory completion of audit course and shall be included in the Semester grade report for that course, provided student has the minimum attendance as prescribed by the SPPU and satisfactory In-semester performance and secured a passing grade in that course. Student who is unable to complete audit course will be awarded as ACN grade.
- FX Grade-The grade FX in a course is awarded by the college, if a student does not maintain the minimum attendance in the Lecture / Tutorial class as prescribed by the SPPU and/or his performance during the semester is not satisfactory and/or he/she fails in the Term Work head of that course.
- The student with FX grade in a given course is not permitted to take the end of semester examination in that course. Such a student will have to re-register for the course.
- The student with F / FX in a course shall not be awarded any credits for that course.



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## 8. Performance Indices:

### R8.1

The semester end grade sheet will contain grades for the courses along with titles and SGPA. Final grade sheet and transcript shall contain CGPA.

### R8.2

**SGPA** -The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses, seminars and projects registered by the student during the semester.

$$\text{Semester Grade Point Average (SGPA)} = \frac{\sum_{i=1}^p C_i G_i}{\sum_{i=1}^p C_i}$$

$$\text{SGPA} = \frac{\sum \text{GradePointsEarned} \times \text{CreditsForEachCourse}}{\text{TotalCredits}}$$

For Example: suppose in a given semester a student has registered for five courses having credits C1, C2, C3, C4, C5 and his / her grade points in those courses are G1, G2, G3, G4, G5 respectively. Then students

$$\text{SGPA} = \frac{C1G1+C2G2+C3G3+C4G4+C5G5}{C1+C2+C3+C4+C5}$$

SGPA and CGPA is calculated up to two decimal places by rounding off.

### R8.3

**CGPA**- The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral/presentation) of first semester to eighth semester for the students admitted in the First year and third to eighth semester for the students directly admitted at Second year.

CGPA is calculated in the same manner as the SGPA.

### R8.4

In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.

## 9. Result:

### R9.1

Based on the performance of the student in the semester examinations, the Savitribai Phule Pune University will declare the results and issue the Semester Grade sheets. The class shall be awarded to a student on the CGPA calculated. The award of the class shall be as per Table 12.

**Table 12. CGPA and Class awarded**

Sr. No.	CGPA	Class of the Degree Awarded
1.	7.75 or More than 7.75	First Class with Distinction
2.	6.75 or more but less than 7.75	First Class
3.	6.25 or more but less than 6.75	Higher Second Class
4.	5.5 or more but less than 6.25	Second Class

## X. References

- [1] [https://www.aicte-india.org/sites/default/files/Vol.%20I\\_UG.pdf](https://www.aicte-india.org/sites/default/files/Vol.%20I_UG.pdf)
- [2] [https://www.aicte-india.org/sites/default/files/induction-guide-jun17-aicte%20\(1\).pdf](https://www.aicte-india.org/sites/default/files/induction-guide-jun17-aicte%20(1).pdf)
- [3] <https://www.aicteindia.org/sites/default/files/FINAL%20BEST%20PRACTICES%20IN%20AICTE%20APPROVED%20INSTITUTIONS.pdf>
- [4] <https://www.aicte-india.org/sites/default/files/AICTE%20Internship%20Policy.pdf>
- [5] <https://www.aicte-india.org/sites/default/files/ExaminationReforms.pdf>
- [6] <https://www.aicte-india.org/education/model-syllabus>



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# सावित्रीबाई फुले पुणे विद्यापीठ

(पुर्वीचे पुणे विद्यापीठ)



परिपत्रक क्र. ६०/२०२०

## उत्तरपत्रिकेची छायांकितप्रत (स्कॅनप्रत) व पुनर्मूल्यांकनाचे शुल्कवाढीबाबत

मार्च/एप्रिल २०२० पासून आयोजित केल्या जाणाऱ्या परीक्षांकरीता विद्यार्थ्यांना उत्तरपत्रिकेची छायांकितप्रत (स्कॅनप्रत) प्राप्त करण्यासाठी व पुनर्मूल्यांकन करण्यासाठी सुधारीत शुल्कामध्ये बदल करण्यात आलेला आहे. त्यानुसार परिपत्रक क्र. ७१/२०१८, अध्यादेश १८४ (अ) व (ब) मध्ये सुधारणा खालीलप्रमाणे करण्यात आलेली आहे.

विद्यार्थ्यांना उत्तरपत्रिकेची छायांकित (स्कॅनप्रत) मिळण्यासाठी विद्यापीठ परिपत्रक क्रमांक ११८/२०१६ नुसार सध्या उत्तरपत्रिकेच्या स्कॅनप्रतीसाठी रु. १००/- (अव्यावसायिक अभ्यासक्रमांकरीता) व रु. १५०/- (व्यावसायिक अभ्यासक्रमांसाठी) शुल्क आकारण्यात येत होते. तसेच उत्तरपत्रिकेच्या पुनर्मूल्यांकनासाठी रु. १५०/- (अव्यावसायिक अभ्यासक्रमांकरीता) व रु. २००/- (व्यावसायिक अभ्यासक्रमांसाठी) शुल्क आकारण्यात येत होते.

अध्यादेश १८४ (अ) अंतर्गत उत्तरपत्रिकेची छायांकित/स्कॅनप्रत देण्यासाठी रु. १००/- च्या ऐवजी रु. १५०/- (अव्यावसायिक अभ्यासक्रमांसाठी) आणि रु. १५०/- च्या ऐवजी रु. २००/- (व्यावसायिक अभ्यासक्रमांसाठी) अशी वाढ करण्यात आली आहे.

त्याचप्रमाणे उत्तरपत्रिकेच्या पुनर्मूल्यांकनासाठी रु. १५०/- च्या ऐवजी रु. २००/- (अव्यावसायिक अभ्यासक्रमांसाठी) आणि रु. २००/- च्या ऐवजी रु. २५०/- (व्यावसायिक अभ्यासक्रमांसाठी) अशी वाढ करण्यात आली आहे.

अध्यादेश क्र. १८४ (अ) व (ब) अंतर्गत उत्तरपत्रिकेच्या छायांकितप्रतीसाठी (स्कॅनप्रतीसाठी) आणि पुनर्मूल्यांकनासाठी आकारण्यात येणाऱ्या शुल्कासाठी मा. परीक्षा व मूल्यमापन मंडळाने मांडलेला ठराव क्र. ४६/२०१९ अन्वये शुल्क वाढीस मार्च/एप्रिल, २०२० च्या परीक्षापासून लागू करण्यास मा. व्यवस्थापन परिषदेने मान्यता दिलेली आहे.

सर्व संबंधित संलग्न महाविद्यालयाचे प्राचार्य व मान्यताप्राप्त संस्थांचे संचालक यांना विनंती करण्यात येते की, सदर परिपत्रकानुसार अध्यादेश १८४ (अ) व (ब) मध्ये करण्यात आलेला बदल विद्यार्थ्यांच्या निदर्शनास आणून द्यावा.

गणेशखिंड, पुणे-४११००७

जा.क्र. परीक्षा/पमूम/२०

दि. १८ / ०२ / २०२०

  
संचालक,

परीक्षा व मूल्यमापन मंडळ



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सावित्रीबाई फुले पुणे विद्यापीठ  
(पुर्वीचे पुणे विद्यापीठ)



परिपत्रक क्रं. ८०/२०१८

उत्तरपत्रिकेची छायांकित/स्कॅन प्रत, फेरतपासणी व पुनर्मुल्यांकन

मार्च/एप्रिल २०१८ मध्ये झालेल्या परीक्षांपासून विद्यार्थ्यांना उत्तरपत्रिकेची छायांकित/स्कॅन प्रत, फेरतपासणी व पुनर्मुल्यांकन करण्यासाठी पुर्वीच्या प्रक्रियेमध्ये बदल करण्यात आलेला आहे. त्यानुसार परिपत्रक क्र. २३०/२०१६, अध्यादेश १८४ (अ) व (ब) मध्ये सुधारणा करण्यात आलेली आहे.

महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम २०१६ कलम १२ (८) नुसार मा. कुलगुरु यांना असलेल्या अधिकारांतर्गत दिनांक २७/०४/२०१८ रोजी संदर्भ क्र. फोटोकॉपी/फेर व पुन/२०१८/४२९ नुसार परिपत्रक क्र. ७१/२०१८ नुसार सुधारीत अध्यादेश १८४ (अ) व (ब) संबंधी मा. कुलगुरु यांनी आदेश निर्गमित केलेला आहे. सदर आदेश आणि सुधारीत अध्यादेश विद्यापीठाच्या संकेतस्थळावर आपल्यासाठी उपलब्ध करून देण्यात आलेला आहे.

विद्यार्थ्यांना उत्तरपत्रिकेची छायांकित/स्कॅन प्रत मिळण्यासाठी, फेरतपासणी व पुनर्मुल्यांकन करण्यासाठी पुर्वीच्या अध्यादेशानुसार ऑनलाईन अर्ज भरल्यानंतर त्या अर्जाची प्रत व विहित शुल्क महाविद्यालयाकडे दहा दिवसांच्या आत जमा करावे लागत होते. व त्यानंतर सदर अर्ज महाविद्यालयामार्फत इनवर्ड करून विद्यापीठाकडे फॉरवर्ड केले जात होते. व त्या सर्व संबंधित विद्यार्थ्यांचे शुल्क विद्यापीठाकडे पुढील पाच दिवसात जमा करण्याची तरतूद होती ही तरतूद सुधारित अध्यादेश १८४ (अ) व (ब) मधून वगळण्यात आलेली आहे.

सुधारित अध्यादेश १८४ (अ) व (ब) नुसार विद्यार्थ्यांनी उत्तरपत्रिकेची छायांकित/स्कॅन प्रत मिळण्यासाठी व उत्तरपत्रिकेचे पुनर्मुल्यांकन करण्यासाठी ऑनलाईन अर्ज करून त्यासंबंधिचे शुल्क विद्यापीठाच्या बँक खात्यावर ऑनलाईन अथवा चलनामार्फत बँक ऑफ महाराष्ट्राच्या शाखेमध्ये किंवा एच. डी.एफ.सी. बँकेच्या शाखेमध्ये त्वरीत भरणे आवश्यक आहे. ज्या विद्यार्थ्यांना सदर शुल्क रोख स्वरूपात चलनामार्फत वर नमूद केलेल्या बँकेच्या शाखेमध्ये भरावयाचे असल्यास त्यांनी चलनावर दिलेल्या अंतिम तारखेपूर्वी रोख भरणे आवश्यक आहे. अन्यथा संबंधित बँका अंतिम मुदतीनंतर चलनाद्वारे शुल्काची रक्कम रोख स्वरूपात स्विकारणार नाहीत. विद्यार्थ्यांनी ऑनलाईन केलेल्या अर्जाची प्रत व भरलेल्या शुल्काच्या चलनाची प्रत आपल्याकडे ठेवायची आहे. महाविद्यालयात अथवा विद्यापीठाच्या संबंधित विभागात जमा करण्याची आवश्यकता नाही. ज्या विद्यार्थ्यांनी ऑनलाईन अर्ज केलेला आहे मात्र विहित मुदतीत शुल्क जमा केले नाही अशा विद्यार्थ्यांला उत्तरपत्रिकेची छायांकित /स्कॅन प्रत मिळणार नाही अथवा आपल्या उत्तरपत्रिकेचे पुनर्मुल्यांकन केले जाणार नाही. त्यामुळे होणाऱ्या गैरसोईस व परिणामास विद्यापीठ जबाबदार राहणार नाही.

विद्यापीठाकडून विद्यार्थ्यांना वेळोवेळी ई-मेल करण्यात येतात. त्यामध्ये अर्ज करण्यासाठी लिंक ओपन झाल्यासंबंधी, अर्ज करण्याची अंतिम मुदत व इतर माहितीचा समावेश असतो. विद्यार्थ्यांनी आपले ई-मेल नियमित पहावेत व वाचावेत त्याचप्रमाणे विद्यापीठाच्या संकेतस्थळावर अर्ज करण्यासंबंधी सविस्तर माहिती दिलेली आहे. (<http://exam.unipune.ac.in>)

सर्व संबंधित संलग्न महाविद्यालयाचे प्राचार्य यांना व मान्यताप्राप्त संस्थांचे संचालक यांना विनंती करण्यात येते की, सदर परिपत्रकानुसार अध्यादेश १८४ (अ) व (ब) मध्ये केलेला बदल विद्यार्थ्यांच्या निदर्शनास आणून द्यावा.

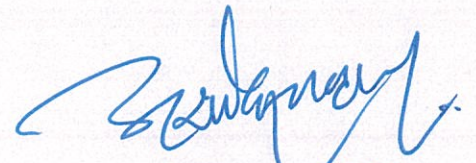
गणेशखिंड, पुणे-४११००७

जा.क्रं. परीक्षा/पु.मु./५१६

दि. २५/०५/२०१८



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संचालक,  
परीक्षा व मुल्यापन मंडळ



**SAVITRIBAI PHULE PUNE UNIVERSITY**



**Circular No. 84 of 2016**

**ORDER**

WHEREAS the Academic Council of the University, in its meeting held on 21.1.2016 has approved the amendment to Clause 3(v) of Part (B) of Ordinance 184 (A) and (B) regarding revaluation of answer book(s) of theory paper(s), proposing the decrease in the percentage of marks from 10% to 5% for getting benefit of revaluation;

AND WHEREAS the Management Council, in its meeting held on 6.4.2016 has approved the said amendment to Clause 3(v) of Part (B) of Ordinance 184 (A) and (B) regarding the decrease in the percentage of marks from 10% to 5% for getting benefit of revaluation;

AND WHEREAS the said amended Ordinance 184(A) and (B) has been sent to the Hon'ble Chancellor under Section 54(4) of the Maharashtra Universities Act, 1994 for directives;

AND WHEREAS no directives from the Hon'ble Chancellor have yet been received by the University;

AND WHEREAS in the academic interest of the students, it is expedient to make the said amendment to Clause 3(v) of Part (B) of Ordinance 184 (A) and (B) regarding the decrease in the percentage of marks from 10% to 5% for getting benefit of revaluation, applicable w.e.f. the examinations held in April/May 2016 and onwards;

THEREFORE, I, Dr. Wasudeo N. Gade, Vice-Chancellor of the Savitribai Phule Pune University, by and under the powers vested in me under Sub-Section 8 of Section 14 of the Maharashtra Universities Act, 1994, hereby issue the following directives:

1. The benefit of revaluation shall be given to a candidate if the original marks and the marks obtained after revaluation exceed by 5% or more of the maximum marks of the theory paper(s) and only these marks will be accepted by the University and are binding on the candidate. For the purpose of computing the 5% difference in marks, half percent of the marks assigned to a paper or a part thereof shall be taken into account and rounded off for next successive higher integer.
2. These directives shall be applicable from w.e.f. the examinations held in April/May 2016 onwards.

This Order shall remain in force till the amended Ordinance 184(A) and (B) comes into force.



Ref.: COE/101

Date: 09.6.2016

PRINCIPAL

ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
COLLEGE OF ENGINEERING  
KENNEDY ROAD, PUNE-411 001

Dr. Wasudeo N. Gade  
Vice-Chancellor



**SAVITRIBAI PHULE PUNE UNIVERSITY**  
(Formerly University of Pune)



**Circular No. 71 of 2018**  
**ORDER**

WHEREAS Ordinance 184(A) and (B) deals with supply of photocopies of assessed answer books and revaluation of answer books of theory papers;

AND WHEREAS the Board of Examinations and Evaluation in its meeting held on 6.2.2018 proposed some changes in the procedures for submission of application for supply of photocopies of assessed answer books and for revaluation of answer books of theory papers as prescribed in the Ordinance 184(A) and (B);

AND WHEREAS as per Section 37(1)(q) of the Maharashtra Public Universities Act, 2016, the Board of Deans in its meeting held on 20.2.2018 has prepared a draft of amended Ordinance 184(A) and (B) taking into consideration the changes proposed by the Board of Examinations and Evaluation, which will be placed before the Management Council in its ensuing meeting;

AND WHEREAS the said amended Ordinance 184(A) and (B) is required to be made applicable to the examinations conducted in March/April 2018 and onwards;

AND WHEREAS it will take some time till the amended Ordinance 184(A) and (B) is approved by the Management Council and the directives of the Hon'ble Chancellor under Section 74(4) of the Maharashtra Public Universities Act, 2016 is received in respect of the amended Ordinance 184(A) and (B);

THEREFORE, I, Prof. (Dr.) Nitin R. Karmalkar, Vice-Chancellor of the Savitribai Phule Pune University, by and under the powers vested in me under Sub-Section (8) of Section 12 of the Maharashtra Public Universities Act, 2016, hereby issue the following directives:

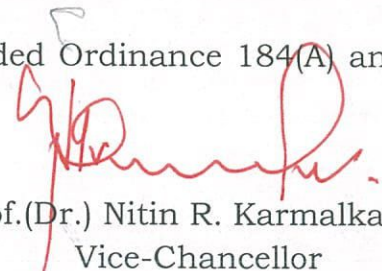
Provisions as regards supply of photocopies of assessed answer books to the students and revaluation of answer books of theory papers as mentioned in the Annexure shall be made applicable to the examinations conducted in March/April 2018 and onwards.

This Order shall remain in force till the amended Ordinance 184(A) and (B) comes into force.



रॉडो कॉपी/फेर व पुन/२०१८/४२९  
Date: 27.4.2018

**PRINCIPAL**  
ALL INDIA SHRI SHRI MEMORIAL SOCIETY'S  
COLLEGE OF ENGINEERING  
KENNEDY ROAD, PUNE-411 001

  
Prof.(Dr.) Nitin R. Karmalkar  
Vice-Chancellor



**(A) SUPPLY OF PHOTO COPY(IES) OF ASSESSED ANSWER BOOK(S)**

**1) Procedure for Submission of Application for Supply of Photo Copy(ies) of evaluated/ revaluated Answer Book(s):**

- i) Photo copy(ies) of assessed answer book(s) of all examinations conducted by the University for award of degrees/diplomas/ certificates shall be provided to the student(s) as per the procedure prescribed hereinafter.
- ii) Student(s) of affiliated colleges, recognised institution and external student(s) shall have to fill in online application for demand of photo copy(ies) of assessed answer book(s), using the web based online application submission system available on the official website of the University.
- iii) Student(s) of affiliated colleges, recognised institution and external student(s) shall have to pay the requisite fees for supply of photocopy(ies) of assessed answer book(s) through online payment option provided in the application.
- iv) Online application for obtaining photo copy(ies) of assessed answer book(s) shall be made along with the online payment of the requisite fees within ten days from the date of declaration of results of the examination concerned.
- v) Students of University Departments shall apply directly to the Head of the Department concerned along with the requisite fees.

**2) Fee Structure:**

Non-professional Course:

Rs. 100/- per answer book.

Professional Course:

Rs. 150/- per answer book

These fees of are non-refundable.

**3) Terms Relating to Supply of Photo Copy(ies) of Assessed Answer Book(s):**

i) Photo copy(ies) of only written part of answer book(s) shall be provided. No photo copy(ies) of blank pages of answer book(s) shall be provided.

ii) Photocopy(ies) of assessed answer book(s) of student(s) of affiliated college, recognised institution and external student(s) shall be sent to the student concerned through his registered login on the official website of the University. Photocopy(ies) of assessed



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answer book(s) of student(s) of the University Departments shall be supplied to the student(s) by the concerned University Department.

The examinee shall be sole custodian of the photo copy(ies) so supplied and shall not transfer the same to anybody for any purpose, whatsoever. The examinee shall further refrain himself from putting such photo copy(ies) to any misuse that might jeopardize the reputation of the University.

- iii) In case of misuse of photo copy(ies) by the examinee, the University shall be at liberty to take action against such candidate as per the provision of Section 48(5) of the Maharashtra Public Universities Act, 2016.
- iv) Upon receipt of the application forms by the University "Cell Providing Photo Copy of Answer Book(s)" (hereinafter referred to as 'the Cell') shall scrutinize the answer-book(s) and shall verify the following:
  - a) Whether the total marks in the given paper awarded to the examinee on the statement of marks matches with the marks awarded to the examinee on the cover page of the answer book(s)?
  - b) Whether the question-wise marks awarded to all the questions inside the answer book(s) are correctly carried over to the cover page?
  - c) Whether the total of the question-wise marks on the cover page is correct?
  - d) Whether all the answers or parts thereof in the answer book(s) have been assessed by the examiner?
  - e) Any other matter as may be prescribed by the Board of Examinations of the University.
- v) Discrepancy, if any on any of the counts as mentioned in Clause (v) above, noted by the Cell, shall be corrected by the Cell.
- vi) If any question or part thereof in the answer book(s) is found to be not evaluated/re-evaluated, the same shall be got evaluated/re-evaluated from the same examiner and additional marks awarded, if any, shall then be mentioned on the cover page and added in the total of the marks. If the examiner who has evaluated/ re-evaluated the answer book(s) is not available due to death, resignation or any other cause beyond his control, the answer book(s) shall be got evaluated/re-evaluated from another examiner to be appointed by the Dean of the Faculty concerned.
- vii) The change, if any, on the counts mentioned in Clause (v) above, shall be informed to the affiliated college/recognised institution/University Department/external student concerned, by the University. The affiliated college/recognised institution/University Department/external student concerned, shall surrender the original statement of marks to the University within fifteen days from the date of receipt of communication. Corrected statement of marks shall be issued to the affiliated college/recognised Institution/University Department/external student, as the case may be, on surrendering the original statement of marks to the University, without charging any fees.



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- viii) Photo copy(ies) of the answer book(s) shall be made available to the student after making corrections, if any, in the marks on the cover page and after awarding grace marks, if any, as per rules, and concealing the identity of the examiner/moderator/re-evaluator.
- ix) The designated officer of the Cell shall certify on main page of the answer-book by placing his/her signature and the seal. The designated officer, before issuance of the photo copy of the answer-book, shall ensure that the same contains all pages of written part of the answer book.
- x) No complaint regarding the manner of assessment of the answer book(s) by the examiner/moderator/ re-evaluator shall be entertained by the University.
- xi) Photo copy(ies) of an evaluated/re-evaluated answer book(s) will be permitted only once in respect of the examination concerned.
- xii) The University shall not be liable for failure or delay in supplying photo copy(ies) of evaluated/re-evaluated answer book(s) due to any reason beyond the control of the University.

**(B) REVALUATION OF ANSWER BOOK(S) OF THEORY PAPER(S)**

**1) Procedure for Submission of Application for Revaluation of Answer Book(s) of Theory Paper(s):**

- i) A student shall be eligible to apply for revaluation of answer-book(s) of theory paper(s) of the University examinations only after receipt of photo copy(ies) of those answer book(s).
- ii) Student(s) of affiliated college, recognised institution and external student(s) shall have to pay the requisite fees for revaluation of answer book(s) through online payment option provided in the application.
- iii) Online application for revaluation along with the online payment of the requisite fees, shall be made within ten days from the date of receipt of photo copy(ies) of answer book(s).
- iv) Students of University Departments shall apply directly to the Head of the Department concerned, along with the requisite fees.

**2) Fee Structure:**

- i) Non-Professional course - Rs.150/- per answer book.
- ii) Professional course - Rs. 200/- per answer book.



  
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3) **Terms Relating to Revaluation of Answer Book(s) of Theory Paper(s):**

- i) If on verification of marks at the time of supply of photo copy(ies) of answer book(s), it is found that the marks originally shown in the mark list issued to a student have changed as a result of verification, the changed marks shall be considered as original marks for the purpose of revaluation.
- ii) The revaluation of the answer book(s), however, shall not be permitted in respect of scripts of Practical Examination/Term Work/Internal Assessment/Sessional Marks/Dissertation/Thesis/Clinical/MCQ (Multiple Choice Question in practical examination) and Viva-Voce, etc.
- iii) The change in the marks after revaluation shall be inbound to the affiliated college/ recognised institution/University Department/external students concerned. The affiliated college/ recognised institution/University Department /external students concerned, shall surrender the original statement of marks to the University, within fifteen days from the date of receipt of communication. Corrected statement of marks shall be issued to the affiliated college/recognised Institution/University Department/external student, as the case may be, on surrendering the original statement of marks to the University, without charging any fees.
- iv) The fee shall not be refunded in case of those, whose application is processed for revaluation. However, the fee for revaluation may be refunded, if the application is not entertained and not processed for revaluation under the provision of this Order and if the student concerned submits his request for refund.
- v) A student applying for revaluation shall note that the result of the revaluation of his answer-book(s) of the theory paper(s) shall be binding on him and that he shall accept the revised marks obtained in his theory paper(s) after revaluation.
- vi) The benefit of the revaluation shall be given to a student if his original marks and the marks obtained after revaluation exceed by 5% or more of the maximum marks of the theory paper(s) and only these marks will be accepted by the University and are binding on the student. For the purpose of a computing the 5% difference in marks, half per cent of the marks assigned to the paper or a part thereof, shall be taken into account and rounded off for next successive higher integer.
- vii) The revised marks obtained by the student after revaluation as accepted by the University shall be taken into account for the purpose of amendment of his result in accordance with the relevant rules of the University.
- viii) For the purpose of this Order, revaluation of the answer-book(s) of the theory paper(s) shall be an additional facility provided to the students with a view to improve upon their results at the preceding University Examination, it being understood that delay in the declaration of revaluation result for any reason, whatsoever, shall not confer any right upon them for admission to the next higher class and such matters shall always be






regulated in accordance with the relevant ordinance(s) and rules or regulations framed by the University.

- ix) As a result of revaluation, if a student attracts the provision of condonation of deficiency of marks/grace marks, the same shall be applied to him as per the relevant Ordinance(s).

**GENERAL TERMS:**

- 1) Evaluated/revaluated Answer book(s) shall be preserved by the University for a period of four months from the date of declaration of result of the examination concerned.
- 2) If the last day for submission of application happens to be a holiday to the college/ University, the next working day will be treated as the last day.
- 3) Incomplete/incorrect application forms and/or with illegible entries and those submitted to the University after the due dates shall be summarily rejected without any further reference and fees paid along with application forms shall not be refunded.
- 4) Any question as to the interpretation or application of this Order shall be decided by the Vice Chancellor of the University whose decision shall be final and binding.
- 5) The Vice-Chancellor of the University shall have power to issue clarification to remove any doubt, difficulty or anomaly, which may arise in regard to the implementation of this Order.

Ref.: फोटो कॉपी/फेर व पुन/२०१८/४२९  
Date: 27.4.2018

  
Prof. (Dr.) Nitin R. Karmalkar  
Vice-Chancellor



  
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