

1. **Preamble:** Government College of Engineering, Karad is one of the pioneer institutes/college of Government of Maharashtra in Western region. The institute /college has been awarded an autonomous status vide Shivaji University *Notification No.SU/Affi/T-2/92 dated 26th August 2015.*

The academic council (Senate), vide UGC guidelines for Autonomous college during eleventh plan, has been conferred with certain powers and duties; one of them is to decide the methodology for examination and evaluation. The examination committee as per G R dated 23rd October 2012 and as per UGC guidelines shall consist of the following members.

- 1 Director / Principal (Chairman)
- 2 Dean Academics
- 3 Faculty member nominated by rotation according to seniority.
- 4 University Nominee (Controller of Examination of Shivaji University (SU) or his nominee not below the rank of Deputy Registrar)
- 5 Invited Member by Chairman (Faculty Member of University department OR from other institutes like IIT or NIT not below the rank of Associate Professor.
- 6 One expert possessing ten years of industrial/field experience nominated by the Chairman.
- 7 Controller of Examination (CoE) Member Secretary

1.1 The powers and duties of examination committee:

1.1.1

- i. The committee shall ensure proper organization of examination and test of the institute including evaluation, tabulation and declaration of results
- ii. Appoint examiners, moderators and paper- setters from amongst the persons included in the panels prepared by the respective Board of Studies(BoS).
- iii. Undertake experiments in examination reforms.

1.1.2 Obtain three sets of question papers in sealed envelopes in the respective courses. The principal/ Director/ his or her nominee shall draw at random one of such sealed covers containing question papers. This sealed covers with seal intact shall then be send to the printing press/ section.

1.1.3 The committee shall prepare the time schedule of examinations and dates of declaration of the results at the beginning of the term and notify the same.

1.1.4 Assessment of answer books for all examinations shall be done centrally through Central Assessment System. All answer books of an examination shall be masked and then coded. The coded answer books shall then be handed over to the examiners for assessment. After the assessment, all answer books shall be decoded and de-masked and the moderator will prepare the result sheet.

1.1.5 In order to investigate and take disciplinary action for malpractices and lapses on part of the candidates, paper setters, examiners moderators, teachers or any other persons connected with the conduct of examinations, the committee shall constitute a sub-committee consisting of three members of whom one shall be Chairman.

1.1.6 The recommendations of the sub-committee shall be placed before the Examination Committee, which take the disciplinary action in the matter as it deems fit. (presence of all members is mandatory)

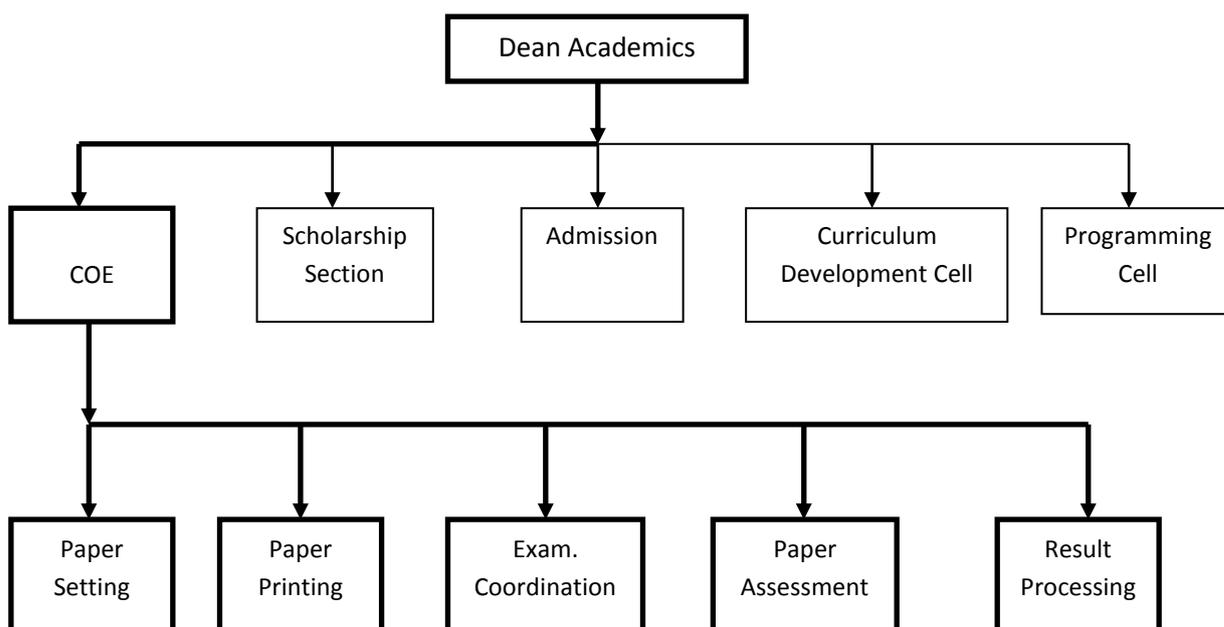
1.1.7 The committee shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, teachers, invigilators and supervisors etc.

1.1.8 Two-third members shall constitute a quorum for examination committee. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such adjourned meeting, which will be conducted within 15 minutes.

1.1.9 The committee shall meet twice during the academic year and such other times as may be required.

1.1.10 The committee shall perform such duties and responsibilities that are assigned from time to time by Board of Management.

For performing above functions smoothly the post of CoE is created who will work under Dean Academics. The operational mechanism for examination related activities shall be as shown below in bold.



The duties of Dean Academics and CoE shall be as follows,

Dean Academics:

1. Curriculum Design/ Modification
2. Academic Calendar Implementation / Monitoring
3. Academic policies framing
4. Framing Rules and Regulations related to academics
5. Correspondence with Govt., University, AICTE, UGC etc. related to academic
6. Recommendation for Bill Passing (APEC, BOS, Admission, Scholarship etc)
7. Member of Academic Council
8. To monitor the activities of CoE

CoE :

1. Question paper setting and printing
2. Distribution of paper to department
3. Conduct of Examination
4. Paper Valuation / Revaluation
5. Result Declaration
6. Authorized Signatory for Grade card

7. Recommendation for Bill Passing (Paper Setting, printing, Conduct of Exam, Valuation, result processing and declaration of result)
 8. Member Secretary of Examination Committee
- Controller examination shall form subcommittee for Central Assessment.
The various formats for the examination have following nomenclatures

A	-	Admission
E	-	Examination
R	-	Result
M	-	Miscellaneous

2. Question Paper Setting

2.1 Eligibility Criteria regarding Appointment of Paper setter / Examiner / Re-assessor / Practical Examiner

1. The paper setter / Examiner /Re-assessor shall be appointed by Examination Committee. The examiner appointed for undergraduate course shall have at least undergraduate degree in concern/ allied branch of engineering and the examiner appointed for post graduate course shall have at least post graduate degree in concern/ allied branch of engineering.
2. The paper setters shall have at least three years of teaching experience and at least one-year experience of teaching the course for which appointment is to be made. However, if experts are not available as per the norms mentioned above, the experienced teachers may be appointed as a special case with due approval from chairman examination committee.
3. No person can claim appointment as paper setter / Examiner /Re-assessor or any other appointment related to examination work as a matter of right.
4. Appointments of person as setter / Examiner /Re-assessor/ Practical examiner shall be made as per the following guidelines.
 - Appointment of setter shall be made two months before the end semester examination (ESE).
 - Appointment of assessor shall be made fifteen days before the end semester examination(ESE).
 - Appointment of practical examiner shall be made fifteen days before the scheduled practical examination.
5. In case the practical examiner is appointed from outside (Industry/ Organization/ Field) he/she shall have at least two years of professional experience in the related field.
6. In case Paper setter / Assessor / Re-assessor / Practical examiner is from outside he/she shall communicate his/her acceptance immediately, however if it is not possible to accept the appointment due to his/her preoccupation he/she shall communicate the same to concern authority well in advance at least a week before the date of appointment. In case no communication is received from Paper setter / Examiner /Re- assessor/ Practical examiner within prescribed time limit it will be presumed that the appointment is accepted.
7. The paper setter / Examiner /Re-assessor shall follow all the directions given by the board of examination from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.

2.2 Instructions to the Question Paper Setter

- 2.2.1** The question paper for end semester examination shall be for 60/30 marks and maximum duration shall be 2½/ 2 hours respectively. However, for design and drawing courses the duration may be 3 hrs. as mentioned in the curriculum.
- 2.2.2** The paper setter shall not disclose his/her appointment. Any communication related to examination is confidential and secrecy should be maintained.
- 2.2.3** Paper setter shall submit his/her willingness/ unwillingness to the authority within fifteen days from the date of the letter of appointment as paper setter. It is mandatory for the teaching staff members of Govt. College of Engg., Karad to accept the appointment as paper setter, if he/ she qualify as a paper setter.
- 2.2.4** The paper setter shall submit one/ two paper sets as per appointment order.
- 2.2.5** Nature of question paper should be precise. Paper setter should design question paper such that the questions
- i. are written with simple , straight forward and meaningful wording
 - ii. are unambiguous
 - iii. are asked for relevant marks
 - iv. cover the entire syllabus for the course
- 2.2.6** There shall be maximum five questions in all with overall 30% internal choice (e.g. option of 18 marks for 60 marks question paper). The students have to attempt all question.
- 2.2.7** The questions should be serially numbered and shall be numbered as 01, 02, 03, 04 & 05.
- 2.2.8** Sub-questions, if any, shall be numbered as a, b, c, d ... etc.
- 2.2.9** Marks shall be indicated on the right side of sub-question or the question.
- 2.2.10** Question should be set in such a way that it will test the skill of applying the knowledge acquired, rather than only testing memory or merely book information. The question paper may contain questions based on testing knowledge, skill and thinking ability.
- 2.2.11** Diagrams or sketches, if any, should be drawn in black ink or with black ball pen and should be attached separately (to the question paper) with question number mentioned below the sketch.
- 2.2.12** For guidance of assessment of answer books, paper setters should prepare the scheme of marking, giving distribution of marks for different points in the question.
- 2.2.13** In case of numerical problems, solution of the problems with distribution of marks for different stages should be given in scheme of marking.
- 2.2.14** The paper setter should specifically mention the charts, tables, IS codes, data books etc. required for the examination.
- 2.2.15** Common “instructions to candidates” are already mentioned in the soft copy (CD) sent to you with this letter. However paper setter is requested to delete excess instructions or add some instructions, if required.
- 2.2.16** Each paper setter will have to submit a declaration (in Form: E-03), along with the paper.
- 2.2.17** The paper setter is provided with a CD containing the format of

question paper and common instructions to candidates.

2.2.18(A) Each External Paper Setter is provided with a copy of curriculum of that course and a teaching scheme submitted by a course teacher who has taught the course. Paper Setter may refer this teaching scheme while setting question paper so as to understand the depth of a particular topic of syllabus dealt by course coordinator.

Lecture No.	Topics of the syllabus covered/ to be covered	Depth to which covered
1		
2		

2.2.18 The hard copy of the question paper and the soft copy (in the same CD) shall be placed in the red envelope (Cover – A) and the scheme of marking shall be placed in yellow envelope (Cover – B). These two envelopes (Cover–A and Cover – B) and shall be placed in blue envelope (Cover – C). These three envelopes (three Cover -C, one for each paper set) shall then be placed, along with the declaration (in Form: E-03), in the white envelope (Cover – D).

2.2.19 In case of any difficulty regarding getting soft copy and/or hard copy, the setter may report to the CoE. TA/ DA shall be paid for such work for outside examiners.

2.2 (A) Procedure for moderation of question papers

1. The moderation of the ESE question paper sets received shall be carried out by respective Head of the department himself (no substitute) as per his/her convenience, at least 3 days in advance to the date of commencement of examination. For this purpose Head and CoE shall contact each other.
2. In case of non receipt of question paper and the sets received just in time of examination, CoE shall request the concerned head. If the head concerned is on leave and outside the head quarter, the faculty holding charge shall do the moderation of work only of such emergencies.
3. The moderation work will be carried out in the Dean (Acad) office.
4. Moderation of all the question paper sets pertaining to First Year will be carried out by the Chairman BoS (Science and Humanities.)
5. Following particulars should be checked and moderated accordingly:
 - a) Check the cover of envelope A and hard copy of the question paper.
 - b) All necessary corrections are to be carried out on hard copy of the question paper.
 - c) Check and correct the Course code, course name, time allotted, number of questions, and total marks, instructions given to the students (instruction number 6 of the paper format to be deleted, if not applicable)
 - d) Check total number of questions (maximum 05) and, wherever possible, check and correct marks allotted per question, internal choice and total option given (max. 30%)
 - e) Check repetition of questions, format and readability of the figures, while moderating the question paper set.
 - f) Check the cover and contents of envelope B, and will submit information on whether the envelope B contains solution or not.

6. Moderator shall not have any communication with the paper setter.
7. Moderator shall sign envelopes A, B and C (same envelopes submitted by the paper setter) with necessary remarks.
8. The remuneration for the moderation work shall be as prescribed from time to time.

Sr. No. On Cover D :

Format for Moderation of ESE Question Paper

Name of the Moderator:

Department:

Course Code:

Course Name:

Sr.No.	Guideline No.	Remarks mentioning corrections made
1	5 a Check the cover of envelope A and hard copy of the question paper.	
2	5 b All necessary corrections are to be carried out on hard copy of the question paper.	
3	5 c Check and correct the Course code, course name, time allotted, number of questions, and total marks, instructions given to the students (instruction number 6 of the paper format to be deleted, if not applicable)	
4	5 d * Check total number of questions (maximum 05) and, wherever possible, Check and correct marks allotted per question, internal choice and total option given (max. 30%),	
5	5 e Check repetition of questions, format and readability of the figures, while moderating the question paper set.	
6	5 f Check the cover and contents of envelope B, and will submit information on whether the envelope B contains solution or not.	

* Mention percentage option available after corrections by Moderator.

Additional Remarks, if any:

2.2 (B) Evaluation of the ESE Question Paper:

In order to maintain the quality and standard of question papers of the ESE, question papers shall be evaluated from the various academic/ industrial subject experts. The Format for Evaluation is given below. The experts shall also be paid appropriate remuneration.

Format for Evaluation of the ESE Question Paper

Course Code: Course Name: Exam: W/ S 20--

1. Does the question paper uniformly cover entire syllabus prescribed for the course?
i) No ii) Yes.
2. Whether the option is within 30 percent?
i) No ii) Yes
3. Whether the time allocated for the paper was sufficient?
i) No ii) Yes
4. Was the paper clearly written and was appropriate to understand the meaning?
i) No ii) Yes
5. Was the language used appropriate? Does the paper suffer from grammar problems?
i) No ii) Yes
6. What is the standard of paper to judge the knowledge and analytical skills of student? i) poor ii) moderate iii) good
7. What was the difficulty level of the paper?
i) too easy ii) moderate iii) too difficult
8. Any innovative ideas seen in the paper?
i) No ii) to some extent iii) to great extent
9. Whether the scheme of marking is appropriate?
i) No ii) Yes
10. What is the overall quality of the paper?
i) poor ii) satisfactory iii) good iv) very good v) excellent

Question Paper Evaluated by:

Sign

Name

Address

2.3 Paper Printing

2.3.1 Printing procedure for question papers.

1. Chairman Examination committee / his nominee shall select one question per course from among available sets, at least one day before the schedule of the said examination.
2. Printing of the question paper shall be done at least one working day before the examination by CoE.
3. No. of copies to be printed will be decided by the following formula.

$$T = N + A$$

Where, T = Total number of question papers to be printed N = No. of candidates appearing, A = Additional question papers = 20% of the number of students appearing, subjected to a minimum of 5 and maximum of 20 question papers. Total number of question paper to be printed shall be rounded off to the next number that is multiple of 5.

4. Soft copy of the question paper provided by the paper setter shall be used for the printing. However in case of the non-availability of the soft copy, hard copy shall be scanned and use it for printing and

destroy the stencil.

5. No part of the question paper shall be saved on the hard disk during the entire process of printing.
6. Setting up the format of the question paper if required, would be done and the printing command shall be given without creating any file on any of the storage device. However, the care shall be taken to eliminate changes in the original paper due to setting up the format.
7. These manuscripts and CD shall be compiled and are to be retained for at least one additional semester in a sealed envelope.
8. Damaged question papers, extra copies of question paper, part of the question paper, the upper portion of which is affixed on the packet and stencils if any, etc. shall be destroyed by burning it at the end of the printing work every day.
9. Pending commands given to the printing machine if any shall be erased before closing the room.
10. All USB ports, CD writers, LAN cards, modems, blue tooth or any other accessory that can be used to transfer or save the data shall be disabled, from the computer used for printing.

2.3.2 Format of the question paper

1. Page setup for question paper will be on A4 size paper with portrait setup.
2. Both the sides of the papers would be used for printing.
3. Light colored paper shall be used for the question paper printing. The color may be decided by the CoE and may differ for different exams.
4. Additional sheets may be used for if the matter couldn't be accommodated on one sheet of A4 paper. Additional sheets shall be stapled with the main sheet or A3 size paper may be used if matter extends two pages.
5. Following format shall be used.
 - a. The question papers shall be prepared in *MS-Word* word processor only
 - b. Font to be used shall be Times new roman, size 12 pt.
6. Matter to be printed on question paper:
 - a. Name of the institute to be printed on the top of question paper.

Government College of Engineering KARAD
(An autonomous institute of Government of Maharashtra)

- b. Name of Examination:

Example:

First year B. Tech. Examination

Winter/ Summer / 20__

OR

Second year B. Tech. (Mechanical) Examination

Winter/ Summer / 20__

- c. Course code and course name:

Example:

ME303 Fluid Mechanics

Maximum marks: As per scheme.

- d. Duration: As per scheme
- e. Instructions: as given by paper setter
- f. Page Numbering Arabic

2.3.3 Sealing of question papers packets

1. Requisite number of question papers shall be printed using available printing machine.
2. After printing the requisite number of question papers, they would be counted and placed in the packets (Envelop *F*). In order to minimize number of packets, optimal combinations out of the below given lots shall be selected.
 - a. 50 question papers in each packet
 - b. 20 question papers in each packet
 - c. 10 question papers in each packet
 - d. 5 question papers in each packet
3. The number of question papers placed in each packet would be ascertained.
4. Open end of the packet shall be pasted with gum.
5. The matter printed on the top of the question paper would be cut and pasted on the packet so that all the three joints of the packet would be covered as shown below in Figure 1.
6. Subsequently packets shall be sealed using sealing wax with the personal metal seal of the **CoE** as shown in the Figure 1 by letters MS encircled.
7. **CoE** shall put his/her signatures on the places as shown in Figure 1.

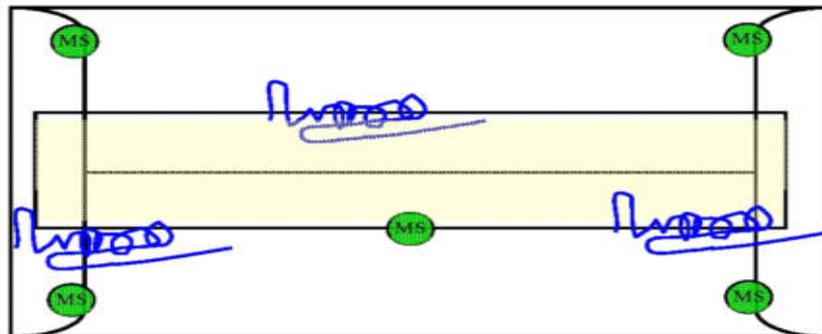


Figure 1: A sample question paper packet showing positions of seals and signatures.

2.3.4 Sealing of the room and cupboards: Paper seals duly signed with date and time have to be pasted on

- 1) All the cupboards in the printing section
- 2) All the doors of the printing section

2.3.5 Question paper packet: Made up of cloth woven paper, thickness greater than 140 gsm, size 14 x 10 inch, the plain side of which shall be printed with the statement to be signed by the Head of the department while opening the packet few minutes before starting the final examination.

2.3.6 The committee

- 1) CoE shall appoint DTP operator/s and one class IV for printing the question papers
- 2) Person other than those deputed for printing would not be allowed to enter the printing section.
- 3) The person deputed for the printing will not leave the room until the work is completed.
- 4) No member shall carry any communication or storage device, such as mobile, blue tooth, pen drive, floppy disk or any such device that may be used for transferring or storing the data from

the computer.

3. Conduct of examination

3.1 General

- 3.1.1** The various examinations for B. Tech. and M. Tech. Programmes shall be conducted in accordance with the Rule No. 21 of the Rules and Regulations for B. Tech. Programmes and Rule No. 17 of the Rules and Regulations for M. Tech. Programmes and also as per the Examination schemes approved by Board of Studies for the various Programmes.
- 3.1.2** The students shall be evaluated for his/her academic performance in a Course through Teacher's Assessment, Class Tests, Practical Examination and End Semester Examination.
- 3.1.3** There shall be two class tests during each semester for every course. Each class test shall be of 15 marks. Duration of each test shall be 1 hour. First class test shall be based on 25% syllabus and conducted at the end of 5th week of the semester. The second class test shall be based on further 25% syllabus (syllabus other than that covered in first class test) and shall be conducted at the end of 10week of the semester.
- 3.1.4** At the end of each semester, there shall be an End Semester Examination for every theory course. It shall consist of theory examination of 60 marks and 2:30 hours/3:00 hour durations, as mentioned in the examination scheme approved by Board of Studies of the respective Programmes. The examination shall be based on entire syllabus of the respective course.
- 3.1.5** Practical examination shall be conducted for every practical course, seminar and Project, at the end of the semester.

3.2 Teacher assessment (TA)

- 3.2.1** Course teacher shall evaluate the performance of the students in respective theory courses. Performance shall be evaluated by giving and checking home assignments/tutorials, taking surprise tests/seminars in class, allotting fieldwork, etc. Course teacher shall declare to the students at the beginning of the semester, the way in which he/she is going to evaluate the performance. Performance shall be regularly monitored and record of assessment shall be maintained in the prescribed Proforma. Maximum weightage for Teachers Assessment shall be 10 marks per course.
- 3.2.2** At the end of the semester, course teacher shall tabulate marks allotted to students for Teachers Assessment, display it on notice board for students' reference and hand over the copy of the same to Head of Department.
- 3.2.3** Head of Department / First Year Coordinator shall collect the marks for Teachers assessment for all Courses in all Semesters, compile them semester wise, and hand over the copy of the same to Institute level coordinator for Assessment.
- 3.2.4** Institute level coordinator shall collect the semester wise compiled marks for all Programmes for further necessary action

3.3 Conducting class test

- 3.3.1** Coordinator Programming Cell shall prepare Institute-level timetable for class test for all the Programmes and send the copy of the same to all Heads of departments. Heads of Departments shall

- display the copy of timetable on notice boards of their departments and also circulate it among the course teachers. There shall be tests for maximum two courses in a day.
- 3.3.2** Heads of Departments shall act as coordinators for conducting class tests of their respective Departments and shall be responsible for smooth and proper conduct of the tests. They shall, however, take the services of staff of their Departments for this purpose.
 - 3.3.3** Seating arrangement shall be made for class tests in each Department. Master plan for seating arrangement shall be made by CoE for Examination, by taking into considerations the total number of students appearing for the test and seating arrangement available in each Department.
 - 3.3.4** Head of Department/First year Coordinator shall send the requirement of answer books, drawing sheets, graph papers, blank Proforma related with class tests and any other materials required for conducting the class test to CoE and obtain the same from him and keep it in his/her custody.
 - 3.3.5** Course coordinator shall set the question papers for Class Test of his/her respective course as per the norms and procedure laid down, and get the required number of copies of the question papers duplicated from the facilities available in the Institute/Department. Sealed packets of the question papers shall be retained by the course teacher at least two days before the commencement of the class test.
 - 3.3.6** Head of Department/First Year Coordinator shall appoint the required number of Invigilators and as per the examination schedule, from among the faculty of respective Department. However, the Course Coordinator shall be one of the invigilators
 - 3.3.7** On the day of examination, the Course Coordinator shall bring the sealed packets of question papers in front of H.O.D./First year Co-ordinator at least 20 minutes before the beginning of the test. The course coordinator (paper setter) shall be responsible for maintaining secrecy of question paper, supply of required number of question papers and communicating corrections if any to the examinee.
 - 3.3.8** Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the test, and question papers at beginning of the test. He/she shall check the identity cards of the students, check whether the students have occupied their right seats as per the seating arrangement plan, check whether students have correctly filled the details on front page of answer books and then sign on the answer books of the students. He/she shall then obtain the signature of the students on the attendance Proforma and maintain the attendance record of the students of his/her class/hall. At the end of the test, he/she shall collect the answer books from the students and arrange them sequentially as per the registration numbers of the students, separately for each course, and hand over the same to Head of Department.
 - 3.3.9** Invigilator shall observe the general discipline in the class/hall during the test and report the cases of indiscipline, misbehavior and copying cases to the Head of Department for further necessary action.
 - 3.3.10** Course teacher shall collect the answer books of the respective

course from Head of Department, after the test is over, the same day for assessment.

3.3.11 Head of Department shall maintain the record of answer books received and consumed for the tests.

3.4 End semester examination

3.4.1 End Semester Examinations for all Programmes shall commence on the same day as per the schedule approved by the examination committee. However in case of any emergency the Chairman, examination committee is empowered to reschedule any examination.

3.4.2 CoE shall be responsible for smooth and proper conduct of examination in the Institute. He/she shall;

- i) Communicate with the Police Station, KARAD, for keeping the Police '*Bandobast*' during the Examination
- ii) Give the directions to all Heads of Departments and First Year coordinator for conduct of examination,
- iii) Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing to the test and seating arrangement available in each Department
- iv) Get the examination schedule prepared for all the Programmes from Coordinator Programming Cell and send the copy of the same to all Heads of departments,
- v) Receive the requirements of answer books, supplements, drawing sheets, graph paper and other material from various departments and distribute the same to respective Departments, and keep the record of the same,
- vi) Receive the cases of misbehavior, malpractices, copy cases from heads of Departments and forward the same to complaint redresser committee for further necessary action,
- vii) Obtain the list of external examiners for various courses from Board of Studies (BoS) and make it available to various Head of Departments.

3.4.3 Heads of Departments / First Year coordinator shall act as coordinators for conducting End Semester Examination of their respective Departments and shall be responsible for smooth and proper conduct of examination. For this purpose, services of staff of Department may be taken. Heads of Departments shall display the copy of timetable on notice boards of their departments and also circulate it among the course teachers.

3.4.4 Seating arrangement shall be made for examination in each Department as per the Master plan for seating arrangement. ■

3.4.5 Head of Department shall appoint staff for examination as per following structure and forward the copy of the same to CoE.

- i. **Invigilators:** One invigilator for 25 -35 student subjected to maximum two per class room
- ii. **Additional invigilator :** One for the examination
- iii. **Reliever:** One per 3 to 5 class rooms, Two for 5 to 10 class rooms, three for 10 to 15 class rooms and so on.
- iv. **Masking & sealing Assistant:** Two class III employees of the Department
- v. **Exam peon :** Two for examination
- vi. **Watermen :** One for three class rooms, one for each drawing

hall

vii. **Sweeper :** One for examination

Invigilators, additional invigilator, and relievers shall be appointed from among the faculty of respective Departments.

3.4.6 Head of Department shall send the requirement of answer books, drawing sheets, graph papers, blank Proforma related with examination and any other materials required for conducting the examination to CoE and obtain the same from him and keep it in his/her custody. He/she shall also receive the sealed packets of printed question papers for each course of his/her department from the CoE one day prior to the schedule of examination in respective courses.

3.4.7 On each day of examination, Head of department/ faculty appointed by H.O.D. shall open the required number of packets of question papers at least 30 minutes before the start of examination. Prior to opening, however, he/she shall show the intactness of the seals of the packets to any two examinee and any two invigilators and obtain their signature on all the packets indicating the date and time of opening the packets. He/she shall then take out the required number of question papers from the packets and maintain the account of question papers on each packet.

3.4.8 Head of department/faculty appointed by H.O.D. then shall hand over the required material to the invigilators, at least 20 minutes before the start of the examination.

3.4.9 Head of department shall instruct the exam peon to ring the bell as per following timings:

Sr. No.	Type of bell	Schedule of bell for Morning /Afternoon Session	Remarks
1	Long bell	Fifteen min. before the beginning of examination	To indicate that the students should occupy their seats in the class / hall
2	Two strokes	beginning of examination	To indicate start of the examination
3	One stroke	One hour after beginning of examination	To indicate end of first hour of examination
4	One stroke	Two hours after beginning of examination	To indicate end of second hour of examination
5	Two strokes	Ten min. before the end of examination	To indicate last 10 minutes for 2:30 hours duration paper
6	Long bell	Two and half hours after beginning of examination	To indicate end of 2:30 hours duration paper
7	Two strokes	Ten min. before the end of examination	To indicate last 10 minutes for 3:00 hours duration paper
8	Long bell	Three hours after beginning of examination	To indicate end of 3:00 hours duration paper

3.4.10 Invigilators shall enter their class/hall at least 15 minutes before the start of examination. He / She shall

- i. ask the students to keep their books, note books and their written materials at the front of the room/ outside the room,
- ii. check whether the students have occupied their seats as per the

- seating arrangement plan,
- iii. distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
- iv. distribute the question papers to the students at the beginning of the examination,
- v. check the identity cards of the students and sign on their answer books, if all details are correct,
- vi. take the signature of students on the attendance proforma, mark 'AB' for absent students and maintain the attendance record of his/her room/hall,
- vii. distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,
- viii. maintain general discipline in the classroom by frequently moving in the class room/hall and preventing any malpractices, attempt of copying by the students.
- ix. report cases of students misbehavior, indiscipline, malpractices and copying cases to the Head of department for further necessary action,
- x. give warning to the students to tie their supplements, 10 minutes before the end of examination,
- xi. collect the answer books from the students at the end of examination and arrange them sequentially as per the exam. Seat numbers of students for each course separately,
- xii. hand over the answer books and filled in proforma to the head of the department.

3.4.11 Head of department shall take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination. He/she shall also send the relieving supervisors to various rooms/halls to relieve the invigilators for not more than 10 minutes at a time.

3.4.12 Head of department shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to chairman complaint redress committee through CoE.

3.4.13 If any examinee is not in position to write at all, or write as fluently as normal student, on account of physical disability or injury due to accident just before the examination and produces a medical certificate from the Civil Surgeon on this account, then a writer shall be allowed to such examinee. Such a writer shall not be a student of any UG or PG Programme of the Institute or any other Technical Diploma or Degree course of other Institutes. The examinee shall, however, apply in a prescribed proforma to Head of Department asking for permission to allow for such a writer. Head of department then shall verify the medical certificate and give a permission letter to the examinee for the writer after taking the undertaking from the writer in a prescribed proforma. The examinee shall produce the permission letter to the invigilator for examination of each course.

3.4.14 In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he/she may be allowed to write for 15 to 30 minutes extra for all the courses, provided he/she seeks permission from Head of department for extra writing

time on account of his/her disability by producing medical certificate from Civil Surgeon to this effect.

- 3.4.15** After receiving the answers books from invigilators, Head of department shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately. He/she shall then get it masked from masking assistant.
- 3.4.16** Masking assistant shall hide the exam seat no. and serial no. of each answer book by suitably folding the front page of the answer book and pasting with brown tape, as per the procedure laid down.
- 3.4.17** Head of department shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question paper, copy of attendance sheet, record of supplements issued etc. and pack them in packets of cloth and seal them with sealing wax, and paste a packing slip on each packet indicating all details of packed answer books. Thereafter Head of Department shall handover the all the packets to coordinator Central assessment on the same day, or latest on the next day. He/she shall maintain the record of all such packets of answer books handed over to coordinator Central Assessment.
- 3.4.18** Sealing assistant shall maintain the account of answers books and supplements received and consumed for the examination in a register. He/she shall also prepare the bills of remuneration of all staff involved in the examination work and submit to the Head of department for further action.
- 3.4.19** Coordinator Central assessment shall receive all the packets of answer books of all courses for all Programmes of all departments for assessment.
- 3.4.20** Heads of department shall prepare the estimate for remunerations of staff involved in the end semester examination as per rules. Remuneration shall be paid to the staff after the examination is over and account of payment shall be submitted to the office within a week.
- 3.4.21** Members of flying squad will arrange surprise visits to all examination blocks in various departments to check
1. All examination related procedures are followed.
 2. Time schedule for examination related procedures is followed scrupulously.
 3. Cases of unfair means if any.
- All members will maintain the record of visits in prescribed format [ER 01 A & at the end of ESE flying squad will submit a comprehensive report to Controller of Examination.

3.5 Practical Examination

- 3.5.1** Practical examination shall be conducted as per the examination schedule approved by the Examination committee. However in case of any emergency the Examination may be rescheduled with the prior approval of Chairman, examination committee.
- 3.5.2** Heads of Departments shall act as coordinators for conducting practical examinations of their respective Departments and shall be responsible for various related activities. They shall, however, take the services of staff of their Departments for this purpose.
- 3.5.3** Respective Heads of Departments shall prepare detailed timetable

(batch-wise) for the practical examination. A consent of Heads of other departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem.

3.5.4 Head of Department shall appoint staff for practical examination as per following structure and forward the copy of the same to CoE.

- i) External Examiner: One for each practical course, as approved by Examination Committee
- ii) Internal Examiner: One for each practical course, preferably the course teacher, as approved by Examination Committee
- iii) Laboratory Expert: (For performance in practical examination only) One faculty member for each practical course
- iv) Laboratory assistant: One Laboratory assistant of the respective laboratory
- v) Laboratory Peon: One for each course, preferably peon of the respective laboratory.

For workshop practical, the structure of staff for practical examination shall be as under;

- i) **External Examiner:** One for each practical course, as approved by Examination Committee
- ii) **Internal Examiner:** One for each practical course, preferably the course teacher, as approved by Examination Committee
- iii) **Foreman:** One for each practical course
- iv) **Shop Instructor :** One for each shop, in which the examination is to be conducted
- v) **Peon:** One for each shop, in which examination is to be conducted

In case of common courses in the same semester of different Programmes, different internal examiners and external examiners may be appointed for each Programme.

3.5.5 Board of Studies (BoS) shall recommend the list of external/internal examiners for practical examination of each course to examination committee. Examination Committee shall finalize the names of external examiners, from among the list recommended by SB. In case external examiner doesn't report for the examination due to emergency, the concern Head shall make alternative arrangement from the list of panels. In case no examiner available in the panel; the Head is empowered to make suitable arrangement with the consent of Chairman Examination Committee. Heads of Departments shall send the appointment letters to the external/internal examiners.

3.5.6 Internal examiners along with laboratory experts and laboratory peons shall make all the necessary arrangements of equipment/laboratory setup required for conducting practical examination for their respective courses.

3.5.7 Practical examination shall be conducted in any one of the following manner:

- i) Oral examination (viva voce) only. Both internal and external examiners shall ask questions to the students based on the practical content of the course, so as to assess his/her practical knowledge of the course.
- ii) Practical examination in which the students are required to perform the given practical / make the given job in the workshop / draw a drawing on the drawing sheet / prepare a program on

computer in the given computer language. The performance of the students then shall be judged by External examiner only.

- iii) Practical examination, in which student is required to perform a given practical, followed by the oral examination (viva voce) based on the practical content of the course. The performance of the students then shall be judged by both Internal and External examiner.

Internal examiner shall preserve the answers books/drawing sheets/workshop jobs of the practical examination for next two consecutive sessions and then hand over the same to the store for further action.

3.5.8 After the practical examination of the course is over, internal examiner along with the external examiner shall fill in the marks given to the students in the mark sheet, sign on it, seal it in a packet, write all details on the packet and hand over the same to Head of Department on the same day, or latest on the next day.

3.5.9 Head of Department shall hand over the packets of mark sheet to the Course coordinator for gradation based on internal and external practical examination marks.

3.5.10 Heads of department shall prepare the estimate for T.A.D.A. and remunerations of external examiners, internal examiners and other staff involved in the practical examination as per rules. T.A.D.A. and remuneration to the external examiners shall be paid as per rules and regulations, after the examination of the respective course is over. Remuneration to internal examiners and other staff after shall be paid after the practical examination and account of payment shall be submitted to the office within a week.

4 Central Assessment

4.1 General

For assessment of answer books of **end semester examination** Principal/Director of Institute will form committee for a **Central Assessment Cell (CAC)** at institute level. The organization shall be as shown in **(Appendix -D)**.

Answer book assessment is an honor. Assessment is compulsory to all teaching staff of this institute. Officer-in-charge of this scheme will receive masked answer books from Head of Department and carry out the assessment as per given procedure in stipulated time.

Wherever number of persons involved in assessment is more than one, in such cases, course coordinator shall request all assessors to sit together to decide a common scheme of evaluation in writing before beginning assessment.

Normal working hours of CAC shall be 8 a.m. to 8.00pm considering quantum of work and stipulated time period (10 days) Working hours may be extended or may be decided as per requirement

4.2 Assessment procedure after receiving the order for assessment of answer books, the assessor shall

- i) not disclose the order as it is confidential. (Refer Form No.E19)
- ii) report at **the CAC**.
- iii) submit the “Evaluator’s Declaration” form given by CAC officials.(Form No.E20)
- iv) collect sealed bundle of answer books from CAC officials, count all the answer books in the bundle and carry out check on proper masking of

- answer books. If any difference in number of answer books is there, get it clarified from CAC officials immediately. If any answer book is found to be unmasked, contact immediately coordinator for masking & get it masked. In any case, do not receive any unmasked answer book.
- v) collect question paper and solution/scheme of marking of the course from CAC officials
 - vi) not assess any answer book without solutions/scheme of marking.
 - vi) award step-wise marks for each solved question.
 - vii) transfer marks carefully on the front page of the answer book and carry out total of marks correctly.
 - viii) write marks as *zero*, 01, 02, 03, etc i.e. in double digit and not as 0. 1. 3. 4 etc. in the space provided on the front page of the answer book. Write 00 marks in that question to which answer/s written by the examinee is completely wrong. Write - - (double dash) in that question which is not attempted (completely ignored) by the examinee
 - ix) assess the answer in terms of marks only. he/she neither shall put any comment nor shall put any markings
 - x) put signature with his/her name in the space provided on the front page of the answer book.
 - xi) hand over the bundle, in following cases
 - report immediately to CAC officials for further action if any complaints regarding the answer books such as
 - answer book found with a written request stating cancellation of previously written answer,
 - found with multiple-writings,/ with multiple use of inks.
 - found attached with any currency note to the answer book and or found requesting assessor to assess answer book favorably,
 - mass copying,
 - found disclosing identity of the examinee in any form with a intent to get clear-cut illegal benefit,
 - found writing abusive and threatening language
 - question paper with missing data, misprint of any nature and all other such cases
 - xii) handover valued answer books to officials.

4.2.1 Re-totaling

- i) Re-totaller shall see that examinee attempted the questions considering the internal choice and shall check the marks given by the assessor are as per the marks allotted to the questions.
- ii) Re-totaller shall see all questions and sub questions are valued and awarded marks
- iii) Re-totaller shall report to associate coordinator in case of any discrepancy, if any discrepancy is reported to associate coordinator, he/she shall bring it to notice immediately to coordinator and Coordinator shall get it corrected from the concerned evaluator.
- iv) In any case the Re-totaller, associate coordinator, coordinator shall not correct any such mistakes on their own.

4.2.2 A course coordinator shall feed the marks in the MIS at central assessment center.

4.2.3 A course coordinator shall print three copies of mark sheet from MIS; checked and signed by course coordinator and coordinator

CAC. Two copies will be sent to program head on last day of examination or three days after the end of examination by coordinator CAC and one copy will be sent to CoE. Model answers and marking scheme will also be sent to program head.

4.3 Display of marks / Model Answers/ Marking Scheme

1. After receipt of two copies of ESE mark sheet (Signed by course coordinator and coordinator CAC) from coordinator CAC, program head will display one copy on notice board in respective department and other copy will be retained for the record.
2. The model answers and marking scheme shall be displayed on notice board after ESE.

4.4 Dispatch of assessed answer books

The coordinator CAC shall send all valued unmasked answer books in sealed bundles to the concerned Head of department on the last day of CAC. The slip (Form No.E-21) showing the details of bundle should be pasted on it.

4.5 Preservation of assessed answer books

All valued answerbacks shall be preserved for two consecutive semesters; in respective department.

4.6 Revaluation of Answer books

If student is aggrieved of ESE marks declared, he/she may apply for the revaluation of answer book. The detailed procedure given in Rule No. R-24.1(UG) and R21.1(PG) should be followed. All the cases of re-valuation where the change in marks is beyond 25%, should report to the Chairman EC.

4.7 Issue of photo copy of ESE answer paper to the students

If student is not satisfied with ESE result a facility to get photocopy of the answer book (in addition to revaluation) is made available. To issue the photocopy following procedure shall be followed,

Procedure

1. Eligibility:

The candidate shall be entitled to apply in prescribed form along with requisite fees for photocopies only of his/ her assessed answer books of such institute's end semester theory examination(s) in which he/ she has appeared.
2. Procedure for application for obtaining a photocopy:
 - i) A candidate desirous of procuring the photo copy of the answer book(s) shall be required to apply in the prescribed form available on college website. [Annexure A] (Refer Form No.E-30)
 - ii) The candidate shall be required to submit separate application for each course.
 - iii) The candidate shall have to submit application form within 03 **days** (both days inclusive) from the date of display of marks of the concerned course(s).
 - iv) The candidate shall have to submit application to the Office of **Dean (Acd)** after paying requisite fee of Rs.300/- per answer book or such fee as may be prescribed by the Institute from time to time payable in cash.
 - v) Candidate will be responsible for submitting application in prescribed time limit. An application form received after the last date will not be accepted.
 - vi) The Office of **Dean (Acd)** on receipt of such application(s) shall submit them to the Central Assessment Cell on same day.

- vii) Applications incomplete in any respect and with illegible entries shall be liable to be rejected.
 - viii) Upon receipt of the application the CAC shall scrutinize the application for the following.
 - a. Whether the total marks displayed in the given paper matches with the marks awarded to the candidate on the cover page of the answer book.
 - b. Whether the question-wise marks awarded to all the questions inside the answer book are correctly carried over on the cover page.
 - c. Whether the total of the question-wise marks on the cover page is correct.
If any discrepancy on any of the counts under Clause a, b or c mentioned hereinabove is/ are noted the same shall be corrected by the C.A.C. with the authentication by the C.A.C. in charge.
 - d. Whether all the answers in the answer book have been assessed by the examiner.
If any question or part of it in the answer book is observed to be unassessed, the same shall be got assessed from the examiner in the course and additional marks, if any, awarded shall be then carried, noted and added on the cover page also and accordingly the total of the marks shall be corrected with the authentication by C.A.C. in charge.
 - e. The change, if any, on above counts shall be informed to the Principal. A three member committee shall be constituted to verify the change in marks followed by communication to the **CoE**. The **CoE** shall issue corrected statement of marks to the concerned department for display. Student may be given an option of withdrawing the application for issue of photocopy of ESE and shall be refunded the entire fees of Rs.800/-
 - f. The Photo copies of the answer books be sent to the **CoE** within 05 days from receipt of application for further issuance. Before sending photocopy CAC shall mask the marks allotted to sub-questions, name and signature of the valuer. Question wise marks allotted on front page shall be retained.
 - g. All the cases where the change in marks is beyond 25%, should report to the Chairman EC.
 - ix) On receipt of photocopy of the concerned answer book from CAC, the **CoE** shall issue the same to the student with due acknowledgment.
3. The request for supply of Photocopy of the answer book(s) is an additional facility made available to the candidates, therefore, any delay in sending Photocopy of the answer book(s), due to reasons beyond the control of the Institute, shall not confer any right upon the candidates for admission to the next higher class.
 4. The applicant being the sole custodian of the procured photo copy of the answer book, shall not be entitled to transfer the same to anybody for any purpose whatsoever as the same are supplied to him/ her for his/ her reference only. As and when the photocopy of the answer book will be issued to the candidate, the **CoE** will take necessary entries of the same and candidate must sign the same, while accepting the photocopy of the answer book.

5. If the applicant or the candidate is found guilty of any misuse of the photocopy he/ she shall be liable for the award of punishment ranging from cancellation of performance at the concerned examination with debarring him/ her from appearing at further examination(s) to confiscation of his/ her degree conferred.
6. In any case, concerned student should not contact valuer / revaluer. Such complaint will also be treated as misuse of photocopy.
7. Complaints regarding misuse of photocopy shall be processed by Grievance Committee.
8. Photocopy for a particular course in a particular examination shall be issued only once
9. After getting the photocopy of answer book, if he/she is not satisfied with valuation, he/she may apply for the revaluation within three working days (inclusive of both days) (by paying as prescribed from time to time per course). Change in marks will be considered as per the Rule R-24.1(UG) and R21.1(PG) (This facility is given over and above the regulation revaluation facility). In case of any change in marks, the grade will be awarded considering the same statistical parameters, which were used for that respective course (without affecting grades of other students).

5 Unfair means / malpractice at Examination

5.1 General

Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982.,(Appendix-A)providing for preventing Malpractices at the University/College /Board Examinations. Under the section of the act use of unfair means of any kind by an examinee/ any person/person related to examination during the conduct of examination is a cognizable and non-bailable offence. For implementation of the act following procedure shall be adopted.

5.2 Competent Authority

On receipt of a report regarding use of unfair means by any student/person at examination, including breach of any rules laid down by institute authorities, for proper conduct of examination, the Academic Council shall be the competent authority to institute complaint redress committee. The complaint redress committee shall be the competent authority to investigate, recommend and take appropriate disciplinary action against the student /person/s using, attempting to use, aiding, abating, instigating or allowing to use unfair means at examination center.

In case of teaching staff/ other staff related with conduct of examination involved in unfair means at examination, complaint redress committee shall investigate into the matter and forward the facts and finding of inquiry to Academic Board along with recommendation. Academic Council will take appropriate disciplinary action against the staff.

5.3 Procedure for dealing with Unfair means Cases at Examination Center.

In case of unfair means, Head of concerned Department shall follow the following procedure

- a) The student shall be called upon to surrender to the Head of concerned Department unfair means material found in his /her possession, if any, and his/her answer book.
- b) Signature of the concerned examinee shall be obtained on the relevant material and list thereon. Concerned invigilator shall also sign on all relevant material and documents and countersigned by Head of concerned Department.

- c) Confiscate his /her answer book along with unfair means material; mark it as “suspected Unfair means Case”. Obtain the Statement of the examinee in Form No. E-22 and if demanded issue him/her fresh answer book duly marked as “Second Answer book”
- d) Obtain his /her undertaking in Form No.E-24 to the effect that decision of the concerned competent authority in his /her case shall be final and binding on him and allow him to continue with his /her examinations
- e) Statement of the concerned invigilator in Form No.E-23 shall be obtained by the Head of concerned Department and he/she shall make forwarding remark in the same format. If examinee refuses to make statement or to give undertaking the concerned invigilator and Head of Department shall record accordingly under their signature.
- f) Issue show-cause notice in Form No.E-25 to the examinee instructing to appear before complaint redress committee.
- g) In the case of impersonation or violence, expel the concerned examinee from the examination and not allow him/her to appear for remaining examination and report the action taken to the **CoE**.
- h) Case May be reported to the concerned Police station in a prescribed Form No.E-26, as per the provision of Maharashtra Act No. XXXI, 1982 for preventing malpractices at University/board/other examination and it should be informed to **CoE**.
- i) All the materials and list of materials mentioned in clause a) and statement and undertaking of examinee in Form No. E-22 & E-24 respectively and statement of Invigilator in Form No. E-23 along with the forwarding remarks shall be forwarded by the Head of concerned Department to **CoE** in separate and confidential sealed envelope marked with “Unfair means case”.
- j) In case of unfair means of oral type invigilator and/or concerned authorized person shall record the facts in writing and report the same through Head of concerned Department to the **CoE**.
- k) **CoE** after finding the prima-facie of the case of malpractice received from the Head of concerned Department shall send it to Complaint Redress Committee. **CoE** /concerned officer shall be the presenting officer of the case of malpractice which is originated through him before Complaint Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

5.4 Procedure to be followed at Assessment centre

During the assessment of answer book, if examiner suspects that there is prima-facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the Coordinator, Assessment. Coordinator, Assessment shall then forward the case in separate sealed envelope marked with “suspected unfair means case” to the complaint redress committee.

If any staff is found involved in any type of malpractice/unfair means, Co-coordinator, Assessment shall report the case to Complaint Redress Committee for further action

Coordinator, Assessment/concerned officer will be the presenting officer of the case of malpractice which is originated through him before Complaint Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

5.5 Procedure to be followed at Paper setting/printing

If any student/staff/any person/s/ Person related with paper setting/person at printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, CoE shall report the case to Complaint Redress Committee for further action

CoE will be the presenting officer of the case of malpractice which is originated through him before Complaint Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

5.6 Procedure to be followed by Complaint Redress Committee.

5.6.1 For Examinee/Person involved in Unfair means

- a) For the purpose of investigating unfair means resorted to by examinee/examinee/s at the examination, the Academic Council shall appoint Complaint Redress Committee which will function as a body which will investigate in to the matter and decide the punishment on the basis of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defense.
- b) The complaint redress committee will then issue final order/s with regard to the penal action to be taken against the implicated examinee/person/s.
- c) The complaint redress committee shall inquire; decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means prescribed in Appendix-B & Appendix-C, in respect of cases of unfair means referred to it. However depending on the situation committee may quantify the severity of the punishment.
- d) As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges leveled on him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defense. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
- e) After issuing show cause notice if the implicated examinee fail to appear before committee on the day, time and the place fixed for the meeting, the committee shall take decision in his/her case in absentia, on the basis of available evidence/documents, which shall be binding on the examinee concerned.
- f) In disciplinary action against concerned implicated student/ examinee/ person, committee can also cancel Institution scholarship/s or awards or prize or medal etc. awarded to him/her in that examination.
- g) The committee shall dispose off the case within three days from the last date of examination and in no case latter than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to the CoE, Concerned officer through which the case is reported.
- h) Complaint redress committee shall recommend punishment to examination committee. The examination committee shall approve the recommendations and shall forward it to the academic board for final noting.

5.6.2 For Paper setter/examiner/moderator/evaluator/teacher/ other person involved in unfair means:

- a) In case of paper setter, examiner, moderator, evaluator, teacher or any other person related with conduct of examination, after receiving the

report of malpractice case along with primary documents shall investigate in to the matter and submit the report along with the recommendations to Academic Council.

Concerned officer through which the case is originated shall be the presenting officer before the Complaint Redress Committee, police authorities, and court of justice and shall be dealt with case till it is finally disposed off.

- b) The implicated person shall be informed in writing of the act of malpractices used and/or lapses committed by him at the examination and to ask him/her to be present before the committee on particular day, date, time and place.
- c) The documents pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity including oral hearing shall be given to the concerned person in his/her defense before the committee. The reply/ explanation given by the concerned person shall also be considered by the committee before making final report/ recommendation.
- d) The committee shall follow the procedure in the spirit of natural justice.
- e) If the concerned person fails to appear before the committee, on the day, date , time, and place fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidence/ documents which are available before it and same shall be binding on concerned implicated person.
- f) The committee shall submit its report to the Academic Council along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise after taking in to consideration the categories prescribed in Appendix-C
- g) After receiving the report along with the recommendations from Complaint Redress Committee regarding punishment the Academic Council will pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning, or exonerating him/her from charges and shall impose any one or more of punishment taking in to consideration the categories mentioned in Appendix-C.

5.7 Guidelines for imposing punishment on the examinees who caught copying/ involved in any type of misconduct during class test

Head of the department will be the competent authority to take action on the student who caught in copying /involved in malpractices in class test to his/her best judgment. Obtain the statement of the student in form No.E-28 and statement of the invigilator with forwarding remark of Head of concerned Dept. in Form No.E-29. In cases such as violence/ other matter where it is felt necessary to take severe action he/she may refer the case to the complaint redress committee.

6 Tabulation and Declaration of Results (Procedure for declaration of result)

6.1 Class Test Results:

After conduct of class test (I/II) as per rule No.R21.2, No.R21.3(UG) and No.R17.2, No.R17.3(PG), the course coordinator will complete the valuation within three days from the last date of completion of class test and allow the students to see the evaluated answer papers. Concerned Course Coordinator shall prepare the result in Form No. R-01 in triplicate. One copy will be displayed on notice board in respective department, one copy will be sent to CoE and third copy will be retained by course coordinator/ program head/first year coordinator in the department for record.

6.2 Teacher Assessment:

After the student is evaluated for teachers assessment as per rule **No.21.1(UG), No.17.1(PG)** concerned Course Coordinator shall prepare the result in triplicate in Form No. R-02 at the end of each semester within stipulated period. One copy will be displayed on notice board in respective department, one copy will be sent to CoE and third copy will be retained by course coordinator/ program head/first year coordinator in the department for record.

6.3 Continuous Assessment of Practical Course:

Assessment of laboratory course of a student shall be carried on continual basis throughout the semester. At the end of each experiment/practical a teacher will assess the student on the following parameters,

- A) Technical competence (Usage of Tools and Techniques)
- B) Innovation (Research/ Creativity / Thinking/ Quality / spirit of inquiry)
- C) Participation in team (Decision Making , Leadership)
- D) Integrity and Responsibility
- E) Viva

This assessment shall be done immediately after the experiment is completed. The proforma for continuous assessment is given as CA-02. The teacher has to take signature of student immediately after assessment a token that the student is made aware of the marks he scored in that practical experiment. At the end of semester average marks of all experiments will be calculated and fed to MIS and result will be prepared in form No.R-03, in triplicate within stipulated period. One copy will be displayed on notice board in respective department, one copy will be sent to CoE and third copy will be retained by course coordinator/ program head/first year coordinator in the department for record.

6.4 End Semester Examination Result:

Concerned course coordinator shall prepare the result of ESE in Form No. R-04A at CAC. Result (Form No. R-04A, duly signed by course coordinator and coordinator CAC) will be declared by program head/first year coordinator on the last day of the examination or three days after the end of examination.

6.5 Preparation of Grade points by Course Coordinator

Concerned course co-ordinator shall combine all the marks (after retotaling /revaluation if any) i.e. class test-I, II, T.A. and End Semester Marks of the students obtained in respective Theory / Practical course and shall prepare Grades to be awarded to the students in respective course. He/she shall submit the combined result along with Grades and Credits in respective course to Chairman, Moderation Committee (in case of First year to the Chairman, Moderation Committee of first year) in Form No.R-05(Theory) & Form No.R-06(Practical) along with statistical parameters.

6.6 Moderation of Grades and Preparation of Final Grades:

Grade Moderation Committee shall moderate the Grades to be awarded to the students in the respective Theory /Practical course and display the final grades awarded along with Credits for all the courses in a semester in Form No.R-07.

Chairman, Grade moderation committee then shall submit the final Grades awarded, Credits and earned grade points semester wise to the CoE in Form No.R-07.

6.7 Tabulation and Declaration of final Results:

6.7.1 After receiving the semester wise results (Form No.R-07) from Chairman, Moderation Committee of each Programme / Chairman, Moderation Committee of first year, Office of the CoE shall prepare the Tabulation Register (Form No.R-08) get it checked from Chairman, Moderation Committee of each Programme / Chairman, Moderation Committee of first year and declare the provisional results. After declaration of provisional result, student may submit his grievance through program head/ coordinator first year within one month from the date of declaration of provisional result.

6.7.2 After all grievances are addressed, the final result will be declared by CoE office.

6.7.3 Grade cards shall be prepared and then signed by Head of Concerned Department and CoE. Grade Cards shall be issued to the students in Form No.R-09.

6.7.4 For any correction in Grade card student may apply to CoE through program head. The original grade card should be submitted with the application. After corrections new grade card will be issued to student.

7 Provisional degree and migration certificate:

7.1 Provisional Degree:

The institute shall issue “Provisional Degree” signed by Dean Academics to the outgoing students who, otherwise has completed all the requirements for award of degree. The format for provisional degree shall be as per proforma R-10 and shall be valid till the convocation.

7.2 Migration certificate:

The institute shall issue “Migration certificate” signed by Registrar to the outgoing students, on his/her request. The format for Migration certificate shall be as per proforma R-11

(Appendix-A)

ST/Conff/57/or-68/02-03/3TH

From No. 96

MAHARASHTRA ACT NO. XXXI OF 1982

(First published, after having the assent of the Presidents, in the Maharashtra Government Gazette” on the 14 the October 1982)

An Act to provide for preventing malpractice’s at University, Board and other specified examination.

WHEREAS both Houses of the State Legislature were not in session, AND WHEREAS the Governor of Maharashtra was satisfied that circumstances existed which rendered it necessary for him the take immediate action to have a special proposed to be provide for preventing malpractice at examinations held or proposed to be held by any University or the Board or any other authority specified by the State Government in this behalf, including leakage’s questions papers or copying at such examinations, and for matters connected Malpractice at University, Board or other specified examinations. Ordinance, 1982, on the 25 May 1982

Mah. Ord. IV of 1982

AND WHEREAS it is expedient to replace the said ordinance by an Act of the State Legislature It is hereby enacted in the Thirty-Third Year of the Republic of India as follows. :-

Short title And commencement Definitions.

1. (I) This Act may be called the Maharashtra prevention of Malpractices at University, Board and other specified Examinations Act, 1982.

(2) It shall be deemed to have come into force on the 25th may 1982.

2. In this Act, unless the context otherwise requires,

a) “Board” means the Maharashtra State Board of Secondary and Higher Secondary Education established under the Maharashtra Secondary and Higher, Secondary Education Board Act, 1965 or any its Divisional Boards.

b) “examination” means any examinations held or proposed to be held by any University or the Board and included such other examinations held or proposed to be held by such other authority as may be specified in this behalf, from time to time by the State Government by notification in the Official Gazette,

c) “University” means by University established by law in the State of Maharashtra

Mah. XLI of 1965

Duties of paper setters and punishment for contrive-ntion.

3. 1) Any Person who is appointed as a paper setter at any examination shall not supply or cause to be supplied the question paper drawn by him or a copy thereof or communicate the conten of such paper to any person or give publicity therto in any manner except in accordance with the instruction given to him in writing by his appointing authority in this behalf.

2) Any person who contravenes the provisions of sub section 1) shall on conviction be punished with imprisonment for a term which may extends to one year or with fine which may extends to one thousand Rupees, or with both.

Duties of person entrusted

4. 1) Any person who is entrusted with the work of printing

with printing etc of question paper and punishment for contra-vention.	<p>cyclostyling typing or otherwise producing copies of any question paper set for the purpose of any examination shall not supply or cause to be supplied a copy thereof or communicate the contents thereof of any person or given to him in writing by the authority which entrusted the work to him.</p> <p>2) Any person who contravenes the provision of sub-section I shall, on conviction be punished with imprisonment for a term which may extend to one year or with fine which may extend to one thousand Rupees, or with both.</p>	
Duties of person entrusted with custody of question papers and punishment of contravention	<p>5. Any Person who is entrusted with the custody ,or is otherwise in possession, of any question paper set up for the purposes of any examination shall not supply or distribute or cause to be supplied or distributed any copy their of or communicate the contents their of any person or give publicity theirto in any manner, except in accordance with instruction given to him in writing by the authority which entrusted the custody or gave possession thereof to him.</p> <p>2) Any person who contravenes the provision of sub-section I) shall, on conviction, be punished with imprisonment for a term which may extend to one year or with fine which may extend to one thousand rupees or with both.</p>	
Prohibition or supply of publication of any question paper before examination held	<p>6) Whoever has in his possession any question paper set or purported to be set for any examination and supplies or caused to be supplied or offers to supply thereof, or communicates or offers to communicate the contents thereof in any manner, except in University, Board or other authority concerned with the examination, at any time before the examinations is held, shall on conviction be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.</p>	<p>Prohibition of copying and impersonating at examination</p> <p>Punishment for abetment or offences.</p>
11 of 1974	<p>7. Whoever is found in or near an examinations hall by the invigilator or any other person appointed to supervise the conduct of the examination, copying answer to the question paper set at the examination, from any book, notes or answer papers of other candidates of appearing at the examination for any other candidate or using any other unfair means, shall on conviction, be punished with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both</p> <p>8) Whoever abets any offence punishable under this Act shall be punishable with the punishment provided for the offence.</p>	
11 of 1974	<p>9) Notwithstanding anything contained in the Code of Criminal Procedure 1973, all offences under this Act shall be cognizable offences and shall be non-bailable.</p> <p>10) Notwithstanding anything contained in the code of Criminal Procedure 1973, all offences under this Act shall be tried in a summary way by any Metropolitan magistrate or any Judicial</p>	<p>Offernces to be cognizable Offences to be tried summarily</p>

Magistrate of the First Class and the provisions of sections 262 to 265 (both inclusive) of the said Code shall, as far as may be, apply to such trial.

Provided that in case of conviction for any offence in a summary trial under this section, it shall be lawful for the Magistrate to pass a sentence of imprisonment for any term for which such offence is punishable under this Act.

Mah. Ord.
IV of
1982

Repeal of
Mah. Ord.
IV of 1982
and saving.

11) 1) The Maharashtra Prevention of Malpractices at University, Board and other specified Examinations Ordinance, 1982, is hereby repealed.

2) Notwithstanding such repeal, anything done or any action taken (including any notification issued) under the said Ordinance shall be deemed to have been done, taken or issued, as the case may be under the corresponding provisions or this Act.

Appendix- B

Government College of Engineering Karad

(An Autonomous Institute of Government of Maharashtra)

Guidelines for imposing punishment on the examinees caught copying / involved in any type of misconduct during or after Examination

Sr. No.	Nature of Malpractice	Quantum of Punishment
1.	Examinee found communicating or talking with other examinees during examination	Cancellation of examination of examinee in that course
2.	Examinee found with copying material related to the paper but having not used the material	Cancellation of performance of examinee in that course
3.	Revealing identity in any form in the answer written or in any other part of the answer book by the examinee with clear intent of getting illegal benefits	Cancellation of performance of entire examination (1)
4.	Examinee found marking an appeal to the assessor revealing both i.e. name and address	Cancellation of performance of entire examination (1)
5.	Examinee found writing provocation, abusive or threatening language in the answer book	Cancellation of performance of entire examination (1)
6.	Examinee found having written on palm or on his/her body or on clothing in the examination	Cancellation of performance of entire examination (1)
7.	Cases of mass copying/individual copying reported in assessment center reported during the examination	Cancellation of performance of entire examination of the examinee/s (1)
8.	Examinee caught copying from the copying material, whether examinee accepts or denies of the same	Cancellation of performance of entire examination and debarring from one additional subsequent examination (1+1)
9.	Examinee found exchanging answer books/ slip of papers with other examinees/ writing from others answer book/ allowing other examinee to copy from his/her answer book	Cancellation of performance of entire examination and debarring from one additional subsequent examination (1+1)
10.	Examinee found influencing the assessor/ any other person connected with the examination	Cancellation of performance of entire examination and debarring from two additional subsequent examinations (1+2)
11.	Examinee possessing copying material and having copied from the same, but denial of its use, refusal to give statement to that effect. Misbehavior with invigilator and officers related to exam	Cancellation of performance of entire examination and debarring from two additional subsequent examinations (1+2)
12.	Examinee found smuggling in or smuggling out answer book as copying material	Cancellation of performance of entire examination and debarring from two additional subsequent examinations (1+2)
13.	Examinee found destroying his own answer book/ taking away his own answer book and/or removing blank/ written pages from the main answer book	Cancellation of performance of entire examination and debarring from two additional subsequent examinations (1+2)

14.	Examinee possessing copying material and attempts to destroy the evidence/runs away with copying material. Misbehavior with invigilator and officers related to exam	Cancellation of performance of entire examination and debarring from three additional subsequent examination(1+3)
15.	Examinee found smuggling in previously written answer book and inserting it in present answer book	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3)
16.	(i) impersonating or (ii) for whom impersonation is noticed	(i) Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3), if the examinee (impersonating person) is student of this institute plus he/she will be handed to police (ii) Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3), if the examinee (for whom impersonation is noticed) is student of this institute plus the case to be reported to police
17.	Insertion of currency note to bribe or attempting to bribe any of the person/s connected with examination	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3) and currency to be forfeited to Non-Government account of college
18.	Examinee found sending out or talking in question paper from outside	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3)
19.	Examinee found tempering with mark sheet/certificate issued by the institute	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3)
20.	Attempt to forge the signature of the invigilator on the answer book	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3)
21.	Examinee found bringing or in possession of any weapon in examination room/ hall and making any kind of violence among examinees/ staff of examination	Cancellation of performance of entire examination and debarring from five additional subsequent examination (1+5), plus handing over the examinee to police
22.	Cases of mass copying reported during the examination	Result will be held up. Punishment shall be based upon the actual investigation report.
23.	If on previous occasion a disciplinary action was taken against a examinee for malpractice used at exam and he/she caught second time for malpractice used at examination	Enhanced punishment can be imposed on the examinee. This enhanced punishment may extend to double the punishment provided for the punishment provided for the offence when committed at the second or subsequent exam.

24.	Examinee involved in malpractices at Practical/dissertation/ project report examination	Case will be dealt with by inquiry committee and recommend the punishment to competent authority
25	Carrying mobile during examination (ON/OFF). No copying material in the mobile.	1. Undertaking from the examinee mentioning ‘ Not carrying mobile in examination in future’ 2. Examinee may collect his mobile from Dean (Student affairs) by following the regular institute procedure.
26	Carrying mobile during examination (ON/OFF). Relevant material found in mobile but not copied in answer sheet.	Cancellation of performance of examinee in that course. Mobile will be return to the examinee.
27	Carrying mobile during examination (ON/OFF).. Relevant material found in mobile and copied in answer sheet.	Cancellation of performance of examinee in the entire examination. Mobile will be retained as a copy material
28	All other cases not covered above	Punishment will be decided by inquiry committee based on above mentioned punishment
Discrepancies in the question papers		
29	General complaint regarding “question is out of syllabus.” i) If said question is compulsory ii) If said question is optional	As per the inquiry and recommendations from HOD, course coordinator and subject expert /experts, it is to be get confirmed that question is out of syllabus. Question is to be removed from the question paper and valuation is done for the remaining marks and obtained marks are to be converted to maximum marks of that examination. Question is to be removed from the question paper and remaining sub questions are to be made compulsory. The valuation is to be done for the maximum marks of that examination
30	Printing mistake in question i) Meaning of the question is understandable ii) Meaning of the question is not understandable	The course coordinator shall remain present during the examination. He should clarify the meaning of question to the students. a) As per the inquiry and recommendations from HOD, course coordinator and subject expert /experts, it is to be get confirmed that question is vague. b) Question is to be removed from the question paper and action is taken as per Sr. no. 1 (i) or (ii).

31	Question paper is set for less /more marks than prescribed in examination scheme	Paper shall be assessed for marks given in the question paper and marks obtained by the examinees are then converted to out of marks allotted in examination scheme for that course.
32	<p>Insufficient data is given in question paper for particular question</p> <p>i)Standard data is missing</p> <p>ii)Major data is missing</p>	<p>The course coordinator shall remain present during the examination. He should do the necessary correction and tell the students during the examination</p> <p>a) As per the inquiry and recommendations from HOD , course coordinator and subject expert /experts, it is to be get confirmed that major data is missing</p> <p>b) Question is to be removed from the question paper and action is taken as per Sr. no. 1 (i) or (ii).</p>

(Appendix-C)

Government College of Engineering KARAD

(An Autonomous Institute of Government of Maharashtra)

Guidelines for imposing punishment for Malpractices and lapses on the part of the paper Setter, Examiner, Moderator, Referee, Teacher or any other person connected with the conduct of the examination.

Sr. No.	Nature of Malpractice /Lapses	Punishment
1.	Paper-setter found responsible for leakage of the question set in the end semester examination 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 of the end semester examination before the time of examination 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.	Favoring 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 student in assessment of his /her answer books/ dissertation /project work, the marks to which the student is entitled to at the end semester examination	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	Disqualification from any examination work for a period of three years.
6.	Paper-setter repeating 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 manipulated data by a student)	As decided by the concerned competent authorities of the institute.
10.	Coordinator Examination (departmental) showing apathy in carrying out duties related to examination s(e.g. not taking rounds to the examination halls during examination period or opening the packet of question paper before prescribed time)	As decided by the concerned competent authorities of the institute.
11.	Invigilator helping student in copying	Disqualification from any

	answers while in the examination or showing negligence in reporting cases of copying by students when on supervision duty.	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.	Invigilator /teacher helping student (examinee) 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 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.	

Officers / Staff at Assessment Centre

Nomenclature	Category	Numbers
Chief Coordinator	Controller of Examination	01
Coordinator	Associate professor /any competent person Appointed by chief coordinator	01
Associate Coordinator	Assistant Professor	04
Retotaller	Cass-III/ any competent person Appointed by Chief Coordinator	04
Assessor	Appointed by Chief Coordinator	As per requirement
Peon	Class-IV	02
Sweeper		01

GOVERNMENT COLLEGE OF ENGINEERING KARAD*(An Autonomous Institute of Govt. of Maharashtra)***UNDER GRADUATE ADMISSION FORM***(Fill in this form in consultation with respective Head of Department)*

Name: _____ Identity _____

(Surname)

(First Name)

(Father's Name)

Category: _____

Caste: _____

Male/Female

Degree Programme: CE / EE / ME / EX / IT

Academic Year 20 - 20

*(Please teak or enter in appropriate box)*A) Admission for III Sem. : a) Total Credits of. I & II Sem : **Maximum Credits** : **Credits Earned** :
*(Minimum credits required as per [R14.8]) Attach Xerox copy of credit card.*B) Admission for V Sem. :

a) All courses of I & II Sem are passed : Y / N

b) Total Credits earned in I & II Sem. :
*(All credits required [R14.5] i.e All courses should passed) Attach Xerox copy of credit card.*c) Total Credits of. III & IV Sem. : **Maximum Credits** : **Credits Earned** :
*(Minimum credits required as per [R14.8]) Attach Xerox copy of credit card.*C) Admission for VII Sem. :

a) All courses of I & II Sem are passed : Y / N

b) Total Credits earned in III & IV Sem. :
*(All credits required [R14.5] i.e. All courses should passed) Attach Xerox copy of credit card.*c) Total Credits of V & VI Sem : **Maximum Credits** : **Credits Earned** :
*(Minimum credits required as per [R14.8]) Attach Xerox copy of credit card.***CERTIFICATE**

This is to certify that Mr./Ms _____ is eligible for the admission of III / V / VII Sem. In Academic Year 200 - 200

Signature of Verifier
of HOD

Signature

FOR OFFICE USE ONLY

TOTAL FEE PAID: Rs. _____

VIDE RECEIPT NO. _____ DATE: _____

(Signature of Cashier With Date)

GOVERNMENT COLLEGE OF ENGINEERING KARAD*(An Autonomous Institute of Govt. of Maharashtra)***POST GRADUATE ADMISSION FORM***(Fill in this form in consultation with respective Head of Department)*

Name: _____ Identity _____

(Surname)

(First Name)

(Father's Name)

Category: _____

Caste: _____

Male/Female

Degree Programme: CM/SE/ PS/ HP/PE/MC

Academic Year 20 - 20

*(Please teak or enter in appropriate box)*A) Admission for I Sem. : B) Admission for III Sem. : Total credits of. I & II Sem :
:Maximum Credits : Credits Earned **CERTIFICATE**

This is to certify that Mr./Ms
_____ is eligible for the
admission of I / III Sem. In Academic Year 200 - 200

Signature of Verifier
of HOD

Signature

FOR OFFICE USE ONLY

TOTAL FEE PAID: Rs. _____

VIDE RECEIPT NO. _____ DATE: _____

(Signature of Cashier with Date)

GOVERNMENT COLLEGE OF ENGINEERING KARAD

(An Autonomous Institute of Govt. of Maharashtra)

REGISTRATION FORM FOR UG (Regular)*(Fill in this form in consultation with respective Head of Department)*

Name: _____ Student's ID: _____
 (Surname) (First Name) (Father's Name)

Category: _____ Caste: _____ Male/Female

Degree Programme: CE / EE / ME / EX / IT

I	II	III	IV	V	VI	VII	VIII	Academic Year 20 -20
---	----	-----	----	---	----	-----	------	----------------------

A) Registration of Credit Courses:

Sr. No.	Course Code	Course Name	Credits	Pre-requisite course code if any
01				
02				
03				
04				
05				
06				
07				
08				
09				
TOTAL CREDITS REGISTERED :				

B) Registration of Audit Courses:

I wish to register for the following audit course/s

NCC NSS CSP * Others: _____

*** Note: Fee Rs. 100/- per course should to be paid as extra by the students entering through Change of Institute or from University Pattern**

UNDERTAKING

I, the undersigned is a student of Govt. College of Engineering KARAD hereby agree to abide by the rules of this institute. I am fully aware that I must attend the classes with minimum 75% attendance in each course. I am also aware that I shall become eligible only then to appear at the end semester examination of respective course. I shall maintain healthy atmosphere within the institute. I am also aware that course may be offered as a back logger if minimum 10% of intake capacity or more number of students are willing to register for it (R19.2)

Date: _____ Signature of Student

CERTIFICATE FROM THE HEAD OF DEPARTMENT

Certified that the above entries made by the student wherever applicable, are verified and are found correct.

Date: _____ Signature of Verifier _____ Signature of HOD _____

GOVERNMENT COLLEGE OF ENGINEERING KARAD

(An Autonomous Institute of Govt. of Maharashtra)

**REGISTRATION FORM FOR UG (Back
Logger)***(Fill in this form in consultation with respective Head of Department)*Name: _____ Student's ID: _____
(Surname) (First Name) (Father's Name)

Category: _____ Caste: _____ Male/Female

Degree Programme: CE / EE / ME / EX / IT

I	II	III	IV	V	VI	VII	VIII	Academic Year 20	-20
---	----	-----	----	---	----	-----	------	------------------	-----

A) Registration of Credit Courses:*(Examination Fee per Course is Rs 850/- for Theory and Rs. 800/- for Practical Course)*

S.No.	Course Code	Course Name	Credits	Pre-requisite course code if any
01				
02				
03				
04				
05				
06				
07				
TOTAL CREDITS REGISTERED :				

B) Registration of Audit Course: (Fee Rs. 100/- per course)

I wish to register for the audit course/s-

UNDERTAKING

I, the undersigned is a student of Govt. College of Engineering KARAD hereby agree to abide by the rules of this institute. I am fully aware that I must attend the classes with minimum 75% attendance in each course. I am also aware that I shall become eligible only then to appear at the end semester examination of respective course. I shall maintain healthy atmosphere within the institute I am also aware that course may be offered as a back logger if minimum 10% of intake capacity or more number of students are willing to register for it (R19.2)

Date:
of Student

Signature

CERTIFICATE FROM THE HEAD OF DEPARTMENT

Certified that the above entries made by the student wherever applicable, are verified and are found correct.

Date:

Signature of Verifier

Signature of HOD

GOVERNMENT COLLEGE OF ENGINEERING KARAD

(An Autonomous Institute of Govt. of Maharashtra)

REGISTRATION FORM FOR PG (Regular)*(Fill in this form in consultation with respective Head of Department)*

Name: _____ Student's ID: _____
 (Surname) (First Name) (Father's Name)

Category: _____ Caste: _____ Male/Female

PG Degree Programme: CM/SE/ PS/ HP/PE/MC

I	II	III	IV	V	VI	Academic Year 20 -20
---	----	-----	----	---	----	----------------------

Registration of Credit Courses:

Sr. No.	Course Code	Course Name	Credits	Pre-requisite course code if any
01				
02				
03				
04				
05				
06				
07				
TOTAL CREDITS REGISTERED :				

UNDERTAKING

I, the undersigned is a student of Govt. College of Engineering KARAD hereby agree to abide by the rules of this institute. I am fully aware that I must attend the classes with minimum 75% attendance in each course. I am also aware that I shall become eligible only then to appear at the end semester examination of respective course. I shall maintain healthy atmosphere within the institute. I am also aware that course may be offered as a back logger if minimum 10% of intake capacity or more number of students are willing to register for it (R13.6)

Date:
Student

Signature of

CERTIFICATE FROM THE HEAD OF DEPARTMENT

Certified that the above entries made by the student wherever applicable, are verified and are found correct.

Date:

Signature of Verifier

Signature of HOD

GOVERNMENT COLLEGE OF ENGINEERING KARAD

(An Autonomous Institute of Govt. of Maharashtra)

REGISTRATION FORM FOR PG (Back logger)*(Fill in this form in consultation with respective Head of Department)*

Name: _____ Student's ID: _____
 (Surname) (First Name) (Father's Name)

Category: _____ Caste: _____ Male/Female

PG Degree Programme: CM/SE/ PS/ HP/PE/MC

I	II	III	IV	V	VI	Academic Year 20 -20
---	----	-----	----	---	----	----------------------

Registration of Credit Courses:*(Examination Fee per Course is Rs 800/- for Theory and Rs. 850/- for Practical Course)*

S.No.	Course Code	Course Name	Credits	Pre-requisite course code if any
01				
02				
03				
04				
05				
06				
07				
TOTAL CREDITS REGISTERED :				

UNDERTAKING

I, the undersigned is a student of Govt. College of Engineering KARAD hereby agree to abide by the rules of this institute. I am fully aware that I must attend the classes with minimum 75% attendance in each course. I am also aware that I shall become eligible only then to appear at the end semester examination of respective course. I shall maintain healthy atmosphere within the institute. I am also aware that course may be offered as a back logger if minimum 10% of intake capacity or more number of students are willing to register for it (R13.6)

Date:
Student

Signature of

CERTIFICATE FROM THE HEAD OF DEPARTMENT

Certified that the above entries made by the student wherever applicable, are verified and are found correct.

Date:

Signature of Verifier

Signature of HOD

GOVERNMENT COLLEGE OF ENGINEERING, KARAD

(An autonomous Institute of Govt. of Maharashtra)
 Phone No. 02164-271711, 272414, 272415 Fax: 02164-271713
 Website: www.gcekarad.ac.in Email: principal@gcekarad.ac.in

Confidential

No. GCEK/Exam/Pset/

Date :

To,

Subject : Appointment as question paper setter.

Dear Sir/Madam,

As directed by the Principal/Director, I have pleasure in inviting you to work as question paper setter in the following courses for the end semester exam.

Sr. No.	Programme	Course Code	Course Title
01.			
02.			
03.			

I request you to prepare three different of question papers in accordance with syllabus and in strict compliance with in ructions issued. The question papers (along with scheme of marking) should reach me in the covers supplied up to / /2006.

I enclose herewith the following:

01. Form of acceptance (E-02)
02. Syllabus prescribed for the course
03. Instructions to question paper setters
04. Form of declaration by the paper setter (E-03)
05. A floppy disk containing the format of question paper and common instructions to candidates:
06. Inner covers (three each) : Cover – A, Cover – B and Cover – C
07. One outer cover : Cover – D
08. Details of remuneration rates

Yours,

Controller of Examination
 Govt. College of Engineering,
 Karad

FROM NO.E-02

Confidential

No.
Date :

To,
Controller of Examination
Govt. College of Engineering,
KARAD – 415124

Subject : Acceptance/Regret as paper setter.

Reference : Your confidential letter No. GCEK/Exam/Pset/
Dated:

Dear Sir/Madam,

I accept/do not accept the offered appointment as question paper setter for the paper mentioned below :

Name of Programme :

Course Code :

Name of Course :

I agree to abide by the conditions imposed in connection with conduct of the examination.

Yours,

Date:

(Signature & Name)

DECLARATION BY PAPER SETTER

With reference to confidential letter No. GCEK/EC/PaperSet/ _____ dated _____, I declare that :

1. I have carefully gone through the syllabus for the course and no question set by me is outside the scope of the syllabus of the course.
2. The allotment of marks and numbering of questions are correct.
3. I have checked that the questions can be solved within the stipulated time and there is no confusing data or missing data provided by me.
4. I have enclosed the sketches/diagrams, if any, along with the question paper.
5. I have supplied scheme of marking with each paper set.
6. I do not come under any disqualification for the paper setter.
7. None of my close relative is appearing for the examination

(Close relative means mother, father, husband, wife, sister, brother son, daughter)

Date :

(Signature & Name of Paper Setter)
(Course Code: _____)



GOVERNMENT COLLEGE OF ENGINEERING, KARAD

(An autonomous Institute of Govt. of Maharashtra)

Phone No. 02164-271711, 272414, 272415 Fax: 02164-271713

Website: www.gcekarad.ac.in Email: principal@gcekarad.ac.in

Name of Examination : _____ (B.Tech. / M. Tech./MCA) _____

Summer/Winter/Summer Course 20__

Course Code:

Name of Course:

Time Allowed:

Hours

Maximum Marks:

INSTRUCTIONS TO CANDIDATES

- 01) All questions are compulsory.
- 02) Assume suitable data wherever necessary and state the assumptions made.
- 03) Diagrams/sketches should be given wherever necessary.
- 04) Use of logarithmic table, drawing instruments and non programmable calculators is permitted.
- 05) Figures to the right indicate full marks.
- 06) Other special instruction, if any

Note: ** write branch name

GOVERNMENT COLLEGE OF ENGINEERING, KARAD

(An autonomous Institute of Govt. of Maharashtra)

Phone No. 02164-271711,272414, 272415 Fax:02164-271713

Website: www.gcekarad.ac.in Email: principal@gcekarad.ac.in



ACKNOWLEDGEMENT OF QUESTION PAPER SET

Total three paper sets in sealed envelopes are received on as per letter no. Dated from Prof. Shri / Smt.

Sr.No	Programme	Subject	Subject Code
	Remark if any		

Signature of Paper Setter
Address and contact

(Signature of Receiver)
Office of Controller of Examination



GOVERNMENT COLLEGE OF ENGINEERING, KARAD

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END SEMESTER EXAMINATION – SUMMER / WINTER / SUMMER COURSE 20 -

PACKING SLIP

Programme for B. Tech. / MCA/M. Tech. in _____

Semester: _____

Course: _____

Date of Examination: _____

Time of Exam.: _____

Total No. of answer books: _____

Packet No.: _____

Signature, Head of Department

Signature, Sealing assistant



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No.:

Date:

CLASS TEST I / II / END SEMESTER EXAMINATION SUMMER / WINTER / SUMMER COURSE 20 -

Department of : _____

To,

Sub : Appointment as Invigilator

You are appointed as Invigilator for first/second class test / term end examination on following dates :

Sr. No.	Date	Time

You should remain present at least 30 minutes before the start of examination in the examination control room of the Department.

Head of Department

Note: Please see the instructions to invigilator overleaf

Instructions to Invigilator

Invigilator shall enter their class/hall at least 15 minutes before the start of examination. He/ she shall

- i) ask the students to keep their books, note books and their written materials at the front of the room/ outside the room,
- ii) check whether the students have occupied their seats as per the seating arrangement plan,
- iii) distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct detail on the front page of the answer books.
- iv) distribute the question papers to the students at the beginning of the examination,
- v) check the identity cards of the students and sign on their answer books, if all details are correct,
- vi) take the signature of students on the attendance proforma, mark 'AB' for absent students and maintain the attendance record of his room/hall,
- vii) distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,
- viii) maintain general discipline in the classroom by frequently moving in the class room/hall and preventing any malpractices, attempt of copying by the students.
- ix) report cases of students misbehavior, indiscipline, malpractices and copying cases to the Head of department for further necessary action,
- x) give warning to the students to tie their supplements, 10 minutes before the end of examination,
- xi) collect the answer books from the students at the end of examination and arrange them sequentially as per the exam. Seat numbers of students for each course separately,
- xii) hand over the answer books and filled in pro-forma to the Head of department.



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No.:

Date:

Department of : _____

To,

Sub : Appointment as External / Internal Examiner for Practical Examination

I am pleased to appoint you as External / Internal examiner for Practical Examination of Term end Examination Summer / Winter Examination 20____, as per following details:

Programme for B. Tech. / /MCA/M. Tech. in _____

Semester: _____

Practical Course: _____

Date of Practical Exam: _____

Time of Practical Exam: _____

You are requested to confirm your availability for the examination. You are entitled T.A./D.A. as per Govt. norms and remuneration as per rules and regulation of the examination of the Institute.

Head of Department

GOVERNMENT COLLEGE OF ENGINEERING, KARAD

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To,
Head of Department,
Department of _____,
Govt. College of engineering, KARAD.

Sub : About handing over the answer books and supplements for class tests and end semester examination.

Please find herewith the Answer books and supplements for class test/End Semester Examination. Answers books are numbered serially as per following details.

Sr. No.	Answers Books Sr. No.		Supplements Sr. No.	
	From	To	From	To

Answer books shall be used as per their serial numbers, as far as possible, and their daily records shall be maintained in the prescribed proforma. A copy of record of answer books and supplements used for the class test/End Semester Examination shall be submitted, at the end of test/End Semester Examination along with the balance answer books and supplements.

Date:

Controller of Examination

ACKNOWLEDGEMENT

Received answer books and supplements as above.

Date:

Signature of Head of Department

(To be submitted in duplicate)

To,
The Head of Department,
Department of _____,
Govt. College of Engineering, KARAD

**Sub : About permission for a writer / extension of time in End Semester examination
Summer/Winter 200**

R/sir,

I am the regular student of your Department studying in ___ Semester of B. Tech. / M. Tech. in _____. I have registered for following courses:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I am appearing for the End Semester Examination Summer / Winter 200_ for the abovementioned courses. Due to physical disability/injury during an accident, I am unable to write/not able to write fluently. A medical Certificate from Civil Surgeon is attached herewith in this regard. I, therefore, request you to please *allow a writer / grant extension of time* during
Name of writer : _____

Age of writer: _____ years

Relation with examinee:

Sincerely yours,

Sign of examinee:
Name of Examinee:
Registration no.:

Photo of
writer

UNDERTAKING BY WRITER

I, _____ studying in _____, do hereby accept to work as writer for Mr./Ms. _____, studying in _____ semester of B. Tech. / M. Tech. in _____. I shall not work as writer for any other examinee in this examination.

Signature of writer:**Date:**

REMARKS OF HEAD OF DEPARTMENT

Permitted writer / extension of time by _____ minutes.

Signature of Head of Department



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Confidential

No.:

Date :

To,

Prof / Dr. _____

Subject : Appointment as evaluator for end semester examination
winter / summer _____

It gives me great pleasure to appoint you as evaluator for the course shown below for end semester examination winter/summer _____. You are requested to report to our CAP on date _____ at _____

Name of programme : _____

Name of subject/course : _____

Course code : _____

Controller of Examination

Copy to :

Director,

Government College of Engineering, KARAD



GOVERNMENT COLLEGE OF ENGINEERING, KARAD

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EVALUATOR'S DECLARATION

I, the undersigned, have accepted the appointment as the evaluator for assessing, the answer books of the course / subject

of the end semester examination held in summer/winter/summer course – 20 -

I declare that

1) None of my close relative is appearing for this term end examination.

Conducted by GOVT. COLLEGE OF ENGINEERING, KARAD.

2) I have not been debarred from examination work by any competent authority.

3) I am not a student of post graduate programme run by this institute.

(Close relative means mother, father, husband, wife, sister, brother, son, daughter)

Signature of Assessor



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CENTRALIZED ASSESSMENT CELL

END SEMESTER EXAMINATION – WINTER/SUMMER/SUMMER COURSE 20

Name of programme _____

Name of course _____

Course code _____

Number of masked and valued answer books : _____

DATE/TIME:

Signature of coordinator, CAC

TO

HEAD OF DEPARTMENT _____


GOVERNMENT COLLEGE OF ENGINEERING, KARAD
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Phone No. 02164-271711, 272414, 272415 Fax: 02164-271713

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DEPARTMENT OF _____ ENGINEERING
END SEMESTER EXAMINATION –WINTER/SUMMER/SUMMER COURSE 20

Sr. No.	Name of Examination	Name of Course	Course Code	Nos. of Masked Answer books

DATE/TIME:

HOD
 Department of _____
 Govt. College of Engineering,
 KARAD

To,
 The Coordinator,
 Central Assessment Cell,
 Govt. College of Engineering,
 KARAD.

GOVERNMENT COLLEGE OF ENGINEERING, KARAD

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Statement of Examinee who is alleged to have used unfair means at the End Semester Examination

- 1) **Name in Full** : _____
- 2) **Registration No.** : _____
- 3) **Examination** : _____
- 4) **Name of Course & code** : _____
- 5) **Date & Time of Examination** : _____

To,

Co-ordinator, Examination
Govt. college of Engineering
KARAD

Sir,

I the undersigned involved in/tried to use unfair means as detailed below in end semester examination of _____ course on _____ at _____ (a.m. / p.m.)

Detailed statement of examinee:

1. _____
2. _____
3. _____
4. _____

Signature of Examinee

Place : _____

Date : _____

Time : _____



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Report of Invigilator / Head of Department regarding unfair means and malpractice by examine at end semester examination

Block No : _____
Examination : _____
Name of Course : _____
Course code : _____
Date : _____

To,

Controller of Examination
Govt. College of Engineering,
KARAD.

I, the undersigned invigilator appointed on the above mentioned block/room at the Examination held on at am/pm, hereby submitting report regarding unfair means adopted by examinee, Registration No. Shri/Kum. at the examination as follows.

1.
2.
3.

Yours faithfully

(Invigilator)

Place : _____

Name of the invigilator :

Date : _____

Time : _____

Forwarded to Controller of Examination.

On the basis of the report made by the invigilator, I am of the opinion that there is a prima facie case of unfair means resorted to by the aforesaid examinee, identity code No. Therefore forwarding the suspected case of unfair means along with sealed confiscated material and answer books for necessary action.

Encl :

1)

2)

Place : _____

Signature of Head of Department

Date : _____

Name : _____

GOVERNMENT COLLEGE OF ENGINEERING, KARAD



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Form of undertaking from examinee involved in unfair means at end semester examination

1. Name in full:
2. Registration No:
3. Examination:
4. Name of Course & code:
5. Date and Time:

To,
Controller of Examination
Govt. College of Engineering
KARAD

Sir,

I, the undersigned examinee of Govt. College of Engineering, KARAD appearing for _____ Examination at this center do hereby state, on solemn affirmation as under:

I undersigned that I am involved in respect of an alleged use of unfair means in the examination hall and therefore, a case against me is being reported to competent authority.

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

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

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

Signature of the Candidate
Date : _____
Time : _____

Signed before me
1

2.

Co-ordinator Examination
Name _____
Address _____
Date _____

Invigilator
Name _____
Address _____
Date _____

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Show Cause Notice to Examinee

No. GCEK/ESE/Sum/Win/Sum Course 20 / Unfair means

Sub : Inquiry of the examinee who caught in unfair means

Ref : Full Name of the Examinee :

Registration No.

Examination : Summer/Winter/Summer Course 20

You are appearing at the End semester examination, summer/Winter/Summer course 200 You have been caught while copying using unfair means in the theory paper (Course Name & its Code), on at In spite of repeated instructions by various ways regarding not to copy in the examination.

So you are hereby instructed to appear physically before enquiry committee on at (a.m./p.m.) at (place) of the institute for protesting your say.

If you fail to appear before complaint redressal committee on the specified date & time, necessary action will be taken which may go against you. Necessary action may include punishment as per guidelines.

The Head of Department,
..... Department
Govt. College of Engineering,
KARAD

Copy to :-

- 1) Concerned Examinee
- 2) Complaint Redressal Committee
- 3) Controller of Examination

GOVERNMENT COLLEGE OF ENGINEERING, KARAD

(An autonomous Institute of Govt. of Maharashtra)

Phone No. 02164-271711, 272414, 272415 Fax: 02164-271713

Website: www.gcekarad.ac.in Email: principal@gcekarad.ac.inNo. GCEK/ESE/Sum-Win/Sum Course 20 / Unfair means/
Date

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

Subject: Complaint against the examinee for the alleged use of Unfair means at the _____
Examination held on the (Date) _____

Summer/Winter/Summer Course Examination 200 , of this Institute, is conducted in the premises of the institute. I have been authorized by Competent Authority, Vide Letter No., Dated, to take action under the provision of Maharashtra Act XXXI of 1982, of an Act to provide for preventing Malpractices at the University/Board/Other specified Examinations.

I furnish herewith the details of the following examinees who has/have used Unfair means at the _____ examination.

1. Name of Examinee : _____
2. Registration No. : _____
3. Examination : _____
4. Address of the examinee : _____
5. Name of the course : _____
6. Date & Time : _____
7. Name & Address of the Invigilator : _____
8. Name & Address of the H.O.D.: _____
9. Material found with the : _____
10. Other information if any : _____

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

Yours faithfully,

Controller of Examination
Govt. College of Engineering,
KARAD.

(SEAL)

Place : _____
Date : _____
Time : _____



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Report and action by Complaint redressal committee after inquiry of the examinee caught copying

1. Full Name of the examinee : _____
2. Registration No.: _____
3. Name of Course & its Code: _____
4. Examination Day & Date : _____
5. Details of copying/unfair material possessed : _____
6. Whether examinee is present for enquiry or not : Present / Absent
7. After enquiry whether examinee found guilty or not: Guilty / Not Guilty
8. Punishment to be implicated on Examinee/person with justification:

.....

Encl:

- 1) Examinee's say in writing
- 2) Invigilator's report
- 3) Answer book with copying material

(Member)
 Complaint redressal
 committee

(Member)
 Complaint redressal
 committee

(Chairman)
 Complaint redressal
 committee

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Statement from the student caught copying

Submitted to Head of the Department

Sub:- Written statement of the student who caught copying involved in other malpractice in class Test (Winter/Summer/Summer Course 200)

Ref :- Full/Name of the student :
Registration No.
Course Name & Code.

I, the undersigned copied / tried to copy in class Test I / II examination of the course at am / pm on as per Class. Test Timetable. The copying material possessed by me is related to the course & its details are

.....
.....

I am aware that I will be given zero marks as punishment in this Class Test examination due to malpractice on my behalf.

I shall remember this punishment & in future I will not copy in any examination. My say on this incident is

.....
.....
.....
.....
.....

Signature of Student



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Statement from the Invigilator (who caught the student copying)

Submitted to Head of the Department

Sub: Written statement of the invigilator who caught student while copying in Class. Test I/II Examination (Winter/Summer/Summer Course 200....)

Ref: Full Name of the student:

Registration No.....

Course Name & code.

I, the undersigned caught a copying student referred above in class test I/II examination of the course at am / pm on as per Class Test Timetable during my duty as an invigilator. **Copying material is related to the course.** Other details of the copying material possessed by the student are

.....

I have written "copying case" on the answer book of the student. No separate answer book is given to the student for writing.

Submitting following documents along with his statement for further action.

- Answer book of the concerned student
- Written statement of the concerned student
- Copying material

Date

(Name & Signature of the invigilator)

Designation:

Remarks of Head of the Department

I personally verified abovementioned-copying case form the documents & I am sure that copying material is, related to the course & hence this student is due for punishment of getting zero marks in this Class Test. Accordingly I instructed concerned course teacher. Further all documents in a sealed envelope are kept in my custody.

Date

(Name & Signature)
 Head of the Department

Format of Application for Issue of Certified Photocopy of Assessed Answer Book**GOVERNMENT COLLEGE OF ENGINEERING, KARAD.****Application for Issue of Certified Photocopy of Assessed Answer Book**
(A candidate shall submit separate application from for separate course)

To,
The Principal,
Govt. College of Engineering,
KARAD.

Sir,

I, the undersigned is submitting this application for supply of certified Photocopy of the assessed answer book.

I declare that I have read and understood the provisions of rules for obtaining photocopy of answer book and procedure said under rule and I accept all the terms and conditions of the said procedure.

The details of examination and answer books are as under :-

- a) End Semester Examination :- Summer /Winter/ Summer Term 20 -20
- b) Registration No. :-
- c) Name of applicant : _____
(Surname) (First Name) (Middle Name)
- d) Program : B.Tech./MCA/M.Tech. _____
(Branch Name)
- e) Course code & Title : _____

Signature of Candidate

Place :

Date :

FOR OFFICE USE ONLY

Received Rs. _____ (Rs.
Only) from the above student vide receipt No. _____ dated

(Signature of cashier with date)

FROM NO.E-30A

Format R-08

Government College of Engineering, KARAD (An Autonomous Institute of Maharashtra Government)

Tabulation Register:

Programme: Semester: Summer - 20

Registration No.	Name								Semester Performance		Cumulative Performance		Registration No.
									Credit	SGPA	Credit	CGPA	
EGP									EGP		EGP		
Course Completed													
EGP													
Course Completed													
EGP													
Course Completed													

Course codes and their names

Abbreviation: SGPA = Semester Grade Point Average, CGPA= Cumulative Grade Point Average, EGP=Earned Grade Points
 Grades:- A+=10, A=9, B+=8, B=7, C=6, D=5, F=0, I = Incomplete, W=Withdrawal, Z=Non completion in course requirement,
 X=Extension in dissertation

Controller of Examination



GOVERNMENT COLLEGE OF ENGINEERING, KARAD

(An autonomous institute of Government of Maharashtra)

VIDYANAGAR, KARAD, 415124, DIST. SATARA

Website : www.gcekarad.ac.in

Grade Card



Programme Head

Controller of Examination

Courses Completed

SYSTEM OF EVALUATION AND AWARD OF DEGREE

1. At the end of every semester a student is awarded a grade based on his/her performance in examinations / assignments, in every course registered by him/her. These grades are described by the letters A+, A, B+ etc. and have a numerical equivalent called the grade points as given below :

Grade	Grade points
A+	10
A	9
B+	8
B	7
C	6
D	5
F	0
I	Incomplete
W	Withdrawal
Z	Non completion of course requirements
X	Extension (In projects only)

2. After successful completion of programme a degree is awarded without any mention of rank / class. However CGPA of 6.75 and above may be considered equivalent to a first class for B. Tech. students only.
3. EGP, SGPA, and CGPA stand for Earned Grade Points, Semester Grade Points Average and Cumulative Grade Points Average respectively.
4. Grade points are not convertible into percentages.
5. Minimum passing grade is D for Undergraduate and Postgraduate courses.
6. The medium of instructions at the Institute is in English.
The grade F and I counted for SGPA but not counted for CGPA

GOVERNMENT COLLEGE OF ENGINEERING, KARAD

*(An autonomous Institute of Govt. of Maharashtra)
Affiliated to Shivaji University, Kolhapur (M.S.)*



No.:

**Provisional Degree Certificate
(Bachelor of Technology)**

This to Certify that Mr. / Ms. _____
ID No. _____ has acquired all the credits required for the award of degree
Bachelor of Technology in _____
held in _____ and obtained Cumulative Grade Point Average (CGPA)
and has become entitled to the said degree.

The degree will be conferred upon him / her at the convocation of Shivaji
University, Kolhapur to be held in year _____

Place : KARAD

Date : _____

Dean (Academics)

Govt. College of Engineering

KARAD

Seal

GOVERNMENT COLLEGE OF ENGINEERING, KARAD

*(An autonomous Institute of Govt. of Maharashtra)
Affiliated to Shivaji University, Kolhapur (M.S.)*



MIGRATION CERTIFICATE

Mr. / Ms. _____

Enrollment / Registration No. _____

With reference to his/her application for issuing Migration Certificate, this Institute on behalf so Shivaji University, Kolhapur has no objection for his/her joining any recognized University/Institute or taking examination of any University/Institute established by law.

Place – KARAD

Registrar

Dated - _____

Government College of Engineering
KARAD



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CERTIFICATE

This is to certify that Mr./Ms. _____

ID No. _____ has passed I/II/III/IV Year of B.Tech. in _____

_____ from _____
 (Name of Branch/Program) (Name of University / Board)

and the marks obtained in the percentage has been converted into cumulative grade point average (CGPA) while absorbing the autonomous pattern of this institute by using following formula.

$$CGPA = (\% \text{ of marks} * 0.1) + 0.75$$

This certificate is issued on his/her request to produce this certificate to the institute/organization to understand equivalent percentage of marks for CGPA.

Place : KARAD

Date :

Controller of Examination
 Government College of Engineering
 KARAD.



GOVERNMENT COLLEGE OF ENGINEERING, KARAD

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EXAMINATION REMUNERATION BILL FORM

SUMMER/WINTER EXAMINATION – 20.....

Name of Internal/External Examiner:
(IN BLOCK LETTER)

Address for correspondence:

Contact No (O) **(R)** **(M)**

Email Address:

Programme With Subject & Subject Code	Theory			Practical		Other Charges	
	For Setting Paper	For assessing answer books	Amount	For conducting practical/oral/Project examination	Amount	Details	Amount
	Amount	No. of answer books assessed	Amount	No. of candidates	Amount		
Total							

Grand Total (in figures)

Rs (in words)

Date:

Signature of Examiner

The claim preferred in the bill as overleaf has been checked, recommended for sanction

Rs. (in words)

Signature of Verifier

Account Section

Paid Rs. in words

Cheque/Cash Dated

Clerk Account Section

Registrar

Receipt

Received Rs. _____ (_____)

Signature of the Receiver

FROM NO.M-02/1

GOVERNMENT COLLEGE OF ENGINEERING, KARAD



(An autonomous Institute of Govt. of Maharashtra)

Phone No. 02164-271711,272414, 272415 Fax:02164-271713

Website: www.gcekarad.ac.in Email: principal@gcekarad.ac.in

RECEIPT

Received Rs. (in words) Rupees from
the principal, Government College of Engineering, KARAD towards the payment of
local conveyance charges for attending the meeting of
dated / / 20 at am/pm

Certified that, I have not claimed conveyance charges for attending any other meeting
of this institute on the above-mentioned date.

KARAD.

Signature:

Date: / / 20

Name in Block Letter (.....)

Signature of Verifier

Coordinator Assessment/HOD
Govt. College of Engineering,
KARAD.

GOVERNMENT COLLEGE OF ENGINEERING, KARAD

(An autonomous Institute of Govt. of Maharashtra)

Phone No. 02164-271711,272414, 272415 Fax:02164-271713

Website: www.gcekarad.ac.in Email: principal@gcekarad.ac.in

1. Name & Designation : _____
2. Basic pay & Grade Pay : _____
3. Full office address : _____
_____ Pin _____
4. Purpose of visit/meeting : _____
5. Date (s) of meeting : _____
6. Details of journey (including from and to residence/office and Railway station)

Date	Departure		Arrival		Mode of Journey	Distance in Kms	Fare Paid (Rail/Taxi etc)	Rail Ticket No/ Taxi Bill etc
	From	Time	At	Time				

7. Whether staying in rented accommodation or making own arrangements _____
8. Certified that:
 - i) Particulars provided herewith are correct & that I have not claimed TA/DA etc. for this journey from any other source.
 - ii) I was not provided free lodging and/or boarding at the cost of Govt./ University or any other Govt. aided body.
 - iii) I shall perform the return journey by the same mode as claimed in the TA bill.

Dated: _____

Signature of Claimant _____

Part-II (to filled by the convener/organizer of the meeting)

1. The details as given in TA/DA bill have been verified and claim may be admitted.
2. The Non-official member was invited under the authority of controlling officer and his attendance as above is confirmed.

Dated: _____

Signature of Convener
Coordinator/HOD _____

Part-III (to be completed by office)

1. TA	Rs. _____
2. Local Conveyance	Rs. _____
3. DA	Rs. _____
4. Total	Rs. _____

Accountant

Registrar

Principal
Govt. College of Engineering
KARAD.

PAYEE'S RECEIPTS

Received Rs. (Rupees)

Signature of Claimant
With revenue stamp

TA/DA Rules applicable to non-official committee member

1. Journey by Rail : The members will be allowed to travel by Second class AC/ three tier AC by all routes including Rajdhani Express.
2. Journey by Road : Journey by road may be allowed between place not connected by rail subject to the condition that actual entitlement would be road mileage admissible under the rules for travel in own car/full tax or motor cycle/scooter. In case where journey between two places connected by rail is performed by road, she/he will be entitled to the prescribed road mileage.
3. Travel to/from Railway Station : Outstation member will be allowed actual conveyance hire charges incurred for travel from/to residence/Headquarter, to/from Railway Station as the case may be and from railway station to the place of meeting stay and back in accordance with the tariff notified from to time by the State Transport Authority.
4. Daily Allowance : Daily Allowance may be paid to the outstation members @ Rs. 130/- per day if they stay in rented accommodation and Rs. 100/- if the member make his own arrangement for stay.

- Note :**
1. All claims should be supported by relevant document e.g. photo copy of tickets, hotel receipts, etc.
 2. No reimbursement other than those enumerated above shall be admitted unless prior approval of the Director/Principal is obtained and enclosed with the bill.

FROM NO.M-04

GOVERNMENT COLLEGE OF ENGINEERING, KARAD

(An autonomous Institute of Govt. of Maharashtra)

Phone No. 02164-271711,272414, 272415 Fax:02164-271713

Website: www.gcekarad.ac.in Email: principal@gcekarad.ac.in



GCEK/Exam Section/

Date :

To,

Sub : Appointment of supporting staff for theory exam as waterman/ sweeper

You are appointed as waterman/sweeper for the end semester theory exam to be conducted under autonomy.

The schedule is as given below.

Time :

Time :

Date/s:

Date/s:

Your should contact Examination Incharge before on date
Regarding the same.

HOD

Deptt. of _____ Engineering

Govt. College of Engineering,

KARAD.

FROM NO.M-06



GOVERNMENT COLLEGE OF ENGINEERING, KARAD

(An autonomous Institute of Govt. of Maharashtra)

Phone No. 02164-271711,272414, 272415 Fax:02164-271713

Website: www.gcekarad.ac.in Email: principal@gcekarad.ac.in

CENTRAL ASESSMENT CELL

SUMMER/WINTER/SUMMER COURSE EXAM – 20 .

CERTIFICATE OF VALUATION/MODERATION/SUBJECT EXPERT

Programme :

Course Name and Course Code:

.....

Prof. Shri/Shrimati :

has completed work of assessment/moderation of answer books as follows.

He / She has come from (Head Office) and
assessed/ moderated during/...../20 To /..... / 20

The TA (to and fro) and DA as of dates i.e., TA
of total days to be given.

He / She has come to the local assessment centre and assessed/ moderated during
...../...../20 To /..... / 20

The TA (to and fro) and DA as of dates i.e., TA
of total days to be given.

Details of work as Valuation/Moderation/Subject Expert-

Total Answer books assessed.

Total Answer books moderated.

Valuated Answer books after found unevaluated portion.

The local conveyance/ TA and DA are sanctioned.

Date:

Signature of verifier

Coordinator, Assessment
Govt. College of Engineering
KARAD.

Format for report of visit by Flying Squad

Name of Flying Squad Members:-

1]

2]

3]

Sr. No	Date of examination	Department visited	Time	Flying squad observations	Signature on Head/ Nominee of concerned department

