



**Rules and Regulations
for
Examinations and Evaluation System
of
U.G. and P.G. Programmes
(w.e.f. Academic Year 2014-15)**

Glossary:

AB	:Academic Board
COE	:Controller of Examination
CA	:Continuous Assessment
CBGS	:Credit Based Grading System
CGPI	:Cumulative Grade Performance Index
CC	:Chief Conductor
DEC	:Departmental Examination Committee
EC	:Examination Committee
ESE	:End Semester Examination
F.Y	:First Year of B Tech.
HOD	:Head of the Department
IA	:Internal Assessment
IRC	:Inquiry and Redressal Committee
ISE	:In Semester Examination
L.Y	:Last Year of B.Tech.
BOM	: Board of Management
MU	:Mumbai University
PG	:Post Graduate Program of M.Tech.
SGPI	:Semester Grade Performance Index
SS	:Senior Supervisor
S.Y	:Second Year of B. Tech
T-1	:Test -1
T-2	:Test -2
T.Y	:Third Year of B. Tech.
UG	:Under Graduate Program of B. Tech
YPI	:Yearly Performance Index

Contents

1. Introduction of Credit and Grading System	4
2. Course Evaluation Scheme	5
3. Extra Time/Writer for Physically handicap students	8
4. Passing Criteria for Course	8
5. Award of Grace Marks for Passing a Course	10
6. Open Day	13
7. Redressal of grievances	15
8. Grades awarded for Regular Examination and Backlog Examination	16
9. Calculation of Grade Performance Index	18
10. Eligibility Criteria For Admission to Subsequent Higher Year	20
11. Grade Improvement and Performance Improvement	21
12. Degree awarded to the Students	21
13. Unfair Means resorted by Students during Examination	22

Annexure

- Application form to take Permission for Re-test
- Application for Change/Correction in Marks/Grade Declared in the Result/Mark List
- Letter to Intimate change /correction in marks/grade in the result declared /mark list
- Application for Change/Correction in Name in the Result/Mark List/Certificate
- Application for Extra Time for ESE Theory / Unit Test I / II Examination
- Application for Writer / Helper for Theory / Practical Examination
- Student Application for Grievances Related to Test / ESE Examination
- ESE Re-Assessment Form
- ESE Re-Verification Form
- Form for General Application

1. Introduction of Credit and Grading System

University of Mumbai has already implemented the credit and grading system in all its affiliated Institutes. Now under Autonomous Status, K.J. Somaiya College of Engineering also will be implementing the Credit Based Grading System (CBGS). The essential information regarding credit and grading system is available in this manual. Course credit structure, course evaluation scheme, grading, grace marks applicable and rules for eligibility to the next year are mainly the focused aspects of this manual and are discussed in the subsequent topics.

1.1 Course Credit

A certain quantum of academic work measured in terms of credits is laid down in general as requirements for attaining a particular degree (undergraduate or postgraduate). A student earns credits every semester by satisfactorily completing courses and/or other academic activities. The number of credits associated with a course is dependent upon the number of hours of instruction per week in that course. Similarly the credit associated with any of the other activities is dependent upon the quantum of work expected to be put in per week by the student. The credit structure and its allocation in detail will be available in the syllabus scheme of every semester respectively

1.2 Letter Grade and Grade Point Allocation

In every course, based on the student's performance he/she is awarded a letter grade as per the grade table. These letter grades not only indicate a qualitative assessment of the student's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent Grade Points applicable for Undergraduate Programme and Post Graduate Programme are given in topics 8.1 to 8.4.

1.3 Regular Examination

After the grant of term for student, the 1st examination conducted by the college will be considered as regular examination for that student.

1.4 Backlog Examination

After the grant of term for a student, the 2nd examination conducted by the college will be considered as backlog examination for that student, irrespective of whether the student might have failed or remained absent for some of the courses or all the courses during regular examination.

1.5 Grant of term

Attendance of student for every course, theory and laboratory counted independently for every course code, must be minimum 75%. All certified term works must be submitted within the stipulated time. If both these conditions are satisfied by a student then his/her term is granted and student is allowed to appear for regular examination. If any of the above conditions is not satisfied, then the student will be declared as a defaulter and will not be allowed to appear for regular examination. Such a student will have to take fresh admission for that semester/term again in the next academic year on paying appropriate fees to the college. Thus he/she has to repeat that term/semester.

2. Course Evaluation Scheme

2.1 FOR UG

Theory/On screen Examination

- For students admitted to FE/F.Y, SE/S.Y. and TE/T.Y. during the academic year 2014-15 and thereafter, overall evaluation will be Credit Based Grading System (CBGS) with **Absolute Grading**.
- For students admitted to BE during 2015-16, overall evaluation will be based on Credit Based Grading System (CBGS) with **Absolute Grading**.
- The evaluation of a student for each course shall be based on his/her performance in End Semester Examination (ESE) and Continuous Assessment (CA), taken together.

The CA component consists of Test-1 (T-1), Test-2 (T-2) and Internal Assessment (IA).

- IA (Internal Assessment) consists of assignments, tutorials, practical's, viva-voce, quizzes, seminars etc. conducted by the course faculty during the semester. The mode of IA (Internal Assessment) is decided and announced by the course faculty at the beginning of the course.

Refer to table 2.1 and 2.2 for the weightage of End Semester Examination (ESE) and Continuous Assessment (CA):

For UG: - SE/SY, TE/TY and BE/LY

Course	ESE*	CA (40% Weightage)			Total
		T-1	T-2	IA	
	60%	15%	15%	10%	100%

Table 2.1: Weightage of Evaluation for BE/LY, TE/TY and SE/SY

For UG :- FE/FY

Course	ESE*	CA (40% Weightage)			Total
		T-1	T-2	IA	
	60%	20%	20%	0%	100%

Table 2.2: Weightage of Evaluation for FE/FY

*The End Semester Examination (ESE) will be conducted for 100 marks and scaled down to 60% of marks obtained; fraction therefore will be rounded to the nearest integer. (For Example, 23.2 will be rounded to 23 and 23.6 will be rounded to 24.)

Term work:

A student is expected to perform various experiments for a laboratory course throughout the semester. Number of experiments and list of experiments will be announced by the faculty in-charge of that course at the beginning of the semester. Results/conclusions of each experiment along with required write up, diagrams, graphs, print outs etc. need to be submitted by the student in softcopy or hardcopy form. Each experiment will be graded by the concerned faculty assigned to that batch of students.

Once the term work of the student is accepted, he/she should be awarded with minimum passing marks of term work i.e. minimum 40% of maximum marks.

Practical/Oral/Project

Practical/ Oral /Project examination will be conducted at the end of each semester, depending upon approved scheme of syllabus of every semester In practical examination, the student is expected to perform and show results of an experiment which he/she has to select at the beginning of the practical examination by lottery system. This has to be completed during the allotted examination time period. Marking scheme for practical examination will be displayed on the department notice board prior to the practical examination. To verify the understanding of the student about that experiment, examiner may ask some questions.

Oral examination is meant for judging how good a student is while explaining his/her understanding about the subject orally. Marking scheme for oral examination will be displayed on the department notice board prior to oral examination

Project examination is meant for judging the contributions of a student and the role played by him/her in a group activity.

2.2 For PG: -M.Tech Sem I and II

Theory/On screen Examination

- For students admitted to First Year of M. Tech during the academic year 2014-15 and thereafter, overall evaluation will be Credit Based Grading System (CBGS) with **Absolute Grading**.
- The evaluation of a student for each course shall be based on his/her performance in End Semester Examination (ESE) and Continuous Assessment (CA), taken together.

The CA component consists of Test-1 (T-1), Test-2 (T-2) and Internal Assessment (IA).

- IA (Internal Assessment) consists of assignments, tutorials, practical's, viva-voce, quizzes, seminars etc. conducted by the course faculty during the semester. The mode of IA (Internal Assessment) is decided and announced by the course faculty at the beginning of the course.

Referto table 2.3 for the weightage of End Semester Examination (ESE) and Continuous Assessment (CA):

Course	ESE*	CA (40% Weightage)			Total
		T-1	T-2	IA	
	60%	15%	15%	10%	100%

Table 2.3: Weightage of Evaluation for M.Tech

*The End Semester Examination (ESE) will be conducted for 100 marks and scaled down to 60% of marks obtained; fraction therefore will be rounded to the nearest integer. (For Example, 23.2 will be rounded to 23 and 23.6 will be rounded to 24.)

Term work

A student is expected to perform various experiments for a laboratory course throughout the semester. Number of experiments and list of experiments will be announced by the faculty in-charge of that course. Results/conclusions of each experiment along with required write up, diagrams, graphs, print outs etc. need to be submitted by the student in softcopy or hardcopy form. Each experiment will be graded by the concerned faculty.

Once the term work of the student is accepted, he/she should be awarded with minimum passing marks of term work i.e. minimum 45% of maximum marks.

Practical/Oral

Practical/ Oral examination will be conducted at the end of the semester, depending upon the approved scheme of syllabus of every semester.

Project

Project work is to be carried out by a student in the 2nd year of M. Tech. Progress of the work will be reviewed by way of 2 presentations in front of a committee consisting of guide/co-guide, internal expert and a chairperson from another department. These presentations need to be given by every student at the end of semester III (December/January) and at the end of semester IV (April/May).

3. Extra Time/Writer for physically handicap candidates/medical cases/

Learning disability cases

- Candidates who are physically handicap, blind, partially blind such candidates will get extra time for writing examination paper. This extra time would be 20 minutes per hour i.e. for 3 hour paper extra time would be 1 hour. These candidates can also ask for writer.
- Candidates with learning disability (Dyslexia/Dysgraphia & Dyscalculia) will get 25% extra time for writing examination paper. However this extra time would be minimum 15 minutes and maximum 30 minutes.
- Both types of candidates will have to apply in advance to Principal of the college with appropriate supporting documents.
- Refer circular No./ Exam/Controller of Examination/ 1353/2013 dated 21 September 2013 of Mumbai University for details

4. Passing Criteria for Course

4.1 For Under Graduate Program (UG)

4.1.1 Theory Course

- a. A student is said to have passed a theory (**ESE+CA**) course if he / she gets at least 40% marks in total (i.e. 40 marks out of a total of 100 marks) for the said course of which he / she must get at least 30% marks in ESE.
- b. If a student fails to get total 40% marks in a theory course or does not get 30% marks in ESE, then he/she will be considered to have failed in that course. Such a student will have to appear for the relevant ESE during backlog examination conducted in the subsequent semester.

4.1.2Term work

Once the term work of the student is accepted, he/she should be awarded with minimum passing marks of term work i.e. minimum 40% of maximum marks.

4.1.3Practical/Oral/Project

A student should secure minimum 40% of maximum marks to pass practical/oral / project examination.

4.2 For Post Graduate Program (PG)

4.2.1 Theory Course

- a. A student is said to have passed a theory course(**ESE+CA**)if he / she gets at least 45% marks in total (i.e. 45 marks out of a total of 100 marks) for the said course of which he / she must get at least 35% marks in ESE.
- b. If a student fails to get total 45% marks in a theory course or does not get 35% marks in ESE, then he/she will be considered to have failed in that course. Such a student will have to appear for the relevant ESE during backlog examination conducted in the subsequent semester.

4.2.2Term work

Once the term work of the student is accepted, he/she should be awarded with minimum passing marks of term work i.e. minimum 45% of maximum marks.

4.2.3Practical/Oral/Project

A student should secure minimum 45 % of maximum marks to pass practical/oral / project examination.

4.3 Criteria for carry forward of CA marks for backlog examination

When a student appears for any backlog examinationof any Course, the criteria for carry forward of CA marks will be equal to minimum passing percentage for total course.

- For UG course, minimum passing percentage for total course is 40%, so minimum CA marks which are to be carried forward should be 40%. i.e. for a 100 marks course, minimum CA marks to be carried forward are 16 and above where CA is of 40 marks and for a 75 marks course, minimum CA marks to be carried forward are 12 and above where CA is of 30 marks.
- For PG course, minimum passing percentage for total course is 45%, so minimum CA marks which are to be carried forward should be 45%. i.e. for a 100 marks course, minimum CA marks to be carry forward are 18 and above where CA is of 40 marks.

- For any course, in which CA marks are less than the minimum marks to be carried forward, 'F' will appear with the marks on the Result Gazette, indicating that these CA marks will not be carried forward. In such cases, the student's CA marks will become null and void for the backlog examination. On Result Gazette of this backlog Examination; 'NA' will be printed for CA marks of that course where CA marks are not carried forward. In that case, for such a course, there will be no scaling down of marks obtained and passing for ESE will be 40% for UG and 45% for PG.

5. Award of Grace Marks for Passing a Course

Maximum grace marks to be awarded per course are classified as

- Grace marks awarded by Resolution
- Grace marks awarded for passing the course (as similar with Ordinance 0.5042 of University of Mumbai)
- Grace Marks awarded for Passing a Semester (as similar with Ordinance 0.5045 of university of Mumbai.)

5.1 Grace marks awarded by Resolution

- For a course where total evaluation is of 100 marks, 75 marks and 60 marks respectively, the maximum grace marks that may be awarded are 3..
- For a course where total evaluation is of 50 marks or below, maximum grace marks that can be awarded are 2.
- Grace marks by resolution are applicable to all courses (only ESE) provided the Examiner has agreed to allot the Grace marks, if needed for passing, and has signed the resolution to that effect.

5.2 Grace marks awarded for passing a course in each head of passing e.g. Theory/Practical/ Oral (as similar to ordinance 0.5042 of University of Mumbai)

For a course of 100 marks, 75 marks and 60 marks, grace marks awarded are up to 3 marks and for the course of 50 marks and below, grace marks awarded are up to 2 marks.

This is applicable provided that the benefit of such grace marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of grace marks under this Ordinance shall be applicable only if the candidate passes the entire examination of that semester.

Final Result on gazette will be indicated with @ sign if candidate passes the semester with grace marks under this category.

5.3 Grace Marks awarded for Passing a Semester:- (as similar to Ordinance 0.5045 of University of Mumbai)

The modified Condonation rule (Grace Marks for passing a semester) is as follows:

- If a candidate fails in maximum of **Two** heads of passing, having passed in all other heads of passing, his/her deficiency of marks in such heads of passing may be condoned by not more than 1% of the aggregate marks of that semester examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less.
- When the aggregate of 1 % or grace marks admissible on the basis of 1 % is worked out, any fraction less than 0.5 should be ignored and fraction of 0.5 and above should be rounded off to the next integer to give benefit to the candidate.

The benefit of grace marks is available only for those students who appear for full/whole examination of that semester including term work examination if any. This benefit will be awarded to the student, provided the student can be declared pass for that whole semester examination.

- Condonation of deficiency of marks is shown in the Result gazette with indication of asterisk (*).

5.4 Sports Grace Marks for Autonomous KJSCE 2014 Examinations (As similar to Ordinance 0.229 of University of Mumbai)

By taking into consideration the existing ordinance 0.229 of Mumbai University it has been resolved in the meeting that:-

- i) For CBGS system, instead of giving 10 grace marks in the total, an additional 0.1 point shall be added to SGPI if the student has been cleared in all heads of passing.
- ii) In case of failure in one or more Heads of passing in an Examination, the benefit of grace marks shall be granted to the extent of 5% of the maximum marks allotted to the Head of passing of the concerned subject.
- iii) Based on similar rules of University of Mumbai, this Ordinance in detail is as follows:-

Ordinance for Sports Grace: Candidates appearing for any of the University Examination/Examinations conducted by colleges on behalf of the University shall be eligible for the award of up to maximum 10 grace marks, at their option, wherever necessary in addition to the marks secured in each Head of passing for participation in any one of the activities mentioned below:

1. Students who have enrolled as members of the N.C.C. and have satisfactorily completed the N.C.C. training Programme during the academic year, as certified by the Principal, Commanding Officer of that N.C.C. unit,

OR

2. Students who have participated in the N.S.S. Programme and have satisfactorily completed at least 120 hours of Social Service comprising the time spent in at least two types of projects as certified by the Principal of their respective college and forwarded by the N.S.S. Programme Coordinator,

OR

3. Students who are members of the team/s reaching Quarter final at intercollegiate sports competitions or have secured one of the eight places in order of merit in an individual sport event conducted by the University or have represented the University in sport events either at the Inter-State or at Zonal level or at National level or at International level and have produced the necessary certificate from the Director of Physical Education & Sports of Mumbai University.

OR

4. Students who are members of team/s securing first three positions in cultural group events or have secured one of the first three places in an individual cultural event or whose performance has been adjudged best as an Actor/Actress, Music Director, Lighting/Sound effect operator, Author, Choreographer, or as Director in Group events conducted at the Intercollegiate cultural competition organized by the University, or have represented the University in any of the cultural events either at the State level or at the Zonal level or at the National level or at the International level in the same academic year as certified by the Head of the concerned Section of Mumbai University.

OR

5. Students who are members of Students' councils constituted under Section 40 (2) (a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Universities Act 1994, and have actively participated in various schemes, programs and attended functions of the University during that academic year, as certified by the Director of Students Welfare of Mumbai University.

The benefit of 10 grace marks (In CBGS, the increase in SGPI by 0.1) would be available to the candidates, only in any one of the activities mentioned above, at their option, subject to their fulfilling the following conditions:

1. That they are appearing for any End Semester Examination, as their first attempt.
2. That in case of failure in one or more Heads of passing an Examination, the benefit of grace marks shall be granted to the extent of 5% of the maximum marks allotted to the Head of passing the concerned subject.
3. That maximum 10 grace marks will be added to the grand total, However, in the case of credit based grading system (CBGS) the marks (0.1) will be added in the final grade to the GPA (SGPI), even if the benefit is given to students for passing the subject/s.
4. That if the examination is conducted in semesters and the marks of the two semesters are clubbed, the same shall be granted in even semester examination of that academic year.(**In CBGS system, instead of 10 Grace marks in total ,the SGPI shall be increased by 0.1)**
5. Grace marks awarded under the ordinances should be shown separately, as was done till now, with the sign # and should not be merged with the marks secured in the heads of passing.
6. Combined benefit of Sports Grace marks and Semester Grace marks (similar to 0.5045 of M.U.) can be given only if the candidate has passed in all heads except TWO before applying the Sports Grace marks .
7. That the grace marks under this Ordinance will not be counted for the award of scholarships, prizes and medals or any other awards.
8. That the rules regarding grace marks under this Ordinance shall be applied first and the same shall separately be shown in the marks sheet of the candidates.

5.5 Learning Disability Grace Marks

As per the Circular of University of Mumbai Ref. No. Exam/Controller of Examination/1353/2013 dated 21 September 2013, Grace Marks to the Candidate having disability i.e. Dyslexia, Dysgraphia & Dyscalculia can be given.

To pass the examination, maximum 20 grace marks to be granted in one or more subjects as per the scheme of examination (i.e. in Theory Paper / Internal Project / Dissertation / Practical /Oral, Viva-Voice, etc.).

6. Open Day

After the assessment, all answer books of ESE shall be decoded and de-masked and mark lists will be prepared. Answer books will be shown to students in the class on open day and all queries of students will be settled by proper procedure.

6.1 Conduction of Open Day

Instructions to students

- Students are expected to come to see their answer books in person on the Open day as per specified time table which will be displayed on the department notice board.
- No one other than the student, including Parents, Guardians, Friends or any other student representative, is allowed to attend the Open day:-
- All the students are required to sign on an attendance sheet at the venue where the answer books will be shown to them.
- Students can carry question papers and print outs of marking scheme /evaluation scheme of each course along with them to the class room.
- Once inside the classroom, students are not allowed to leave the classroom for any reason, unless they return the answer books. Also, the answer book cannot be taken outside the room.
- Food items including drinking water will not be allowed while handling answer books. This is for the safety of answer books.
- Students should not carry pen, pencil or any other writing material with them while entering the room to view/ read their answer books; so as to avoid tampering of answer books. If so found it will be treated as Unfair Means and in such cases disciplinary action will be taken against that student.
- Mobile phones, cameras or any such kind of electronic gadgets are not allowed inside the classroom.
- Taking image of any part of answer book will be treated as Unfair Means and in such cases disciplinary action will be taken against that student.
- Tampering of Answer book with pen, pencil, using any writing material or any other means, will be strictly reviewed. If such cases are found, it will be considered as Unfair Means and suitable disciplinary action will be taken.
- Students must keep their belongings safely. College authorities will not be responsible for any untoward incident.

- 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 grievances listed below related to marking scheme and assessment should be notified in ESE Grievances Form
 1. Re-assessment
 2. Re-verification (Totaling Mistake, Un-assessed part)
 3. Grievance related to marking scheme / Solution
 4. Grievance related to CA marks
- Students are required to fill the Grievance Form for change in CA marks or difference between the ESE marks which are on the answer book and that displayed on the Intranet. Students are required to submit this form to the faculty/staff present in the class room.
- Pens will be provided by college to fill the Grievance Form.
- All the Grievances will be scrutinized by the Controller of Examination and/or the committee appointed by Principal and appropriate decision will be taken. The decision of the committee will be related to
 - Increase/ decrease / no change in the marks
 - Grievances related to marking scheme itself
 - Unfair Means reported if any
- This committee will take appropriate decision and the same will be communicated to the students. No personal/telephonic enquires will be entertained. Committee's decision will be treated as final.

7. Redressal of grievances

7.1 Procedure for Handling Grievances

Grievances of students will be considered in 3 categories.

Grievances Category	Nature of Grievances	Action to be taken	Remarks
Type 0	Change in CA Marks /any variation in the marks displayed on Intranet and on the theory paper seen on the open day	Immediate action by COE for correction to be done by the examiner	Implementation for change in marks after verifying from the concerned records.
Type I	Report on <ul style="list-style-type: none">• Totaling mistake• Un-assessed answer	Immediate action by COE for correction to be done by the examiner	Implementation for change in marks >0
Type II	Request for reassessment of full answer sheet	Another examiner for reassessment to be appointed by Principal	To implement change in the marks <ul style="list-style-type: none">• only if change is ($\geq 10\%$) of obtained marks• If student is getting benefit of passing the course, the change in marks to be implemented even though change is $< 10\%$ of obtained marks

8. Grades awarded for Regular examination and for Backlog Examination

In CBGS system, the Letter Grades will be awarded to the total marks obtained by student for each course including Theory / Oral/ Practical / Term Work/Project. The grade table for Regular Examination of UG and PG are given in 5.1 and 5.2 respectively.

A student appearing for Backlog Examination will have Grade Penalty. The grade tables for backlog Examination of UG and PG are given in 5.3 and PG 5.4 respectively.

8.1 Grades awarded for a course applicable for UG (First attempt including absent cases)

LETTER GRADE	KJSCE RANGE OF % MARKS OBTAINED	KJSCE POINT	GRADE
AP (OUTSTANDING)	95-100	10	
AA	85-94.99	10	
AB	75-84.99	9	
BB	70-74.99	8	
BC	60-69.99	7	
CC	50-59.99	6	
CD	45-49.99	5	
DD	40-44.99	4	
FF	<40	0	
XX	ABSENT		

8.2 Grades awarded for a course applicable for PG (First attempt including absent cases)

LETTER GRADE	KJSCE RANGE OF % MARKS OBTAINED	KJSCE POINT	GRADE
AP (OUTSTANDING)	95-100	10	
AA	85-94.99	10	
AB	75-84.99	9	
BB	70-74.99	8	
BC	60-69.99	7	
CC	55-59.99	6	
CD	50-54.99	5	
DD	45-49.99	4	
FF	<45	0	
XX	ABSENT		

8.3 Grade Table for Backlog Examination (UG)

LETTER GRADE	KJSCE RANGE OF % MARKS OBTAINED	KJSCE GRADE POINT
BB	85-100	8
BC	75-84.99	7
CC	65-74.99	6
CD	55-64.99	5
DD	40-54.99	4
FF	<40	0
XX	ABSENT	

8.4 Grade Table for Backlog Examination (PG)

LETTER GRADE	KJSCE RANGE OF % MARKS OBTAINED	KJSCE GRADE POINT
BB	85-100	8
BC	75-84.99	7
CC	65-74.99	6
CD	55-64.99	5
DD	45-54.99	4
FF	<45	0
XX	ABSENT	

9. Calculation of Grade Performance Index

9.1 Calculation of Semester Grade Performance Index (SGPI)

The performance of a student in a semester is indicated by a number called Semester Grade Performance Index (SGPI).

The SGPI is the average of the grade points obtained in all the courses by the student during the semester.

For example, if a student passes five courses(Theory/labs./Projects/ Seminar etc.)in a semester with credits C1, C2, C3, C4 and C5 and grade points in these courses are G1, G2, G3, G4 and G5 respectively, then SGPI is equal to:

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

Semester Grade Performance Index (SGPI) for one semester

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

C_i = Credit assigned to i^{th} course and G_i = Grade Points earned for i^{th} course of that semester

9.2 Yearly Performance Index (YPI) for academic year

$$YPI = \frac{\sum_{i=1}^n C_i * G_i \text{ (of odd semester)} + \sum_{i=1}^n C_i * G_i \text{ (of even semester)}}{\sum_{i=1}^n C_i \text{ of odd semester} + \sum_{i=1}^n C_i \text{ of even semester}}$$

YPI of FY is on the basis of performance of a student in semester I & II

YPI of SY is on the basis of performance of a student in semester III & IV

YPI of TY is on the basis of performance of a student in semester V & VI

YPI of LY is on the basis of performance of a student in semester VII & VIII

9.3 Cumulative Grade Performance Index (CGPI) for semesters taken together

For those admitted to first year (FE) prior to July 2014

$$CGPI = \frac{\sum_{j=1}^m (C * G)_j}{\sum_{j=1}^m C_j}$$

$C * G$ = Product of Credits * grades of j^{th} semester, j varies from 1 to 8 i.e. $m_{\text{maximum}}=8$

For those admitted to second year (SE) in July 2014

$$CGPI = \frac{\sum_{j=3}^m (C * G)_j}{\sum_{j=3}^m C_j}$$

Here j varies from 3 to 8 i.e. $m_{\text{maximum}}=8$

Cumulative Grade Performance Index (CGPI) for semesters taken together
For those admitted to first year (FY) in July 2014 and henceforthand directly
admitted students to second year from July 2015 onwards

$$\text{CGPI (Upto First Year FY)} = \frac{0.2 \times (\text{YPI of FY})}{0.2}$$

$$\text{CGPI(Upto Second Year SY)} = \frac{0.2 \times (\text{YPI of FY}) + 0.2 \times (\text{YPI of SY})}{0.2 + 0.2}$$

$$\text{CGPI(Upto Third Year TY)} = \frac{0.2 \times (\text{YPI of FY}) + 0.2 \times (\text{YPI of SY}) + 0.3 \times (\text{YPI of TY})}{0.2 + 0.2 + 0.3}$$

$$\text{Final CGPI(Upto Fourth/Last Year BTech)}$$

$$= \frac{0.2 \times (\text{YPI of FY}) + 0.2 \times (\text{YPI of SY}) + 0.3 \times (\text{YPI of TY}) + 0.3 \times (\text{YPI of LY})}{0.2 + 0.2 + 0.3 + 0.3}$$

For Directly second year admitted students, YPI for First Year will be calculated using the Diploma Final Year (qualifying marks) marks/grade point index.

For those admitted to first year of PG(M. Tech.) in July 2014

$$CGPI = \frac{\sum_{j=1}^m (C * G)_j}{\sum_{j=1}^m C_j}$$

C*G = Product of Credits* gradesofth semester, j varies from 1 to 4i.em_{maximum}=4

9.4 Conversion from SGPI/YPI/CGPI to % marks

$$\% \text{ Marks} = (\text{SGPI or YPI or CGPI} - 0.75) \times 10$$

For Example: If CGPI = 9.12, then % of marks = (9.12- 0.75) x 10
= 83.7 %

9.5 Conversion from % to SGPI/YPI

$$\text{SGPI} = \frac{\% \text{ Marks of 1 semester}}{10} + 0.75$$

$$\text{YPI} = \frac{\% \text{ Marks of 1 year}}{10} + 0.75$$

10. Eligibility Criteria for Admission to Subsequent Higher Year

Minimum 60% credits out of the total credits of current year in which candidate is studying (FY or SY or TY) should be earned to become eligible for admission to subsequent year (i.e. SY or TY or LY respectively) plus all credits of previous year of study.

- If candidate is declared pass in a head of passing only then it will be considered that candidate has earned Credits assigned to that head of passing.
- Fractional number calculated for minimum 60% credits to be earned by the candidate will be rounded off by truncating it to lower integer. e.g. At present our FY total credits of semester I & II are 52. Minimum 60% of 52 = 31.2. However expected minimum credits to be earned by candidate will be considered as 31, since candidate can't earn credits in fraction.

Eligibility Criteria for Admission to Second Year (SY)

Minimum 60 % credits of the total credits of First Year should be earned to become eligible for taking admission to Second Year.

Eligibility Criteria for Admission to Third Year (TY)

All credits of First Year should be earned

and

Minimum 60 % credits of the total credits of Second Year should be earned to become eligible for taking admission to Third Year.

Eligibility Criteria for Final/Last Year (LY)

All credits of First Year should be earned

and

All credits of Second Year should be earned

and

Minimum 60 % credits of the total credits of Third Year should be earned to become eligible for taking admission to Final Year

Eligibility Criteria for admission to even semester

Odd semester/term of respective year (FY/SY/TY/LY) wherein student has enrolled must have been granted i.e. Semester I, III, V & VII must have been granted to become eligible for enrollment to even term/semesters II, IV, VI & VIII respectively.

11. Grade Improvement and Performance Improvement

- The candidate who appears for Grade Improvement examination, with few courses only (not all theory Courses), his/her previous marks for that particular course or courses will be over written by new marks for which he has appeared at the Repeat Examination. Other marks will be carried forward with the indication of + Sign.
- In this case, the Result Gazette will have the Title “Grade Improvement”
- The candidate who wants to appear for Performance Improvement with all theory courses and with all OR/PR exams, his performance will be treated as fresh attempt. There will not be any indication of “Carried Forward marks.” (i.e.+ Sign)
- In such a case, the Result Gazette will have the Title “Performance Improvement”
- In case of Performance Improvement, term work and CA marks will be carried forward.
- For Grade Improvement / Performance Improvement, the regular examination grade table will be applicable.
- Facility of grade improvement and performance improvement is at present available only in the final year of B. Tech./ B.E. programme. When this facility will be made available to FY, SY and TY, it will be notified by a separate notice. In both the cases grade table of regular examination will be applicable.

12. Degree awarded to the Students

- For students admitted during 2014-15 in F. Y./FE of UG & first year of PG,
Degree conferred will be Bachelor of Technology (B.Tech) for UG Programme and Master of Technology (M.Tech.) for PG Programme.
- For students admitted during 2014-15 in S.Y./SE of UG
Degree conferred will be Bachelor of Engineering (B.E.) for UG Programme.
- For Students admitted to FE or SE for UG and first year of PG before 2014-15 ,
Degree conferred will be Bachelor of Engineering (B.E.) for UG Programme and Master of Engineering (M.E.) for PG Programme.

13. Unfair Means Resorted by students in the Conduct of Examinations

Resorting to malpractices at examinations is a serious crime in the educational system in general and examination system in particular. It shows disrespect towards the college and demotivates sincere students. Hence, such cases need to be dealt with sternly and individuals involved need to be punished.

Various malpractices during examinations involve any acts done by the examinees at the time of examination or after the examination to get enhanced and false credit at the examination by any illegal and immoral act. These may include activities such as copying the answers of other candidate/s, unwarranted signaling at the time of examination, carrying prohibited material along at the time of actually taking the examination, disclosing own identity through the answer book, putting pressure on the examiner/s, etc.

(A) 1. Definitions

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

(b) “Unfair means” includes one or more of the following acts or omissions on the part of student/s during the examination period.

- i) Possessing unfair means material and or copying there from.
- ii) Transcribing any unauthorized material or any other use thereof.
- iii) Intimidating or using obscene language or threatening or use of violence against invigilator or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
- iv) Unauthorisedly communicating with other examinees or any one else inside or outside the examination hall.
- v) Mutual/Mass copying.
- vi) Smuggling-out or smuggling-in of answer books, either blank or written, as copying material.
- vii) Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
- viii) Interfering with or counterfeiting of Institute seal, or answer books or office stationary used in the examinations.
- ix) Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
- x) Impersonation at the University/college examination.
- xi) Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University/college examination.
- xii) Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.

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

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

(e) “Possession of unfair means material by a student” means having any unauthorised material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

(f) “Student found in possession” means a student, reported in writing / denied to report in writing, as having been found in possession of unfair means material by the Invigilator, Senior supervisor, Chief conductor, member of the vigilance squad or any other person authorised for this purpose in this behalf, even if the unfair means material is not produced as evidence, since it has been swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible.

In such cases, a report to that effect will be submitted by the Invigilator or Senior supervisor or any other authorized person to the Controller of Examinations or any officer authorised in this behalf.

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

(B) The broad categories of unfair means resorted to by students at the College examinations and the quantum of punishment for each category thereof :-

Following rules are applicable for tests, practical/ oral examination, and End Semester Examination (written as well as on-screen) from the academic year 2016-17/ and implemented from the Exam May-June 2016.

APPENDIX-A

Sr.No	Nature of malpractice	Quantum of punishment
1 1.1	Possession of copying material and/or copying from the same within examination hours a) Possession of copying material in any physical form/electronic form i.e. written or printed paper/any other object/ mobile phone / Smart Watch /Programmable Calculator etc. b) Found having written on palms or on the body or on the clothes.	The performance of the student at that particular course will be made null and void plus additional punishments in the form of reformative actions like internships in some specified organizations.
1.2	Possession of another student’s answer book/supplement and /or actual evidence of copying there from.	Both students will be punished as mentioned in sr. no.1.1 above
1.3	Possession of the copying material but attempt to destroy the evidence by the examinee.	As mentioned in sr. no.1.1 above

1.4	Mutual/Mass Copying	All involved will be punished as mentioned in sr. no.1.1 above
1.5	Report of the Jr. supervisor/ Sr. supervisor/ Chief Conductor/member of vigilance squad/ COE/ any staff member of College/any staff working on behalf of College, stating that the student had been resorting to unfair means, but denial by the examinee about the ownership of copying material and claiming that the same has been found in his/her vicinity /or dropped near him/her by someone else.	As mentioned in sr. no.1.1 above
1.6	<p>a) Smuggling-out or smuggling in of blank answer book(s) or supplement(s) or graph papers.</p> <p>b) Smuggling-in of written answer book/supplement/graph paper based on the question paper set at the examination.</p> <p>c) Forging signature of the invigilator on answer book/supplement/graph paper.</p> <p>d) Carrying in exam hall unapproved charts/data sheets.</p>	The performance of the student at those particular courses will be made null and void plus additional punishments in the form of reformative actions like internships in some specified organizations.
1.7	While assessing the answer sheets, if the examiner finds that the student has copied from the answer book of other student or from any other source. OR during assessment, Examiner found suspicious about the answer book contents	All involved will be punished as mentioned in sr. no.1.1 above
1.8	Insertion of currency note to bribe or attempting to bribe any of the persons connected with the conduct of examinations.	As mentioned in sr. no.1.1 above
1.9	Revealing identity in any form in the answer written or in any other part of the answer book by the student. (e.g. Name of candidate or matter like “Please pass me” , “Golden KT” etc. in answer books)	As mentioned in sr. no.1.1 above

1.10	After providing second and subsequent answer book, student found in possession of copying material.	This may be considered as next attempt of copying and punishments will be as per sr. no.2 or 3 as the case may be.
1.11	In the same exam if a student is caught adopting any of the unfair means in more than one course	This may be considered as next attempt of copying and punishments will be as per sr. no.2 or 3 as the case may be.
1.12	Using obscene Language/Violence, at the examination center by a student at the College examination to any of the persons concerned with examination.	As mentioned in sr. no.1.1 above
1.13	Impersonation at the College examination.	As mentioned in sr. no.1.1 above
1.14	Student found referring to book(s), notes, any written material, copying material, electronic gadget kept outside examination hall during examination hours.	As mentioned in sr. no.1.1 above
1.15	All other malpractices not covered in the aforesaid categories.	As mentioned in sr. no.1.1 above
2	If on previous occasion, a disciplinary action was taken against a student for malpractice used at examination/and he/she is caught again second time for malpractices used at the examinations.	Annulment of the performance of the student at that Semester examination in full
3	If on previous two occasions a disciplinary action was taken against a student for malpractice used at examination/and he/she is caught again for malpractices used at the examinations.	For the students who are caught in the unfair means third time, he/she may be debarred from the college.

ANNEXURES
(Various Application Formats Used by Students)

Permission for Re-test

Name of the student			Roll No.		Branch COMP/ETRX/EXTC/IT/ MECH/MECH(EE)/MECH(CAD/CAM)
UG/PG	Class	FE/SE/TE/BE/ME	Sem. / Div.	I/II/III/IV/V/VI/ VII/VIII UGA/UGB/ME	Test 1/ Test 2
Name of the course			Name of the theory teacher		

Reason for not able to attend the test (Add document proof if necessary/wherever applicable):

Date of submission of form:
student

Signature of the

Date of meeting of DEC in which the application was put up:
Recommendations of DEC:

Re-test to be conducted / will not be conducted
Day/date/time of re-test:

Signature of DEC in-charge with date:

Signature of HOD with date:

COE

EC Chairman

Principal

Application for Change/Correction in Marks/Grade Declared in the Result/Mark List

Examination November 20__ / April 20__

Name of the student		Roll No.		Branch COMP/ETRX/ETXC/ IT/MECH/MECH(EE) /MECH(CAD/CAM)
UG/PG	Class	FE/SE/TE/BE/ME	Sem. / Div.	I/II/III/IV/V/VI/VII/VIII UGA/UGB/ME
Exam. Seat No.			ESE Examination Theory/Practical/Oral/Project/TW Dissertation/Seminar/_____	

Sr. No.	Name of the course	Description of change / correction
1.		
2.		
3.		
4.		
5.		

Date of submission of form:
student

Signature of the

Note: Attach appropriate proof of result / mark list and submit form to Exam Cell

Description of change / corrections done:

Sr. No.	Name of the course	Description of change / correction done
1.		
2.		
3.		
4.		
5.		

Date of intimation to student with appropriate document / new result / new mark list:

Signature of DEC in-charge with date:

Signature of HOD with date:

COE

EC Chairman

Principal

Letter to Intimate change /correction in marks/grade in the result declared /mark list

Examination November 20__ / April 20__

To,
Bro. / Sis. _____

(Roll No. _____)(Exam. Seat No. _____)

With reference to your application (Ref no. _____ Dated _____) following are the changes / corrections found. Your result with appropriate changes / corrections will be declared in due course of time.

Sr. No.	Name of the course	Description of change / correction	Description of change / correction done
1.			
2.			
3.			
4.			
5.			

Date of intimation to student with appropriate letter / new result / new mark list:

Signature of DEC in-charge with date:

Signature of HOD with date:

COE

EC Chairman

Principal

Application reference No. _____

Application for Change/Correction in Name in the Result/Mark List/Certificate

Examination November 20__ / April 20__

Name of the student		Roll No.		Branch COMP/ETRX/EXTC/IT/ MECH/MECH(EE)/ MECH(CAD/CAM)
UG/PG	Class	FE/SE/TE/BE/ME	Sem. / Div.	I/II/III/IV/V/VI/VII/VIII UGA/UGB/ME
Exam. Seat No. (write semester wise seat no. for more than one Result/Mark list/Certificate)				

Sr. No. /Sem.	Name Printed	Correct Name

Date of submission of form:
student

Signature of the

Note: Attach appropriate proof of name / result / mark list / certificate and submit form to Exam Cell

Description of change / corrections done:

Sr. No. / Sem.	Name Printed	Correct Name

Date of intimation to student with appropriate document / new result / new mark list:

COE

EC Chairman

Principal

Application for Extra Time for ESE Theory / Unit Test I / II Examination
Semester July 20 - November 20__ / Jan 20 - April 20__

Name of the student	Sem. / Div I/II/III/IV/V/VI/VII/VIII UGA/UGB/ME Roll No. Exam. Seat No.	Affix Photo
UG/PG Branch COMP/ETRX/EXTC/IT/MECH/ MECH (EE)/MECH (CAD/CAM) Class: FE/SE/TE/BE/ME		
Details of Examination for which Extra Time is required ESE/ UT I /UT II		
Category in which admission has secured :		
Supporting Medical documents to be submitted to Exam Cell	Submitted / Not submitted	

I undersigned request to allow me to appear for the examination of above course with Extra Time under the bylaws of the University of Mumbai.

Date: _____ **Name and signature of student** _____

COE

Approved / Not Approved

EC Chairman /

Principal

Note: Student should carry the letter of Permission of Extra time during examination signed by COE

Application for Writer / Helper for Theory / Practical Examination

November 20__ / April 20__

Name of the student	Sem. / Div	Affix Photo
UG/PG Branch	I/II/III/IV/V/VI/VII/VIII	
COMP/ETRX/EXTC/IT/MECH/ MECH (EE)/MECH (CAD/CAM)	UGA/UGB/ME	
Class: FE/SE/TE/BE/ME	Roll No. Exam. Seat No.	
Details of ESE Examination for which Writer / Helper is Sought Theory/Practical:		
Brief reason for need of Writer / Helper(Attach necessary certificate from the competent authority):		

I undersigned request to allow me to appear for the examination of above course with writer / helper under the bylaws of the University of Mumbai.

Date: _____ **Name and signature of parent / guardian** _____ **Name and signature of student** _____

Details of the Writer / Helper

Name	Name and address of College / School	Affix Photo
Address		
Date of birth: Mobile No. E-mail:		
Brief details of past and present study:		

I undersigned declare that I know _____ since _____ and as per his / her request I agree to be a writer / helper for above examination with my own wish under the bylaws of University of Mumbai. I have not taken any partial and / or full training / education in the course matter for which I have agreed to be a writer / helper.

Date: _____ **Name and signature of parent / guardian** _____ **Name and signature of writer/
helper** _____

COE

Approved / Not Approved

EC Chairman / Principal

Note: Student should carry copy of application during examination and original will be with COE

Student Application for Grievances Related to Test / ESE Examination

To,
The Principal,
KJSCE, Mumbai-77

***Sub: Grievance regarding:** _____

***Attach separate documents if any**
Details of examination

Year	Semester	Branch	Exam: ESE/Test1/Test2/other _____
Date of examination		Block/Room No.	
Name of the course			Day/Date/Time of Examination:

Signature of Students (Separate sheet may be attached)

Name of the student	Roll No.	Class and Branch	Mobile No.

HOD's Comments: _____

HOD

Final decision of the EC: _____

COE

EC Chairperson

Principal

The resolution/decision is communicated to us on _____.

Signature and Exam Seat No. of Students

K. J. Somaiya College of Engineering, Mumbai-77
(Autonomous College Affiliated to University of Mumbai)

Receipt No. for Rs. 500 per course paid (Maximum 03 courses)	K. J. Somaiya College of Engineering, Mumbai-77 (Autonomous College Affiliated to University of Mumbai) Examination Nov-Dec /April-May _20____ ESE Re-Assessment Form	Type II: Re-Assessment Exam Seat No.:	
First name	Surname	Father's name	Mother's name
Class of Study: FE/SE/TE/BE/ME		Semester of study:	
I/II/III/IV/V/VI/VII/VIII			
Branch: COMP/ETRX/EXTC/IT/MECH/MECH(EE)/MECH(CAD/CAM)			

To,

The Principal,

I would like to apply for re-assessment of ESE answer paper for following courses.

Sr. No	Complete Course Name	Amount
1.		
2.		
3.		
Total Amount		
Date of Open day:		Signature of student:
Email(Somaiya domain):		Mobile No.:

Received from _____ Rs. _____ for Re-assessment of _____ courses.

Signature of Payment Receiving Authority

K. J. Somaiya College of Engineering, Mumbai-77
(Autonomous College Affiliated to University of Mumbai)

Examination Nov-Dec /April - May			
ESE Re-Verification Form			
First name	Surname	Father's name	Mother's name
Class of Study: FE/SE/TE/BE/ME		Semester of study:	
I/II/III/IV/V/VI/VII/VIII			
Branch: COMP/ETRX/EXTC/IT/MECH/MECH(EE)/MECH(CAD/CAM)			

To,
The Principal,
I would like to apply for re-verification of ESE answer paper for following courses.

Sr. No	Complete Course Name	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Total Amount		
Date of Open day:		Signature of student:
Email(Somaiya domain):		Mobile No.:

Received from _____ Rs. _____ for the re-verification of _____ courses.

Signature of Payment Receiving Authority

K. J. Somaiya College of Engineering, Mumbai-77
(Autonomous College Affiliated to University of Mumbai)

For Office use only Reference No.
Application for: _____

General Application

To,
The Principal/ Vice-Principal/Dean _____/HOD _____/Admin Officer/Registrar/Accountant/ Librarian/
TPO/COE/Workshop Superintendent _____

To be filled by Current Student					
Name of the student and Roll No.					
Address					
Email / Tel. No.					
Semester		Branch		Division	
To be filled by Passed Out Student (Alumni)					
Month and Year of Admission			Month and Year of Passing		
Present status (Furnish details of present occupation etc.)					

Details of Documents attached (If any): _____

Date:

Name and Signature of student/parent/guardian

Signature of Authority with Comments if any
Date:

(Counter foil to be given to applicant wherever applicable)

For Office use only Reference No.
Application For: _____

Received application from _____ and the requested
document _____ can be collected on _____ at
_____ am/pm.

Date:

Signature of Authority