

INTRODUCTION

SIES GST is approved by AICTE, New Delhi and affiliated to University of Mumbai; was founded in 2002 and managed by South Indian Education Society. The institute offers Undergraduate and Post Graduate programmes in Engineering. The institute is committed to high standards of Engineering Education. The Institute is running four-year semester wise course for Undergraduate programmes and two-year semester wise course for Post Graduate programmes.

The institute has been awarded an autonomous status vide order No. F. 2-10/2023 (AC-Policy) dated 10th July 2024. The academic council vides UGC guidelines for Autonomous College has been conferred with certain powers and duties; one of them is to decide the methodology for examination and evaluation.

This document incorporates all the rules and regulations of Examinations relating to students' examination conduction and assessment which have been previously approved by SIESGST Board of Examination, Academic Council and Governing Body in various policy documents and reports.

EXAMINATION NOTIFICATION

1. The schedule for the Internal Assessment examination as per the College Academic Calendar shall be displayed on departmental notice board before two weeks of commencement of examination.
2. The schedule for End Semester Examination (ESE) (Theory / Practical / Oral) shall be displayed on departmental notice board and College website before one month of date of commencement of examination as per the College Academic Calendar.

EXAMINATION FORM APPLICATION

Examination forms along with required fees shall be collected at the time of admission of the student in the respective year. Every student appearing for Re-examination/ Special examination must fill the examination form along with prescribed fees to the College office before the designated date is a pre- condition to appear for the re-examination/ special examination. There will be annual rise in the examination fees every year as per the College policy. Student will be notified for examination form through mail/ notice on Examination cell notice board and College website time to time.

ATTENDANCE RULE FOR STUDENTS

There shall be an Attendance Committee comprising of a convenor and faculty member representing each department for maintaining records and implementing the rules of attendance.

All students fulfilling the attendance norms prescribed by College Attendance Committee will be

allowed to keep term and will be eligible to appear at the ESE. 100 % attendance in each course is desirable and students are advised to adhere to the same.

Student having attendance below 75%, on grounds of genuine medical emergencies or any other extreme exigencies (even after consideration by the Principal) may be referred by the Principal with his recommendation to a Attendance Committee (Appellate Authority).

Attendance requirement is briefly summarized hereunder:

Average % of Attendance in lectures, practical and tutorials	Remarks
*75% and above	Eligible to appear for ESE.
Any other situation arising, apart from the above situation	The student is not eligible for ESE and the concern student concerned has to take re-admission in the respective Semester of the program of study in the subsequent academic year, subject to validity of the Program.

*Minimum 75% Attendance in every course for each of the lectures, practical and tutorials, separately is essential.

POLICY FOR CONDUCTING EXAMINATION FOR SE, TE and BE under AUTONOMY

Semester wise performance assessment of every registered student is carried out through various modes of examinations as prescribed in the course curriculum. The modes of evaluation and distribution of weightage for each of the assessments is given in the curriculum of each programmes. Normally weightage of IA and ESE 20% and 80% respectively in theory courses is given. In laboratory courses, continuous evaluation is carried out and appropriate weightage is given to each practical/assignment/course project and proper record of the same is preserved by the concerned faculty for the purpose of inspection as and when required.

College is the center for conducting First to Final year examinations for the students. Sem III, V and VII examinations will be conducted in winter session (Odd semester) examinations which will be held in second half of the year i.e. in November/December and Even semester examinations will be held in summer session i.e. first half of the year i.e. in May/June of every year. Students failing in Sem III, V and VII examination during winter session and sem IV, VI and VIII examination during summer session can appear for special examinations which will be conducted after declaration of summer session (even semester i.e. IV, VI and VIII) regular examinations.

Submission of special examination form along with prescribed fee before the designated date is a

pre- condition to appear for the special examination. A student will not be allowed to appear for the special examination in case she/he fails to submit the special examination form along with prescribed fee, within the time frame stipulated by the College.

In order to receive the degree certificate, the student will have to pass in all the examinations of all the years of the program within the validity period, as per rules. Final degree will be awarded by University of Mumbai.

The rules of Passing standards, Promotion of Student and Award of Grades, Carry Forward of Marks, and Progression Rules etc. for the current students of SE, TE and BE (who has been already enrolled under University of Mumbai under R-19 (C-scheme)) will be as per existing University of Mumbai rule and regulations. Syllabus, Examination scheme, Question paper pattern and Ordinances will be same as that of University of Mumbai except conduction of all form of examinations. These rules will come into effect for the SE to BE students, who will keep their terms for the Academic year 2024-25 and onwards. The College authorities reserve the right to make modifications in the said rules from time to time.

Current SE, TE and BE students having live K.T. of any subject under University of Mumbai will continue their K.T. examinations under University of Mumbai till they pass that subject.

MINIMUM CREDIT REQUIREMENTS

The minimum credit required for the award of a B.E./M.E. degree is as per the curriculum of the respective programme. This is normally divided into theory courses, tutorials, laboratory courses, seminars and projects/ dissertation in the duration of eight/ four semesters. The credits are distributed semester wise as shown in the structure and syllabus manual of each programme. Courses generally progress in sequences, building competencies and their positioning indicates certain academic maturity on the part of the students. Students are expected to follow the semester wise schedule of courses given in the syllabus manual of respective programmes.

INSTRUCTION TO STUDENTS FOR EXAMINATION

1. Students must know their Roll Number and Seat Number.
2. Students, who are eligible to write the ESE/ special examination should be present in the examination hall at least 15 minutes before the scheduled time of the commencement of the examination. students, who arrive at the examination hall 30 minutes or more after the

scheduled time of the commencement of the examination, will not be permitted to appear for that examination.

3. Students are not permitted to leave the examination hall until one hour after the commencement of the session or in the last ten minutes of the session.
4. Students, who are not in their seats at the time notified, will as a rule, not be permitted to appear for the examination.
5. Students should ensure that all their bags and other personal belongings are deposited in the designated area, at their own risk. The College will not be responsible for the safety and security of the same.
6. A student, who fails to attend an examination at the time and place notified in the timetable, will be deemed to have failed to pass in that course. Opportunity for special examination, if any, in the respective course will be given according to the rules and regulations, of the College.
7. Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose, on the answer-book.
8. Students are required to have their valid identity cards and hall tickets issued by the College and they must produce the same for verification to the Junior Supervisor/s during the examination. students not having the said identity card with them during the examination may be denied permission to appear for the examination.
9. Every student present must sign against his / her seat number on the attendance sheet provided by the Junior supervisor.
10. Students should specifically go through the instructions given on the top of the question paper and on the first page of the answer book. They are of utmost importance.
11. On the first page of the answer book, the students should write only the name of the program, semester details and course for which the examination is being held and number of supplementary sheets attached to the main answer book. Any extra writing on the first page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.
12. **Query Regarding Questions in the Examination Question Paper:**
If a student has any query as regards contents of the question paper, s/he should bring the same to the notice of the Junior Supervisor without disturbing others in the examination hall.
13. Students are forbidden to

- a. Bring any books, notes, scribbled papers, mobile phones, smart watch, any electronic gadgets, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated.
 - b. Smoking in the examination hall.
 - c. Eatables/ drinks in the examination hall.
 - d. Speak or communicate in any manner to any other student, while the examination is in progress and take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The Junior Supervisors/ authorized persons are authorized to frisk the students.
14. Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the College.
 15. The answer books of the ESE are masked and, therefore, students should not write his/her name, Roll Number, Seat Number etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity and will be treated as an act of adoption of unfair means.
 16. While underlining of sections of answers for highlighting is permitted, use of pencil, black/ blue ink is permitted. Use of other color ink is not permitted. Do not use any symbol like encircling the question or using coloured arrows for 'P.T.O'. All these will be considered as attempts to readily identify the specific answer-book.
 17. Students should neither tear any sheet/s from the answer-book provided nor attach unauthorized additional sheets to the same. All answer-books / supplementary sheets, whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer books out of the examination hall will be treated as against the rules and appropriate action will be taken against such candidate/s.
 18. Students should not write anything on the question-paper.
 19. Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited. If students want anything, they should approach the Junior Supervisor without disturbing the other students. However, they should not leave the examination hall on any account, without

surrendering his/her answer book.

20. Students will not be allowed to leave the examination hall during the examination and particularly so, in the last ten minutes. At the end of the session, they should not leave their seats until answer-books are collected by the Junior Supervisor from all the students.
21. A student, who disobeys any instructions issued by the Senior / Junior Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the College.
22. Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination on a new answer sheet, only after giving an undertaking in writing that the decision of the College in respect to reported act of unfair means will be binding on them.

EXTRA TIME/ WRITER FOR PHYSICALLY HANDICAP STUDENTS/ MEDICAL CASES

1. Students who are physically handicapped, blind, partially blind such students will get extra time for writing examination paper. This extra time would be 20 minutes per hour.
2. These students can also ask for writer if required. Extra time 20 min per hour will be given for MSE and ESE. Minimum extra time permitted is one hour for 03 hours duration of paper which could be increased on case to case basis.
3. Students with learning disability (Dyslexia/ Dysgraphia & Dyscalculia) will get 25% extra time for writing examination paper. However, this extra time would be minimum 15 minutes and maximum 30 minutes.
4. Both types of students will have to apply in advance to the CoE/ In-charge Examination with appropriate supporting documents for getting approval and necessary permission.
5. Writer is allowed to the students if necessary. The arrangement of writer is to be made by concerned student. Writer will be allowed with pre-sanctioning by the Principal. Students need to apply for approval of writer on specified format provided by the Examination Cell.

GRADING OF PERFORMANCE

Semester wise performance assessment of every registered student is to be carried out through various modes of examinations. These include ISE, MSE & ESE.

IA - 20% and ESE – 80%

Attendance – for all (Theory, Tutorial, Practical, Exam) is compulsory as per Attendance Rule

Policy, 75% is compulsory for keeping term.

Letter Grade and Grade Point Allocation

A 10-point grading system will be followed for declaration of results for both Undergraduate and Post-Graduate Programs. It involves calculations for a Semester Grade Performance Index (SGPI) and the final Cumulative Grade Performance Index (CGPI).

In every course, based on the combined performance in all assessments in a particular semester as per the curriculum/syllabus, the student is awarded a letter grade. These letter grades not only indicate a qualitative assessment of the student's performance but also carry a quantitative (numeric) equivalent called the Grade Point.

The letter grades and their equivalent grade point applicable for **undergraduate** programme (SE, TE and BE admitted under R19) are given below:

Percentage of Marks Obtained	Letter Grade	Grade Points	Performance
80.00 and above	O	10	Outstanding
75.00 – 79.99	A	9	Excellent
70.00 – 74.99	B	8	Very Good
60.00 – 69.99	C	7	Good
50.00 – 59.99	D	6	Above Average
45.00 – 49.99	E	5	Average
40.00 – 44.99	P	4	Pass
Less than 40.00	F	0	Fail
Absent	F	0	Fail

A student who remains **absent** in any form of **evaluation/examination**, should reappear for the said evaluation/examination in due course.

SGPI/ CGPI Calculation

Calculation of Grade Point Average (GPA)

Grade Point Average for each semester shall be computed, by dividing the total of product of grade point and the credit value assigned to the respective course, by the sum of credits assigned to all the courses in the semester.

$$GPA = \frac{\sum CG}{\sum C}$$

i. Semester Grade Performance Index (SGPI)

The performance of a student in a semester is indicated by a number called Semester Grade

Performance Index (SGPI). The SGPI is the weighted average of the grade points obtained in all the courses by the student during the semester. The SGPI is calculated to two decimal places.

Here:

C = Credit value assigned to a course

G = Grade point value assigned to a learner for course corresponding to the letter grade (refer table given above)

ii. Cumulative Grade Performance Index (CGPI)

An up-to-date assessment of the overall performance of a student from the time s/he enrolled the University of Mumbai is obtained by calculating a number called the Cumulative Grade Performance Index (CGPI), in a manner similar to the calculation of SGPI. The CGPI therefore considers all the courses mentioned in the curriculum/syllabus manual, towards the minimum requirement of the degree student have enrolled for. The CGPI will reflect the **failed status** in case of **F grade(s)**, till the course(s) is/are **passed**. When the **course(s)** is/are **passed** by obtaining a **pass grade** on subsequent examination(s) the **CGPI** will only reflect the **new grade** and not the **fail grades** earned earlier.

CGPI shall be calculated at the end of the Program, for all the semesters taken together which considers all the credits earned by the student specified for a particular programme. The CGPI is calculated to two decimal places

SEMESTER GRADE REPORT

At the end of each semester the semester grade report, which reflects the performance of the student in that semester is prepared and issued to the student. This report includes the fail grades as awarded. Even when a failed course is passed in a later semester, no new modified grade report for that semester in which the fail grade was awarded will be issued. In case of backlog courses student should be issued separate grade report card as and when she/he passes the course/s. The grade cards can be issued to the students on the basis of the calculations of SGPI/ CGPI given earlier in a uniform format. The format of the grade card for the examinations conducted by the Colleges shall be the same as the format for all the concerned programmes. The grade card will reflect the letter grade obtained by the student, credit points of the individual courses of a particular semester, calculation of SGPI for each semester and the CGPI for all the successfully completed courses of programme till that semester examination.

RESULTS WITHHELD AND THEIR DECLARATION

The various grounds on which the candidate's result may be withheld are listed below:

1. The results of those students held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the UMIC.
2. The result of the candidate writing wrong subject in the examination form and actually appearing for the different subject shall be withheld. The result of such candidate will be declared after confirming from the Chairperson of BoE regarding the subject and payment of a prescribed fine.
3. The results of those students held in reserve for dues payable to College shall be declared on confirmation of payment of the said dues.

DECLARATION OF FINAL RESULT

The final approved result of the concerned examination shall be declared and uploaded on website. The final year data of both UG and PG is sent to the University of Mumbai in the required format for the preparation of convocation certificate. All students who have appeared for an examination conducted by the College shall be issued a computerized consolidated statement of marks/ grades. Final degree certificate will be issued by University of Mumbai.

EXAMINATION GRIEVANCE REDRESSAL MECHANISM

Grievance redressal mechanism (Photocopy and Revaluation) of University of Mumbai will be applicable for SE, TE and BE students admitted in AY 2024-25.

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

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

Unfair Means Resorted To By the students / Persons Involved In The Examination Related Activities

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

1. **Competent Authority**

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

2. **Definitions-Unless the context otherwise requires:**

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

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

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

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

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

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

(e) **"Possession of unfair means material by a student"**, means a student having any unauthorized material on his/ her person or desk or chair or table or at any place within his/ her reach, in the examination center 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 the Junior Supervisor, Senior Supervisor, member of the Vigilance Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other persons acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Senior Supervisor or any other authorized person, to the Controller of Examinations/ Principal or any officer authorized in this behalf.

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

3. During the examination, the examinees and other students shall be under the disciplinary control of the UMIC.

4. The UMIC of the College shall, in the case of unfair means, follow the procedure as under:

(i) The student shall be called upon to surrender to the UMIC, the unfair means material found in his or her possession, if any, and his/her answer-book.

(ii) The signature of the student concerned shall be obtained on the relevant materials, all written pages of the answer book with date and time and list thereon. The Senior Supervisor concerned and the UMIC shall also counter sign on all the relevant materials, all written pages of the answer book and documents with date and time in the report submitted by the Junior Supervisor.

(iii) The statement of the student and his/her undertaking in the prescribed format and statement of the Junior Supervisor and Senior Supervisor concerned shall be recorded in writing by the UMIC in the prescribed format. If the student refuses to make a statement or to give an undertaking, the Senior Supervisor concerned shall record the series of events accordingly under their signatures.

(iv) In accordance with the report of the UMIC, the Chief Conductor of Examination of the College 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 concerned student from the examination and not allow him/ her to appear for the rest of the examinations.
- b. Obtain an undertaking from the student to the effect that the decision of the competent authority concerned in his/ her case shall be final and binding.
- c. May report the case to the Police Station concerned as per the provisions of Maharashtra Act No. XXXI 1982, an Act to provide for preventing mal practices at College, University, Board and other specified examinations.
- d. Confiscate his/her answer-book, mark it as "suspected unfair means case".

(v) All the materials and list of materials mentioned in sub-clause (i) and the undertaking with the statement of the student and that of the Junior Supervisor as mentioned in clause nos. (ii) and (iii) and the answer-book/s (old and new) shall be forwarded by the SS, along with his/her report, to the Controller of Examination/ In-charge Examination in a separate and confidential sealed envelope marked "Suspected unfair means case".

(vi) In case of unfair means of oral type, the Junior Supervisor and the Senior Supervisor or the authorized person concerned shall record the facts in writing and shall report the same to the Controller of Examination/ In-Charge Examination.

5. Procedure to be followed by the Examiner during Assessment

If the examiner, at the time of assessment of the answer book/s, suspects that there is prima-facie evidence that the student/s whose answer-book/ s the examiner is assessing, appears to have resorted to unfair means in the examination, the examiner shall forward his/ her report, along-with the evidence, to the Controller of Examination with his/ her opinion in a separate sealed and confidential

envelope marked "**Suspected unfair means case**".

6. Case of unfair means having prima-facie evidence, as reported by the CoE/ In-Charge Examination, Examiners, Moderators or any other source shall be inquired into by the UMIC appointed by the Principal.

7. The examination results of the student/s concerned involved in such cases shall be held in reserve till the final decision in the matter is taken and the concerned student/s shall be informed accordingly.

Procedure of the UMIC Committee should be as under:

i. The Controller of Examination/ In-Charge Examination 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 not be imposed.

ii. The student may appear before the UMIC on a day, time and place fixed for the meeting, with a 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 should be shown to him/ her by the UMIC, if the student presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the student.

iv. Reasonable opportunity, including oral hearing, shall be given to the student in his/ her defense before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making the final recommendation in the case.

v. The Committee should 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 UMIC 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 defense. 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 concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

1. **Punishment:**

The Competent Authority concerned i.e. the Principal, 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 anyone 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 (complete examination of the particular semester) in the examination he/she has appeared for.
- b) Debarring the student from appearing for any examination of the College for a stipulated period not exceeding five years.
- c) Debarring the student from taking admission for any course in the College for a stipulated period not exceeding five years.
- d) Cancellation of the College Scholarship/s or award/s or prize/s or medal/s 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) in the table below as Appendix A.
- g) The student concerned must be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorized to do so on his/her behalf.

APPENDIX-A

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material.	*Annulment of the performance of the student at the College Examination in full. (This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 2 to 14 in addition to the one prescribed thereat).
2.	Possession of any copying material & actual copying from the material in	Exclusion of the student from the College Examinations concerned for one subsequent

	possession.	examination.
3.	Possession of another student's answer book or supplementary sheet.	Exclusion of both the students from the College Examinations concerned for one subsequent examination * (BOTH THE STUDENTS).
4.	Possession of another student's answer book or supplementary sheet and actual evidence copying from that.	Exclusion of both the students from the College Examination concerned for two subsequent examinations * (BOTH THE STUDENTS).
5.	Mutual/ Mass copying.	Exclusion of all the students from the College Examinations concerned for two subsequent examinations *.
6.	Smuggling of answer books in or out as copying material.	Exclusion of the student from the College Examinations concerned for two subsequent examinations *.
7.	Smuggling in of written answer book based on the question paper set at the examination.	Exclusion of the student from the College Examinations concerned for three subsequent examinations *.
8.	Smuggling in of written answer book as copying material and forging the signature of the Junior Supervisor on the same.	Exclusion of the student from the College Examinations concerned for four subsequent examinations *.
9.	Attempt to forge the signature of the Junior Supervisor on the answer book or the supplementary sheet.	Exclusion of the student from the College Examinations concerned for four subsequent examinations *.
10.	Interfering with or counterfeiting of College seal or answer books or office stationery used in the examination with the intention of misleading the authorities.	Exclusion of the student from the College Examinations concerned for four subsequent examinations *.
11.	Answer book or supplementary sheet outside the examination hall or	Exclusion of the student from the College Examinations concerned for four subsequent

	any other insertion in the answer book.	examinations *.
12.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination.	Exclusion of the student from the College Examinations concerned for four subsequent examinations * (Note: This money shall be credited to the Students Welfare Fund).
13.	Using obscene language/ violent threats inside the examination hall by a student at the College examination to room supervisor/ any other authority.	Exclusion of the student from the College Examinations concerned for four subsequent examinations *.
14.	Impersonation for a student or impersonation by a student in College or other examinations.	Exclusion of the student from the College Examinations concerned for five subsequent examinations * (both the students if the impersonator is a College student).
15.	Revealing the identity of the candidate in any form (name, roll number, student number, religious invocation etc.) in the main answer book and/ or supplementary sheet, by the student at the College examination.	Annulment of the performance of the student at the College Examination in full.
16.	Anything found written on the body or on the clothes while in the examination.	Annulment of the performance of the student at the College Examination in full.
17.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication.	Annulment of the performance of the student at the College Examination in full.
18.	Any other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the College Examination in full and severe punishment depending upon the gravity of the offence.

Note :

The term "Annulment of Performance in full" includes performance of the student at the theory examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used thereat.

The term "Additional Examination" means, the immediate subsequent examination / re-examination scheduled by the College.

If on previous occasions, disciplinary action was taken against a student for malpractice during 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, that was committed at the second or subsequent examination.

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.

Malpractices Used or Lapses Committed By Any Paper-Setters; Examiners, Moderators, Referees, Faculty Or Any Other Persons Connected With the Conduct of Examination

1. Competent Authority:

The Principal shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, faculty 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.

2. Definition: Unless the context otherwise requires:

- 1) "Paper-setter, examiner, moderator, referee and faculty" means and includes personnel 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.
- 2) Malpractice/ lapses include one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination: -
 - a. Leakage of question/s or question papers set at the examination before the time of examination.
 - b. Examiner / re-evaluator 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.

- c. Paper-setter omitting question, Serial Number of question, repeating question or setting question outside the scope of the syllabus.
- d. Examiner / Referee showing negligence in detecting malpractice used by student/s.
- e. Junior Supervisor, Senior Supervisor, Convener showing negligence / apathy in carrying out duties or aiding/ abetting/ allowing/ instigating students to use malpractice/s.
- f. Any other similar act/ s and or omission/ s which may be considered as malpractices or lapses by the competent authority.
- g. "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 a 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.

Investigating Committee

The Committee appointed by the Principal to investigate unfair means resorted to by student/s at the College examinations shall also investigate the cases of malpractices used and/ or lapses committed by the Paper-Setters, Examiners, Moderators, Referees, Faculty or any other persons connected with the conduct of examinations at the College examinations.

Procedure for Investigation

- i. The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, faculty or any other persons connected with the conduct of examinations and reported to the Principal shall be scrutinized by the Concerned Officer / In-charge of the Sub-Section/ Unit to which the case is primarily pertaining to at the Examination Section of the College, collect preliminary information to find out whether there is prima-facie case so as to fix the primary responsibility for framing a charge-sheet and then shall submit the same 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 Investigating Committee for further investigation. The officer concerned of the Sub-Section/ Unit through whom 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 off.
- ii. The Competent Authority or the Officer authorized by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, faculty or any other person connected with the conduct of examination) in writing, of the act of malpractices used and/ or lapse 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 Investigating 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 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 concerned person 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 the presence of the delinquent.

v. Reasonable opportunity, including oral hearing, shall be given to the person concerned in his/her defense before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.

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 defense. Even after offering these two chances, if the person concerned fails to appear before the committee, the Committee shall take decision in his/ her case in his/ her absentia on the basis of whatever evidences/documents which are available before it and the same shall be binding on the implicated person concerned.

viii. The Committee shall submit its report to the competent authority concerned along with its recommendations regarding punishment to be inflicted on the person concerned or otherwise.

2. 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 anyone or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:

i. Disqualifying the paper-setter, examiner, moderator, referee, faculty or any other person concerned connected with the conduct of examination from any examination work either

permanently or for a specified period.

ii. Referring his/her case to the disciplinary authorities concerned for taking such disciplinary action as deems fit as per the rules governing his/her service conditions.

iii. The competent authority or the Officer authorised in his/her behalf, shall inform the person concerned of the decision taken in his/her case and the punishments imposed on him/ her.

iv. An appeal may be made by the person within 30 days of imposition of the punishment, other than the punishment referred to in clause no. (iii) above, decision shall lie with the Chairman of the Governing Body and its decision in the appeal shall be final and binding.

v. The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Investigating 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.

vi. The court matters in respective cases of malpractices/ lapses should be dealt with by the respective competent authority.

vii. **As far as possible the quantum of punishment should be prescribed category-wise, as hereunder as Appendix B: -**

Action for malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Faculty or any another person connected with the Conduct of College Examinations.

APPENDIX-B

Sr. No.	Nature of Malpractice/ Lapses	Punishment
1.	Paper-Setter found responsible for leakage of the question paper set in the College examination/s whether intentionally or due to negligence before the time of examination.	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable.
2.	Leakage of the question paper set in the College examination/s before the time of the examination at the College by any person/ s connected with the conduct of the examination.	Disciplinary action against the guilty/ responsible person/s as per the prevailing rules/by laws by the authorities concerned.
3.	Favoring of a student (examinee) by examiner,	Disqualification from any examination

	Moderator, Referee in assessment of answer-books/dissertation/project report/thesis by assigning the student/ examinee marks to which the student is not entitled, at the College examination/s.	work + disciplinary action by authorities concerned as per the rules applicable.
4.	Examiner, Moderator, Referee intentionally/ negligently not assigning the student in assessment of his/ her answer-books/ dissertation/ project report/ thesis, the marks to which the student is entitled to at the College examination/s.	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable.
5.	Paper-Setter omitting question at the time of finalization of question paper set at the examination or repeating the Serial Number of question while writing.	Disqualification from any examination work for a period of three years.
6	Paper-setter setting the questions outside the scope of the syllabus.	Disqualification from any examination work for a period of three years.
7	While assessing the answer-book/s examiner shows negligence in detecting malpractices used by the student/s.	As decided by the authorities of the College.
8	Guiding faculty shows negligence in supervision of dissertation/ project work (e.g. use of manipulated data by a student).	As decided by the authorities of the College.
9	Senior Supervisor/ Chief Conductor showing any apathy in carrying out duties related to examinations (e.g. not taking rounds of the examination hall at the time of examinations or opening the packet of question paper before prescribed time).	As decided by the authorities of the College.

10	Junior Supervisor helping student/s in copying answers while in the examination hall or showing negligence in reporting cases of copying answers by students when on supervision duty.	Disqualification from any examination work for a period of three years + disciplinary action by concerned authorities as per the rules applicable, if he/ she is an employee of the College.
11	Junior Supervisor helping student/s in mass copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable, if he/ she is an employee of the College concerned.

viii. 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.

Any breach of the requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and shall be dealt with, under disciplinary procedure of SIES Graduate School of Technology. Severe penalty shall be imposed on the students, who are found to be involved in the adoption of unfair means in the examinations.

Note: All the above-mentioned rules and regulations are subject to change from time to time as per the decision of Competent Authorities of SIES Graduate School of Technology (Autonomous Institute) as per the Autonomy Policy.