

Walchand College of Engineering, Sangli

For Student Information Updations in Academic and Examination Rules 2022-23

The updations in the academic rules are as follows:

1. T1 will be called as MSE. It shall be taken in the form of a written test around the middle of the semester.
2. T2 will be called as ISE. It shall be taken through-out the semester in the form of Teacher's Assessment. The mode of assessment can be field visit, presentations, assignments etc.
3. There shall be one re-examination per year, at the end of the even semester.
4. For re-examination, there shall not be any grade penalty.
5. Re-Registration of failed students (even after Re-Examination) in the next academic year in the respective semester along with regular students shall be allowed.
6. For Value added courses a separate card per semester will be provided. The grade card of program courses will be separate.



CoE



Dean Academics

Walchand College of Engineering
(Government Aided Autonomous Institute)
Vishrambag, Sangli. 416415




**Academic and Examination
Rules and Regulations**


Dean Academics
Walchand College of Engg.
Vishrambag, Sangli - 416 415


DIRECTOR,
Walchand College of Engineering,
Sangli.




Controller of Examinations
Walchand College of Engineering, Sangli

2022-23

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Table of Contents

About WCE	2
Preface	3
Acronyms	4
I Academic Rules and Regulations	7
1 Introduction	8
2 Academic programs	9
3 Academic Calendar	10
4 Admission Process	11
5 Curriculum	14
6 Course Completion requirements	16
7 Course Evaluation	17
8 Course Re-Registration	18
9 Credit Transfer	19
10 Value Added Credit Courses	20
11 Minor/Honors Certification	22
12 Award of Degree	23
13 Awards and Scholarships	24
14 Temporary Withdrawal	25
15 Discipline and Conduct	26
II Examination Rules and Regulations	27
16 Grading System	28
17 Re-Examination	31
18 Verification	32
19 Performance Indices (SGPA and CGPA)	33
20 Grade Card	34
21 Unfair Means	35



About WCE

Walchand College of Engineering Sangli (WCE), established in 1947 and aided by the Government of Maharashtra, is one of the oldest and premier engineering institutions in India. With a rich history of over 70 years and a beautiful campus of over 90-acres, WCE Sangli, is providing transformational learning experience in various disciplines of engineering.

WCE offers 6 UG programs leading to Bachelor of Technology in Civil, Electrical, Mechanical, Electronics, Computer Science and Engineering and Information Technology and 10 PG programs leading to Master of Technology in Environmental Engineering, Structural Engineering, Heat Power Engineering, Design Engineering, Production Engineering, Power System Engineering, Control System Engineering, Electronics Engineering, Computer Science and Engineering, and Computer Science and Information Technology. It also offers PhD programs under Shivaji University, Doctoral Fellowship of All India Council for Technical Education (AICTE) and under Quality Improvement Program (QIP) scheme of Ministry of Human Resource Development (MHRD). At present, around 1900 students are studying in various B.Tech programs, around 480 students in M. Tech. programs and nearly 75 scholars are pursuing their PhD programs.

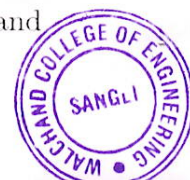
Walchand College of Engineering is affiliated to Shivaji University Kolhapur and is approved by AICTE, New Delhi. The Institute is also given autonomous status by University Grants Commission since 2007. Majority of the programs are accredited by National Board of Accreditation and WCE carries the distinction of getting “A” grade by National Assessment and Accreditation Council, Bangalore.

WCE was selected for Technical Quality Improvement Program (TEQIP) of MHRD through NPIU for TEQIP-I in 2004 with funding of Rs. 8.54 Cr., for TEQIP-II with funding of Rs. 12 Cr. WCE was also selected for TEQIP-III in 2017 with a funding of 7.0 Cr. WCE has consistently performed well in implementation of these projects. Based on the performance, the Institute has received additional funding of Rs. 0.7 Cr. in TEQIP-III. Under TEQIP-III, WCE is presently mentoring Jabalpur College of Engineering, Jabalpur.

Through the Transformational Teaching Learning (TTL) processes, WCE aims at overall development of students with focus on Education, Employability and Employment. The Track Based Curriculum and Choice Based Credit System along with Value Added Professional and Life Skill Courses at WCE, enable students to choose appropriate path of their career. WCE also has highly qualified and dedicated faculty members who are constantly involved in research and are associated with practicing engineering. Most of the faculty members hold Doctoral degrees and M Tech degrees from various IITs and IISc.

The students of WCE get placed in reputed Multinational and Indian Companies such as Google, Microsoft, Linkedin, Amazon, John Deere, Rakuten, P&G, Mahindra, TCS, Infosys and many other companies. With a high percentage of placements, WCE students also get very good packages, with the highest package being 43 LPA in the year 2021.

WCE also has a vibrant student club culture, having actively involved in various technical and co-curricular student activities. There are also department-wise student associations and



professional student chapters, who organize programs to keep up with the current trends in technology and also for enhancing the student personality. The alumni of WCE are placed at high positions in reputed companies and institutions around the world. With their contribution towards the development of institution, WCE Sangli is strongly marching on the path of excellence in engineering education.

WCE has achieved a series of milestones; the credit of which undoubtedly goes to dedicated faculty, encouraging management and our brilliant students. No wonder WCE Sangli is the most preferred destination for engineering education today! ...



Preface

Welcome to the academics and examination system of WCE. The purpose of this book is to provide the students, faculty, support staff and other stakeholders, the information about the related rules and regulations (RRs). The rules and regulations help to streamline the academic and examination related activities in order to enhance quality of education. This book is prepared for helping the stakeholders to know rules and regulations and follow them in proper spirit for ensuring quality of education. The apex body to decide/approve the academic rules and regulations is the Academic Board of the Institute. As per the rules and regulations laid down by Academic Board, various academic and examination activities are carried out as per academic calendar.

This document is divided into two parts. Part-I is about the Academic Rules and Regulations and Part-II is about the Examination Rules and Regulations.

The chapter provides information about various acronyms used in this book, chapter 1 introduces the academic board and semester system, chapter 2 presents the academic programs and chapter 3 illustrates the academic calendar. Chapter 4 presents the rules related to admission and chapter 5 explains about the curriculum related rules.

Chapters 6, 7, 8, 9 present the rules related to course completion, course evaluation, course re-registration and credit transfer respectively. Chapters 10 and 11.1 present the rules related to value added courses and Honors and Minor certification. Chapter 12 mentions the conditions to be fulfilled for award of degree. Chapter 13 mentions about the awards and scholarships, chapter 14 shows the rules related to temporary withdrawal from program and the chapter 15 presents about the discipline and conduct.

The part II of this document presents the examination RRs. Chapter 16 deals with the grading system, grade calculation etc., Chapter 17 discusses the re-examination related rules. Chapter 18 presents the verification related rules. Chapter 19 explains the process of calculation of performance indices (SGPA and CGPA). Chapter 20 presents information about the grade card. At the end, chapter 21 presents the rules related to unfair means.

The RRs shall govern the admission policy, curriculum, course completion requirements, evaluation system and conduct of the examinations, award of degree and dealing with unfair means and lapses. All the stakeholders are required to read, understand and follow the RRs for smooth conduct of all academic and examination activities.



Acronyms

1. "Institute" means Walchand College of Engineering, Sangli (WCE).
2. "University" or "SUK" means Shivaji University, Kolhapur.
3. "DTE" means Directorate of Technical Education, Maharashtra State.
4. "AICTE" means All India Council for Technical Education.
5. "MHRD" means Ministry for Human Resource Development, Government of India.
6. "UGC" means University Grants Commission.
7. "BoG" means Board of Governance of WCE. (Administrative Council).
8. "Academic Board" (AB), means apex academic body governing the academic programs and policies.
9. "Board of Studies (BoS)" means departmental academic body for curriculum development and reviews.
10. "B. Tech. / M. Tech." means Bachelor of Technology and Master of Technology, respectively.
11. "PhD" means Doctor of Philosophy.
12. "FY, SY, TY" means First, Second and Third year respectively.
13. "PRN" means Permanent Registration Number.
14. "Course" means a unit of academics to which certain credits are associated. (theory, laboratory etc).
15. "NPTEL" means National Program for Technology Enabled Learning
16. "Swayam" means Study Webs of Active-Learning for Young Aspiring Minds
17. "Course credit" means weightage assigned to a course.
18. "Grade" means letter(s) assigned to indicate the performance of student in a course.
19. "Course teacher" means faculty member teaching a course.
20. "Semester" means a six-month period of academic activities.
21. "Summer/Winter Term" means a period after ESE and before Re-examination normally of 4 weeks duration, typically for remedial classes, internship, industrial/employability/soft skill training.
22. "ATKT" means Allowed to Keep Term.
23. "LA1, LA2, Lab ESE" means Lab Assessment 1,2 and Lab End Semester Examination respectively.
24. "T1, T2, ESE" means Test 1, Test 2 and End Semester Examination respectively.
25. "SPI" means the Semester Performance Index, which is the weighted average of grade points of a student in a semester.
26. "CPI" means Cumulative Performance Index, which is the weighted average of grade points for all the semesters completed by a student.
27. "SGPA" means Semester Grade Point Average which is the weighted average of grade points of a student in a semester.
28. "CGPA" means the Cumulative Grade Point Average, which is the weighted average of grade points for all the semesters completed by a student.
29. "Examination Committee" means apex examination body implementing rules and regulations framed by AC.
30. "Complaint Redressal Committee (CRC)" means committee appointed by Director to deal with cases of unfair means/malpractice/s and indiscipline in academics / examination.




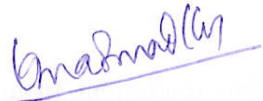
- 31. "VAPC" means Value Added Professional Course.
- 32. "VALS" means Value Added Life-Skill Course.
- 33. "CCE" means Centre for Continuing Education.
- 34. "GATE" means Graduate Aptitude Test for Engineering, which is an eligibility test for post graduate studies and placement in various public sector undertakings.



Part I

Academic Rules and Regulations


Controller of Examinations
Walchand College of Engineering, Sangli


- Dean Academics
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DIRECTOR,
Walchand College of Engineering,
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1. Introduction

1.1 Academic Board

1. The AB is a statutory and apex body, constituted as per guidelines of UGC, that governs all academic matters of the Institute. The academic programs of the Institute shall be governed by Rules and Regulations (RRs) approved by the Academic Board (AB) from time to time, and the decisions of Chairman, AB (i.e.) Director of the Institute, shall be final in regard to all academic and examination matters.
2. The Academic Board meets normally two times in an academic year.
3. All the students admitted to the Institute must abide all prevailing rules and regulations. To facilitate the smooth operation of academic board, a guidebook for the members of Academic Board is also prepared.

1.2 Revisions

The RRs shall be subject to amendments/ revisions/ refinement/ updates/ modifications made by the Academic Board (AB) from time to time. The proposal for Amendments/Revisions in academic RRs may be sent to Academic Board after approving it in the board of studies of respective program.

1.3 Medium of Instruction

The medium of instruction throughout the program shall be in English. Some of the courses can offered in other language also depending on the need of the course.

1.4 Semester System

1. The semester system is adopted for academic activities in the Institute. Normally a semester is a period of six months of academic activities. An academic year consists of two semesters, namely an odd semester and an even semester. The odd semester normally shall start in mid-July and the even semester normally shall start in mid-January. The schedule of academic activities in an academic year shall be listed in the form of an academic calendar and shall be displayed at the start of every academic year.
2. The start of first semester of all B. Tech. programs shall be governed by admission schedule declared by Government of Maharashtra.

1.5 Examination related rules

The rules and regulations related examinations are given in part II of this document from page 28.



- ters in every academic calendar, normally
work framework (26 + 26) for academic calendar

Academic Calendar for Even Semester

2. Academic programs

2.1 Undergraduate programs

At present, WCE is offering 6 undergraduate academic programs approved by AICTE and are as given below:

1. B. Tech. Civil Engineering
2. B. Tech. Mechanical Engineering
3. B. Tech. Electrical Engineering
4. B. Tech. Electronics Engineering
5. B. Tech. Computer Science and Engineering
6. B. Tech. Information Technology

The duration of B. Tech. program is of 4 years, normally referred as First Year (FY), Second Year (SY), Third Year (TY) and Final Year. The corresponding 8 semesters are referred as Sem-I, Sem-II... up-to Sem-VIII. (e.g.), an odd semester of SY is the Sem-III and even semester of SY is Sem-IV and so on.

2.2 Postgraduate programs

WCE is offering 10 post graduate programs approved by AICTE and are as given below:

1. M. Tech. Environmental Engineering
2. M. Tech. Structural Engineering
3. M. Tech. Design Engineering
4. M. Tech. Heat Power Engineering
5. M. Tech. Production Engineering
6. M. Tech. Control System Engineering
7. M. Tech. Power System Engineering
8. M. Tech. Electronics Engineering
9. M. Tech. Computer Science and Engineering
10. M. Tech. Computer Science and Information Technology

2.3 Doctoral programs

In addition to above UG and PG programs, PhD programs are also offered in 5 disciplines of the institute.

1. Civil Engineering
2. Mechanical Engineering
3. Electrical Engineering
4. Electronics Engineering
5. Computer Science and Engineering



4. Admission Process

4.1 Admission Types

The admission process involves following types of admissions.

1. Fresh Admission
2. Re-admission
3. Admission to Next higher class
4. Admission due to change of branch
5. Admission for credit transfer
6. Admission for rejoining after a gap

4.2 Fresh Admission

1. The fresh admission refers to the admission when a candidate is first time admitted to the Institute.
2. Eligibility and Process: The eligibility and process for admission to a B. Tech., M.Tech. and Ph.D. programs is governed by the norms and procedures of competent authorities such as DTE, Maharashtra State, AICTE, UGC and Shivaji University. The candidate shall be provisionally admitted to a program, subject to fulfillment of eligibility criterion prescribed by the competent authorities as decided from time to time.
3. Provisional Admission: The candidate who has allotment letter issued by the competent authority, (e.g. Directorate of Technical Education, AICTE etc), upon payment of prescribed fees; he/she shall be provisionally admitted.
4. Regular Entry: The provisional admission to a B. Tech. program can be through a Regular Entry or Lateral Entry where, Regular entry refers to provisional admission of students for first, second (excluding lateral entry), third, and final year of the program in odd semesters.
5. Entry from University Pattern: Students admitted to WCE in pre-autonomous status and desirous of seeking re-admission shall be eligible for admission in autonomous status only in odd (3rd, 5th, and 7th) semesters. Such students should have passed all the courses of previous semesters or fulfill the prevailing ATKT norms of Shivaji University, Kolhapur. The students admitted through ATKT norms shall clear backlog courses by appearing for the respective examinations of Shivaji University, Kolhapur. Further they shall undergo additional academic requirements (bridge courses) if any as specified by the BoS of the respective department to be at par with WCE autonomous curriculum. Students who have obtained condone in any of the subjects/courses of university curriculum by Shivaji University, Kolhapur shall be considered to have cleared that subject/course. Once admitted in autonomous mode, all the rules of autonomous mode shall be applicable.
6. Lateral Entry: Lateral entry refers to provisional admission of students for second year directly through diploma qualification.
7. Right to cancel the provisional admission: The Institute reserves the right to cancel the provisional admission of any student and discontinue his/ her study at any stage of studentship for unsatisfactory academic performance and/or undisciplined conduct.



8. Permanent Registration Number (PRN): Each student shall be allotted a unique program Registration Number at the time of first admission and that will be a permanent identification number. The number shall consist of,
 - (a) Year
 - (b) program
 - (c) Entry Code
 - (d) Roll number
9. Course Registration: Upon provisional admission to a program, the student needs to register for all mandatory courses of that academic year and also he/she needs to choose and register for the elective courses offered (if any), as per requirements of credit system, during the period specified in academic calendar.
10. ID Card: Every admitted student shall be issued photo identification (ID) card. The student must carry ID card while in the Institute.

4.3 Re-Admission

1. Who needs to take re-admission: A student needs to take re-admission, if he/she has taken admission to first year or any higher class, but has not fulfilled the course completion requirements for all registered courses, in both semesters of an academic year.
2. Process of Re-admission: An eligible student can take re-admission, by paying full fees in the subsequent year/s and by registering for all mandatory courses of that academic year. Also, he/she needs to choose and register for the elective courses, offered (if any), as per requirements of credit system, within the period specified in academic calendar.

4.4 Admission to Next higher class

1. Requirements: To take admission to next higher class, (i.e.) from FY to SY, SY to TY etc., a student needs to fulfill the following requirements. These requirements are explained in section 2, 3 and 3.
 - (a) Earning required credits.
 - (b) Paying the required fees
 - (c) Registering courses of next higher class
2. Earning required credits: The students seeking admission to the next higher class, must earn the minimum required credits.
 - (a) To take admission to next higher class, (i.e.) from FY to SY, SY to TY etc., a student needs to normally earn 75% credits of current class and 100% credits of the previous class.
 - (b) The students seeking admission to SY B. Tech. should have earned 75% credits of the FY B. Tech.
 - (c) The students seeking admission to TY B. Tech. should have earned all credits of FY B. Tech. and at least 75% credits of the SY B. Tech. However, the students admitted to direct second year through lateral entry should have earned 75% credits of SY B. Tech.



- (d) The students seeking admission to Final Year B. Tech. should have earned all the credits of the FY B. Tech. and SY B. Tech.; and at least 75% credits of the TY B. Tech. However, the students admitted to direct second year through lateral entry should have earned all the credits of SY B. Tech. and 75% credits of only TY B. Tech.
 - (e) The students seeking admission to SY M. Tech. should have earned 75% credits of the FY M. Tech.
 - (f) If calculation of 75% credits results in to a mixed number (integer + proper fraction) then the integer part of that number shall be considered.
3. Paying required fees: Upon fulfilling these credit requirements, the student can take provisional admission to the next higher class, by paying required fees as per the schedule displayed or as mentioned in the academic calendar.
 4. Course Registration: After taking provisional admission to next higher class, the student needs to register for all mandatory courses of that academic year and also he/she needs to choose the courses, from the elective courses offered (if any), as per requirements of credit system, during the period specified in academic calendar.

4.5 Admission due to change of branch

The FY B. Tech. students shall be eligible to apply for change of branch in SY B. Tech. if he/she fulfills the following requirements:

1. Requirements of DTE: The student must fulfill the requirements as decided by Directorate of Technical Education from time to time.
2. Merit basis: The process of change of branch shall be carried out purely on merit basis subject to the rules prevailing at the time of such change and subject to vacancy.
3. Accepting the allotted branch: Students allotted with a branch of their choice should accept it and no further request for change shall be entertained. There shall be no change in PRN number for students availing facility of branch change.

4.6 Admission for Credit transfer

1. For the courses in curriculum: Students from approved autonomous engineering institutions avail credit transfer facility for the courses in regular UG / PG / Ph.D. curriculum.
2. For Value added courses: Students from any institute can avail credit transfer facility by paying stipulated course fee and enrolling to any approved professional or life-skill value added course.
3. Considering the credits for CGPA/CPI calculations is subject to the policy of the parent institute of the students.
4. The student shall be assigned a PRN under credit transfer.
5. The fees shall be course dependent.

4.7 Admission for rejoining after a gap

Students can take admission after a gap in study (temporary withdrawal from a program, refer section 14.1), by paying the stipulated fees and completing all admission related formalities.



5. Curriculum

The curriculum of the various programs is designed aiming at preparing the students to be capable engineers with an aptitude of leadership and research. For this, the curriculum has a variety of courses, including courses related to technology, human values, liberal and performing arts, innovation and intellectual property rights, start-up, and entrepreneurial skills. The enterprising students can learn innovative product design and its commercialisation, through project based learning. For more details of the curriculum, refer to the Academic Book.

5.1 UG programs

1. There shall be a prescribed credit system and course content for each academic program. The curriculum prescribes all the courses of study, the semester-wise with credits, type(s) of instruction, teaching / contact hours, evaluation scheme and other requirements for the award of degree. This Choice Based Credit System permits the choice of elective courses as per the interests and career plan of students.
2. Types of Instruction: The types of instruction used in the teaching -learning process are,
 - (a) Lecture
 - (b) Tutorial
 - (c) Practical
 - (d) Interaction
3. Course Types:
 - (a) Theory Courses: The courses having only Lecture and (or) Tutorial sessions (no practical/interaction sessions) shall be considered as Theory courses.
 - (b) Lab Courses: The courses having only Practical and (or) Interaction session (no lecture/tutorial sessions) shall be considered as Lab courses.
4. For each course, credits are associated as shown in table 5.1.

Hrs/Week	Credits
1 Hr. Lecture (L) per week	1
1 Hr. Tutorial (T) per week	1
1 Hr. Practical (P) per week	0.5
1 Hr. Interaction (I) per week	1
2 Hours Practical(Lab)/week	1

Table 5.1: Credit Table

5. Mode of course delivery: The mode of delivery for a course can be offline, online or blended.
6. Minimum number of credits: The minimum number of credits to be earned for award of B. Tech. Degree is 160.



7. MOOC, Online courses: Credits can also be earned through the permitted online courses available through NPTEL and SWAYAM portals.
8. The theory course and lab courses shall be listed separately.
9. A theory course shall have classes or online teaching and can have tutorials.
10. A lab course shall have lab sessions/ interaction sessions/ Mini-Projects / Projects / related activity.
11. There can be interaction based courses. (mode of delivery is online/offline interaction). For such course, credits will be the same as number of interaction hours and the evaluation will be same as that of a lab course.
12. The curriculum for FY B.Tech shall be common to all UG programs (branches).
13. Every B. Tech. student must complete two mandatory non-credit courses, as per AICTE guidelines and as mentioned in the credit system.
14. B. Tech. Project work: The project work shall be in semester VIII. The students shall have an option to carry out the project either within campus or in industry/ autonomous institutes/ reputed organizations. Normally, project work shall be carried out by a group of minimum five students. In case of sponsored projects outside the campus; the student shall have to take approval from concerned head of department. For detailed credit system and course content, refer to the Academic Book of that year.

5.2 PG programs

In addition to the rules in section 5.1, following rules will apply for post graduate programs.

1. Every student must complete two mandatory non-credit courses, as per AICTE guidelines
2. Dissertation work: The dissertation work shall be in semester III and IV. The students shall have an option to carry out the project either within campus or in industry/ autonomous institutes/ reputed organizations. Normally, project work shall be carried out individually. In case of sponsored projects outside the campus; the student shall have to take approval from concerned head of department.

5.3 PhD programs

1. The course work (as applicable) of the PhD program is to be completed by the students
2. PhD students registered to SUK, who wish to use WCE as research centre, are required to pay the prescribed research centre fee.
3. The student must complete all the academic requirements, such as coursework, synopsis, progress reports, PhD Thesis etc. as per the rules of Shivaji University / Competent Authorities.
4. Other WCE research center related requirements need to be fulfilled.



6. Course Completion requirements

6.1 Attendance

1. Institute expects 100% attendance of students in all the registered courses. The attendance records should be maintained by the course teacher and should be informed to the students/parents as per academic calendar. The students should check their attendance regularly and should contact respective course teacher for any discrepancy/grievance.
2. Exemption: A maximum of 25% exemption in the attendance may be permitted for the approved leave of absence from class teacher and HoD for participating in co-curricular/ extra-curricular activities/ medical emergencies/ reasons beyond the control of student.

6.2 Non-Satisfactory performance

1. Theory Courses: For theory courses, the performance is considered as Non-satisfactory in case of poor attendance or not satisfying/fulfilling the requirements for the course.
2. Lab Courses: For lab courses, if the total obtained marks of LA1 and LA2 together are less than 40%, it shall be considered as non-satisfactory performance. Students having non-satisfactory performance shall not be eligible to appear for ESE in that semester. Such student needs to re-register for the course. Refer chapter 8.
3. Reporting: The faculty should report the “non-satisfactory performance” of students time to time to HoD and Examination Section. Refer to point 5 on page 28 of Examination Rules.



7. Course Evaluation

7.1 Theory Courses

1. The courses having Lecture and (or) Tutorial sessions (no practicals/interaction sessions) shall be considered as Theory courses.
2. There shall be two in-semester evaluations namely Test1 (T1), Test2 (T2), and one End Semester Examination (ESE).
3. The T1 and T2 shall be conducted by the course teacher/s as per time table decided by the examination section. The ESE shall be conducted by examination section. For all evaluations, the paper setting and assessment shall be normally done by the course teachers/coordinators.
4. For theory courses, the evaluation points shall be Test1 (20), Test2 (20), and End Semester Examination (60). However, for the theory course with 1 lecture/week, with no tutorials, the evaluation points shall be Test1 (10), Test2 (10), and End Semester Examination (30). For all theory courses, the question paper may have options upto 20%.
5. All components of evaluation for theory courses shall be shown to students.

7.2 Lab Courses

1. The courses having Practical and (or) Interaction sessions (no lectures/tutorial sessions) shall be considered as Lab courses.
2. The lab course assessment shall be carried out in 3 phases, consisting of LA1, LA2 and Lab ESE.
3. For lab courses, the evaluation points shall be LA1 (30), LA2 (30), and Lab ESE (40). However, if the lab course has 1 Interaction hour/week, with no practical hours, the evaluation points shall be LA1 (15), LA2 (15), and Lab ESE (20).
4. All the lab evaluations shall be conducted/coordinated by the course teachers/coordinators. The assessment scheme, tool/s shall be decided and announced by the course teacher at the beginning of the course. For PG Dissertation course, the Lab ESE shall be conducted by guide/committee along with external examiner/expert.
5. All components of evaluation for lab courses shall be shown to students.

The facility for Physically challenged / differently-abled students shall be as per norms from time to time. For Rules related to Grading system, Re-Examination, Grade Improvement, Verification, Calculation of Performance indices, Grade report, refer to Examinations Rules and Regulations, from page 28.



8. Course Re-Registration

1. Purpose: The student needs to re-register for a course to complete the coursework, if the student obtains an I grade in a course.
2. Schedule: The course re-registration can be done,
 - (a) During appropriate summer or winter term only.
 - (b) The student can register the course/s, fulfill the course completion requirements and can appear for re-examination.
 - (c) See rules for promotion for higher class.

For further information about I grade and re-examination, refer to examination rules, point 5 on page 28.



9. Credit Transfer

9.1 Credit transfer for WCE students

1. Students can avail the facility of credit transfer by completing courses, at other autonomous institutes, with whom credit transfer is available.
2. Student can also earn credits by completing prescribed NPTEL/SWAYAM/other On-line courses.
3. Credits earned as mentioned in 1, 2 will be suitably converted (if needed), shown on the grade card and will be considered for CGPA calculations.

9.2 Credit transfer for students other than WCE

1. Students from other autonomous institutes, with whom credit transfer is available, can avail the facility of credit transfer from WCE, by completing approved courses at WCE. Refer to section 4.6.
2. Students can also earn credits by completing approved value added professional courses.
3. Credits earned as mentioned in 1, 2 will be, shown on the result issued to such students. The credits earned by such students may be considered for CGPA calculation by their parent institute based on their academic policies.



10. Value Added Credit Courses

The value added courses are the optional courses, offered by various departments through the Center of Continuing Education (CCE). The students can get the credits associated with a value added course, upon successful completion of the course/s. Such courses can be of paid type. These courses are of two types:

1. Value Added Professional Courses (VAPC): These courses are generally useful for acquiring additional professional knowledge, skills and attitude and can be useful for better career. For example, Startup, Taxation, Share Market, Indian Standards, Recent Technology based courses such as AI/ML, Robotics, Industrial Automation, Mobile App development, Web design, Foreign Languages etc.
2. Value Added Life Skill Courses (VALS): These courses are courses which help acquiring additional knowledge, skills and attitude useful for life. These courses can be useful for pursuing hobbies, various art forms and can be useful for overall development as a human being. For example, Digital Photography, Yoga, Light Music, Musical Instruments, Video Recording and Editing for YouTube etc.

10.1 Course Content, Credits and Approval

1. The course content, teaching scheme (LTPI), Teaching plan and examination scheme shall be proposed by the course coordinator faculty to CCE, in the prescribed format for approval by the Academic Board.
2. The courses conducted by CCE can carry minimum 0 and maximum 2 credits and can be used by the course participants as a part of credit bank as mentioned in NEP 2020. The credits are associated to a value added course shall be as shown in table 10.1.

Hrs	Credits
13 Hr. Lecture (L)	1
13 Hr. Tutorial (T)	1
26 Hr. Practical(P)	1
13 Hr. Interaction (I)	1

Table 10.1: Value Added Course Credit Table

3. The total engagement of the students for a two credit VA course shall be min 30 hrs, including examination hours, thus fulfilling requirements of NAAC.

10.2 Registration

For an approved value added course conducted through CCE, appropriate fees are to be paid to register for the course/courses. A course shall be conducted if there is sufficient enrollment for the course.



10.3 Examination Scheme, Grading

1. Examination Scheme: For theory courses, the examination scheme can be T1, T2, ESE OR T1, ESE OR only ESE. For lab courses, it can be LA1, LA2, ESE OR LA1, ESE or only ESE. The passing criterion is to obtain min 40% points in all assessments combined.
2. Re-examination: There may be re-examination for Value Added Professional Course or Value Added Life-Skill Course as mentioned in the course proposal.
3. Grading: The grades and credits for successfully completed Value Added Courses shall be mentioned on the grade card. The grades shall be decided based on the prevailing grading scheme. However, these shall not be considered while computing SGPA and CGPA.



11. Minor/Honors Certification

The credits earned through value added courses can lead to Minor/Honors Certification as given below:

11.1 Minor Certification

A student will be eligible to get “Minor in Engineering” certification; if he/she completes an additional of minimum 20 credits from approved Value Added Professional Courses, in a single domain other than parent domain or an interdisciplinary domain.

11.2 Honors Certification

A student will be eligible to get “Honors in Engineering” certification; if he/she completes an additional of minimum 20 credits from approved Value Added Professional Courses, in the same domain as that of parent domain.

11.3 Eligibility

Students of any class (FY, SY, TY, and Final Year B. Tech.) can take courses for minor/honors certification.

11.4 Online Courses

The credits for minor/honors can be earned through approved MOOCs (SWAYAM/ NPTEL/ Other). In such case, the completion certificate needs to be submitted to CCE. Also the expenses are to be borne by the students.



12. Award of Degree

12.1 Eligibility

A student shall be eligible for the award of B. Tech./M.Tech. passing Certificate from the Institute and the Degree from Shivaji University, Kolhapur provided the student has:

1. Registered and passed all the prescribed courses including mandatory non-credit courses and earned credits as per requirement for award of the degree.
2. Obtained CGPA (or CPI) ≥ 5.0
3. No dues, clearance from parent department and various sections, and completed all the prescribed mandatory requirements.
4. No case of indiscipline pending against him/her.

For such eligible students, the program passing certificate shall be issued by the Institute and the degree shall be conferred by the University.



13. Awards and Scholarships

13.1 Awards

Student can secure Institute level awards for their excellent performance in academics, sports/extra-curricular/co- curricular activities, and overall performance.

13.2 Scholarships

Every student seeking scholarship / freeship, concession etc. must register with portal of relevant authorities such as Government of India, Government of Maharashtra, AICTE, DTE, Social Welfare department, Tribal Development Office etc, failing which, the students will have to pay necessary component of fee structure.



14. Temporary Withdrawal

A student can apply for temporary withdrawal from the program, and rejoin the studies as per rules specified below:

14.1 Conditions for temporary withdrawal

A student can apply for temporary withdrawal from the program under following conditions:

1. Grounds for temporary withdrawals: The withdrawal shall be considered under following conditions:
 - (a) Financial Constraints
 - (b) Medical Reasons
2. Period of gap: The withdrawal shall be considered for a complete semester or in multiples of semester.
3. Process: The student shall apply to Dean Academics for such a withdrawal stating the reasons for such a withdrawal, along with supporting documents, consent of his/her parent/guardian and clearance/no due certificate from all the concerned departments and sections.
4. This facility of temporary withdrawal shall be available *Only once during the program* to which he/she is enrolled.
5. Approval: The request for withdrawal shall have to be approved by the Academic Board of the Institute.

14.2 Continuing the studies after gap

For continuing the studies after a gap, the student need to take admission as mentioned in section 4.7. The credit bank shall be maintained by the Institute and his academic record shall be put on the National Academic Depository as per the directives of competent authorities.



15. Discipline and Conduct

Every student of the Institute is expected to maintain discipline and good conduct. Actions against any indiscipline and misconduct shall be governed by Institute code of conduct and Shivaji University Rules.

15.1 Rules for indiscipline and misconduct

Following rules are applicable for the indiscipline and misconduct.

15.2 Violations of discipline

Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the college. Violations of the discipline shall include following and similar activities,

1. Disruption of teaching, examination, administrative work, curricular or extra-curricular activity, and any act likely to cause such disruption.
2. Damaging or defacing the institute property.
3. Engaging in any attempt of assault or wrongful confinement of teachers, offices, employees and students of the college.
4. Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence.
5. Eve teasing or disrespectful behaviour to women or girls students.
6. Committing forgery, tampering with documents or records, identity cards, furnishing false certificate or false information.
7. Violation of cyber-security norms.
8. Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the college campus.
9. Possessing or using any weapons and fire arms in the college campus.
10. Unauthorized occupation of hostel, Accommodating guests or other persons in hostels without permission.
11. Indulging in any anti-national activities contrary to the provisions of acts and laws enforced by Government.

15.3 Grievance Redressal


Any act of indiscipline of a student reported to Director/Concerned authority shall be referred to Grievance Redressal and Disciplinary Committee of the Institute. The Committee shall enquire into the charges and recommend suitable action/ punishment if the charges are substantiated.



Part II

Examination Rules and Regulations


Dean Academics
Walchand College of Engg.
Vishrambag, Sangli - 416 415


Controller of Examinations
Walchand College of Engineering, Sangli




DIRECTOR,
Walchand College of Engineering,
Sangli.

16. Grading System

16.1 Grades

1. At the end of every semester, student will be awarded a grade based on his/her performance in examination and/or assignments in every course registered by him/her. These grades are described by the letters S, A, B, C, D, E, F and their numerical equivalent Grade Points (GP) as shown in table 16.1. Minimum passing points is 40% (E grade).
2. The grade indicates assessment of student's performance and shall be associated with equivalent number called a "grade point".
3. The grades and the associated grade-point of the student shall be as shown in table 16.1

Grade	S	A	B	C	D	E	F	I
Grade Point	10	9	8	7	6	5	0	0

Table 16.1: Grades and Grade Points

4. Grace points
 - (a) There shall be grace points only for Divyang for passing grade, as per directives from competent authorities from time to time.
 - (b) The grace points for grade boundaries shall not be applicable.
5. Student shall get I grade in following cases:
 - (a) For theory courses: The attendance reported by faculty is less than 75%.
 - (b) For lab courses: The sum of points in LA1 and LA2 is less than 40%.
6. Student shall get F grade in following cases:
 - (a) Theory Courses (Credit or non-credit courses): Sum of points obtained by the student in T1, T2, ESE and applicable grace points, is less than 40%. OR sum of points obtained in the ESE and applicable grace points is less than 40%.
 - (b) Lab Courses: Sum of points obtained by the student in LA1, LA2, Lab ESE, and applicable grace points, is less than 40%. OR sum of points obtained in the Lab ESE and applicable grace points is less than 40%.

16.2 Eligibility for 'S' Grade

The students shall be eligible for 'S' grade if, any student obtains points equal or more than 83% (nearest lower integer) of the maximum possible points for that course. This guideline is applicable only to calculate number of possible grades mentioned in 16.3.



16.3 Grade Range

The grade range will be decided using following formula.

$$\text{Range} = \frac{\text{Highest points obtained} - \text{Minimum passing points}}{\text{Number of possible grades}}$$

If this calculation is a fraction, then, the nearest higher integer shall be taken as the grade range. The number of possible pass grades are 5 (A,B,C,D,E), if 'S' grade is not applicable as per the eligibility criteria mentioned in section 16.2. Else the number of possible pass grades will be 6 (S,A,B,C,D,E). The grade thresholds are calculated by successively subtracting the range starting from the highest points earned and associating the grades starting from the highest grade.

16.4 Sample grade calculations

If, for a course, the maximum possible points are 100, passing points are 40 and highest points earned by a student are 89, then the students of that course are eligible for 'S' grade. The range is calculated as,

$$\text{Range} = \frac{89 - 40}{6} = 8.16 \approx 9$$

Therefore the grade thresholds will be as shown in table 16.2.

Grade	S	A	B	C	D	E	F
Points	≥81	≥72<81	≥63<72	≥54<63	≥46<54	≥40<46	<40

Table 16.2: Sample Grade Calculations

If, for a course, the maximum possible points are 100, passing points are 40 and highest points earned by a student are 83, then the students of that course are eligible for 'S' grade. The range is calculated as,

$$\text{Range} = \frac{83 - 40}{6} = 7.16 \approx 8$$

Therefore the grade thresholds will be as shown in table 16.3.

Grade	S	A	B	C	D	E	F
Points	≥75	≥67<75	≥59<67	≥51<59	≥43<51	≥40<43	<40

Table 16.3: Sample Grade Calculations

If the maximum possible points are 100, passing points are 40 and highest points earned by a student are 64, then the students are not eligible for 'S' grade. The range is calculated as,

$$\text{Range} = \frac{64 - 40}{5} = 4.8 \approx 5$$

Therefore the grade thresholds will be as shown in table 16.4.



Grade	S	A	B	C	D	E	F
Points	NA	≥ 59	$\geq 54 < 59$	$\geq 49 < 54$	$\geq 44 < 49$	$\geq 40 < 44$	< 40

Table 16.4: Sample Grade Calculations

It is also possible, that, some of the lower grades may not be offered, if the threshold reaches a value, equal to or less than the minimum points to pass.

If the maximum possible points are 50, passing points are 20 and highest points earned by a student is also 45, then the students are eligible for 'S' grade. The range is calculated as,

$$\text{Range} = \frac{45 - 20}{6} = 4.16 \approx 5$$

Therefore the grade thresholds will be as shown in table 16.5.

Grade	S	A	B	C	D	E	F
Points	≥ 40	$\geq 35 < 40$	$\geq 30 < 35$	$\geq 25 < 30$	$\geq 20 < 25$	NA	< 20

Table 16.5: Sample Grade Calculations

16.5 Absolute Grading

Absolute grading shall be applicable to courses where the number of students registered for a course is less than 15 as well as for PG dissertation courses. For such courses, grades shall be decided based on table 16.6.

Grade	S	A	B	C	D	E	F
Points	≥ 83	$\geq 74 < 83$	$\geq 65 < 74$	$\geq 56 < 65$	$\geq 47 < 56$	$\geq 40 < 47$	< 40

Table 16.6: Absolute Grading Table

The conversion of marks obtained in NPTEL/SWAYAM/MOOC into grade shall be based on absolute grading.



17. Re-Examination

1. There shall be a re-examination for all courses (theory and laboratory) of all semesters, as per calendar. The re-examination shall be conducted normally within 30 days from declaration of ESE result.
2. The students with F grade can appear for re-examination.
3. The students with I grade can appear for re-examination, provided that he/she re-registers for the course/s by paying required re-registration and examination fees, and completes the requirements of the course/s before re-examination.
4. The student, who wishes to improve his /her grade, can appear for re-examination.
 - (a) Grade improvement is applicable only for theory courses.
 - (b) The grade improvement is allowed only for the current semester courses.
 - (c) If the obtained grade is more than E, the grade awarded will be one level lower than the obtained grade.
 - (d) If the grade obtained is less than the previous grade, then the grade shall be retained.
5. The re-examination for a theory course shall be of 100 or 50 points (depending on the course) and shall be based on all modules in the syllabus. Therefore, the grade shall be calculated based on performance in re-examination only.
6. For re-examination of a laboratory course, performance of student in LA1 and LA2 in regular semester shall be retained and re-examination shall be conducted for Lab ESE only.
7. Grade Boundaries of regular examination of the same course, of the same batch shall be considered for award of grades.
8. If the obtained grade is more than E, the grade awarded will be one level lower than the obtained grade.



18. Verification

1. A transparent mechanism is adopted by showing evaluated answer-books before declaration of results.
2. If a student notices any discrepancy in assessment of his/her answer book and model answers/ synoptic, the student may bring the same to the notice to the concerned faculty.
3. The concerned faculty and HoD shall check for any possible changes in the points. The decision shall be conveyed to examination section. The concerned faculty shall make necessary changes, by following the process set by examination section.



19. Performance Indices (SGPA and CGPA)

1. The overall performance of a student shall be indicated by indices SGPA: Semester Grade Point Average (Same as SPI) CGPA: Cumulative Grade Point Average (Same as CPI)

Calculation of SGPA:

$$SGPA = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$$

where,

C_i = number of credits earned in i^{th} course of that semester,

G_i = grade point earned in i^{th} course of that semester.

Where, m represents number of the courses that semester, which the student has registered.

Calculation of CGPA:

$$CGPA = \frac{\sum_{i=1}^n \sum_{j=1}^m C_{ij} G_{ij}}{\sum_{i=1}^n \sum_{j=1}^m C_{ij}}$$

where,

C_{ij} = number of credits earned in j^{th} course, in i^{th} semester.

G_{ij} = grade point earned in j^{th} course, , in i^{th} semester.

Where, m represents number of the courses in i^{th} semester, which the student has registered and n represents the semester upto which the CGPA is calculated.

2. SGPA and CGPA shall be rounded up to two decimal places.
3. Conversion of CGPA to equivalent percentage points for $CGPA \geq 5.00$ is to be obtained using following equation,

$$Percentage\ points = (10.00 \times CGPA) - 7.50$$

The table 19.1 shows sample conversions of CGPA into equivalent percentage for B.Tech Pass student as per the AICTE.

Grade	CGPA	6.25	6.75	7.25	7.75	8.25
Points	Percentage	55%	60%	65%	70%	75%

Table 19.1: CGPA to percent conversion (sample)



20. Grade Card

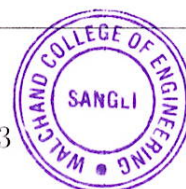
1. The grade card shall include the following:
 - (a) Student information
 - (b) Examination details
 - (c) The list of courses registered along with credits
 - (d) The grade obtained in each course
 - (e) The total number of credits earned by a student
 - (f) SGPA and CGPA.
 - (g) List of Value added course completed by the student, with credits
2. Grading System, calculation of performance indices and conversion of CGPA to equivalent percentage shall be provided on the back page of grade card.
3. The medium of instruction and equivalent percentage of points also shall be mentioned in grade card for convenience of students.
4. It shall be mentioned on grade card if the student has become eligible to take admission to the next class/year, whenever applicable.
5. A grade card shall be issued to students after every ESE and re-examination.
6. The grades and credits for Value Added Courses shall be mentioned on the grade card. However, these shall not be considered while computing SGPA and CGPA.
7. A Certificate shall be issued, in case of completing the requirements of Minor in Engineering and Honours in Engineering.



21. Unfair Means

1. The Competent Authority concerned i.e. the Examination Committee in the cases of institute examination, the concerned Principal in the cases of College examination, and the Head 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 prize 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) in Appendix A.
 - (g) The student concerned 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.
2. The broad categories of unfair means resorted to by student at the university/college institution examination and the quantum of punishment for each category thereof. (Appendix A)

Appendix A		
SN.	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 the punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereof.
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.
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. (ii) Smuggling – in of written answer book based on the question paper set at the examination. (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 two additional examinations Exclusion of the student from University or College or Institution examination for three additional examinations 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 answer book or supplement	Exclusion of the student from University or College or Institution examination for four additional examinations
8	Interfering with or counterfeiting of University/College/institution seal, or answer books or office stationery used in the examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations
9	Answer book, main or supplement written outside the examination hall or any other insertion in answer book.	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 persons connected with the conduct of examinations	Exclusion of the student from University or College or Institution examination for four additional examinations (Note: this money shall be credited to the Examination section Fund)
11	Using obscene 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 b) Impersonation by a University / College / Institute students at S.S.C. / H.S.C. / any other examination	Exclusion of the student from University or College or Institution examination for five additional examinations. (both the students if impersonator is University or College or Institute students). Exclusion of the student from University or College or Institution examination for five additional examinations. Annulment of the performance of the student at the University or College or Institution examination in full.
13	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.	Exclusion of the student from University or College or Institution examination for five additional examinations. 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 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.
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 extent 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 not exceeding Rs. 10,000/- 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 & DISSERTATION EXAMINATION.	

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

(a) Competent Authority:

- i. The Examination Committee shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connect with the conduct of the examination. Committee lapses/using, to use, aiding, abetting, in-



stigating or allowing using unfair means at the examination conducted by the University.

- ii. 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 mal-practice/s at the examination conducted by the constituent affiliated/conducted colleges or Recognized Institution on behalf of the University.

(b) Definition-Unless the Context Otherwise Requires

- i. "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 persons appointed on examination duty by the competent authority.
- ii. 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:
 - A. Leakage of question/s or question paper set at the university/ College/ Institution examination before the time of examination.
 - B. 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.
 - C. Paper-setter omitting question, sr.no., of question repeating question or setting question outside the scope of syllabus.
 - D. Examiner/ Referee showing negligence in detecting malpractice used by student/s.
 - E. Jr. Supervisor, Chief Conductor showing negligence/apathy in carrying out duties or aiding/ abetting/ allowing/ instigating students to use malpractice/s.
 - F. Or any other similar act/s and or omission/s which may be considered as malpractices or lapses by the competent authority.
- iii. "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 influences 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.
- iv. "College" means conducted constituent or affiliated college of recognized institution of a university.

(c) Investigating Committee

- i. The Committee appointed by the Examination Committee under the provisions of Section 52(6)(), 42 and 43 of the Maharashtra Universities Act 1994 to investigate unfair means resorted to by student/s at the Institution 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 examinations at the institution examinations.

- ii. Similarly, a Committee appointed by the College or institution to investigate unfair means resorted to by student at the concerned examinations 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.

(d) 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 examinations, reported to the University/ college/ institution shall be scrutinized by the concerned Officer/ In-charge of the Sub-Section/ Unit to which the case is primarily pertained at the Examination Section of the University/ college/ Institution, 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 concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Inquiry Committee for further investigation. The concerned Officer of the sub-Section/ Unit 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 of the Officer authorized 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 or 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 concerned person 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 levelled against him/her therein. The concerned person himself/herself only shall present 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 presence of the delinquent.
- v. Reasonable opportunity, including oral hearing, shall be given to the concerned person 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.
- vi. The Committee should follow the above procedure in the spirit of principle of natural justice.

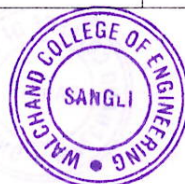


- vii. If the concerned person fails to appear before the committee on the day, time and place fixed for the meeting, he/she is given one more opportunity to appear before the committee in his/ her defence. Even after offering two chances, if the concerned person fails to appear before the committee, 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 same shall be binding on the concerned implicated person.
 - viii. The committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.
- (e) 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 concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specified period.
 - ii. Imposing fine. If the concerned person 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 concerned disciplinary authorities 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 concerned person 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 Examination Committee if the case is pertaining to the University examination or with the Management of the College or Institution, if the case pertaining to the college/institutions 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 should be dealt with by the respective competent authority.
 - viii. As far as possible the quantum of punishment should be prescribed category-wise as here under Appendix B.

4. 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 Examination/s.



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



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 day.	Disqualification from any examination work up to a period of three years + disciplinary action by concerned competent authority as per the rule if he/she is a University/college/Institution employee.
12	Jr. Supervisor helping student (examinees) in mass copying while on examination duty.	Permanent disqualification from any examination work+disciplinary action by the concerned competent authorities as per the rule if he/she is a University/college/Institution employee.
13	The competent authority, in addition to the above-mentioned punishment may impose fine on the concerned person if declared guilty.	
14	The competent authority may report the case of the concerned implicated person to the appropriate police Authorities as per the provision of Maharashtra Act No. XXXI of 1982.	

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