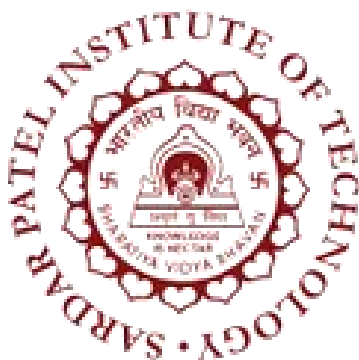


Bharatiya Vidya Bhavan's
SARDAR PATEL INSTITUTE OF TECHNOLOGY
Munshi Nagar, Andheri (W), Mumbai – 400 058.
(Autonomous Institute Affiliated to University of Mumbai)

2.5.1 Average number of days from the date of last semester-end/year-end examination till the last date of declaration of results during the last five years

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Bhartiya Vidya Bhavan's

Sardar Patel Institute of Technology

(Autonomous Institute Affiliated to University of Mumbai)

[Knowledge is Nectar]

EXAMINATION REGULATIONS 2022-23

FOR U.G. & PG PROGRAMS

w.e.f. A.Y. 2022-23



Preamble

Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology is an Autonomous Institute affiliated to University of Mumbai. This document has been published to enhance the quality of education and to reveal transparency, clarity and accuracy in academic activities at the Institute.

This official Examination Manual for under graduate as well as post graduate semester programs has been published for the use of administrators, teachers, administrative staff and learners. Degree is awarded by Mumbai University to the graduates after successful completion of the program.

Glossary:

1. **UG:** Undergraduate
2. **BOS:** Board of Studies
3. **AC:** Academic Council
4. **B.Tech:** Bachelor of Technology
5. **DAPC:** Department Academic Program Committee
6. **DTE:** Director of Technical Education (M.S.)
7. **SGPI:** Semester Grade Performance Index
8. **CGPI:** Cumulative Grade Performance Index
9. **COE:** Controller of Examination
10. **DEC:** Departmental Examination Coordinator
11. **EC:** Examination Committee
12. **ESE:** End Semester Examination
13. **COMP:** Computer Engineering
14. **IT:** Information Technology
15. **ETRX:** Electronics Engineering
16. **EXTC:** Electronics & Telecommunication Engineering
17. **CSE:** Computer Science and Engineering
18. **AIML:** Artificial Intelligence & Machine Learning
19. **CSDS:** Data Science
20. **HOD:** Head of the Department
21. **TPO:** Training and Placement Officer
22. **ISE:** In Semester Evaluation
23. **MSE:** Mid-Semester Examination
24. **ESE:** End Semester Examination
25. **University:** Mumbai University
26. **BS:** Basic Sciences
27. **ES:** Engineering Sciences
28. **HSS:** Humanities and Social Sciences



29. OE: Open Elective

30. LLC: Liberal Learning Courses

1. Examination Committee (EC)

1.1 The constitution of EC: The structure of EC is as follows

- a) Director / Principal (Chairman)
- b) Dean Academics
- c) Controller of Examination (COE): Member Secretary
- d) University Nominee [COE of Mumbai University (MU) or his nominee not below the rank of Deputy Registrar]
- e) One expert possessing ten years of industrial/field experience nominated by the Chairman.
- f) Department Examination Co-ordinators (DEC)

1.2 The Powers and Duties of EC:

- 1. The EC shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
- 2. The EC shall recommend examination reforms and shall implement them after approval of academic council.
- 3. The EC shall prepare the detailed time table of examinations as per the schedule approved by academic council.
- 4. The EC shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.
- 5. **Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by Chairman, EC as and when required to deal with the complaints related to the conduct of examinations.**



6. The recommendations of the CRC shall be approved by the Chairman, EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC.
7. For any meeting of EC, one-third members shall constitute a quorum. However, the same meeting shall be held after 30 minutes of the scheduled time, for which, no quorum shall be applicable.
8. The members of EC shall meet at least twice during the academic year and at other times as and when necessary.
9. The various formats shall be prepared by EC for record keeping and monitoring all examination related activities.
10. The EC shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.
11. COE shall be assisted by the department exam coordinators (DEC) for carrying out the following activities during examinations.
 - i. Paper Setting and Printing
 - ii. Examinations (Theory)
 - iii. Examinations (Practical, Project/Dissertation, seminar, online examination)
 - iv. Assessment of answer books
 - v. Preparation and declaration of provisional grades
 - vi. Preparation and declaration of final results

2. General Guidelines Registration and Examination:

2.1. Criteria for Registration and Re-registration in a program

After completion of the valid period of the first registration for a particular program, if a student has failed to earn the required number of credits for completion of that program, he/she can get



re-registered for a specified period, depending on the duration of the program. Such re-registration facility is available only once and immediately after the expiry of the valid period of the first registration.

Valid period of first Registration for B. Tech: 6 Years (For lateral entry students: 5 Years)

Valid period of first Registration for M. Tech: 4 Years

Valid period of first Registration for MCA: 5 Years

Valid period of Re-registration for all programs: 2 Years

- Re-registered candidates will have to undergo an internal assessment system and appear in End-Semester Examinations along with the regular students. Re-registration shall not be deemed as discontinuity in the studies.
- A student, who discontinues the academic program for any reason and rejoins the program at a later date, shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her rejoining the program.

2.2 Attendance Requirements

A student must maintain 100% attendance separately in lectures, tutorials and practical classes for a course. A relaxation up to 25% approved by the H.O.D is allowed for medical emergencies, family issues, representing the institute in extracurricular and cocurricular activities, workshops, competitions or hackathons. Student must take prior permission in writing from the HOD/Dean Academics to participate in the various University/State/National level, educational events.

75% attendance is mandatory to appear for the End Semester Examination.

2.3.Examination fees structure per course

- Regular Examination : No exam fees
- Re-examination fee(Failed in earlier examination) : Rs. 500/-
- Grade improvement examination fees per course : Rs 1000/-
- Medical reasons/Personal Emergency Re-examination fee: Rs 1000/-



- Detained students Re-examination fee: 5000/-
- Special Examination fee: Rs 8000/-

3. Performance Evaluation

3.1 In-Semester Evaluation (ISE): shall be conducted exclusively by the subject teacher, who shall spell out the components of ISE in advance, maintain transparency in its operation, declare the evaluation results in time and return the answer scripts and assignment sheets to the students on a regular basis after the evaluation is completed. The following are the suggested (Indicative) modes of ISE:

- Multiple Assignments
- Open Book Examination
- Presentation
- Quiz
- Oral (internal/external)
- Group Discussion/Activity
- Project/Program/Design
- Attendance in theory sessions
- Peer Evaluation
- Any other way

3.2 Mid-Semester Evaluation (MSE): To be normally conducted in the mid of the semester, schedule of which will be announced by the Controller of Examinations at least one week in advance and the MSE examination will be conducted by the department. Question papers for MSE must be set after mutual discussion by all faculty teaching a specific course based on 40-50% of the syllabus. The paper will be of 1 hour duration and 20 marks.

3.3 End Semester (Regular) examination

Regular examinations will be conducted at the end of each semester. Those students whose name is appeared in the defaulter list received from the department will not be allowed to attempt the regular examination. This shall include a written examination of 3 hours duration of 100 marks for theory courses. For Lab ESE practical examination or oral examination or Quiz may be conducted.

3.4. Re-examination





Students, detained due to absence also referred to as defaulter are allowed to appear only in Re-examination.

The students who are unable to attempt due to medical reasons or those students who are declared as "failed" in the recently conducted End Semester (Regular) examination can attempt the Re-examination. This examination is also allowed to those students who have passed the End Semester (Regular) examination and wish to reappear the examination for the "Grade improvement purpose". **Grade improvement examination will be scheduled either along with re-examination or special examination as the case may be. All students who will attempt the re-examination will have a grade penalty of one grade.**

3.5 Special Examination

Grade penalty is applicable to students who adopt unfair means in the examinations and they shall appear only in Special Examination to be conducted at the end of the academic year and pay the appropriate exam fee.

This examination will be for those students who failed or remained absent in the End semester (Regular) Examination as well as Re-examination can attempt the "Special Examination". All students engaged in malpractice during odd and even semester MSE/ESE are eligible to appear only in "Special Examination". This examination will be conducted at the end of each academic year and not at the end of odd or even semesters. **All students who will attempt the special examination will have a grade penalty of one grade.**

All Theory examinations(Regular ESE, Re-examination or Special Examination) will be of 3 hours duration and 100 marks each.

3.6 Evaluation of Final year/Mini Project work: The project work shall be normally conducted in four phases, spread over two semesters.

- i. **ISE evaluation:** The student shall be required to present the work done before an Internal Project Evaluation Committee
- ii. **ESE evaluation :** The student shall be required to present the work done before an Project Evaluation Committee consisting of an external examiner and project guide

3.7 Evaluation of Internship:

The guidelines for students undergoing a 6-months long internship will be available on the institute website by the TPO/Internship coordinator. Students should refer to the guidelines from time to time.

4. Passing Criteria



ESE Passing Criteria: End semester examination(ESE) is a separate passing head. The student needs to score a minimum passing mark of median ESE/2 in ESE as well as minimum passing marks of median/2 out of 100 in the total marks of all theory or laboratory courses.

A student who is declared failed since the total marks scored by the student in the course is less than minimum passing marks of median/2 in spite of passing the ESE exam, then student has to appear for a re-examination for Theory ISE or Lab ISE and ESE as the case may be as scheduled by the course instructor.

5. Grading System:

- The Institute shall follow the **hybrid grading policy**, that is the combination of absolute and relative grading systems. It is relatively bounded but absolutely bracketed.
- For any course, GRADE will be awarded based on the performance on the SCALE of 100. Weightage for Theory is 60% and 40% while lab is 80% and 20%. The overall weightage is calculated based on the number of credits assigned, whether courses have both theory and practical or only theory courses, only tutorial or lab courses as shown in Table 1. Faculty have liberty to modify the weightage in only lab or tutorial lab courses with prior approval from Dean Academics and Principal.
- The Department Academic Program Committee (DAPC) will study the marks obtained by the entire class and decide the score. AB grade will be awarded to that score. Let this score be S_A . S_A will not be more than the top score of the class. It can be equal to or lower than the top score.

Table 1: Sample Weightage Calculation based on Credits

	Credits theory	Credits tutorial	Credits lab	ISE_theory weightage/tutorial weightage	MSE theory weightage	ESE weightage/	LAB ISE weightage/tutorial weightage	LAB ESE weightage
	3	0	1	15	15	45	20	5
	2	0	1	13	14	40	27	6
Comm Skills	1	0	1	-	-	-	100	-

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	1	0	0	20	20	60	-	-
	2	0	0	20	20	60	-	-
	3	0	0	20	20	60	-	-
	0	1	1	50	-	0	40	10
	2	1	0	13	14	45	33	-
HSS	2	0	0	100				
Mob programming	0	0	2	-	-	-	75	25

(d) All the students who have scores more than S_A will receive the AA (Top Grade).

(e) All the students who have scored below half median of the class in ESE examination ($< M_ESE/2$, where M_ESE is the ESE Theory median of the class)

or

below half median of the class in total marks assigned to the course. ($< M/2$, where M is the median of the total marks of the class) will be declared failed with grade FF.

(f) The range between S_A and $M/2$ will be divided in 6 equal intervals and will be allotted these grades chronologically.

(g) A student is considered to have completed a course successfully and earned the credits if he/she secures a letter grade other than PN, 'X', NR, NP or FF in that course. Letter grade FF in any course implies failure in that course.

Table 2: Grade Definitions

Grade	Points	Definition
FF	00	All the students who have scored below half the median of the class or have adopted unfair means will be declared failure in the course. ($< M/2$, where M is the median of the class)
AA	10	All the students who have scores more than S_A will receive the AA. (Top Grade)

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AB (S _A)	09	The range between S _A and M/2 will be divided in 6 equal intervals and will be allotted these grades chronologically. The bottom limits for these grades will be as follows: M/2.....DD M/2+I1.....CD M/2+I2.....CC M/2+I3.....BC M/2+I4.....BB M/2+I5.....AB
BB	08	
BC	07	
CC	06	
CD	05	
DD	04	
X	0	Defaulter
NP	0	Absent
PN	-	pending
NR	-	not registered

- (h) The Transitional Grades PN shall be awarded by the teachers in the following cases:
- Grade PN to a student only on satisfactory attendance at classes and performance in other components of assessment, but absence from ESE in a semester for valid and convincing reasons acceptable to the Department, such as,
 - Illness or accident, which disabled him/her from appearing at the examination;
 - A calamity in the family at the time of the examination, which required the student to be away from the Institute.
 - All the PN, NP and X grades awarded to the students shall be converted by the teachers to appropriate letter grades and communicated to the Academic Section after the respective Re-examination ESE at the end of the semester. Any outstanding PN and X grades that are present after the last scheduled Special examination ESE at the end of the academic year shall be automatically converted to FF grade.
- (i) A *Semester Grade Point Average* (SGPA) shall be computed for all the students in a Department for each semester, as follows:

$$SGPA = \frac{\sum_{i=1}^n C_i * GP_i}{\sum_{i=1}^n C_i}$$

where C_i is Credits for the course, GP_i is the grade point obtained for the course and n is Number of courses registered in the semester.

A *Cumulative Grade Point Average* (CGPA) shall be computed for all the students in a Department at the end of each academic year by taking into consideration their performance in the present and the past semesters as follows:





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

where m is the number of courses registered up-to that semester, Cij is the credit of jth course in ith subject, and GPij is Grade Points obtained in the jth course in ith semester.

- (i) Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such for ease of presentation. Whenever the CGPAs are to be used for the purpose of determining the merit ranking in a group of students, only the rounded off values shall be made use of.
- (j) When a student gets the grade PN or X for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester shall be tentatively calculated ignoring the PN and X graded course(s). The SGPA and CGPA for that semester shall be finally recalculated after conversion of PN and X grade(s) to appropriate grade(s), considering the converted grade(s).
- (k) It shall be open to each student to take additional courses such as MINORS from the fourth semester onwards, with the concurrence of the Faculty Advisor. While the performance of the student in such courses shall be included in the Grade Card, they do not contribute to SGPA or CGPA of the concerned student.
- (l) The CGPA, SGPA and the grades obtained in all the courses in a semester will be communicated to every student at the end of every semester, except VIIIth semester, through a grade sheet. In its place a consolidated grade sheet (with 160 credits) will be issued in the final semester. This consolidated grade sheet supersedes all the earlier grade sheets.
- (m) Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these grade point averages are to be used for the purpose of determining the inter-se merit ranking of a group of students, only the rounded off values will be used.
- (n) CGPA to Marks Conversion: CGPA shall be converted into percentage marks, if required, using the following formula:

$$\% \text{ marks} = (CGPA - 0.5) \times 10$$

- (o) Specially abled students shall be given grace marks up to 5% of the total marks in a semester across all courses in the semester.

7. MOOC/SWAYAM / NPTEL COURSES:

A student may complete SWAYAM-NPTEL courses for HSS or Open Elective as mentioned in the curriculum and transfer equivalent credits to partially complete the mandatory credit



requirements of the concerned B.Tech. Program. (For example, 1 credit course is equivalent to 4-week course of SWAYAM/ NPTEL)

Before the commencement of each Semester, Parent Department shall release a list of SWAYAM-NPTEL courses approved as Departmental Elective/ Open Elective courses /MNC courses.

A student shall only request for transfer of credits from such notified SWAYAM-NPTEL Courses as published by the concerned Departments.

SWAYAM-NPTEL Courses are considered for transfer of credits only if the concerned student has successfully completed and obtained the SWAYAM-NPTEL Certificate to this effect.

The credit equivalence for SWAYAM-NPTEL Courses: 12 weeks – 3 credits; 8 weeks – 2 credits; 4 weeks – 1 or 0 credits.

The grading system for such SWAYAM-NPTEL Courses with transfer of credits is specified in Table 3 given below:

**Table 3: Grading System for SWAYAM-NPTEL
(HSS/Open Electives/Program Electives) Courses**

Final Score on the SWAYAM-NPTEL Certificate	Grade Awarded
86% and above	AA
From 71% to 85%	AB
From 61% to 70%	BB
From 56% to 60%	BC
From 51% to 55%	CC
From 46% to 50%	CD
From 40% to 45%	DD
0-39%	FF
Pending	PN

A student must submit the original SWAYAM-NPTEL Course Certificates to the controller of Examination. On verification of the SWAYAM-NPTEL Course Certificates equivalent Credits will be assigned in the grade card.



A student may submit a request for credit transfer from SWAYAM-NPTEL Courses before the last instruction day of each Semester of the B.Tech. program/MCA program as specified in the Academic Calendar.

LLC (Life Literature Culture) Courses are skill-based courses focused on the actual activities to be performed during the sessions and its practice at home. Hence their grading system is having little difference as compared to that of MOOC (NPTEL) courses. The table below indicates the proposed grading scheme for the LLC courses.

Students who have NG/FF in seva satva need to apply for additional course in the next semester when the Seva satva coordinator floats the google form. You will have to repeat a course allotted by the co-ordinator and complete it in the next semester.

Remember to check your result status when the faculty coordinator shares the final marksheet. If you have less than 40/100 in seva satva, you have to repeat the course.

Those students who have HSSE NG/FF, contact Dr. Sutar for further re-examinations. You have 3 options, you may choose what suits you best.

1. Complete an equivalent NPTEL course after intimation to Dr. Sutar. If you fail to register for NPTEL examination and only complete assignments, you will be declared failed again. Inform Dr. Sutar and CoE in writing if you are dropping out of a NPTEL course mid way. As soon as certificate is obtained from NPTEL, **submit hardcopy of NPTEL certificate with UID, name, sem, Branch written on it in exam section.**

2. You may pay a fee of Rs 5000/- in the exam section as supplementary/remedial classes fee as per deadline given. Contact Dr. Sutar who will arrange remedial lectures by the course coordinator. They will conduct a few lectures and give assignments/Projects which have to be submitted to the course teacher. The time table, deadline will be communicated by Dr. Sutar.

3. If you have not chosen option 1 and fail to register for remedial courses, then you can opt to enroll when the course you have failed is offered again in later semesters. You don't have to pay any extra fees. If any HSS course is ongoing, approach Dr. Sutar and enroll yourself for it if applicable.

Seva-Satva	Grade Awarded
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86% and above	AA
From 71% to 85%	AB
From 61% to 70%	BB
From 56% to 60%	BC
From 51% to 55%	CC
From 46% to 50%	CD
From 40% to 45%	DD
0-39%	FF
Pending	NG

8. Promotion Rules

- From I Year to II Year:** To be able to register in the Second Year (IIIrd semester), a student should have completed, with DD or better grade, at least 22 credits at the end of first year including Induction program in Ist Year I Semester, IInd Semester, re- examination and special examination put together.
- From II Year to III Year:** For promotion to Third year, a student should have (i) Cleared all the Course Work requirements of Ist Year including and (ii) passed, with DD or better Grade, at least 28 credits in IInd Year including re- examination and special examination.
- From III Year to IV Year:** For promotion to Fourth year, a student should have (i) Cleared all the Course Work requirements of Ist Year, IInd Year and (ii) passed, with DD or better Grade, at least 28 credits in IIIrd Year re- examinations and special examination.
- ODD to EVEN Semester:** There are no restrictions for promotion from odd semester to even semester in an academic year.

Withholding of Grades: The Grades of a student in a semester shall be withheld and not declared if the student fails to pay the dues to the Institute or has disciplinary action pending against him/her.

9. Award of Class





First Division with Distinction: A student who has passed all the courses without securing PN, X, or FF Grades during the period of study and with a **CGPA of 8.00 and above** is considered eligible for the award of First Division with Distinction.

First Division:

- a) If a Student has withdrawn temporarily from the Institute on the grounds like prolonged illness, grave calamity in the family or any other serious happening for integral multiples of a semester, even if he/she gets a **CGPA of 8.00** or more will be eligible for the award of First Division only.
- b) A student with a CGPA of 6.50 and above but less than 8.00 is considered eligible for the award of First Division.

Second Division: A student with a CGPA of 5.00 and above but less than 6.50 is considered eligible for the award of Second Division.

Third Division: A student with a CGPA of 4.00 and above but less than 5.00 is considered eligible for the award of Third Division.

10. Eligibility for the Award of Degree

A student shall fulfill the following requirements for the award of the B.Tech. degree:

- a) Credit Requirements: Minimum Earned Credit Requirements for the award of Degree is 160 with a CGPA of *not less than 4.00*. Each student for the B. Tech, Degree award shall be required to earn a total of 160 credits during his/her studentship at the Institute. While a student can register for more than 160 credits at the Institute, only 160 credits shall be considered for the Degree award.
- b) A student shall also complete the specified mandatory non-credit courses satisfactorily
- c) The minimum duration for a student for complying with the Degree requirement is *FOUR* academic years from the date of first registration for his/her first semester.
- d) The maximum duration for a student to comply with the Degree requirement is *SIX* academic years from the date of first registration for his/her first semester.
- e) In case the student opts for Honors/Minor certification schemes from 4th to 8th semester, he/she must earn additional 12 stars to qualify for such certification.

11. Grade improvement during the 4 year graduation period

- a) For grade improvement students who have secured CC to FF grade in a course in a semester, can appear for such grade improvement examinations in the same academic year as per the schedule announced by the Controller of Examination.
- b) Grade penalty of one grade is applicable in such cases.
- c) Students who improves his/her CGPA will be issued fresh mark lists by the institute. These



mark lists will

have star against the subjects for which he/she has appeared for grade improvement and will state “*Grade Improvement*”.

12.General Rules and Instructions for Open House

1. **Students’ grievances will not be resolved on the spot** and the students will have to fill Grievance Form made available in the room by the respective teacher. Any grievance listed below related to marking scheme and assessment should be notified in Grievances Form
 - a. Totalling mistake
 - b. Some part of answer not assessed or you expect more marks than what is given
 - c. **Note, the entire paper will not be rechecked, only specific sub questions in which you feel you have grievance.**
 - d. **If student grievance consists of more than 75% of the questions or all sub questions (ie. entire paper) or then the re-evaluation fee has to be paid.**
 - e. Mention question number without fail, else no checking will be done.
2. Students are required to fill **Grievance Form separately for each subject** and submit to the faculty/staff present in the classroom. Pens will be provided by college to fill the Grievance Form

Example to fill grievance form

Q3a not checked

or

Q3a ... 2 more marks expected

or

Q3a totalling mistake.

3. Submissions of the Grievance Form should be done in class room itself and will not be entertained afterwards.
4. All the grievances will be scrutinized by the course faculty and appropriate decisions will be taken.
5. The change in marks if any, will be displayed on the exam section notice board or revised results will be mailed to you. No personal / telephonic enquiry regarding this will be solicited.



6. **Papers will not be shown again after rechecking.**
7. **The decision of the committee covering all the queries will be treated as final**
8. Students are expected to come to see their answer books in person on the Open Day as per specified time table which will be communicated by the department. No query regarding any paper will be entertained after the allotted date and time for a respective course.
9. **Students are strictly not allowed to discuss and compare their respective answer papers in the open house session. If found to do so, the faculty incharge of the session has the right to ask them to leave the session.**
10. **Students are expected to carry only photocopy of synoptic and question paper with them and no other material such as carry pen, pencil or any other writing material or mobile phones with them**
11. No one other than the student is allowed to attend the Open Day; including Parents, Guardians, Friends or any other student representative.
- 12.
13. All the students are required to sign on an attendance sheet at the venue (class room) where the answer books will be shown to them.
14. **Tampering** of answer book with pen, pencil, using any writing material or other means will be strictly reviewed. If so found, then suitable disciplinary action will be taken and it will be considered as Unfair Means.
15. All instructions mentioned in notice should be followed strictly.

13. Unfair Means/Malpractice at Examination

13.1 General

Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982, providing prevention against Malpractices at the University/College/Board Examinations. Under the section of this 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 offense. For implementation of the act following procedure shall be adopted



13.2 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, **Complaint Redressal Committee (CRC) shall be the competent authority**. This 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 unfair means at examinations.

13.3 Procedure for Dealing with Cases of Unfair Means at Examination Hall

In case of unfair means at examination hall, coordinator examination shall adhere to the following procedure.

The student shall be called upon to surrender the material found in his /her possession, if any, and his/her answer book to coordinator examination.

Signature of the concerned examinee shall be obtained on the relevant material and list thereof. Concerned invigilator shall also sign on all relevant materials and documents besides counter signature of coordinator examination.

The answer book of the concerned examinee shall be confiscated along with unfair means material. This shall be marked as “Suspected Unfair Means Case”. A Statement of the examinee in prescribed form shall be obtained and he/she shall be issued a fresh answer book, if necessary, duly marked as “Second Answer Book”.

An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her. He/She shall then be allowed to continue with his/her examinations.

Statement of the concerned invigilator in prescribed form, shall be obtained by coordinator examination who subsequently shall make forwarding remarks in the same format. If the examinee refuses to make statement or to give undertaking, the concerned invigilator and coordinator examination shall record accordingly on the same form.

Show-cause notice shall be issued to the examinee in prescribed form instructing him/her to appear before CRC.

In the case of impersonation or violence, the concerned examinee shall be expelled by coordinator examination from the examination and shall not be allowed to appear for remaining examinations of that semester. A report to this effect with the action taken shall be sent to the COE.

All the materials, statement and undertaking of examinee and statement of Invigilator along with the forwarding remarks of coordinator examination shall be forwarded by coordinator examination through coordinator examination to COE in separate and confidential sealed envelope marked with “Unfair Means Case”.



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 coordinator examination to the COE.

COE after finding the prima-facie of the case of malpractice received from coordinator examination shall send it to CRC. Controller of Examinations or his/her representative shall present the case of malpractice before CRC and shall deal with the case till it is finally disposed of.

13.4 Procedure for Dealing with Unfair Means at Assessment Centre

During the assessment of answer books, if examiner suspects that there is prima-facie evidence that the examinee/s, whose answer book/s the examiner is assessing, appear/s 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 COE who shall then forward the case in separate sealed envelope marked with "Suspected Unfair Means Case" to CRC.

If any staff is found involved in any type of malpractice/unfair means, COE shall report the case to CRC for further action.

COE or his/her representative shall present the case of malpractice before CRC and shall deal with the case till it is finally disposed of.

13.5 Procedure to be followed by Complaint Redressal Committee (CRC)

A. For the purpose of investigating unfair means resorted to by examinee/s at the written MSE/ESE examination:

The EC shall appoint CRC which shall function as a body to investigate into 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.

The CRC shall then issue final order/s with regard to the penalty action to be taken against the implicated examinee/persons.

The CRC shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means as prescribed by Examination Manual. However, depending on the situation, the committee may quantify the severity of the punishment.

As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges leveled against 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.

After issuing show cause notice if the implicated examinee fails to appear before committee on the day at specified time and venue 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.

In disciplinary action against a concerned implicated student/examinee/person, the committee shall have rights to cancel institution scholarship/s or awards or prizes or medals etc. achieved by him/her in that examination.

The committee shall dispose of the case within one week, from the last date of examination and in no case later 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 Dean (Academics), COE and the person through whom the case was initiated.

B. For Unfair Means in Conduct of Practical Examination:

DEC shall be the competent authority to take action on the student who has been caught in copying or involved in any type of malpractice in practical examinations. DEC shall obtain the statement of such student in the prescribed form and the statement of invigilator with forwarding remarks of the Head of the concerned Department. In cases such as violence or any other serious matter where it is felt necessary to take severe action, DEC shall refer the case to the COE.

13.6 MALPRACTICES

Students are not allowed to leave the Examination Hall without submitting the answer script. They will not be permitted to enter the examination hall after 30 minutes of commencement of the examination and to leave the examination hall before 30 minutes of the closure of examination.

The nature of malpractice and the minimum punishment are indicated in the following table:

Sr. No.	Nature of the Malpractice	Punishment
1	Taking out, used or unused answer booklets outside the examination room.	Fine of Rs. 1000/- per paper. In case of used answer booklets, in addition to the above, the candidate shall be awarded an F Grade in that subject.



2	Verbal or oral communication with neighboring students after one warning.	Taking away the answer script and asking the student to leave the hall.
3	<p>Possession of any incriminating material inside the examination hall (whether used or not) For Example: written or printed materials, bits, writings on scale, calculator, hand kerchief, dress, part of the body and hall ticket etc.,</p> <p>Exchange of question papers and other materials with some answers. Exchange of question papers and other materials with some answers.</p>	<p>In case of continuous evaluation, zero marks will be awarded in that examination.</p> <p>In case of End semester examinations, award FF Grade. The candidate may be allowed to appear for only Special examination</p>
4	<p>Possession of answer book of another candidate.</p> <p>Giving answer book to another candidate.</p>	The candidate shall be awarded zero marks in that examination and he/she shall be awarded FF Grade in that particular subject.
5	<p>Misbehavior in the examination hall (unruly conduct, threatening the invigilator, or any other examination officials or other students).</p> <p>Repeated involvement in malpractices 2 to 4 above.</p>	Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However, such students may be permitted to appear for re-examinations of the previous semesters.
6	Cases of impersonation	<p>Handing over the impersonator (outsider) to the police with a complaint to take appropriate action.</p> <p>Cancellation of all examinations (all papers registered) for the bonafide student for whom the impersonation was done and further the bonafide student will be debarred from</p>





		<p>continuing his/her studies and writing all examinations for two years.</p> <p>If a student of this institute is found to impersonate a bonafide student, the impersonating student will be debarred from continuing his/her studies and writing all examinations for two years.</p>
7	Physical assault causing injury to the invigilator or any examination officials or other students.	Rustication from the Institute.

For any other type of malpractices reported, The Malpractice and Disciplinary Action Committee (Academic) may recommend appropriate punishment.

Grade Calculation Example

For any course, GRADE will be awarded based on the performance on the SCALE of 100. Weightage for Theory is 60% and 40% while lab is 80% and 20%.

The overall weightage is calculated based on the number of credits assigned, courses that have both theory and practical or only theory courses, only tutorial and lab courses. Faculty have liberty to slightly tweak the ratio in only lab or tutorial lab courses.

Irrespective of Marks of any evaluation component, weightage applies as mentioned above.

Example if the course has 3 credits for theory and 1 credit for practical.

3 0 1 ($\frac{3}{4}$ th weightage to theory and $\frac{1}{4}$ weightage to lab)

75% theory 25 % lab

Theory

60% ESE and 20% ISE and 20% MSE





$$0.6 \times 75 = 45\%$$

$$0.2 \times 75 = 15\%$$

Lab

20% ISE

5% ESE

$$0.8 \times 25 = 20\%$$

$$0.2 \times 25 = 5\%$$

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Sardar Patel Institute of Technology, Mumbai

Policy for END SEMESTER EXAMINATION, Even Semester of 2020-21

1. Outgoing students (Final year B. Tech.)

(A) **Category-I Students** (who are doing full semester internship); The presentation on the internship to a specially constituted committee and subsequent viva-voce will be carried out **during 15th to 25th June**, completely on ON-LINE mode using appropriate technology. The students are expected to submit the soft copy of the report as per institute guidelines on or before **10th June 2021**. The committee's evaluation will be treated as external evaluation. The evaluation of the candidate by the industry supervisor/manager as per the prevailing norms of the company will be treated as the internal evaluation. The students will be graded on the combined performance.

(B) **Category II students** (who have not opted for the semester long industry internship);

- **Oral, practical, for all laboratory courses** will be conducted **ONLINE** by the respective departments (**From 26th April to 30th April**). For every evaluation, besides the internal examiner (normally a course teacher), additional external examiner will be appointed. If it is not convenient to invite the external examiner for whatever reasons, SPIT faculty of respective domain will be invited.
- **Project examination** will take place between **17th May to 22nd May 2021**. Students need to submit the soft copy of the project report adhering to the institute guidelines before **13th May 2021**. A committee of three members (project guide, internal examiner from SPIT, and external examiner from industry/institutions) will evaluate the students based on the presentation and viva-voce.
- **Theory courses:** The 40 % weightage will be for internal evaluation (ISE+MSE) and must be completed by **23rd of April 2021**. The ESE will be conducted during **3rd to 8th May 2021**, in the form of Open Book exam and/or Viva (Internal + External) in online mode..
- If any student of this category has back logs of previous semesters, the examination for those backlogs will be conducted in the month of **June**.
- In case of failure in any course, a special examination will be arranged in the month of **July**.

2. **Outgoing Students (Second year M. Tech):** These students will submit the soft copy of the Dissertation on or before **19th June 2021**. A committee of three members (project guide, internal examiner from SPIT, and external examiner from industry/ institutions) will evaluate the students based on the presentation and viva-voce (**From 23rd June to 28th June 2021**). The combined performance of this evaluation and the internal evaluation so far will be used for the grading of the students. If any corrections are suggested by the examiner in ESE, it should be corrected, and the thesis should be submitted latest by **30th June 2021**.

3. **Outgoing Students (Third year M.C.A):** The presentation on the internship to a specially constituted committee and subsequent viva-voce will be carried out during **15th to 25th June 2021**, completely on ON-LINE mode using appropriate technology. The students are expected to submit the soft copy of the report as per institute guidelines on or before **10th June 2021**. The committee's evaluation will be treated as external evaluation. The evaluation of the candidate by the industry supervisor/ manager as per the prevailing norms of the company will be treated as the internal evaluation. The students

will be graded on the combined performance.

4. Intermediate Students (S.Y., T.Y Engineering, S.Y. MCA)

- (a) Theory Courses: The in-semester performance (ISE+MSE), will be of 40 % weightage. End Semester Evaluation **(ESE) will be of 60 percent weightage** and will be conducted **in online mode during 10th to 16th May**.
- (b) The 40:60 pattern is also applicable for **Open Electives**. Out of total 70 marks 30 marks ISE and 40 for ESE. (e.g. if ISE is taken for 60 marks, scale down it to 30).
- (c) Laboratory Courses / Projects: The in-semester performance (ISE+MSE), will be of **60 to 80 % weightage**. End Semester Evaluation **(ESE) will be of 20 to 40 percent weightage and will be conducted in online mode during 3rd to 8th May**.

For every evaluation, besides the internal examiner (normally a course teacher), additional external examiner will be appointed. If it is not convenient to invite the external examiner for whatever reasons, SPIT faculty of respective domain will be invited.

5. Intermediate Students (F.Y. Engineering)

- (a) Theory Courses: The in-semester performance (ISE+MSE), will be of 40 % weightage. End Semester Evaluation **(ESE) Will be of 60 percent weightage** and will be conducted **in online mode during 10th to 16th May**.
- (b) Laboratory Courses: The in-semester performance (ISE+MSE), will be of **60 to 80 % weightage**. End Semester Evaluation **(ESE) will be of 20 to 40 percent weightage and will be conducted in online mode from 16th May 2021 onwards (preferably on Saturday / Sunday)**. For every evaluation, besides the internal examiner (normally a course teacher), additional external examiner will be appointed. If it is not convenient to invite the external examiner for whatever reasons, SPIT faculty of respective domain will be invited.

6. Intermediate Students (F. Y. M. Tech.)

- (a) Theory Courses: The in-semester performance (ISE+MSE), will be of 40 % weightage. End Semester Evaluation **(ESE) will be of 60 percent weightage** and will be conducted **in online mode from 17th to 22nd May 2021**.
- (b) Laboratory Courses: The in-semester performance (ISE+MSE), will be of **60 to 80 % weightage**. End Semester Evaluation **(ESE) will be of 20 to 40 percent weightage and will be conducted in online mode from 22nd May 2021 onwards**. For every evaluation, besides the internal examiner (normally a course teacher), additional external examiner will be appointed. If it is not convenient to invite the external examiner for whatever reasons, SPIT faculty of respective domain will be invited.

7. Intermediate Students (F.Y. MCA)

- (a) Theory Courses: The in-semester performance (ISE+MSE), will be of 40 % weightage. End Semester Evaluation **(ESE) Will be of 60 percent weightage** and will be conducted **in online mode from 17th to 22nd May 2021**.
- (b) Laboratory Courses: The in-semester performance (ISE+MSE), will be of **60 to 80 % weightage**. End Semester Evaluation **(ESE) will be of 20 to 40 percent weightage and will be conducted in online mode from 10th May to 16th May 2021**. For every evaluation, besides the internal examiner (normally a course teacher), additional external examiner will be appointed. If it is not convenient to invite the external examiner for whatever reasons, SPIT faculty of respective domain will be invited.

8. Summer Term:

- (a) **For T.Y. Engg. (Cat1):** The summer term especially for **Cat I** students (present third year students who opt for a semester long internship in industry or other institutes or at SPIT) will be from **17th May to 14th August 2021**. The HoDs and Dean Academics will declare the allotment of courses floated for such students and the summer-term time-table before 5th May 2021.

For Cat1 as well as Cat 2, left out courses (ABL3 and MEC-language) will be conducted on **Saturday / Sunday** during 17th May to 14th August 2021.

- (b) **For F. Y. B. Tech.:** All FY B. Tech Students will complete their second semester in online mode (all subjects for which online learning is possible) from **24th May to 15th August 2021**. HoD- ASH and Dean Academics will declare the summer-term time-table before 15th May 2021.

- (c) **D.S.E.:** Direct Second Year (DSE/ Lateral Entry) students will complete their 3rd Semester and Foundation of Mathematics-II from **17th May to 14th August 2021 (Monday to Friday)**.

- (d) **For S.Y. (UG) and FY (M. Tech. / MCA):** All SEVA / SATVA activities to be completed from **17th May to 14th August 2021**. Language Courses (HSS-I) will be conducted on **Saturday / Sunday from 17th May to 14th August 2021**. Other HSS-I courses and left out courses will be conducted on week days during the same duration.

Table 1: Summary of Exam Schedule and Summer Term:

	ESE (Theory)	ESE (Lab)	ESE (Project)	Summer Term
FE	First Sem. 10 th to 16 th May Second Sem. 23 rd to 30 th August	16 th May onwards	Capstone Project (From 16 th May to 14 th August)	From 24 th May to 15 th August (Second Sem. With extra Lectures +SEVA/SATVA)
SE	10 th to 16 th May	3 rd to 10 th May	3 rd to 10 th May	From 17 th May to 14 th August (Second Sem. With extra Lectures +SEVA/SATVA +HSSE)
SE lateral	10 th to 16 th May	3 rd to 8 th May	3 rd to 10 th May	Semester 3 and Summer, from 17 th May to 14 th August.
TE	10 th to 16 th May	3 rd to 8 th May	3 rd to 10 th May	From 17 th May to 14 th August + (ABL3 +MEC (Language Courses))
BE	3 rd to 8 th May	From 26 th April to 30 th April	17 th May to 22 nd May 2021	Internship Evaluation for Cat1: From 15 th June to 25 th June
FY MCA	From 17 th to 22 nd May	From 10 th to 16 th May	N.A.	Summer Term from 17 th May
SY MCA	10 th to 16 th May	3 rd to 10 th May	After 17 th May	Left out Courses from 17 th May
TYMCA	N.A.	N.A.	N.A.	Internship Evaluation 15 th June to 25 th June
FY M. Tech.	17 th to 22 nd May	22 nd May onwards	N.A.	From 17 th May to 14 th August (Nearly 1/2 Sem.)
SY M. Tech.	N.A.	N.A.	From 23 rd June to 28 th June 2021	N.A.

	Oral (Int. +Ext.) Result by 30 June (Meeting of academic Council and Presented)
	(Relative Grading)
	FY MCA college should continue till 8th May

Guidelines for online examination	<p>Following was the Conclusion after taking view from each department:</p> <p>This on line examination will be paper-pen typ. The examination will be proctored. At the beginning of each exam, an OTP will be send to the students, which they need to put on the every page of answer sheet at specified location.</p> <ol style="list-style-type: none"> 1. ESE will be conducted for 60 Marks. 2. Duration of the Exams will be 1 and ½ hours (90 Minutes). 3. Each ESE Exams will be divided into three Slots with three links: <ol style="list-style-type: none"> i. 1 slot of 20 MCQ questions for 20 Minutes. ii. 2 Slots of 30 Minutes (20 Marks each) based on specific one or more COs. iii. Between each slot there will be 5 minutes for uploading the answers. iv. Students need to upload the answer sheet in the given stipulated time of the slot only. v. Questions need to be framed considering the duration of time. 4. 3 times of Number of questions need to be framed in the Question bank for both Subjective and multiple types and then random selection from it. 5. CO and Difficulty wise different sub-categories need to be created for Question bank and random selection of questions from each individual category.
Guidelines for MCQ	<ol style="list-style-type: none"> a) No. of questions in question bank should be 3 times the quiz questions. b) Difficulty level with subcategory need to be framed in question bank. c) Sequential navigation needs to be followed. d) Different types of question should be there with multiple correct answers, match the column types of questions. e) Negative marking needs to be considered. f) Questions should not be downloaded (Not searchable on Web). g) Fill in the blanks/Problems/True or False types of question is encouraged with justification.



Dr. R. G. Sutar
Dean Academics



Dr. B. N. Chaudhari
Principal

Sardar Patel Institute of Technology, Mumbai

Policy for Evaluation of Even Semester of 2019-20

Preamble:

The whole world, including India, is passing through unprecedented difficult times due to the outbreak of COVID-19 pandemic. As all universities and colleges are closed due to national lockdown, the teaching – learning process and other academic activities have been badly disrupted. The schedule of Terminal Semester examinations has also got disturbed. In such scenario, it is joint responsibility of all the stakeholders to manage multiple key issues relating to academic activities in the institutions. It is glad to observe that SPIT faculty and student have shown extra ordinary courage and sincerity in ensuring that 100 % curriculum is completed. They have adopted the On-Line Teaching-Learning during 16th March to 1st April and 4th May till date. Feedback of faculty and students indicate that 100 % curriculum is completed almost for all the courses. Our faculty have demonstrated creativity and innovation while dealing this crisis. It is worth mentioning that few faculty have designed virtual experiments using open source tools While it was crucial to follow measures taken by the Government to contain the spread of COVID 19, it was also important to continue the educational process making effective use of technology and other available options and maintain academic standards and ethos of SPIT.

For whatever reasons, the end semester examination or terminal examination has a unique importance in our education system, even in autonomous institutions. We are glad that UGC, Government of Maharashtra and University of Mumbai, have declared guidelines regarding the examinations for the institutions including the autonomous colleges. SPIT has decided to follow these guidelines broadly and has articulated its policy towards the terminal/end semester examination for second term of academic year 2019-20, and subsequent gradation.

Policy

1. Outgoing students (Final year B.Tech)

- (A) **Category-I Students (who are doing full semester internship)**; Four fifth of the final year students of the engineering program are presently engaged in industry internship at various industries. The presentation on the internship to a specially constituted committee and subsequent viva-voce will be carried out during 22nd to 30th June, completely on ON-LINE mode using appropriate technology. The students are expected to submit the soft copy of the report as per institute guidelines on or before 15th June 2020. The committee's evaluation will be treated as external evaluation. The evaluation of the candidate by the industry supervisor/manager as per the prevailing norms of the company will be treated as the internal evaluation. The students will be graded on the combined performance.
- (B) **Category II students (who have not opted for the semester long industry internship)**; Nearly one fifth of students preferred normal semester (project work and few courses). The curriculum of all laboratory and theory courses is 100 % completed for

these students.

1

- **Oral, practical, for all laboratory courses** will be conducted **ONLINE** by the respective departments. For every evaluation, besides the internal examiner (normally a course teacher), additional external examiner will be appointed. If it is not convenient to invite the external examiner for whatever reasons, SPIT faculty of respective domain will be invited.
- **Project examination** will take place between 16th June to 21st June. Students need to submit the soft copy of the project report adhering to the institute guidelines before 15th June 2020. A committee of three members (project guide, internal examiner from SPIT, and external examiner from industry/institutions) will evaluate the students based on the presentation and viva-voce.
- **Theory courses:** The 40 % internal evaluation for the theory courses is completed so far (ISE1-10, MSE-20, ISE2-10). The ESE will be conducted in the first week of July as per the guidelines given by the Govt of Maharashtra/University of Mumbai. These guidelines are expected to be published on 20th June 2020. {Though, all students of Category II have requested to take the examination in early June, in ON LINE mode, the request can not be granted at this moment, in light of the guidelines issued by the Govt of Maharashtra and University of Mumbai}. The mid semester examination was conducted in conventional manner (paper and pen) and covered 50 % curriculum. In view of this, for this semester the weightage of the MSE is enhanced to the 30%, thus, elevating the in-semester evaluation to 50 %. The ESE will have the weightage of 50 %.
- It is recently learned that the Higher and Technical Education Department of Maharashtra has requested the UGC for permission regarding rolling out final year students without end semester or terminal examination. Whatever is the outcome, SPIT will conduct **online** test for End Semester Examination for outgoing, interested students. The combined performance of In-semester evaluation and this on-line test, in the proportion of (50:50) will be used to grade the students. **Similarly, the gradation will also be carried out as per future directives from the Government. The best of these performances will be considered for final grading for these students.**
- If any student of this category, has back logs of previous semesters, the examination for those backlogs will be conducted in the month of August. • In case of failure in any course, a special examination will be arranged in the month of August.

2. **Outgoing Students (Second year M. Tech):** These students will submit the soft copy of the Dissertation on or before 15th June 2020. A committee of three members (project guide, internal examiner from SPIT, and external examiner from industry/institutions) will evaluate the students based on the presentation and viva-voce. The combined



performance of this evaluation and the internal evaluation so far will be used for the grading of the students.

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3. **Outgoing Students (Third year M.C.A):** The presentation on the internship to a specially constituted committee and subsequent viva-voce will be carried out during 15th to 30th June, completely on ON-LINE mode using appropriate technology. The students are expected to submit the soft copy of the report as per institute guidelines on or before 13th June 2020. The committee's evaluation will be treated as external evaluation. The evaluation of the candidate by the industry supervisor/manager as per the prevailing norms of the company will be treated as the internal evaluation. The students will be graded on the combined performance.

If any student has back logs from previous semesters, the examination for those backlogs will be conducted in the month of July.

4. **Intermediate Students (F. Y, S.Y., T. Y Engineering, M.Tech First Year, F.Y and S.Y of MCA)**

All students, including year drops, will be promoted to next year irrespective of number of backlogs of previous semesters and performance in this semester.

The performance of all intermediate students for this semester will be calculated as;

- (a) Considering the 50 % of **in semester performance** of various courses registered in this semester, and 50 % of **the performance in the past semester** (SPGA of the past semester. **The SGPA will be evaluated considering credits earned.** Thus, only those courses in which candidate has obtained the PASS grades will be considered in arriving at SGPA of the past semester). **The SGPA to percentage conversion will be computed as per the rules of Mumbai University, as follows;**

The percentage marks = (SGPA * 7.4 + 12), if SGPA is 7 or greater than seven, else,
= (SGPA * 7.1 + 12).

Thus, if a student has a SGPA of 7.9 in previous semester dropping the failed courses, if any, she is deemed to earn 35 marks out of 50 for each course in the current semester. Similarly, if the student has a SGPA of 6.95 in previous semester considering only credits earned, she is deemed to earn 31 marks out of 50 for each course in the current semester.

- (b) Considering the 100 % of in semester performance.

(c) Best of (a) or (b) performance will be used to grade the students.



- (d) The in-semester performance will consist of (ISE1-10, MSE-30, ISE2-10). Thus, for this semester, the weightage of the MSE will be elevated to **30 % instead of 20 %** as MSE was conducted in conventional manner and covered nearly 50 % syllabus. However, the course teacher will have freedom towards deciding this break up. For certain course it could be (10, 35, 5) or (10, 40, 0) or (20, 20, 10). Else someone may prefer to

3

stick to (10,20,10) and elevate this total to 50. Basically, the course teacher will look at the rigor at which the assessment for various components is carried out and will modulate the weightages in consultation with the HoD. The total in semester performance will be out of 50 in any case.

- (e) The laboratory courses will be graded solely based on the in-semester evaluation as carried out by the respective course teacher. It may be based on continuous evaluation up to 13th March (say for hardware laboratories), continuous evaluation till 22nd May (for software laboratories) or otherwise. Continuous evaluation may include viva, submission, report, assignments, etc. No end semester examinations will be conducted for the laboratory courses. Course teacher will have entire freedom for the in-semester evaluation of the students for respective laboratory courses.

- (f) For all intermediate students, the even term of 2019-20 closes on 29th May 2020. All submission, internal evaluation, online oral/viva be completed before 29th May. All intermediate students will observe the summer vacation from 30th May to 26th July 2020.

- (g) The result so computed will be declared with in the week from the physical opening of the Institute.

- (h) All intermediate students will get an opportunity to improve the grades for the registered courses, during the next academic semester. For such students, a special examination of 100 marks will be arranged by the institute within 4 months from the physical opening of the institute. Interested students will have to register for this special examination. The gradation for this special examination will be based solely on the performance in this examination disregarding the in-semester evaluation. If the new grade earned turns out to be less than the grade already earned, student will retain the original grade.

5. The Autumn 2020-21 for intermediate students will begin on 27th July 2020 completely on ON-LINE mode. A gradual, comfortable change over to the on-campus learning will be attempted carefully analyzing the situation as the semester progresses. Students will be permitted to take 20-25 % courses though MOOCs, preferably from NPTEL, during the next academic semester. Institute shall declare the permissible list of the courses in this regard. No student is expected to physically report the institute before 3rd August 2020.



6. All intermediate students will register their choices regarding the department electives, open electives, for the next semester, before 30th June 2020. The Departments will design the necessary formats towards this and take these choices online only. However, present third year students will register their choice for internship (Cat I or Cat II before 30th May 2020). Dean Academics and TPO will invite student choices towards internship immediately.

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7. The summer term specially for **Cat I** students (present third year students who opt for a semester long internship in industry or other institutes or at SPIT) will be between **1st June to 26th July 2020**. The HoDs and Dean Academics will declare the courses floated for such students before 30th May 2020. Wherever possible, students will be encouraged to take MOOCs/NPTEL courses of 8/12 weeks for 2/3 credit courses. The Department will publish the list of permissible courses from MOOCs.

8. This policy is exclusively for Even Semester of 2019-20 only.

Wellbeing of our students, staff and faculty is of paramount importance to us maintaining the academic standards and ethos of SPIT. We shall review our policy and future course of actions considering this if the need arises, in days to come.

We wish you to take care of yourself and your family and stay safe.

Bhalchandra Chaudhari

Principal, SPIT

Date: 20th May 2020



Bharatiya Vidya Bhavan's
Sardar Patel Institute of Technology
(Autonomous Institute Affiliated to University of Mumbai)



Examination Manual
(R2018)

Effective from Academic Year 2018 -19

Examination Committee Approval: 15/02/2018 & 21/06/2018

Academic Council Approval: 20/01/2018 & 14/07/2018



Sardar Patel Institute of Technology

Bhavan's Campus, Munshi Nagar, Andheri (West), Mumbai-400058-India
(Autonomous Institute Affiliated to University of Mumbai)



Sardar Patel Institute of Technology

Bhavan's Campus, Munshi Nagar, Andheri (West), Mumbai-400058-India
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Preamble:

Sardar Patel Institute of Technology has become autonomous in 2017. There are several revisions carried out in the curricula and assessment schemes based on the discussions carried out at various forums like Industry Meet, Examination Committee Meetings, Governing Board Meetings and Academic Council Meetings. Feedback from various stakeholders including students & faculty has been discussed during these meetings. Examination related ordinances presented in this manual are evolved from our learning's from implementation of first year of autonomy.

In order to enhance the quality of education and to bring out transparency, speed and accuracy in the system of evaluation, Sardar Patel Institute of Technology adopted Credit Based Continuous Evaluation Grading System in its curricula. The curriculum in a given course would include ingredients required to upgrade the standards of teaching-learning such as classroom lectures, laboratory techniques, field study assignments, discussions, project and training. These ingredients have credits depending on the work load it involves.

This official Examination Manual for under graduate as well as post graduate semester programs has been published for the use of administrators, teachers, administrative staff and learners. Faculty can use novel assessment techniques for assessing the learning outcomes of the course. Various exemplary templates are provided in this manual for the teachers which may be helpful for them for assessment. Sardar Patel Institute of Technology functions according to the vision statement of being pacesetter by executing the examination calendar accurately, following principles of outcome based education, declaring results on time and having a complete transparency in conducting the examinations and also declaring results. Degree is awarded by Mumbai University to the graduates after successful completion of the program.





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Glossary:

1. **B.Tech:** Bachelor of Technology
2. **CGPI:** Cumulative Grade Performance Index
3. **COE:** Controller of Examination
4. **COMP:** Computer Engineering
5. **CRC:** Complaint Redressal Committee
6. **DEC:** Departmental Examination Coordinator
7. **EC:** Examination Committee
8. **ESE:** End Semester Examination
9. **ETRX:** Electronics Engineering
10. **EXTC:** Electronics & Telecommunication Engineering
11. **HOD:** Head of the Department
12. **ISE:** In Semester Evaluation
13. **IT:** Information Technology
14. **M.Tech:** Master of Technology
15. **MCA:** Master of Computer Applications
16. **MSE:** Mid-Semester Examination
17. **SGPI:** Semester Grade Performance Index
18. **University:** Mumbai University
19. **BS:** Basic Sciences
20. **ES:** Engineering Sciences
21. **HSS:** Humanities and Social Sciences
22. **MC:** Mandatory Course
23. **MEC:** Mandatory Elective Course
24. **OE:** Open Elective
25. **BC:** Bridge Course
26. **ABL:** Activity Based Learning
27. **CEP:** Competitive Examinations Preparation
28. **LA:** Liberal Arts Course
29. **SR:** Social Responsibilities
30. **SA:** Sports Activities
31. **SCOPE:** Skill Certification for Outcom





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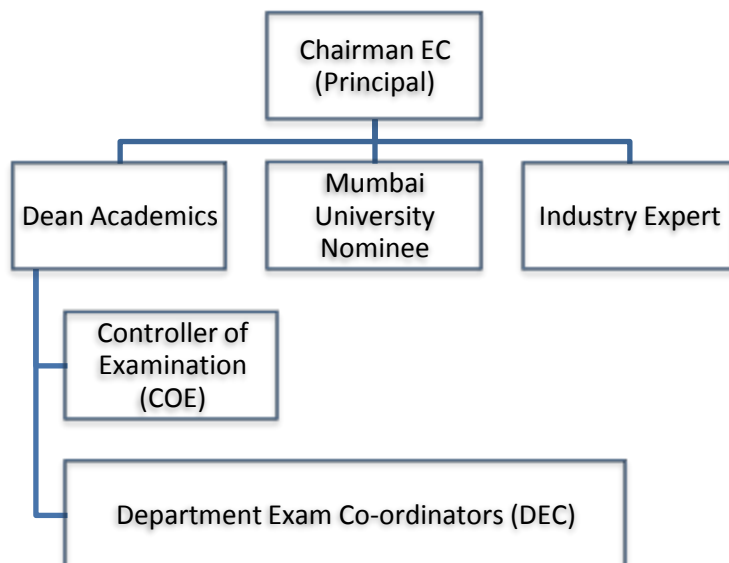
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1. Examination Committee (EC)

1.1 The constitution of EC: The structure of EC is as follows

- Director / Principal (Chairman)
- Dean Academics
- Controller of Examination (COE): Member Secretary
- University Nominee [COE of Mumbai University (MU) or his nominee not below the rank of Deputy Registrar]
- One expert possessing ten years of industrial/field experience nominated by the Chairman.
- Department Examination Co-ordinators (DEC)

The organization chart of Examination Committee shall be as under.



1.2 The Powers and Duties of EC:

- The EC shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
- The EC shall recommend examination reforms and shall implement them after approval of academic council.
- The EC shall prepare the detailed time table of examinations as per the schedule approved by academic council.
- The EC shall arrange for strict vigilance





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unfair means by the students, faculty, and invigilators.

5. **Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by Chairman, EC as and when required to deal with the complaints related to the conduct of examinations.**
6. The recommendations of the CRC shall be approved by Chairman, EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC.
7. In certain circumstances wherein the question paper is unusually difficult to solve and there is a student representation to the effect then EC may look at the overall result and can allow additional grace marks provided that improvement in result is atleast 5%.
8. For any meeting of EC, one-third members shall constitute a quorum. However, the same meeting shall be held after 30 minutes of the scheduled time, for which, no quorum shall be applicable.
9. The members of EC shall meet at least twice during the academic year and at other times as and when necessary.
10. The various formats shall be prepared by EC for record keeping and monitoring all examination related activities.
11. The EC shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.
12. COE shall be assisted by the department exam coordinators (DEC) for carrying out the following activities during examinations.
 - i. Paper Setting and Printing
 - ii. Examinations (Theory)
 - iii. Examinations (Practical, Project/Dissertation, seminar, online examination)
 - iv. Assessment of answer books
 - v. Preparation and declaration of provisional grades
 - vi. Preparation and declaration of final results





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2.1 List of Examinations

Following examinations are conducted in ODD as well as EVEN semester

Class	ISE (Theory/Tutorial/ Practical)	MSE (Theory)	ESE (Theory/ Practical)	Make-Up Exam (Theory/ Practical)	Project & Dissertation	Reexam (Theory/ Practical)
B.E./B.Tech (ETRX)	√	√	√	√	√	√
B.E./B.Tech (EXTC)	√	√	√	√	√	√
B.E./B.Tech (COMP)	√	√	√	√	√	√
B.E./B.Tech (IT)	√	√	√	√	√	√
M.E./M.Tech (EXTC)	√	√	√	√	√	√
M.E./M.Tech (COMP)	√	√	√	√	√	√
MCA	√	√	√	√	√	√

2.2 Types of Courses:

Each program of studies shall have following types of courses

- Basic Sciences (BS)
- Engineering Sciences (ES)
- Humanities and Social Sciences (HSS)
- Mandatory Course (MC)
- Professional Core (PC)
- Professional Elective (PE)
- Projects (PR)
- Open Elective (OE)
- Bridge Course (BC)
- Activity Based Learning (ABL)
- Competitive Examinations Preparation (CEP)
- Liberal Arts Course (LA)
- Social Responsibilities (SR)
- Sports Activities (SA)
- Skill Certification for Outcome-Base





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2.3 Credit Representation: Each course shall have a certain number of credits assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours. Generally, each course shall have an integer number of credits reflecting its weight. The number of credits of a course in a semester shall ordinarily be calculated as under:

Following is a typical *Credit Structure* for course work:

Lectures (hrs/wk/sem)	Tutorials (hrs/wk/sem)	Practical Work (hrs/wk/sem)	Credits (L:T:P)	Total Credits
4	0	0	4:0:0	4
3	0	0	3:0:0	3
2	0	0	2:0:0	2
2	0	2	2:0:1	3
2	0	4	2:0:2	4
3	0	2	3:0:1	4
3	1	0	3:1:0	4
3	2	0	3:1:0	4
0	0	2	0:0:1	1
0	0	4	0:0:2	2
0	0	16	0:0:8	8

2.4 Credit Distribution:

Credit Distribution									
	Regular Courses	OE @	BC	SD #	SR or SA \$	CEP #	Non-Credit (Pass)		Min Credits for Award of Degree
							Number of Courses	Number of ABL	
B.E./B.Tech.	180	06@	--	2/4	02	02	02 Courses	06 Activities	188
M.E./M.Tech.	72	--	--	--	--	--	--	--	72
MCA	152	--	--	--	--	--	--	--	152

@=Additional Credits for Open Elective

\$=SR/ SA credits at the end of SEM VIII

#=CEP Credits (Optional- Extra)

#=SD Credits (Optional –Extra)

Candidate if wish may get an exemption from open elective in Sem VII and/or Sem VIII for earning credits in SCOPE(SD) courses at the end of SEM VI. (TWO credits in SD then exemption from ONE open elective. FOUR credits in SD then exemption from TWO open electives.)

**SA= Selection as part of University team,
shall be considered for award of 2 credits.**





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3. General Guidelines Registration and Examination:

3.1. Criteria for Registration and Re-registration in a program

After completion of valid period of the first registration for a particular program, if a student has failed to earn required number of credits for completion of that program, he/she can get re-registered for a specified period, depending on the duration of the program. Such re-registration facility is available only once and immediately after the expiry of valid period of the first registration.

Valid period of first Registration for B. Tech: 6 Years (For later entry students: 5 Years)

Valid period of first Registration for M. Tech: 4 Years

Valid period of first Registration for MCA: 5 Years

Valid period of Re-registration for all programs: 2 Years

- Re-registered candidates will have to undergo internal assessment system and appear in End-Semester Examinations along with the regular students.
- Re-registration shall not be deemed as discontinuity in the studies.
- A student, who discontinues the academic program for any reason and rejoins the program at a later date, shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her rejoining the program.

3.2. Attendance Requirements

➤ A student must attend every lecture, tutorial and practical class for a course. However, to account for late admission, sickness or other such contingencies, the attendance requirement will be a minimum of 75% of the given classes in each course taken separately. Percentage attendance calculation is separate for theory, tutorial and practical. In each of these head, attendance must be minimum 75%.

1. If student's attendance is less than 75% in theory course then he/she will be declared as defaulter and will not be allowed to write ESE of that course. He/she would be permitted to appear in the ESE of the papers in which he/she fulfills the attendance requirements. The courses in which the student does not fulfill the minimum attendance requirements, he/she will not be permitted to appear in the ESE of these courses and shall be awarded 'X' Grade.





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2. If student's attendance is less than 75% in tutorial class then he/she will be declared as defaulter and will be awarded 'X' grade. Separate 75% attendance in both theory and tutorial is must otherwise then he/she will be declared as defaulter, will get 'X' grade in the course and will not be allowed to write ESE of that course.
 3. If student's attendance is less than 75% in practical class then he/she will be declared as defaulter and will not be allowed to appear for practical ESE. In this case student will have to complete the practicals in next semester with financial penalty of 20% of tuition fees per laboratory course. These lab experiments shall be arranged by the respective laboratory instructor during free extra time.
- Attendance percentage will be calculated on the basis of number of classes attended by a learner in a course and the total number of classes given in that course from the very first day of the commencement of classes of the course.
 - A student shall be allowed to appear in the End-semester examination of those theory courses only in which he/she has maintained a minimum of 75% attendance.
 - The absence of a student on account of participation in the sports meet/cultural event/technical event of University/State/National level or in any event representing the college should be given attendance (for theory, tutorial as well as practical's) on the day/s of participation. In this case, student/s has to take prior permission in writing from the Head of the Department at least two weeks before the event. For the students who are appearing for the placement through training and placement office, an attendance shall be granted (for theory, tutorial as well as practical's) for the duration of day during which student is appearing for test or interview. The repeat laboratory sessions (maximum two sessions) shall be conducted for students who have missed practical's due to placement or approved educational event. If event is on the day of Mid-semester examination then decision regarding Mid-semester examination for these students would be taken on case to case basis based on quality of the competition and prior approval from Head of the Department and Head of the Institute.
 - Attendance on the ground of health reason shall be considered within 25% relaxation. However Head of the Institute or Dean Academics can condone the attendance on case to case basis. If candidate is hospitalized on the day of Mid-semester examination and suitable intimation is





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given to the Examination Controller/DEC then decision regarding Mid Semester examination for these students would be taken on case to case basis based on sufficient proofs of hospitalization.

3.3. Type of Examinations

In-Semester Evaluation (ISE): ISE is the continuous assessment for a course.

Mid-semester Examinations (MSE):

- MSE will be conducted centrally according to the schedule published by the Examination Center of the college. MSE shall be conducted in the 7th week of semester.

End-semester Examinations (ESE):

- The Odd Semester (I/III/V/VII) Examination shall be held in the month of November-December and the Even Semester (II/IV/VI/VIII) examination in the month of May-June.
- The End-Semester Examination shall be held as per schedule displayed on the college notice board and on the college website by the Examination Center. The Examination Center shall get the examination schedule approved by the Examination Committee before displaying it.
- A student taking an End-Semester Examination shall have to pay Exam fee decided by the college.
- After the publication of the result of each End-Semester Examinations, the examinees will be provided with a cumulative grade card reflecting grades obtained and credits earned in each course along with SGPI in that semester and CGPI at end of every semester.

Make-up Examinations: Conducted after declaration of ESE result. The Odd Semester (I/III/V/VII) Make-up Examination shall be held in the first and second week of January and the Even Semester (II/IV/VI/VIII) examination in the first and second week of July. Students must fill the examination form to appear for make-up exam. No separate fees will be charged for first make-up exam. Only those students who fill up the form within given time limit will be allowed to appear for makeup exam. No late submission of forms will be allowed at any case. This applies for Grade improvement applications as well. The notice for this will be circulated by exam section clearly mentioning the dates to fill up the form.





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Reexaminations: Conducted for the students failed in Make-up examination. The Odd Semester (I/III/V/VII) Re-Examination shall be held in the first and second week of July and the Even Semester (II/IV/VI/VIII) re-examination in the first and second week of January. For re-exam (both odd and even sem), a period of 8 days will be given to students to fill up the re-exam form and pay requisite fees e.g. Rs. 500 per subject. If student pays fees from 9th day till 15th day, Rs 1000 per subject (Rs 500 late fees) will be charged. If student comes after 16th day he/she must pay Rs 1500 per subject (Rs 1000 late fees). E.g. If student is notified to fill re-exam form and pay fees from 1st Dec to 8th Dec- Rs 500 per subject. If he/she pays fees between 9th Dec to 15th Dec- Rs 1000 per subject. If he/she pays fees after 15th Dec (upto date of exam)- Rs 1500 per subject.

Remedial lectures can be conducted for students having attendance between 50 to 75% and/or failed in End Semester Examination. These lectures shall be completed before start of make-up/re-examination. Extra fees shall be charged from the students for the same.

Filling the examination form for make-up and re-exam is the responsibility of student. Due to any reason if student does not fill the form then he/she will lose that attempt and student can NOT claim an extra attempt in next exam.

3.4. Course Evaluation

Following table shows the percentage distribution of evaluation scheme for a course.

Examination		Syllabus to be covered in the examination	Min Passing Marks	
			UG	PG
Theory	ISE	Continuous Assessment	--	--
	MSE	Up to 50%	--	--
	ESE	100%	40%	45%
	Total (ISE+MSE+ESE)		40%	45%
Practical	ISE	Continuous Assessment	40%	45%
	ESE	100%	40%	45%
	Total (ISE+ESE)		40%	45%





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Following table shows the actual marks of evaluation for a course.

Theory Course							
Lectures per week	Credits	ISE Marks	MSE Marks	MSE Duration	ESE Marks	ESE Duration	Total Marks
3	3	20	20 (25 to 30 Marks with options)	1 Hour	60 (75 to 90 Marks with options)	3 Hours	100
2	2	15	15 (20 to 25 Marks with options)	1.0 Hour	30 (40 to 45 Marks with options)	2 Hours	60
1	1	10	10 (15 to 20 Marks with options)	0.5 Hour	20 (25 to 30 Marks with options)	1 Hour	40
Laboratory Course							
Labs per week	Credits	ISE Marks		ESE Marks		ESE Duration	Total Marks
4	2	80		0/20		2 Hours	80/100
2	1	40		0/20		2 Hours	40/60

3.5. Grade compilation guidelines

- The marks of ISE, MSE and ESE are used for grade compilation process.
- The Grade Compilation Process shall involve the following steps:
 1. The process of absolute grading shall be carried out.
 2. Maximum Two (02) grace marks per course shall be awarded for passing a course. These two marks shall be awarded either to pass ESE or to pass a course; any one of these. NO grace marks will be given for Make-Up & Re-Examination. In case of 'Learning Disability' (LD) candidate Three (3%) of total marks of the semester appeared by the student will be given to pass the course OR courses. For LD candidates this rule is also applicable for Make-up and Re-exam.
 3. The grade boundaries for absolute grading are shown in following Table for UG and PG programs.





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

PG Program			
Percentage of Marks Obtained	Letter Grade	Numerical Equivalent Grade Points	Performance
80.00 and above	O	10	Outstanding
75.00 – 79.99	A	9	Excellent
70.00 – 74.99	B	8	Very Good
60.00 – 69.99	C	7	Good
55.00 – 59.99	D	6	Fair
50.00 – 54.99	E	5	Average
45.00 – 49.99	P	4	Pass
Less than 45.00	F	0	Fail
--	X	0	Defaulter
--	AB	0	Absent

3.6. Makeup-Examination, Re-Examination and Grade Improvement Guidelines

- There shall be a make-up examination for all theory and practical courses in each semester. Makeup examination shall be conducted after declaration of ESE result and before the commencement of next semester. Re-examination shall be conducted during the schedule of make-up examination. CoE in consultation with HoD and DEC shall prepare make-up and re-exam timetable.
- Also the students, who have secured C to F grade in a course in a semester, can appear for such makeup examination in the same semester of the same academic year, for improving grade.





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- ISE and MSE marks shall be carried forward in all cases including grade up-gradation till the student passes the course.
- The makeup examination shall be of 60 marks and shall be based on all modules in the syllabus. The question paper of makeup examination shall have only internal options.
- For makeup examination absolute grading shall be used and following grade tables shall be applied for deciding grades.

UG Program			
Percentage of Marks Obtained	Letter Grade	Numerical Equivalent Grade Points	Performance
75.00 – Above	B	8	Very Good
70.00 – 74.99	C	7	Good
60.00 – 69.99	D	6	Fair
50.00 – 59.99	E	5	Average
45.00 – 49.99	P	4	Pass
40.00 – 44.99	P	4	Pass
Less than 40.00	F	0	Fail
--	AB	0	Absent

PG Program			
Percentage of Marks Obtained	Letter Grade	Numerical Equivalent Grade Points	Performance
75.00 – Above	B	8	Very Good
70.00 – 74.99	C	7	Good
60.00 – 69.99	D	6	Fair
55.00 – 59.99	E	5	Average
50.00 – 54.99	P	4	Pass
45.00 – 49.99	P	4	Pass
Less than 45.00	F	0	Fail
--	AB	0	Absent

- After assessment, the answer books of makeup examination shall be shown to students.
- If student fails only in 60 marks ESE then ISE and MSE to be carried forward and make-up exam will be with grade penalty.
- If student fails in entire course i.e. (ISE+MSE+ESE) or apply for grade up-gradation then ISE and MSE will be **carried forward** during makeup and re-examination and there will be grade penalty. For grade up-gradation student need to apply in the prescribed format on or before





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displayed date by paying the requisite fees. If student remain absent after applying for grade up-gradation then his previous marks will be carried forward.

- But if student get grade 'X' or 'AB' in ESE (due to absentee in ESE) then ISE and MSE to be carried forward and Make-Up Exam will be with grade penalty.
- Grace marks shall not be awarded for makeup examination.
- If the student fails to clear the course, even in make-up examination, he/she has to appear for the re-examination whenever it is offered by paying examination fees.

3.7 Norms for failure and promotion

Following table shows the number of examinations allowed in which student can appear for a particular course in a particular semester. Thus every student will get maximum four attempts for each course.

	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Sem VII	Sem VIII		
Sem I	ESE/ Make up	Re-exam	Make up	X						
Sem II		ESE/ Make up	Re-exam	Make up	X					
Sem III			ESE/ Make up	Re-exam	Make up	X				
Sem IV				ESE/ Make up	Re-exam	Make up	X			
Sem V					ESE/ Make up	Re-exam	Make up	X		
Sem VI						ESE/ Make up	Re-exam	Make up	X	
Sem VII							ESE/ Make up	Re-exam	Make up	
Sem VIII								ESE/ Make up	Re-exam	Make up

For Example for Sem I student- following attempts will be provided-

1. November – Fresh attempt- ESE exam
2. Makeup exam- Now onwards student will get grade penalty in all exams for same course.
3. Re-exam along with Even Sem makeup exam (Grade penalty)
4. Last attempt to avoid year drop -Odd Sem Makeup exam of next batch students (Grade penalty).





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This means students who have failed in Odd Sem Re-exam (conducted in June 2018) must appear in odd sem make up exam (in Dec 2018) along with next batch and pass the course. This will be the last chance for them to avoid year drop.

Similarly for Sem II - following attempts will be provided-

1. April – Fresh attempt- ESE exam
2. Makeup exam- Now onwards student will get to grade penalty in all exams for same course.
3. Re-exam along with Odd Sem makeup exam (Grade penalty)
4. Last attempt to avoid year drop -Even Sem Makeup exam of next batch students (Grade penalty).

This means students who have failed in Even sem make up exam (conducted in June 2018) will appear for Re-exam (in Dec 2018). Also they will get one more chance in Makeup exam of next batch as shown in table.

- **All exam rules of academic year 2017-18 will be applicable to those students who have failed in year 2017-18. For students failed in courses offered in 2017-18 a question paper of 100 marks will be set and marks out of 100 will be considered. Their ISE and MSE marks will not be considered in future examinations for these courses.**
- **Those students who fail in any course in academic year 2018-19, their ISE and MSE marks will be carried forward until he/she passes in the course.**
- A student shall be required to maintain credits equal to or greater than 75% credits (rounded to lower value) at the end of the even semester of each academic session. For example if maximum credits for academic year are 46 then student must obtain credits more than or equal to 34.
- If his/her credits falls below 75% at the end of even semester of any year, the student will be declared as having failed in that year and will have year drop. He/she will come back in the system when he/she complete the credit requirement for that year. However if student wishes then he/she will be allowed to attend lectures/practical's for the courses in which he/she has failed without paying any extra fees.
- A student getting Grade lower than 'P' in any course will be treated as having failed in that course.





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- If a student fails in any number of subjects in odd semester (ESE as well as Make-up Examination) of that year, he/she will be promoted to even semester of that year.
- It will be compulsory for a student to appear in the End Semester Exam. A student who does not appear in the ESE will be marked as 'Absent' and will be awarded 'AB' grade even if he/she has already scored pass marks on the basis of ISE and MSE. To pass the course, minimum 40% marks in ESE (45% for PG) as well as minimum 40% marks (45% for PG) in ISE+MSE+ESE taken together are required.
- In a particular semester a student would be permitted to appear in the ESE of the papers in which he/she fulfills the attendance requirements of 75%. Students who have 'X' in a course due to attendance <75% but have attendance >50% will be allowed for make-up examination with grade penalty. Students having attendance <50% will not be permitted for ESE or make-up examination and their term is not granted.
- Minimum passing percentage for laboratory ISE is 40% (45% for PG). Student who does not get 40% (45% for PG) marks in laboratory ISE will have to repeat the laboratory work in next semester with financial penalty i.e. 20% of tuition fees per lab course.
- MOOC Course Guidelines- Candidate shall enroll only those MOOC courses which are permitted by the respective department. Gradation for MOOC will be done as per S.P.I.T. grade compilation guidelines based on the marks received by candidate in the entire course. If students fails in MOOC Course (e.g. Institute elective in case of M.Tech.), he/ she has to reappear for either same or different module as the department permits and get declared as "Pass" in next attempt. His/her credits for that course will be counted only when Exam section receives Pass remark for the student. Rules of make-up exams i.e. grade penalty will be applicable for failures in MOOC. In case of PG student, marks obtained between 40 to 45 are considered as 45 provided that MOOC course certificate shows result as 'Pass'.
- When student gets 'X' grade of 'AB' grade in a course, then this shall be treated as 'F' for the purpose of calculation of SGPI and CGPI.





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3.8. Norms for non-credit courses

- The Grade awarded for non-credit course shall be Satisfactory ('S') or Not Satisfactory ('U'). A Grade equivalent to 'D' or above will be treated as satisfactory for non-credit courses.
- The non-credit course/s cleared by a student will not be counted towards his/her SGPI/CGPI. However he/she has to compulsorily pass the course with Satisfactory Grade.
- If student is failed in non-credit course then he/she should re-appear along with next batch with payment of fees Rs 1000.

4. Rules and Regulations for Assessment:

4.1 Academic and Examination Calendar

The academic activities of the institute are regulated by Academic and Examination Calendar and are made available to the students/ faculty members and all other concerned in electronic form. It shall be mandatory for students / faculty to strictly adhere to the academic and examination calendar for completion of academic and examination related activities. The copy of the academic calendar shall be uploaded on the institute website.

1. The academic activities of the institute are governed by academic calendar prepared by time table committee and approved by Dean Academics in consultation with Principal. It shall be notified at the beginning of the each academic year. Academic calendar refers to schedule of commencement of instruction for the semester, course delivery period, examinations/evaluation, other academic activities, holidays and student major activities schedule.
2. The curriculum shall be typically delivered in two semesters in an academic year. Each semester shall be of 20 weeks duration including curriculum delivery evaluation, and grade declaration. The exact days are mentioned in academic calendar.
3. The minimum teaching days are 70 in a semester. The academic calendar is strictly adhered to and all other activities including co curricular and extra-curricular activities should be scheduled so as not to interface with the curricular activities as stipulated in the academic calendar.
4. The non conduct of academic activities on any particular teaching day for whatever reason shall be compensated by having the academic sessions conducted on suitable Saturdays by following the particular class time table of the lost teaching day.





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5. Examination calendar shall be prepared by examination committee and approved by academic council. All the examination related activities like conduction of examination, assessment and declaration of results should be strictly adhering to the examination calendar.

4.2 Appointment of Paper Setters and Examiners:

1. The COE must send individual appointment letter to each internal faculty for setting up the ESE question paper and confidentiality must be maintained about it. The paper setting of MSE and ESE shall be done normally by the concerned faculty who is teaching the course provided that he/she has minimum two years of teaching experience of that course.
2. Faculty shall submit **ONE set of question paper for MSE and TWO sets of question papers for ESE** along with solution as per the guidelines of the COE
3. If multiple faculty members are teaching a single course, then they together shall setup the question paper and inform the DEC about the same.
4. In case of deviations, the concerned DEC shall do alternative arrangement and inform COE.
5. The paper setter should not be regular PG student or teaching assistant.
6. The concerned faculty who is teaching the course shall follow all paper setting related guidelines from COE.
7. COE may appoint a competent external / internal paper setter in place of the course faculty teaching the course.
8. For ESE, at least 20% papers per semester (i.e. paper for one course) shall be set by external expert. An external paper setter shall be called for a 'paper setting meeting' to be held at examination section of S.P.I.T. The external expert will come to the Institute for setting up one set of Question paper and Synoptic. The internal teaching faculty will discuss about question paper pattern/syllabus/ CO/ PO with external and will not see the actual paper and synoptic set by external expert. In addition this internal faculty must send two sets of Question paper and synoptic. The exam section will return all the unused sealed Question paper and synoptic envelopes to subject faculty for further use.
9. End semester practical examination shall be conducted by the respective laboratory instructor within the instruction days allocated in the academic calendar. External expert shall be called if





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and only if it is desirable by the Head of the Department/Dean Academics/ Head of the Institute for a particular course.

10. For project examination in semester VII and semester VIII an expert shall be called for all the projects. For PG expert may be from IITs, NITs or institute of repute.

4.3 Question Paper setting:

1. As per the academic schedule, the faculty member, teaching a course shall set the question papers for each of examinations in that semester (MSE and ESE).
2. The concerned faculty who is teaching a course shall take care of submitting question paper in a sealed envelope to DEC and then DEC will submit all the question papers to examination center as per the examination schedule.
3. Paper-setter shall abide by the instructions and treat them, and such other instructions (and information) as may be issued to them thereafter, as confidential.
4. The Examination Committee (EC) reserves the right to with hold or reduce the remuneration earned by Paper- setter or cancel their appointments for negligence of any kind on their part in carrying out the work entrusted to them, in accordance with the instructions issued to them.
5. Paper setter shall maintain secrecy of the question paper and shall be responsible for the same.
6. If the concerned teacher is not available due to some reason or unable to set the question paper or cannot be given the work of paper setting, DEC shall arrange for alternative faculty who shall do the paper setting and all related work.
7. For MSE and ESE, the faculty who has set the question paper should submit the solution in a separate sealed envelope.
8. An online examination for a particular course for MSE could be allowed with prior permission of EC.
9. A committee shall be constituted for the purpose of quality checks on question paper setting and evaluation, appointed by Chairman EC and the committee shall report the anomalies, if any to Chairman, EC.
10. Every paper setter shall accept the appointment for paper setting and submit the signed declaration form to the examination center.





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11. Paper- setter is requested to follow the below mentioned instructions:

- Any instructions to candidates should be clearly given on the top of the question paper and it should not have any ambiguity. Mention instructions to the candidates regarding the number of questions to be attempted by the candidates entitling them for full credit in the papers.
- The question-papers they set ought to contain questions covering, as far as possible, the whole of the prescribed syllabus in ESE (40% to 50% syllabus in MSE) and all the texts prescribed (including such alternative texts as may have been prescribed.)
- Should try to ensure that all the course outcomes are addressed through appropriate questions and asked for appropriate marks as per scheme defined for the course
- Questions should try to address the different levels of learning as per Bloom's taxonomy.
- For three credit course time duration for MSE is 60 minutes with maximum 20 marks (100% weightage), ESE is 180 minutes with maximum 60 marks (100% weightage) and Make-up Exam is 180 minutes with maximum 60 marks (100% weightage).
- For MSE, ESE as well as Makeup Exam only internal options to be given.
- **Question paper carrying 60 marks should have questions with internal options only. i.e. no external option to be given. The number of questions should be maximum 5 each of 12 marks.** There may be sub-questions in a question. **Total marks of the Question Paper including internal options to range from 75 to 90.** However, questions given as internal choice must be mapped to the same Course Outcome as far as possible and at the same level.
- **For 20 marks paper, total marks of question paper including internal options to range from 25 to 30. In this case, the number of questions should be maximum 5 each of 4 marks.**
- Questions should be clearly worded with no ambiguity.
- Paper should be such that a well prepared candidate could answer fully in the time allowed.
- The degree of difficulty of the question paper should be such that a student who has engaged himself in the continuous learning process should be able to clear with ease. However for scoring further, his/her all-round knowledge and skill should be tested.
- Ensure that focus of question paper is in accordance to the time spent for the delivery of module / unit as stated in the syllabus.
- The questions should be numbered 1,2,3,4, .. and typed one below the other on A4 size paper (no handwritten manuscript will be accepted) using the template provided . Use font as Times





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New Roman, font size 12, single line spacing and on one side only. Sub-questions, if any, must be numbered a,b,c,d...etc. The sheets so completed should be numbered and arranged in a consecutive order. If there is an alternative to a question, the alternative question must be written on the same sheet as that of the original questions with the word 'OR' above each alternate question and must bear the same number as that of the original question.

- The question paper setter shall specifically indicate whether any charts, Tables, books etc. are to be provided to the students, the use of which shall be permitted during the actual conduct of the examination. Preprinted datasheets may be provided as per need, to be used by students during the examinations.
- Paper-setter must destroy/burn the rough notes or manuscripts, if any of the question-papers, as soon as the later are decided upon and before they are delivered to the Controller of Examinations.
- The Paper-setter will be supplied with two envelopes; one for QP & other for solution key.
- The Paper-setter shall use their own seal/sign for sealing the covers containing the Manuscript of question-papers.
- The manuscripts of question-papers shall not carry any signature of Paper-setter nor any mark of identification in them.
- Examiner residing outside Mumbai must send the manuscripts/manuscripts of question-paper/papers by insured/speed post/ or any other mode mutually agreed upon so as to reach the Controller of Examinations on or before the appointed dates.
- Paper-setters in various subjects at the different examination are requested to note the following schedule of deductions from the remuneration : -
 1. For any question or part of a questions set outside the prescribed syllabus. No remuneration for setting the question-paper.
 2. For any other laps from an act of negligence/ carelessness or misconduct of paper-setters. A suitable fine may be charged at the discretion of EC.





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4.4 Conduct of Examination

4.4.1 General

The various examinations for U.G. /P.G. Programs shall be conducted in accordance with the Academic Rules and Regulations for U.G. and P.G. courses respectively and also as per the Examination Schemes approved by Academic Council or EC for the various Programs.

The evaluation of a student for each semester shall be based on his/her performance in ISE, MSE and ESE.

4.4.2 In-Semester Evaluation (ISE)

For theory course, In-Semester Evaluation is based on student's performance in assignments, quizzes, contests etc. conducted by the course faculty during semester. The mode of in-semester evaluation (ISE) is decided and announced by the Course faculty at the beginning of the course. Faculty must disclose mode of ISE and marks distribution to the students at the beginning of the semester. **Minimum two methods out of the pre-declared methods must be used for ISE.** During evaluation faculty must follow the rubrics prepared for respective evaluation. Performance shall be continuously monitored and record of assessment shall be maintained in the prescribed proforma by course faculty and monitored by department Head. The following are the suggested pre-declared methods of ISE:

- [1] Group Activity (For example contest like troubleshooting, course short term project etc.)
- [2] Group Discussion
- [3] Poster Presentation
- [4] Quiz
- [5] Assignments

In case a faculty wishes to propose innovative method other than the above listed mechanism for ISE, they need to submit appropriate rubrics and detail method for the evaluation to Dean Academics for final approval.

For laboratory work, the concerned course faculty shall carry out continuous assessment and evaluation of each experiment. The marks to each experiment must be given as per the rubric. Faculty must maintain the record of the marks given to each experiment.





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4.4.3 Non-Credit Course Evaluation

During the course of study student will be evaluated two times. ISE1 carries 20 Marks and ISE2 carries 20 Marks. The mode of evaluation can be decided by the course instructor. There will be 10 marks for attendance. Total marks are 50 for non-credit course. Grade equivalent to 'D' (50%-59.99% Marks) or above is considered as 'Satisfactory'. If any of the tasks given to the student is not completed/submitted/shown/evaluated then the corresponding lower grade shall be given. Although the grades are given they will not mentioned in final grade card but they are necessary to declare the successful completion of the Non-Credit course.

4.4.4 MSE and ESE

- There shall be one MSE and ESE during each semester for every theory credit course and shall be conducted as per the schedule indicated in the academic calendar. MSE may be conducted in the form of online examination with prior approval of EC.
- Both MSE and ESE shall be conducted centrally.
- DEC shall act as coordinators for conducting MSE and ESE of their respective departments and shall be responsible for smooth and proper conduct of the same. They shall, however, take the services of staff of their departments for this purpose.
- MSE and ESE for theory courses of all programs shall commence as per the schedule approved by the EC. However in case of any emergency, the Chairman, EC is empowered to reschedule any examination.
- COE shall be responsible for smooth and proper conduct of examination in the Institute with the help of Dean Academics and DEC.
- COE shall keep ready printed question papers for each course one day prior to the commencement of Examination.
- Seating arrangement shall be made centrally by examination center taking into considerations the total number of students appearing for the examination.
- The distribution of answer books, drawing sheets, graph papers and any other material required for conducting MSE shall be given through examination center.
- On each day of examination, COE 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 sign





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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 arrange to distribute them in required quantity to the invigilators.

- The faculty of respective courses shall set the question papers for MSE of his/her respective course as per the norms and procedure laid down.
- The appointment of the required number of invigilators shall be done by examination cell centrally as per the examination schedule. These invigilators shall be from among the faculty or competent support staff recommended by respective DEC and COE. It is mandatory on the course faculty to be available for invigilation during the exam of concerned course. On the day of examination, the DEC shall bring the sealed packets of question papers and distribute them to the invigilators at least 10 minutes before the beginning of the examination.
- The invigilators shall follow the instructions given by COE. COE shall hand over the required material to the invigilators, at least 20 minutes before the start of the examination.
- Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the examination, and question papers at beginning of the examination. He/she shall check the identity cards of the students; check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on front page of answer books and then shall sign on the answer books of the students. He shall then obtain the signature of the students on the attendance proforma and maintain the attendance record of the students of his/her block.
- Invigilator shall check the general discipline in the block during the conduct of examination and report the cases of indiscipline, misbehavior and copying to the examination center for further necessary action. COE shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to CRC.
- COE shall take rounds in different examination blocks to confirm that invigilators are performing their duties properly and discipline is being maintained during examination. He/She shall also send the relieving supervisors to various blocks to relieve the invigilators for not more than 10 minutes at a time.
- Surprise visit to examination blocks can be given by Squad and the report of same may be submitted to COE in the prescribed proforma for further action.





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- COE shall -
 - I. Give the directions to all DEC's and Invigilators for smooth conduct of examination.
 - II. Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the institute.
 - III. Get the examination schedule prepared for the entire program and send the copy of the same to departments DEC.
 - IV. Receive the requirements of answer books, supplements, drawing sheets, graph papers and other material from DEC's of various departments and keep it ready centrally for distributing to students during examinations. A record of the same shall be maintained.
 - V. Receive the cases of misbehavior, malpractices, copy cases from DEC and forward the same to CRC for further necessary action.
 - VI. Receive the list of external examiners (for conducting practical examinations) for various courses from DEC.
- COE shall appoint staff for examination as per following structure:
 - I. Coordinator examination: DEC shall work as co-ordinators
 - II. Invigilator: One invigilator for a block of 25- 35 (maximum up to 40) students subject to maximum two per class room.
 - III. Reliever: One reliever per five class rooms subject to maximum two
 - IV. Examination Peon, Waterman and Sweeper: As per requirement
- Invigilators, additional invigilator, and relievers shall be appointed centrally among the faculty of all departments. Depending on the need and availability, COE may change the number of staff for conducting examination.
- At the end of the examination, invigilator shall collect the answer books from the students and arrange them sequentially as per examination seat numbers of the students, separately for each course, and hand over it to COE.
- If any examinee is not in a 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 to that effect, then a writer shall be allowed to such examinee. Such a writer shall neither be a student or a degree holder of any technical program (B.





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Tech., M. Tech., MCA, Ph.D.) of this institute or any other Technical Institute. The examinee shall, however, apply in a prescribed proforma to COE asking for permission to allow for such a writer. COE shall then verify the medical certificate and give a permission letter to the examinee for using the writer. COE shall then take the undertaking from the writer in a prescribed proforma. Such examinee shall produce the permission letter from COE for using writer to the invigilator.

- In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he/she may be allowed an extra time of 15 to 30 minutes for writing the examination for all the courses in ESE, provided he/she seeks permission from COE for extra writing time on account of his/her disability by producing medical certificate from Civil Surgeon to this effect.
- After receiving the answers books from invigilators, COE shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately.
- COE 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. Thereafter COE shall make arrangements for assessment of answer sheets.
- COE shall supervise the record of answer books and other stationary used for the examination. Office-clerk (examination) 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 those to COE for further action.
- COE shall prepare the bill for remunerations of staff involved in ESE as per rules. Remuneration shall be paid to the staff involved in conduct of examination after the examination is over and account of payment shall be submitted to the office within a week.

4.4.5 Tutorial Evaluation

For tutorial, In-Semester continuous evaluation methodology shall be followed. There are no marks assigned for the tutorial. Tutorial credit shall be considered as a part of the theory credit for calculation for SGPI. If there is no theory then it has to be coupled with lab credit. **However**





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attendance in tutorial has to be minimum 75%. If attendance in tutorial is less than 50% then student will not be permitted to write ESE. If attendance in tutorial is less than 75% and greater than 50% then students gets 'X' grade in the course and he/she will have to appear for makeup examination with grade penalty.

4.4.6 Practical End Semester Examination

- For laboratory if attendance is <75% in laboratory then student get 'X' grade in laboratory. If attendance in laboratory is less than 50% then student is detained & requires taking fresh admission by paying full fees in next Academic Year. If attendance in laboratory is less than 75% and greater than 50% or student is failed in practical ISE (marks less than 40% for UG and 45% for PG) then student will have to complete the practicals in next semester with financial penalty of 20% of tuition fees per laboratory course. These lab experiments shall be arranged by the respective laboratory instructor during free extra time. If student fails in lab ESE or lab course then he/she will appear for practical make-up examination with grade penalty.
- Course instructor/s shall prepare detailed timetable (batch-wise) for the lab examination of the course to be conducted during the laboratory sessions as per academic time table.
- The course faculty himself/herself shall carry out the assessment of laboratory ESE. In case Department Head/Dean Academics/ Head of the Institute desires then other competent faculty from the same or other department of S.P.I.T. or expert from other institute can be called for examination. Only expert from other institute shall be paid remuneration and TA/DA as per the existing norms.
- Detail rubrics shall be prepared for carrying out the assessment during Lab Examination. These rubrics shall be submitted to department head and displayed on notice board for the student's reference at least two days in advance before the examination.
- If there are any failures in practical examination then examination section shall forward the list of failures to the concerned department/course instructor to organize make-up examination for those.





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4.4.7 Assessment of Projects:

- UG and PG project guide eligibility is as per Mumbai University norms.
- Continuous assessment is carried out for all the UG and PG projects. In each semester, project assessment should be done phase wise. Each phase carry marks as per the detailed rubrics prepared for assessment of each phase. Three domain experts do the evaluation of project in each phase. Project co-ordinator will take average of marks given by three experts. The marks obtained by students shall be displayed on the notice board immediately on the next day during each phase evaluation. Experts must strictly follow the rubrics for evaluation of project. Continuous assessment shall be done for maximum marks as per the scheme in each semester.
- ESE for project shall carry maximum marks as per the scheme in each semester. These marks shall be given by the internal and external examiner together. ESE projects marks shall be immediately submitted to the examination center on the same day of examination.
- For UG project and PG dissertation ESE examinations, external examiner outside of Institute is mandatory.
- For PG dissertation ESE examinations, DEC shall send the required panels of examiners to the examination center for approval of EC. After the approval of EC, the appointment orders of internal and external examiners shall be issued by COE. In case of need for substitute appointment for PG dissertation ESE, DEC shall convey the same to COE. COE shall prepare the substitute appointment order and issue it.
- Evaluation of mini-projects and projects/dissertations shall be conducted as per the schedule approved by EC.
- The UG project report/PG dissertation shall be evaluated by both external examiner and internal examiner (who preferably shall be a Guide) and an oral examination supported by necessary demonstrations is conducted as ESE.
- After the project end semester examination is over, internal examiner along and external examiner shall fill in the marks in the mark sheet, sign on it, seal it in a packet, write all details on the packet and hand over the same to examination center on the same day along with TA/DA and remuneration bills.
- DEC shall compile and forward the bills of support staff involved in the examination of project/dissertation.





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- Student must follow the formats given by departments and deadlines declared in the academic calendar for submission of project proposals, project progress reports and synopsis.
- Student must submit required number of copies of project report/dissertation to the concerned department.
- Project data, for example project report/dissertation, CD, copy of publications etc. should immediately be submitted to the project co-ordinator in the desired format by student on the day of ESE.

4.4.8 Assessment of MCA Communication Course and Summer/Mini/Internship Project:

1. Soft Skills Development Course is a course in Sem IV. The assessment of this course will be done as Internal Assessment. The course assessment will be based on modules which are defined in the curriculum. The assessment method will be defined by course coordinator and will be displayed before the course commences. No theory examination will be conducted.

2. Summer Project is given to the students at the end of Semester II and IV, the Internal assessment is done at the start of the Semester and external assessment at the middle of Semester III and V respectively. This Project has to be completed in two months duration, students can also opt for Internship based project offered by TPO. The Project will be assessed for 50 marks, internally & externally it will be evaluated for 25 marks each.

The Summer Project intended for Semester IV is based on **Industry based Current Technologies**. For this an Industry person will train the students for the current trend of technology. The Project will be assessed for 50 marks, internally & externally it will be evaluated for 25 marks each.

The assessment distribution for summer project is as follows:

Sr. No.	Parameter	Max Marks
1	Content in the report	15
2	Viva & Presentation	10

3. Mini Project -The Mini Project is a project based learning in the semester. Mini project is offered for all the semesters.





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Continuous assessment is carried out for Mini projects allotted in each semester. Project assessment is done by internal and external examiner. The project carries weightage of 50 marks. The internal assessment is done in two phases. Phase-I carry 10 marks; Phase-II carries 15 marks. Students will be continuously assessed by the internal examiner in the middle of the semester (phase I) and at the end of the semester (phase II). The external examiner will be evaluating the students for 25 marks at the end of the semester. ESE for project shall carry maximum 50 marks in each semester. These 50 marks shall be given by the internal and external examiner together. ESE projects marks shall be immediately submitted to the examination center on the same day of examination.

4. Internship Project

Course Code	Course Name	Group	Teaching Scheme (Hrs/Week)			Credits Assigned			
			L	T	P	L	T	P	Total
MCASP6	Internship Project	SP	-	-	30	-	-	30	15

1. Student need to select a company for internship, or can work under the guidance the internal mentor. If student is not selected to work in industry for internship project, internal mentor need to organize project in the college itself which may be in accordance with Academic rules of institute. Max. 3 students shall be allotted to one internal mentor in case of student not getting industry internship.
2. Every student should submit joining letter along with their project proposal within 4 weeks of joining internship in company. Project proposal should include company information, External mentor information, project abstract and tool (tentatively) working.
3. After submission of project proposals, ISE shall be conducted.
4. MSE shall be conducted as per academic time table.
5. Student need to arrange for meeting between internal and external mentor for feedback and improving the industry interaction before ESE.
6. Every student shall make draft of project report and get it accessed by internal mentor. The Project report should contain an Introduction to Project, which should clearly explain the project scope in detail. Also, Data Dictionary, ERDs, File designs and a list of output reports should be included if required as per the project title and scope. The project Work should be of such a nature that it could prove useful or be relevant from the commercial/management angle. Every student should submit duly signed Project Report.
7. ESE shall be conducted after submission of Project Report





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The evaluation of a student shall be based on his/her performance in ISE, MSE and ESE. The mode of evaluation for ISE and MSE is Orals and Presentation. During evaluation faculty must follow the rubrics prepared for respective evaluation. Performance shall be continuously monitored and record of assessment shall be maintained in the prescribed proforma by course faculty and monitored by department Head. The marks and weightage is shown in the following Table.

Table: Marks and Weightage of Evaluation

Evaluation	Oral		Presentation		Report	
	Marks	% weightage	Marks	% weightage	Marks	% weightage
ISE	15	100	10	100	--	--
MSE	15	100	10	100	--	--
ESE	25	100	25	100	50	100

4.5 Central Assessment

- It shall be mandatory for every faculty of Institute to assess the answer books of his/her course or answer books of other courses as instructed by The Chairman, EC, within stipulated time.
- All the assessment of a course shall be done by the concerned faculty.
- Assessment for MSE, ESE and Make-up Exam shall be done centrally.
- In case of any discrepancies in the question paper that may affect the assessment, a committee consisting of Dean Academics, COE and DEC shall decide the course of action and shall give the guidelines for assessment.

4.5.1 Assessment Procedure

- COE will be the CAP coordinator for all the examinations.
- CAP coordinator shall issue answer books to the concerned faculty.
- The concerned faculty shall assess and submit the assessed answer books to the CAP coordinator.
- The examiners shall follow the instruction given by CAP coordinator.
- The assessed answer books shall be scrutinized further. "Scrutiny" shall include checking for un-assessed answers, totaling of marks, and transfer of marks to main page, blank pages scratched etc. In case of any corrections, it shall be brought to the notice of concerned faculty. The faculty shall do required correction and submit marks sheet to CAP coordinator.





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- In case of any discrepancies observed or reported in assessment, COE is authorized to get the answer books evaluated from any other competent internal or external evaluator and update the results accordingly. The COE shall report the same to Chairman EC for necessary further action, if any.

4.5.2 Procedure to show Theory MSE and ESE answer books to students

- Once corrections is completed for all the courses for MSE/ESE and marksheets for all the courses are submitted to the examination center then **'open house'** session shall be arranged in the respective departments to show the answer sheets to the students. DEC along with course faculty shall show the answer sheets and take the grievances from the students in the prescribed format.
- The DEC in consultation with COE shall prepare a time table for showing the answer books to the concerned students. The time table shall be displayed on the department notice board and the same shall be submitted to examination center.
- For each MSE/ESE, two days shall be reserved in academic calendar for conducting open house. Open house will be conducted only on 1st day for all students of all classes. The 2nd day of open house will be only for those students who were absent on 1st day due to some genuine reason. These students must take prior permission from respective HoD and then come on 2nd day. On 2nd day they will be shown answer-papers at Exam section in presence of DEC and their grievances will be taken if any. Course teachers and DEC should be present for both days of Open house. The answer books will be shown to students only during Open house, not before or after that. DEC shall keep record of students' attendance in this process. DEC shall report grievances to the examination cell.
- The Open house and Grievance process will be conducted only for MSE and ESE of Odd and Even semesters.
- There will NOT be Open house and Grievance for Make-up exam and Re-exam at any condition (Applicable for both Odd and Even Semesters).
- For Redressal of Grievance, it is not mandatory to have one subject expert along with teaching faculty for each subject. However before Open house, HoD, DEC and COE shall together decide which subjects require Expert faculty advice during resolving the grievances. In this case,





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evaluator shall resolve grievances as per advice and presence of expert faculty. The grievance form shall be checked and signed by concerned faculty and one exam staff member to ensure that all grievances have been addressed.

- The updated marks of MSE and ESE shall be used by the Examination Center in the grade compilation process.

4.5.3 Preservation of Question Papers and Answer Books

Examination center shall preserve all the question papers, their solutions and answer books. All assessed answer books shall be preserved for two consecutive semesters in examination center from the date of examination.

4.6 Tabulation and Declaration of Results

4.6.1 MSE and ESE Results

Examination center will display the marks for MSE as well as ESE results. The evaluation of answer sheet must be completed within eight days after the examination for the course. The display of MSE and ESE marks for all the courses and 'open house' shall be completed within fifteen days of completion of the examination.

4.6.2 In-Semester Evaluation (ISE)

The concerned course faculty shall decide distribution of marks of ISE and submit it to the DEC before start of the semester. Faculty must disclose this distribution to the students at the beginning of semester. Minimum two methods out of the pre-declared methods must be used for ISE. During evaluation faculty must follow the rubrics prepared for respective evaluation. Faculty must display ISE marks to students after evaluation. The course faculty shall submit the ISE mark list at the end of the semester before ESE examination.

4.6.3 Internal Assessment of Lab Course

The concerned course faculty shall carry out continuous assessment and evaluation of each experiment. The marks to each experiment must be given as per the rubric. Faculty must maintain the record of the marks given to each experiment. At the end of the semester total ISE marks for practical out of maximum 40 to be given to the students as cumulative marks for all the experiments.





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The final copy of ISE and ESE examination marks shall be submitted to the examination center immediately after examination on the same day. Marks of laboratory courses should be displayed along with theory result.

4.6.4 Results

- All results shall be declared as per the examination calendar.
- The provisional result shall be prepared by the Examination Center considering the results of backlog students, re-registered students, result of make-up examination; the overall result, calculation of SGPI, CGPI, Pass/Fail status etc., under supervision of Controller of Examination.
- The final results shall be sent for approval to EC.
- After approval of the result from EC, only final grades obtained and no marks will be displayed to the students on the notice board. The examination center shall then prepare the grade cards, tabulation register and statistics of the result.
- The copies of the result same shall be sent to the respective department
- In case of any discrepancies observed or reported in assessment and in grade moderation process, COE is authorized to get the answer books evaluated from any other competent internal or external expert and update the results accordingly. The COE shall report the same to EC for further necessary action if any.

4.6.5 Amendment of Results due to errors

In case it is found that the result of an examination has been affected by errors, the COE shall amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary. A report listing such amendments shall be submitted by the COE to EC. The amended result shall be endorsed by EC before its declaration. The error means i) error in computer/data entry, printing or programming; ii) clerical error, manual or machine error, in totaling or entering of marks on ledger / register; iii) error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result tabulation.





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4.7 Extra Credit Review Committee

- Extra credit committee is the Institute level committee comprising of Dean Academic, Exam Controller and experts from all the departments.
- This committee is responsible for approval of extra credits to each student
- The committee will review credits for Social Responsibilities (SR), Open Elective (OE), Competitive Exam Preparation (CEP), Skill Development (SD) and Sports Activities (SA).
- Meeting of extra credit review committee shall be carried out after completion of End Semester Examination at the end of the academic year
- Extra credits will be given to the students at the end of Semester VI and/or at the end of Semester VIII.
- Submission of certificates, reference letters etc. and activity reports shall be done by students to the respective departments
- Primary scrutiny for extra credits to be done by respective DEC. If required, presentation and/or demonstration by student to the committee shall be taken.

4.8 Unfair Means/Malpractice at Examination

4.8.1 General:

Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982, providing prevention against Malpractices at the University/College/Board Examinations. Under the section of this 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

4.8.2 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, Complaint Redressal Committee (CRC) shall be the competent authority. This committee shall be the competent authority to investigate, recommend and take appropriate disciplinary action against the





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student/person/s using, attempting to use, aiding, abating, instigating or allowing unfair means at examinations.

In case of teaching faculty or other staff related with conduct of examination and involved in unfair means at examination, Complaint Redressal Committee (CRC) shall investigate into the matter and forward the facts and findings of inquiry to EC along with recommendation. EC shall take appropriate disciplinary action against the concerned faculty/staff.

4.8.3 Procedure for Dealing with Cases of Unfair Means at Examination Hall:

In case of unfair means at examination hall, coordinator examination shall adhere to the following procedure.

- The student shall be called upon to surrender the material found in his /her possession, if any, and his/her answer book to coordinator examination.
- Signature of the concerned examinee shall be obtained on the relevant material and list thereof. Concerned invigilator shall also sign on all relevant materials and documents besides counter signature of coordinator examination.
- The answer book of the concerned examinee shall be confiscated along with unfair means material. This shall be marked as “Suspected Unfair Means Case”. A Statement of the examinee in prescribed form shall be obtained and he/she shall be issued a fresh answer book, if necessary, duly marked as “Second Answer Book”.
- An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her. He/She shall then be allowed to continue with his/her examinations.
- Statement of the concerned invigilator in prescribed form, shall be obtained by coordinator examination who subsequently shall make forwarding remarks in the same format. If examinee refuses to make statement or to give undertaking, the concerned invigilator and coordinator examination shall record accordingly on the same form.
- Show-cause notice shall be issued to the examinee in prescribed form instructing him/her to appear before CRC.
- In the case of impersonation or violence, the concerned examinee shall be expelled by coordinator examination from the examination and shall not be allowed to appear for remaining





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examinations of that semester. A report to this effect with the action taken shall be sent to the COE.

- All the materials, statement and undertaking of examinee and statement of Invigilator along with the forwarding remarks of coordinator examination shall be forwarded by coordinator examination through coordinator examination to COE in separate and confidential sealed envelope marked with "Unfair Means Case".
- 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 coordinator examination to the COE.
- COE after finding the prima-facie of the case of malpractice received from coordinator examination shall send it to CRC. Controller of Examinations or his/her representative shall present the case of malpractice before CRC and shall deal with the case till it is finally disposed of.

4.8.4 Procedure for Dealing with Unfair Means at Assessment Centre

- During the assessment of answer books, if examiner suspects that there is prima-facie evidence that the examinee/s, whose answer book/s the examiner is assessing, appear/s 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 COE who shall then forward the case in separate sealed envelope marked with "Suspected Unfair Means Case" to CRC.
- If any staff is found involved in any type of malpractice/unfair means, COE shall report the case to CRC for further action.
- COE or his/her representative shall present the case of malpractice before CRC and shall deal with the case till it is finally disposed off.

4.8.5 Procedure for Dealing with Unfair Means at Paper Setting/Printing

- If any student/staff/any person/s related with paper setting and or printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, COE shall report the case to CRC for further action.
- COE or his/her representative shall present the case of malpractice before CRC and shall deal with the case till it is finally disposed off.





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4.8.6 Procedure to be followed by Complaint Redressal Committee (CRC)

A. For the purpose of investigating unfair means resorted to by examinee/s at the examination:

- The EC shall appoint CRC which shall function as a body to investigate into 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.
- The CRC shall then issue final order/s with regard to the penalty action to be taken against the implicated examinee/persons.
- The CRC shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means as prescribed by Examination Manual. However depending on the situation, committee may quantify the severity of the punishment.
- As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges leveled against 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.
- After issuing show cause notice if the implicated examinee fails to appear before committee on the day at specified time and venue 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.
- In disciplinary action against concerned implicated student/examinee/person, committee shall have rights to cancel institution scholarship/s or awards or prizes or medals etc. achieved by him/her in that examination.
- The committee shall dispose off the case within one week, 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 Dean (Academics), COE and the person through whom the case was initiated.





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B. For Paper Setter/Examiner/Faculty/Any Other Person Involved in Unfair Means with Conduct of Examination:

- If a Paper Setter/Examiner/Faculty member or any other person related with conduct/assessment of examination is suspected to be involved with unfair means or practices by a complaint launched by anybody either in written or oral or by any other means, the concerned coordinator shall submit the report to COE who shall forward it to CRC. The concerned person through whom the case was originated shall present the case before CRC and shall deal with the case till it is finally disposed off.
- For unfair means in conduct of examination:
 - i. The implicated person shall be informed in writing of the act of malpractices used and/or lapses committed by him/her at the examination and shall ask him/her to be present before the committee on a particular day and date at time and venue fixed for this meeting.
 - ii. 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.
 - iii. The committee shall follow the procedure in the spirit of natural justice.
 - iv. If the concerned person fails to appear before committee on the specified day at the time and venue fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidence/documents available to the committee. The same shall be binding on concerned implicated person.
 - v. The committee shall submit its report to the EC along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise, after taking into consideration the categories prescribed in Examination Manual.
 - vi. After receiving the report along with the recommendations from CRC regarding punishment, the EC shall 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 into consideration the categories mentioned in Examination Manual.





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C. For Unfair Means in Conduct of Practical Examination:

- DEC shall be the competent authority to take action on the student who has been caught in copying or involved in any type of malpractice in practical examinations. DEC shall obtain the statement of such student in the prescribed form and the statement of invigilator with forwarding remarks of the Head of the concerned Department. In cases such as violence or any other serious matter where it is felt necessary to take severe action, DEC shall refer the case to the COE.

5. Learner's Report Card:

5.1 Introduction: Curriculum design, teaching-learning and evaluation are the three important parameters of the educational system. The relationship between them is intimate and Evaluation plays an important role so that any improvement in this parameter automatically results in the improvement of others.

Several commissions & committees had been constituted in the past to deliberate on the issue of Examination Reforms and one of the major recommendations made by all these Commissions and Committees is the introduction of the Grading system in place of the marking system.

5.2 Reporting of Learners Performance (Grade Card):

Conversion of Marks to Grades and Calculations of GPI (Grade Performance Index)

In the Credit and Grade Point System, the assessment of individual Courses in the concerned examinations will be on the basis of marks only, but the marks shall later be converted into Grades by some mechanism wherein the overall performance of the Learners can be reflected after considering the Credit Points for any given course. However, the overall evaluation shall be designated in terms of Grade. Institute shall follow **absolute grading system**.





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Ten Point Grading System:

The details of the Grades are as given in Table.

Performance	Letter Grade	Numerical Equivalent Grade Points
Outstanding	O	10
Excellent	A	9
Very Good	B	8
Good	C	7
Fair	D	6
Average	E	5
Pass	P	4
Fail	F	0

Note:

- Symbol 'X' in the grade column will indicate that the student has not appeared in the End-semester examination on account of low attendance
- Symbol 'AB' in the grade column will indicate that the student was absent in the End-semester examination.
- Marks sheet issued to a student getting grade **F** or symbols **X** or **AB** in any of the courses shall be marked '**Provisional**'.
- Symbol 'U' in the grade column will indicate that the student was found guilty of using unfair means in the examinations.

5.3 Calculation of SGPI and CGPI:

Semester Grade Performance Index (SGPI):

A Semester Grade Performance Index (SGPI) will be computed for each semester. The SGPI will be calculated as follows:

$$SGPI = \frac{\sum_{i=1}^n C_i * GP_i}{\sum_{i=1}^n C_i}$$

Where n = Number of papers in the semester

C_i = The credit for i^{th} subject

GP_i = Grade Points obtained in the i^{th} subject





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Cumulative Grade Performance Index (CGPI):

Starting from the second semester at the end of each semester (S), a **Cumulative Grade Performance Index (CGPI)** will be computed for every student as follows:

$$CGPI = \frac{\sum_{i=1}^m \sum_{j=1}^n C_{ij} * GP_{ij}}{\sum_{i=1}^m \sum_{j=1}^n C_{ij}}$$

Where n = Number of papers in the semester

M = Number of current semester

C_{ij} = The credit of j^{th} course in i^{th} subject

GP_{ij} = Grade Points obtained in the j^{th} course in i^{th} semester

- While calculating the SGPI or CGPI the value of Grade Point shall be considered Zero (0) in case of learners who failed in the concerned course/s i.e. obtained the marks below passing marks or grade below 'C'.
- The grade cards can be issued to the Learners on the basis of the above calculations in a uniform format prepared by the Examination Cell and approved by Academic Council. The Principal and Controller of Examinations of the College will be authorized to sign the grade cards of the students.
- The grade card will reflect the Credit points of the individual Course as well as Semester, conversion of marks into grades, calculation of SGPI for each individual semester and the CGPI up to the completed semesters.
- The grade card shall be issued with SGPI, CGPI & Grade in case of middle semesters (Semester I to VII). In case of final semester grade card will be issued only to those learners who have completed all the courses of that program successfully and have earned required credits for the completion of the program. The credit points earned or accumulated will be shown on the grade card.
- The credits earned for CEP, OE, SD, SA and SR shall be shown on the credit card.
- The non-credit courses shall be listed on the credit card as pass (P)/fail (F).
- The credit card also mention about participation in all the skill development courses.





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5.4 CGPI Improvement Policy

After the graduation if student wish to appear for CGPI improvement then institute shall allow the student. Student can appear for CGPI Improvement Exam in courses securing C to F grades for maximum of TWO Theory Courses of Semester VII and VIII (Except tutorial, practical and project) within ONE year from date of passing of final examination. However, candidate has to give examination for the syllabus which is offered at that time and has to appear along with the regular students. Only one attempt is provided for such improvement. The result of such examination will be declared only if there is improvement in CGPI over earlier CGPI.

6. Submission of Examination Documents to Mumbai University

The documents like ledgers of marks approved by EC, list of pass out students with CPI etc. required for the award of degree certificates to the graduate and post graduate students, shall be submitted to Mumbai University. The degree is awarded to the students by Mumbai University after receiving all the required documents from the examination center of S.P.I.T.

7. Convocation and Award of Degree:

- Sardar Patel Institute of Technology organizes the convocation ceremony for its graduates.
- The pass out students of final year of UG and PG programs are required to fill the convocation form as per the instructions of the examination center. The students have to complete the process of filling the convocation form within the stipulated time.
- The students who have submitted the convocation form with applicable fees shall be informed about the date of convocation ceremony.
- Keeping in mind the formal nature of the function, dress code is to be strictly maintained by the Degree Recipients on the day of Convocation. Other guidelines shall be issued well in advance by the examination center to the students.
- This event is specially organized for motivating and felicitating the students by the chief guest, who is generally a renowned personality of higher stature.
- In this event degree certificates are distributed to the students.
- During the convocation ceremony, the students securing highest CPI at the institute and department level will be awarded with a medal and cash prize.



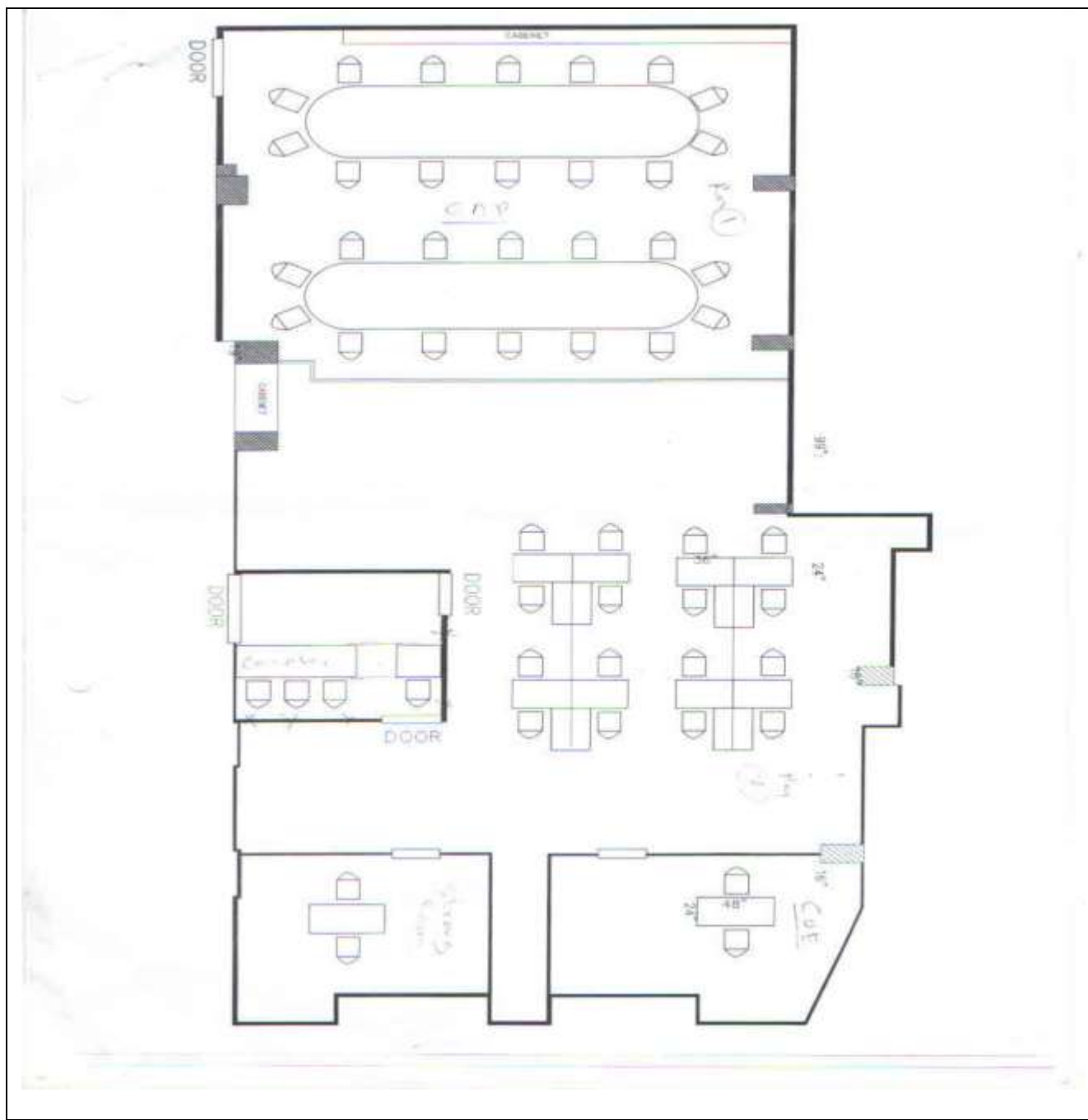


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8. Examination Section Infrastructures

8.1 Layout Plan: The examination center consists of CAP room, strong room and working area. The total area of examination center shall be apprx. 220 sq.m. The working area of approx. 142sq.m shall consist of cabin of controller of examination and working area for related staff.



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8.2 Printing Facility and Strong Room

- Examination center consists of 06 printers with one scanner and relevant material for examination.
- Examination center has strong room which occupies an area of approx.15 sq.m. This room is used for storage of stationary and printing of question papers as well as storage of examination gadgets.

8.3 Central Assessment Room

Central assessment room with a seating capacity of 60 people is available. This room is air-conditioned and it is used for MSE, ESE, Make-up and Re-examination evaluation. It is mandatory for faculty to assess answer books in this room.

8.4 Computing Facility

Examination center has one server and 5 computers with Microsoft Windows and Tally.

8.5 Telephone and Internet

Examination center is well connected with internet lines of 60Mbps speed and telephone facility with intercom.

8.6 Stationary, Notice Boards etc.

- Examination section prints their stationary like answer books, supplements, graph papers, drawing sheets, grade sheets and provisional certificates for an academic year. Answer books and supplements are serially numbered and the usage is recorded.
- There are six dedicated notice boards for examination center which displays grade gazette, time table and examination related notice from time to time. There are few movable notice boards which are used as and when required. Also uploading of examination calendar, time-table and notices is done regularly on college website www.spit.ac.in.

8.7 CCTV surveillance

There are CCTV cameras installed in printing room, CAS room and exam office in examination section. CCTV is installed at other places as well in the institute.

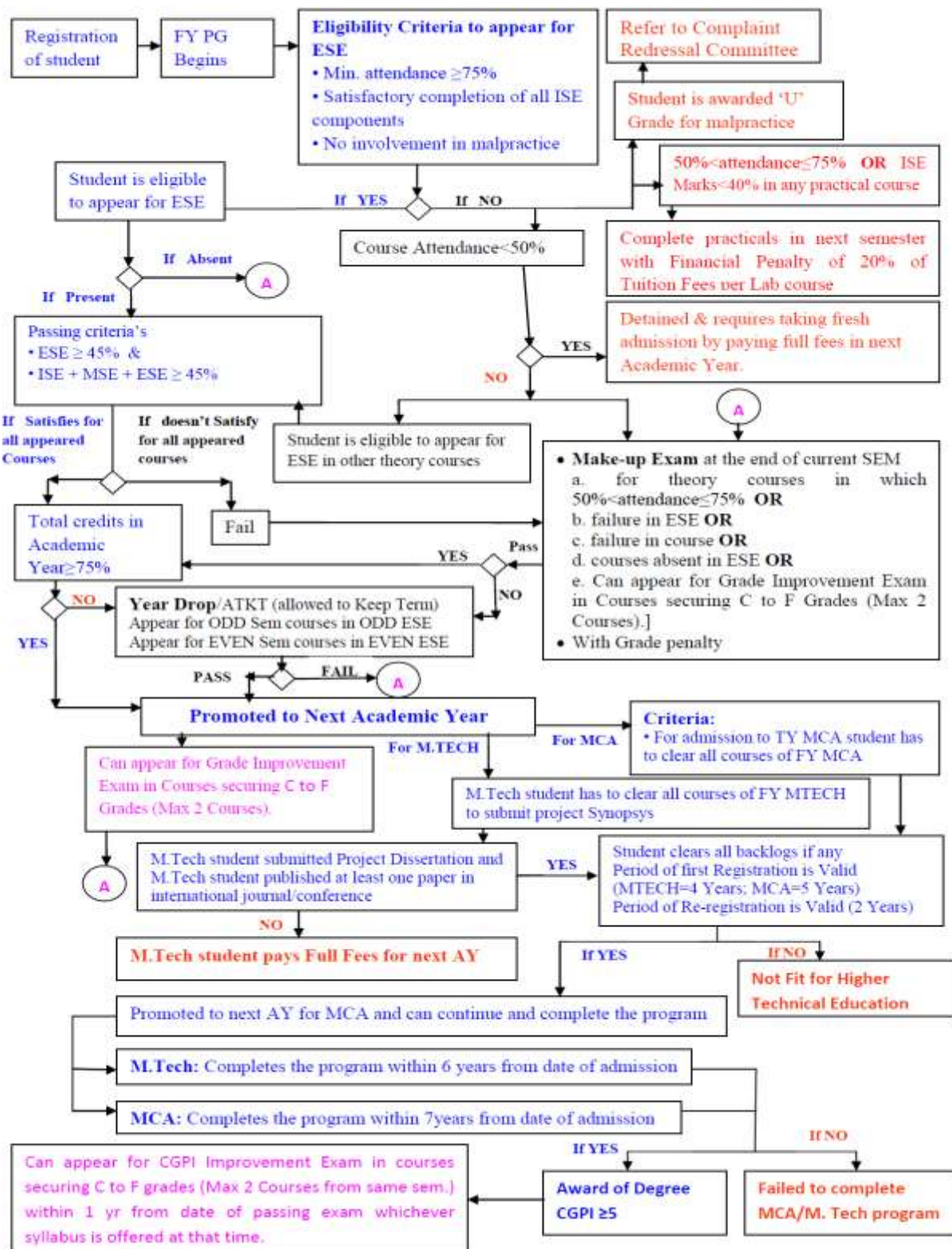




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Annexure-II: Flowchart Indicating Progress of PG Students



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Annexure-III: Template for Appointment Letter of Examiner



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Ref.: SPIT/EXAM/MonthYear/APP: No

Date:

Paper Setter Appointment Letter

To,

Prof. XXXXXXXXXXXX

XXXXXXXXXXXXXXXXXX

I am pleased to inform you that , you have been appointed as paper setter for the following courses for the examination Month Year which will be commencing from _____.

Type of Examination:

Name of the Course:

Course Code:

Year:

Semester:

Branch:

Duration:

Max Marks:

You are requested to submit the paper as per the format given in stipulated time on or before _____.

Please follow the guidelines entitled 'General instructions to paper setter'

1. I am to inform you that as per clause 32 (5) (g) of M.U. Act 1994, it shall be obligatory on every teacher and on the non- teaching employee of the university, affiliated, conducted or autonomous college or recognized instruction to render necessary assistance and service in respect of examinations of university. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated, as misconduct and the employee shall be liable for disciplinary action.

S.P.I.T.

Examination





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2. You are requested to communicate any change in your Tel No. Mobile No. & Email address for faster communication immediately to the Appointment unit of Examination section of SPIT.
3. You are requested to communicate to the college if your relative is appearing at the examination. (The term relative includes :- "Wife, Husband, Son, Daughter, Grand-son, Grand-daughter, Father, Mother, Brother, Sister, Nephew, Niece, Uncle, Aunt, First cousin Son- in law, Daughter-in-laws, Father-in-law, Mother-in-law, Brother-in-law and Sister-in-law")
4. You are requested to kindly confirm your acceptance of appointment by submitting the declaration form to COE within five working days after receiving the appointment letter.
5. Non receipt of Declaration form will be considered as acceptance of appointment.
6. You can only reject the appointment letter after giving a separate application approved by Principal (For Internal Examiner)
7. Utmost care should be taken while setting the question paper and to ascertain that there is no erratum in question paper. The question paper must be set within the prescribed syllabus and the examination scheme of the said subject at the examination.
8. The paper-setter should avoid to set the questions verbatim similar of the question paper set at the Mid-Semester Examination. Also ensure that questions are not repeated in the paper or questions verbatim similar of any previous question papers for the same course.
9. You are also requested to give synoptic in a sealed envelope to the examination cell.

Enclosed:

- Syllabus Copy
- MSE question paper
- General instructions to paper setter
- Template of Question paper
- Declaration Form

Yours faithfully

Controller of Examinations





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Annexure-IV: Template for Declaration by Examiner



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Acceptance of Appointment and Declaration

I _____ accept an appointment as a paper setter for the course
_____ of FE/SE/TE/BE/MTECH of branch ETRX/EXTC/COMP/IT/MCA
of semester I/II/III/IV/V/VI/VII/VIII during the examination Nov. / April 20__.

I declare that my son/daughter and / or any close relative are not studying the said course and appearing
the said examination.

Date: / /

Signature of Examiner





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Annexure-V: Template for MSE/ESE Question Paper



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Mid/End Semester Examination

April - May 20__ / Nov - Dec 20__

Max. Marks: 100

Duration: 3 Hrs

Class:

Semester:

Course Code:

Branch:

Name of the Course:

Instructions:

- (1) All Questions are Compulsory
- (2) Draw neat diagrams
- (3) Assume suitable data if necessary

Question No.		Max. Marks
Q 1 (a)		
Q 1 (b)		
Q2 (a)		
Q2 (b)		
Q3 (a)		
Q3 (b)		
Q4 (a)		
Q4 (b)		
Q5 (a)		
Q5 (b)		

Note: Use Font as Times New Roman, Font size 12 with single spacing

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Sardar Patel Institute of Technology is a permanently affiliated Institute to the **University of Mumbai**. The medium of instruction is **English**. The Degree is awarded by the University of Mumbai.

The institution follows the **CGPI (Cumulative Grade Performance Index)** System. At the end of every semester, the student is awarded a grade based on his/her performance in examination and Internal Assessments in every course for that semester. The grades and their numerical equivalent are as shown below:-

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

Minimum passing grade for Undergraduate courses is **P grade**. The performance of the student in a semester is indicated by the **Semester Performance Index (SGPI)**. The SGPI is the weighted averaged of the grade points obtained in all the courses taken by the student during the semester. The weight of a subject is decided by the credits allocated to the subject. The overall performance of the students is indicated by a number called the **Cumulative Grade Performance Index (CGPI)**. It is the weighted average of the earned grade points in all the completed semesters.

The Computation of **SGPI** is performed as follows

- Let n = Number of papers in the semester
 M = Number of semester
 C_i = The credit for ith subject
 GP_i = Grade Points obtained in the ith subject

$$SGPI = \frac{\sum_{i=1}^n C_i * GP_i}{\sum_{i=1}^n C_i}$$

$$CGPI = \frac{\sum_{i=1}^m \sum_{j=1}^n C_{ij} * GP_{ij}}{\sum_{i=1}^m \sum_{j=1}^n C_{ij}}$$





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Sardar Patel Institute of Technology is a permanently affiliated Institute to the **University of Mumbai**. The medium of instruction is **English**. The Degree is awarded by the University of Mumbai.

The institution follows the **CGPI (Cumulative Grade Performance Index)** System. At the end of every semester, the student is awarded a grade based on his/her performance in examination and Internal Assessments in every course for that semester. The grades and their numerical equivalent are as shown below:-

Percentage of Marks Obtained	LETTER GRADE	NUMERICAL EQUIVALENT GRADE POINTS	Performance
80.00 and above	O	10	Outstanding
75.00 – 79.99	A	9	Excellent
70.00 – 74.99	B	8	Very Good
60.00 – 69.99	C	7	Good
55.00 – 59.99	D	6	Fair
50.00 – 54.99	E	5	Average
45.00 – 49.99	P	4	Pass
Less than 45.00	F	0	Fail

Minimum passing grade for Post-Graduation courses is **P grade**. The performance of the student in a semester is indicated by the **Semester Performance Index (SGPI)**. The SGPI is the weighted averaged of the grade points obtained in all the courses taken by the student during the semester. The weight of a subject is decided by the credits allocated to the subject. The overall performance of the students is indicated by a number called the **Cumulative Grade Performance Index (CGPI)**. It is the weighted average of the earned grade points in all the completed semesters.

The Computation of **SGPI** is performed as follows

- Let n = Number of papers in the semester
 M = Number of semester
 C_i = The credit for ith subject
 GP_i = Grade Points obtained in the ith subject

$$SGPI = \frac{\sum_{i=1}^n C_i * GP_i}{\sum_{i=1}^n C_i}$$

$$CGPI = \frac{\sum_{i=1}^m \sum_{j=1}^n C_{ij} * GP_{ij}}{\sum_{i=1}^m \sum_{j=1}^n C_{ij}}$$





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Annexure-VIII: Template for Grievance by Students



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Grievance Form for Marks in MSE / ESE

Examination: MSE/ ESE

Month & Year of Examination:

Date of Open House :

SEM :

Branch :

Class :

Course Name and Code:

Marks :

Sr. No	UID, No. and Name	Q. No.	Grievance / Remarks	Sign of Student
1				
2				
3				
4				
5				

Subject Teacher Name & Sign:

DEC Name & Sign:

After Redressal of Grievance: Sign of faculty:

Sign of Exam staff:





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Annexure-IX: Template for SQUAD



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CONSOLIDATED REPORT BY THE SQUAD

S.N.	Name of Squad Member	Designation	Department

Examination (MSE/ESE, DD/MM/YY): _____

Inspection Reports (Inclusive of visits paid, block Nos., time etc.): _____

Malpractice Cases booked if any with particulars:

1 _____

2 _____

3 _____

Other findings if any:

1 _____

2 _____

3 _____

Remarks:

1 _____

2 _____

3 _____

SIGNATURE OF THE SQUAD MEMBERS WITH DATE

S.P.I.T.

Examination





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Annexure-X: Punishment for unfair means

Copy of Maharashtra Act No. XXXI of 1982

MAHARASHTRA ACT NO. XXXI of 1982:

Attention of the students is invited to section 6 to 10 of the Maharashtra Act No. XXXI of 1982, providing for preventing Malpractices at University and other examinations etc.

- i. Bringing written notes and printed pages to the Examination Hall is an offence "It was in your pockets and in your handbag and you did not notice, or did not make use of it" is no excuse. Possession of any written notes and printed matter on a course of the Examination, inside the hall is improper and illegal.
- ii. DO NOT BRING WRITTEN ANSWER BOOKS into the Examination Hall. If caught, you are liable for punishment under Maharashtra Act No. XXXI of 1982 and Mumbai University ACT 1974.
- iii. DO NOT SEND YOUR FRIEND OR ANY OTHER PERSON TO APPEAR IN THE EXAMINATION ON YOUR BEHALF. Both shall be liable for punishment under Maharashtra Act No. XXXI of 1982 and Mumbai University ACT 1974.
- iv. All offences in the Examination Hall are NON-BAILABLE and cognizable. Trial in Court shall be summary. Your name may appear in the newspaper for your malpractice.
- v. In addition to police action, and punishment under the Maharashtra Act No. XXXI of 1982, the University/College shall also enquire into your use of unfair means, the University/College also shall punish you, by declaring your result for the Examination null & void, and by debarring you for few more Examination sessions.
- vi. If you practice UNFAIR MEANS, YOU ARE LOSER ALL THE WAY, You fail in the examination, you are debarred, you are punished by the Court, and you CANNOT SHOW YOUR FACE to friends, relatives and neighbors.





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The broad categories of unfair means resorted to by students at the University/College institution examination and the quantum of punishment for each category thereof.

S. N.	Name of the Malpractice	Quantum of Punishment
1.	Possession of copying material	Annulment of the performance of the student at University/College/Institution examination in full. (Note: This quantum of the punishment shall also apply for the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereof.
2.	Actual copying from the copying material	Exclusion of the student from the University/College or Institution Examination for one additional examination
3.	Possession of another student's answer book	Exclusion of the student from the University/College or Institution Examination for one additional examinations (BOTH THE STUDENTS)
4.	Possession of another student's answer book + Actual evidence of copying there from	Exclusion of the student from the University/College or Institution Examination for two additional examinations
5.	Mutual/Mass Copying	Exclusion of the student from the University/College or Institution Examination for two additional examinations
6.	(i) Smuggling-out or Smuggling-in of answer book as copying material. (ii) Smuggling-in of written answer book based on the question paper set at the Examination. (iii) Smuggling-in of written answer book and forging signature of the Junior Supervisor there on.	Exclusion of the student from the University/College or Institution Examination for two additional examinations Exclusion of the student from the University/College or Institution Examination for three additional examinations Exclusion of the student from the University/College or Institution Examination for four additional examinations
7.	Attempt to forge the signature of the Junior Supervisor on the answer book or supplement	Exclusion of the student from the University/College or Institution Examination for four additional examinations
8.	Interfering with or counterfeiting of University/College/Institution seal, or answer book or office stationary used in the examinations	Exclusion of the student from the University/College or Institution Examination for four additional examinations
9.	Answer book, main or supplement written outside the examination hall or any other insertion in the answer book	Exclusion of the student from the University/College or Institution Examination for four additional examinations
10.	Insertion of currency notes/to bribe or attempting to bribe any of the persons connected with the conduct of examination	Exclusion of the student from the University/College or Institution Examination for four additional examinations (NOTE: This money shall be credited to the Vice-Chancellor fund)
11.	Using obscene language/violence threat at the examination centre by a student at the University/College/Institution examination to	Exclusion of the student from the University/College or Institution Examination for four additional examinations





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	Jr./Sr. Supervisor/Chief Conductor or examiners	
12.	a) Impersonation at the University/ College/ Institution examination b) Impersonation by a University/ College/ Institute student at the SSC/HSC/any other examination	Exclusion of the student from the University/College or Institution Examination for five additional examinations (both the students if impersonator or University or College or Institute Student). Exclusion of the student from the University/College or Institution Examination for five additional examinations. Annulment of the performance of the student at the University/ College/ Institution examination in full.
13.	Revealing identity in the answer written or in any other part of the answer book by the student at the University/College/Institution examination	Exclusion of the student from the University/College or Institution Examination for five additional examinations. Annulment of the performance of the student at the University/College/Institution examination in full.
14.	Found having written on the palm or the body or the clothes while in the examination	Annulment of the performance of the student at the University/College/Institution examination in full.
15.	All other malpractices not covered in aforesaid categories.	Annulment of the performance of the student at the University/College/Institution examination in full and severe punishment depending upon the gravity of the offence.
16.	If on previous occasion, a disciplinary action was taken against a student for malpractices used at examination and he/she is caught again for malpractices used at the examination in this event he/she shall be dealt with severely. Punishment can be imposed on such students. This enhanced punishment may extent to double the punishment provided for the offence, when committed at the second or subsequent examination.	
17.	PRACTICAL /DISSERTATION/PROJECT REPORT EXAMINATION Student involved in malpractices at Practical /Dissertation/Project Report Examination shall be dealt as per the punishment provided for the theory examination.	
18.	The competent authority, in addition to the above mentioned punishments, may imposed fine not exceeding Rs.10000 on the student declared guilty *NOTE: THE TERM "ANNULMENT OF PERFORMANCE IN FULL" INCLUDES PERFORMANCE OF THE STUDENT AT THE THEORY AS WELL AS ANNUAL PRACTICAL EXAMINATION BUT DOES NOT INCLUDE PERFORMANCE AT TERM WORK, PROJECT WORK AND DISSERTATION EXAMINATION	





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Guidelines for imposing punishment for copy cases/misconduct

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

S. N.	Name of the 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 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 of that semester (1)
4.	Examinee found marking an appeal to the examiner revealing both i.e. name and address	Cancellation of performance of entire examination of that semester (1)
5.	Examinee found writing provocation, abusive or threatening language in the answer book	Cancellation of performance of entire examination of that semester (1)
6.	Examinee found having written on the palm or on his /her body or on the clothing in the examination	Cancellation of performance of entire examination of that semester (1)
7.	Cases of mass copying/individual copying reported in assessment centre 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 of that semester and debarring from one additional subsequent examination (1 + 1)
9.	Examinee found exchanging answer books/slip of papers with other examinees/writing from other examinee to copy from his/her answer book	Cancellation of performance of entire examination of that semester and debarring from one additional subsequent examination (1 + 1)
10.	Examinee found exchanging answer books/slip of papers with other examinees/writing from other examinee to copy from his/her answer book	Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examination (1 + 2)
11.	Examinee possessing copying material and having copied for the same, but denial of its use, refusal to give statement to that effect. Misbehavior with invigilator and officers related to examination	Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examination (1 + 2)
12.	Examinee found smuggling in or smuggling out answer book as coping material	Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examination (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 of that semester and debarring from two additional subsequent examination (1 + 2)





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14.	Examinee possessing coping material and attempts to destroy the evidence/runs away with coping material. Misbehavior with invigilator and officers related to exam	Cancellation of performance of entire examination of that semester 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 of that semester and debarring from three additional subsequent examination (1 + 3)
16.	Examinee found (i) Impersonating or (ii) For whom impersonation is noticed	(i) Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examinations (1 + 3), plus he/she shall be handing to police authorities. (ii) Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examination (1 + 3), plus the case shall be reported to D. N. Nagar Police Station
17.	Insertion of currency note to bribe or attempting to bribe any of the persons connected with examination	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examination (1 + 3) and currency to be fortified to Non-Government account of college
18.	Examinee found sending out or taking in question paper from outside	Cancellation of performance of entire examination of that semester 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 of that semester 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 of that semester 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 examinee/staff of examination	Cancellation of performance of entire examination of that semester and debarring from Five additional subsequent examination (1 + 5), plus handing over the examinee to police authorities
22.	Cases of mass copying reported during the examinations	Result shall 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 malpractices used at exam and he/she caught second time for malpractices used at examination	Enhanced punishment can be imposed on the examinee. This enhanced punishment may extend to double the punishment provided for the punishment for the earlier offence of malpractices
24.	Examinee involved in malpractices at practical/ dissertation/ project report/ examination	Case shall be dealt with by appropriate inquiry committee and recommend the punishment to competent authority
25.	All other cases not covered above	Punishment shall be decided by inquiry committee based on above mentioned punishment.
26.	Possession of prohibited electronic gadgets (such as Mobile Phone, Memory Stick etc.)	Punishment shall be decided by inquiry committee based on above mentioned punishment.
27.	Attempting to write the exam without possessing a valid ID card / Hall Ticket / permission from competent authority, but	Punishment shall be decided by inquiry committee based on above mentioned punishment.





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	candidate is found to be genuine on verification.	
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Note: Complaint Redressal Committee (CRC) may reduce/increase the punishment depending on the severity of the malpractice.

Guidelines for Imposing Punishment for Malpractices/Lapses

Guidelines for imposing punishment for malpractices and lapses on the part of the paper setter, examiner, moderator, referee, faculty or any other person connected with the conduct of the examination.

S. N.	Nature of Malpractices/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 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 by examiner, moderator, referee in assessment of answer books/dissertation/project report/thesis by assigning examinee marks to which the examinee is not entitled at examination	Disqualification from any examination work + disciplinary action by the competent authorities
4.	Examiner, moderator, referee intentionally/negligently not assigning the marks in END SEMESTER EXAMINATION to the student to which he/she is entitled, in assessment his/her answer books/ dissertation/ project work	Disqualification from any examination work + disciplinary action by the competent authorities
5.	Paper-setter not setting prescribed number of questions in END-SEMESTER EXAMINATION question paper set.	Disqualification from any examination work for a period of three years
6.	Paper-setter repeating question in same/different sections	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 students	As decided by the concerned competent authorities of the Institute
9.	Faculty acting as a guide for UG/PG projects/dissertation showing negligence in supervision of dissertation/project work (example: Use of manipulated data in the examination by the student)	As decided by the concerned competent authorities of the Institute





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10.	Department controller showing apathy in carrying out duties related to the examination (such as not taking rounds in the examination hall during examination period or opening the packet before prescribed time)	As decided by the concerned competent authorities of the Institute
11.	Invigilator helping students in copying answers during the actual conduct of examination or showing negligence in reporting cases of copying when on supervision duty	Disqualification from any examination work upto a period of three years + disciplinary action by concerned competent authority as per the rule
12.	Invigilator/Faculty helping students in mass copying while on examination duties	Permanent disqualification from any examination work + disciplinary action by concerned competent authority as per the rule
13.	The competent authority as per the rule may report the case of the concerned implicated person to the appropriate police authorities as per the Provision of Maharashtra Act No. XXXI of 1982	





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Annexure-XI: Template for Question Paper Audit



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Question Paper Evaluation Report

(Please Tick (✓) appropriate rating)

Note: While evaluating the question paper, you can use your own institute / university or any other question paper of reputed institute as a bench mark in this subject.

Course & Course Code: _____ **Academic Year** _____

Evaluator Code: _____

S. N.	Particulars		Rating				
			Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
			10	7	5	3	1
1	Question paper covers both width and depth of the curriculum of the course.	0.5					
2	Question paper tests the intellectual ability and application oriented question of students.	2					
3	Question paper addresses all the Course Outcomes of the specified course.	1					
4	Question paper is designed with clarity of objective, language and easy for students to correctly interpret what is being asked.	0.5					
5	Questions in the paper makes the students think creatively and test what students have learnt (outcomes) rather than just reproduce (Output)	1.5					
6	The question paper has at least 20% of the questions which are challenging and acts as a differentiator.	1.5					
7	Question paper demands a specific answer rather than vague and direction less answers.	1					
8	Question paper is designed in such a way that students feel like attempting rather than giving up (not attempting may be due to level of difficulty)	0.5					
9	Question paper is drafted as per guidelines without any incomplete questions, incorrect terminologies, technical inaccuracies and syntax errors.	0.5					
10	Overall quality and level of question paper is up to the mark in comparison with the bench marked paper or perception of well designed question paper for the course.	1					

Please give your overall comments and suggestions.

[Signature]



[Signature]



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Annexure-XII: Template for Answer Sheet Audit



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Answer Sheets Evaluation Report

(Please Tick (✓) appropriate rating)

Note: Please do audit for 2 maximum marks, 2 average marks and 2 lowest marks answer sheets.

Course & Course Code: _____ Academic Year _____

Evaluator Code: _____

S. N.	Particulars		Rating				
			Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
			10	7	5	3	1
1	Model answer paper is submitted and justifies the appropriate solution for the question asked.	2					
2	Allotment of marks is as per the model answer paper.	2					
3	Points are allotted for the steps in the solution particularly for numerical.	2					
4	Allotment of marks for theory based questions is appropriate	2					
5	Assessment is done fairly for all the answer sheets	2					

Please give your overall comments and suggestions.

[Signature]



[Signature]



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Annexure-XIII: Template for Laboratory Assessment Rubrics

Performance Indicator		Good (1)	Average (0.5)	Poor (0.3)
Preparedness	0.5	Awareness about experiment to be performed, Knows the basic theory, Circuit diagram and availability of the components. Never forget to bring Calculator, Semi-log paper /graph paper. Seeks information from multiple sources.	Bringing the circuit diagram and material required to complete the experiment but unable to explain the circuit diagram. Seeks information from few sources mainly textbook.	Not aware of the experiment to be performed. Unable to perform independently. Seeks no extra information other than what is provided by instructor.
Tool selection	0.5	Can select appropriate equipments and instruments to perform investigation.	Need some guidance in selecting appropriate equipments and instruments.	Cannot select, or expect others to identify equipments and instruments for investigation.
Tool operation	0.5	Able to operate instrument and equipment. Before connecting the circuit always ensures the specifications. Instead of replacing the equipment always tries to troubleshoot the connection.	Tentative in operation of instruments and equipments. Before connecting instruments always ensures specifications but does not show interest in troubleshooting the fault.	Requires frequent supervision for operation of instrument and equipment. Without verifying the fault location, complains about non working of equipment.
Experimental Procedure	0.5	Develops and implement the most logical experimental procedures.	Experimental Procedure most often followed but occasionally oversight leads to loss of experimental efficiency and /or loss of data.	Doesn't follow the experimental procedure.
Debugging capacity	0.5	Knows how to trace circuit, measure voltage at each stage.	Not follows the sequential steps while debugging the circuit.	Not showing interest in debugging circuit. Expecting to get output immediately after connecting the circuit.
Effort	1.0	Students show patience till get desired output. Ready to work even after lab hour, spare time in lab in free hours or lunch break.	Not interested to work individually. Support from faculty or assistant is required to get desired output.	Not showing interest if not getting the desired output.
Result and measurement error	2.0	Tries to achieve the results from different viewpoints. Is aware of measurement error and able to account for it statistically.	Achieve the desired results. Is aware of measurement error but does not account for it statistically.	Unable to achieve the desired results. Is unaware of measurement error.
Analysis and theory application	2.0	Analyses and interpret data carefully using appropriate theory.	Apply appropriate theory to data when prompted to do so, but occasionally misinterpret physical significance of theory.	Makes no attempts to relate data to theory.
Documentation	2.0	Lab experiment is always writing in proper format for all experiments. (Experiment No, Date, Objective, Apparatus with specifications, software used if any)	Most of the lab report is in format but some of the formatting guidelines are missed.	Experiments not written in proper format.
Lab Ethics	0.5	Punctuality, Proper use of equipment, Follow procedure that accounts for safety and clean-up.	Consistently regular but sometimes missed, Follows procedure of safe practices but sometimes misses minor safety issues and fail to clean-up.	Irregular, Fail to follow safety procedure and clean up.





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BHARTIYA VIDYA BHAVAN'S

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LABORATORY ASSESSMENT

CLASS: _____ SEM: _____ BRANCH: _____ ACADEMIC YEAR _____

COURSE : _____ COURSE CODE: _____

STUDENT NAME: _____ ROLL NO: _____

Please Give Good (1), Average (0.5) or Poor (0.3) and do not round the marks

Performance Indicator		Experiment Number							
		1	2	3	4	5	6	7	8
PI1: Preparedness	0.5								
PI2: Tool selection	0.5								
PI3: Tool operation	0.5								
PI4: Experimental Procedure	0.5								
PI5: Debugging Capacity	0.5								
PI6: Effort	1.0								
PI7: Result and measurement error	2.0								
PI8: Analysis and theory application	2.0								
PI9: Documentation	2.0								
PI10: Lab Ethics	0.5								
Marks Per Experiment	10								
Total Marks	80								
Remark Mid Sem:									
Remark End Sem:									

Faculty In-charge

Head of the Department





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Annexure-XIV: Template for Tutorial Assessment Rubrics

Performance Indicator	Good (1)	Average (0.5)	Poor (0.3)
Knowledge of basic principles and Theory	Demonstrate an understanding of basic principles of fundamental sciences like physics, chemistry, engineering mechanics and engineering drawing. Translates academic theory into engineering applications	Has understanding of basic principles of fundamental sciences like physics, chemistry, engineering mechanics and engineering drawing. Some gaps in understanding the application of theory	Little understanding of basic principles of fundamental sciences like physics, chemistry, engineering mechanics and engineering drawing. Does not appear to grasp the connection between theory and the problem
Mathematical modeling and Scientific terms	Combines mathematical and/or scientific principles to formulate models of devices, circuits, processes and systems relevant to electronic engineering. Shows appropriate engineering interpretation of mathematical and scientific terms	Chooses a mathematical model or scientific principle that applies to an engineering problem, but has trouble in model development. Most mathematical terms are interpreted correctly	Does not understand the connection between mathematical models and devices, circuits, processes and systems in electronics engineering. Mathematical terms are interpreted incorrectly or not at all
Statistical analysis and Calculations	Correctly analyses data sets using statistical concepts. Executes calculations correctly by hand and using software	Minor error in statistical analysis of data. Minor errors in calculations by hand and using software	No application of statistics to analysis of data. Calculations not performed or performed incorrectly by hand or does not know how to use software.
Usage of units, Rounding of numbers and Unit conversion	Expresses quantities using correct and preferred units. Expresses answers with correct number of significant figures. Unit conversions are always correct and are shown as part of the solution process.	Most quantities are listed with units. Occasionally does not use preferred units. Rounds answers, but does not do correctly based on type of operation performed. Does not show all unit conversions on paper, but generally does not make mistakes when changing units.	Quantities are generally listed without units. Is not familiar with preferred units for common quantities. Seldom attempts to accurately represent precision of a calculated value. Units are changed without conversion factors shown and/or unit conversions are in error.
Significance of outcome and Application	Recognizes practical significance of outcome/answer. Applies concepts of mathematics and sciences to solve electronics engineering problems.	Gives an answer, but does not check its practicality. Shows nearly understanding of applications of mathematics and sciences in problem-solving.	Solution is incomplete, no answer is given. Does not understand the applications of mathematics and sciences in solving electronics engineering problems.





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Annexure-XV: Template for Assignment Assessment Rubrics

Performance Indicator	Weight	Good (1)	Average (0.5)	Poor (0.3)
Assignment Completeness	1	The entire assignment was completed before deadline specified.	The assignment was completed on deadline.	Partial/late submission of assignment.
Demonstrated Knowledge	3	Shows complete understanding of the questions, mathematical ideas, and processes.	Shows considerable understanding of the problem, ideas, and processes.	Response shows a complete lack of understanding for the problem.
Legibility	1	Very neat. Writing illustrates a lot of thought and preparation.	Mostly neat and legible. Writing illustrates some thought and preparation.	Not legible. Hard to read. Ideas expressed are difficult to understand.

Annexure-XVI: Template for Poster Assessment Rubrics

Performance Indicator	Good (1)	Average (0.5)	Poor (0.3)
Coverage of the Topic	Details on the poster capture the important information about the topic and increase the audience understands.	Details on the poster include important information but the audience may need more information to understand fully.	Details on the poster relate to the topic but are too general or incomplete. The audience needs more information to understand.
Use of Graphics, Organization Layout and Design	All graphics are related to the topic and make it easier to understand. Information is very organized with clear titles and subheadings. All information on the poster is in focus and can be easily viewed and identified from 6 ft. away.	All graphics relate to the topic. Information is organized with titles and subheadings. Most of the information on the poster is in focus and the content easily viewed and identified from 6 ft. away.	Graphics do not relate to the topic. Information is organized, but titles and subheadings are missing or do not help the reader understand. Much of the information on the poster is unclear or too small.
Sources and Grammar	All sources (information and graphics) are accurately documented. No grammatical, spelling or punctuation errors.	All sources (information and graphics) are accurately documented, but there are a few errors in the format. Almost no grammatical, spelling or punctuation errors	Some sources are not accurately documented. A few grammatical, spelling, or punctuation errors.
Presentation	The presentation was the appropriate length. It did not seem hurried or too slow. The presenter spoke clearly and distinctly and established eye contact with the audience.	The presentation was the appropriate length but seemed slightly hurried or too slow. The presenter spoke clearly most of the time and established eye contact with the audience.	The presentation was too long or too short. The presenter did not speak clearly most of the time and established little eye contact with the audience.
Question and Answer	Demonstration of full knowledge of the subject with explanations and elaboration.	At ease with content and able to elaborate and explain to some degree.	Uncomfortable with information. Capable only of answering rudimentary questions.





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Annexure-XVII: Template for Group Activity Rubrics

Performance Indicator	Good (1)	Average (0.5)	Poor (0.3)
Participation	Group member participated fully and was always on task.	Group member participated most of the time and was on task most of the time.	Group member participated but wasted time regularly and/or was rarely on task.
Leadership	Group member assumed leadership in an appropriate way when necessary by helping the group stay on track, encouraging group participation, posing solutions to problems, and having a positive attitude.	Group member sometimes assumed leadership in an appropriate way.	Group member did not assume leadership or assumed it in a non-productive manner.
Listening	Group member listened carefully to others' ideas.	Group member usually listened to others' ideas.	Group member did not listen to others and often interrupted them.
Cooperation	Group member treated others (members outside of the discipline as well) respectfully and shared the work load fairly.	Group member usually treated others respectfully and shared the work load fairly. Interacts with other disciplinary team members	Group member sometimes treated others disrespectfully and/or did not share the work load fairly.
Time Management	Group member completed assigned tasks on time.	Group member usually completed assigned tasks on time and did not hold up progress because of incomplete work.	Group member did not complete most of the assigned tasks on time and often forced the group to make last-minute adjustments and changes to accommodate missing work.





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Annexure-XVIII: Template for Group Discussion Rubrics

Performance Indicator	Good (1)	Average (0.5)	Poor (0.3)
Viewpoint	Viewpoints are clear and organized.	Most viewpoints are clear.	Viewpoints are unclear and disorganized.
Understanding of Topic	Clearly understood the topic in depth and presented their information forcefully and convincingly.	Clearly understood the topic in depth and presented their information with ease.	Did not show an adequate understanding of the topic
Opening and Closing Statement	Excellent explanation of energy source using many definitions and descriptions. Summarized the main points in detail, highlighting the positive points in their argument and the negative details in their opposition's arguments.	Many good facts and definitions were given with only minor gaps. Summarized some but not all main points, highlighting the positive points in their argument and the negative details in their opposition's arguments.	Few or no real definitions or explanations given. Did not summarize the main points of both viewpoints.
Use of facts and examples	Arguments are well supported with facts and examples.	Most arguments are supported with facts and arguments.	Arguments lack factual support.
Active Listening	Posture, demeanor and behavior clearly demonstrate respect and attentiveness to others	Listens to others most of the time, does not stay focused on other's comments or loses continuity of discussion. Shows consistency in responding to the comments of others	Drifts in and out of discussion, listening to some remarks while clearly missing or ignoring others





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Annexure-XIX: Examination Calendar

Week No.	Activity	Activity
1	<u>ODD Semester Begins</u> Make-up and Re-Exam	
2	Project Title and Proposal Submission Time Table for MSE, ESE and Make-up Exam	Teaching Learning
3		Teaching Learning
4		Teaching Learning
5	Project Phase-I Evaluation for PG	Teaching Learning
6	Project Phase-I Evaluation for UG Submission of MSE QP to examination center	Teaching Learning
7	Mid-Semester Examination 'Centralized assessment starts	MSE
8	'Centralized assessment ends 'Open House' to show MSE answer books and synoptic to students Expert evaluation for student grievances Declaration of MSE Result.	Teaching Learning
9		Teaching Learning
10		Teaching Learning
11	Project Phase-II Evaluation for PG	Teaching Learning
12	Project Phase-II Evaluation for UG	Teaching Learning
13		Teaching Learning
14	Appointment of Examiners for theory, practical, oral and projects	Teaching Learning
15	Display of Exam Seat Numbers	Teaching Learning
16	Practical and Oral Examination Last date of ODD semester Display of course wise student defaulters / NO TERM GRANT list Submission of Project Reports by UG/PG students	Teaching Learning Practical ESE
17	Project Examination for UG and PG Submission of ISE Marks to Examination Center	
18	Submission of ESE and Mae-up QP to examination center	Vacation Begin
19	End-Semester Examination Begins Centralized assessment starts	ESE/ CAS
20	End-Semester Examination Over Centralized assessment continues	ESE/ CAS
21	Centralized assessment ends CRC meeting	CAS
22	'Open House' to show ESE answer books and synoptic to students. Expert evaluation for student grievances CRC and EC meetings for review of result. Declaration of ESE Result.	Open House
23	Distribution of ODD Semester Grade Sheet	
24	Audit of Question Papers, Assessed Answer Books and Exam Procedure	
25	Audit of Question Papers, Assessed Answer Books and Exam Procedure	
26	Submission of examination related data to Mumbai University	Vacation Ends





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27	<u>EVEN Semester Begins</u> Make-up and Re-Exam	Teaching Learning
28	Time Table for MSE, ESE and Make-up Exam	Teaching Learning
29		Teaching Learning
30		Teaching Learning
31	Project Phase-III Evaluation for PG	Teaching Learning
32	Project Phase-III Evaluation for UG Submission of MSE QP to examination center	Teaching Learning
33	Mid-Semester Examination Centralized assessment starts	MSE
34	Centralized assessment ends 'Open House' to show MSE answer books and synoptic to students Expert evaluation for student grievances Declaration of MSE Result.	Teaching Learning
35		Teaching Learning
36		Teaching Learning
37	Project Phase-IV Evaluation for PG Submission of Synopsys by PG Semester IV students	Teaching Learning
38	Project Phase-IV Evaluation for UG	Teaching Learning
39		Teaching Learning
40	Submission of Dissertation by PG students Appointment of Examiners for theory, practical, oral and projects	Teaching Learning
41	Display of Exam Seat Numbers and Distribution of Admit Cards	Teaching Learning
42	Practical and Oral Examination Last date of EVEN semester Display of course wise student defaulters / NO TERM GRANT list Submission of Project Reports by UG students	Teaching Learning Practical ESE
43	Project Examination for UG and PG Submission of ISE Marks to Examination Center	
44	Submission of ESE QP to examination center	Vacation Begin
45	End-Semester Examination Begins Centralized assessment starts	ESE/CAS
46	End-Semester Examination Over Centralized assessment continues	ESE/CAS
47	Centralized assessment ends CRC meeting	CAS
48	'Open House' to show ESE answer books and synoptic to students. Expert evaluation for student grievances EC meetings for review of result Declaration of ESE Result.	Open House
49	Distribution of EVEN Semester Grade Sheet	
50	Audit of Question Papers, Assessed Answer Books and Exam Procedure	
51	Audit of Question Papers, Assessed Answer Books and Exam Procedure	
52	Submission of examination related data to Mumbai University	Vacation Ends





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Annexure-XX: Examination Related Committees

Examination Committee (EC):

Name of Member	Category	Position
Dr. Prachi Gharpure	Principal	Chairman
Dr. Surendra Rathod	Dean Academics	Member
Mrs. Apurva Mohite	Controller of Examination (COE)	Member Secretary
Prof. Deepak Wasave	Mumbai University Nominee	Member
Dr. Ramesh Karandikar	External Expert	Member
Dr. Shyamalee Solanki,	External Expert	Member
Prof. K. T. Talele	ETRX Department Examination Co-ordinator	Member
Prof. Anand Mane	EXTC Department Examination Co-ordinator	Member
Prof. Sunil Ghane	COMP Department Examination Co-ordinator	Member
Prof. Varsha Hole	IT Department Examination Co-ordinator	Member
Prof. Harshil Kanakia	MCA Department Examination Co-ordinator	Member
Prof. Meghna Naik	ASH Department Examination Co-ordinator	Member

Complaint Redressal Committee (CRC):

Name of Member	Category	Position
Dr. Prachi Gharpure	Principal	Chairman
Dr. Surendra Rathod	Dean Academics	Member
Dr. Y. S. Rao	Dean R&D	Member
Dr. Rita Das	Dean Student Affairs	Member
Dr. D. R. Kalbande	Dean Industry Relations (COMP)	Member
Dr. Rajendra Sutar	Senior Professor (ETRX)	Member
Prof. D. D. Ambawade	Senior Professor (EXTC)	Member
Prof. Kailash Devadkar	Senior Professor (IT)	Member
Dr. Pooja Raundale	HOD MCA	Member
Mrs. Apurva Mohite	Controller of Examination (COE)	Member Secretary

