
	<b>Pimpri Chinchwad Education Trust's</b> <b>Pimpri Chinchwad College of Engineering &amp; Research</b> <b>Ravet, Pune</b> An Autonomous Institute   NBA Accredited (4 UG Programs)   NAAC A++ Accredited   An ISO 21001:2018 Certified <b>Autonomy Examination Department</b> <b>IQAC PCCOER</b>	
AY: 2025-26	<b>Minutes of Meeting: 1<sup>st</sup> Board of Examinations on 3<sup>rd</sup> July 2025</b>	Term- I

Date: 04/07/2025

### Minutes of Meeting

The Board of Examination (BoE) meeting was held on 3<sup>rd</sup> July 2025, at Board Room, First Floor, PCCOER, Ravet at 03:00pm.

The following members were present during the meeting:

Sr. No.	Category	Name	Designation
1	Chairman	Dr. Harish U. Tiwari	Director, PCCOER, Pune
2	Member – SPPU	Dr. Prabhakar B. Desai	Officiating Director, Board of Examination, SPPU, Pune
3	Special Invitee	Dr. Sunil L. Tade	Dean & Controller of Examinations, PCCoE
4	Special Invitee	Dr. Ashok R. Khedkar	Dean Exam, MKSSS's Cummins COE for Women, Karvenagar
5	Member Secretary	Dr. Arun W. Dhawale	Dean & Controller of Examination, PCCOER, Pune.
6	Member – PCCOER	Dr. Rahul G. Mapari	Deputy Director & Dean IQAC, PCCOER
7	Member – PCCOER	Dr. Archana A. Chaugule	Dean Academics, PCCOER, Pune
8	Member – PCCOER	Mr. Shital A. Patil	HoD - FE
9	Member – PCCOER	Dr. Santosh N. Randive	HoD - E&TC Engg.
10	Member – PCCOER	Dr. Gulab D. Siraskar	HoD - Mechanical Engg.
11	Member – PCCOER	Dr. Sameer S. Sawarkar	HoD - Civil Engg.
12	Member – PCCOER	Dr. Vijay A. Kotkar	HoD - Computer Engg.
13	Member – PCCOER	Dr. Santoshkumar V. Chobe	HoD - Information Tech.
14	Member – PCCOER	Dr. Smriti A. Pathak	HoD BBA / BCA
15	Member – PCCOER	Mr. Prakash B. Yeole	Registrar
16	Member – PCCOER	Mrs. Ashwini K. Bhavsar	Deputy Controller of Examination II, PCCOER, Pune
17	Asso. Member Secretary	Dr. Abhijit D. Jadhav	Deputy Controller of Examination I, PCCOER, Pune

**Approved Agenda:** Agenda for the meeting was as under.

Item No.	Description	Action Required
1	Introduction of Board of Examinations Members	Information
2	Infrastructure facilities for Examination	Information
3	CRC, ERC Committees Approval	Discussion and input suggestions from members
4	Rules and Regulations of the Autonomy Examination	Discussion and input suggestions from members
5	Ordinances of Examination	Discussion and input suggestions from members
6	Examination form fee	Discussion and input suggestions from members
7	Any other point with permission of chair	Discussion and input suggestions from members

### **01. Introduction of Board of Examinations Members**

The meeting was started with the welcome of all Board of Examination members by Dean & Controller of Examination **Prof. Dr. Arun W. Dhawale Sir**. Introduction and profile reading of the external members as special invitee,

**Dr. Prabhakar Desai**, Officiating Director, Board of Evaluation and Examination, SPPU, Pune  
**Dr. Ashok Khedkar**, Dean and Controller of Examination, Cummins COE for Women, Pune and  
**Dr. Sunil Tade**, Dean and Controller of Examination, PCCOE, Nigdi

by **Mrs. Ashwini Bhavsar**, Dy. Controller of Examination, PCCOER, Ravet. The felicitation of external members was done by respected **Director Dr. Harish Tiwari**, Director, PCCOER, Ravet.

### **02. Infrastructure facilities for Examination**

**Prof. Dr. Arun Dhawale** has discussed the infrastructure development plans for autonomy examination department. The planned layout design was discussed in presentation.

### **03. CRC, ERC Committees Approval**

**Prof. Dr. Arun Dhawale** put up the Complaint Redressal Committee (CRC) for approval in front of Board of Examination members. Following is the constitution of the CRC:

Sr. No.	Category	Name	Designation
1	Chairman	Dr. Archana A. Chaugule	Dean Academics
2	Member Secretary	Dr. Arun W. Dhawale	Dean & Controller of Examination
3	Member	Dr. Ramesh K. Rathod	Dean III
4	Member	Dr. Mayura M. Yeole	Associate Dean SDW
5	Member	Mr. Shital A. Patil	HoD - FE
6	Member	Dr. Santosh N. Randive	HoD - E&TC Engg.
7	Member	Dr. Gulab D. Siraskar	HoD - Mechanical Engg.
8	Member	Dr. Sameer S. Sawarkar	HoD - Civil Engg.
9	Member	Dr. Vijay A. Kotkar	HoD - Computer Engg.
10	Member	Dr. Santoshkumar V. Chobe	HoD - Information Tech.
11	Member	Dr. Smriti A. Pathak	HoD- BBA / BCA
12	Member	Dr. Abhijit D. Jadhav	Deputy Controller of Examination
13	Asso. Member Secretary	Mrs. Ashwini K. Bhavsar	Deputy Controller of Examination

**Prof. Dr. Arun Dhawale** explained the role of CRC in examination process is to exercise fair and transparent complaint redressal of examinations. The primary role of the CRC is to receive and investigate complaints from stakeholders related to examinations.

The committee is approved by all the members of Board of Examination including **Dr. Prabhakar Desai, Officiating Director- Board of Evaluations and Examinations, SPPU, Pune** and **Dr. Ashok Khedkar, Dean Examination, MKSSS Cummins College of Engineering for Women, Karvenagar, Pune.**

After CRC discussion and approval, **Prof. Dr. Arun Dhawale** put up the Examination Remuneration Committee for approval in front of Board of Examination members. The ERC committee is constituted as follows:

Sr. No.	Category	Name	Designation
1	Chairman	Dr. Rahul G. Mapari	Deputy Director & Dean IQAC
2	Secretary	Dr. Arun W. Dhawale	Dean & Controller of Examination,
3	Associate Secretary	Dr. Abhijit D. Jadhav	Dy. Controller of Examination

4	Member	Dr. Mahesh Sarada	Assistant Professor, First Year
5	Member	Mrs. Maithili Andhare	Assistant Professor, E & TC
6	Member	Mr. Anand B. Kudoli	Assistant Professor, Civil Engineering
7	Member	Dr. Madhuri Badole	Assistant Professor, Computer Engineering
8	Member	Mrs. Bhavana Bhadane	Assistant Professor, Information Technology
9	Member	Mr. Lakshay Goyal	Assistant Professor, BBA
10	Member	Mr. Prashant R. Mahale	Assistant Professor, Mechanical Engineering
11	Member	Mr. Prakash B. Yeole	Registrar, Admin Office
12	Member	Mrs. Ashwini Jagnade	Clerk

**Prof. Dr. Arun Dhawale** explained the role of ERC in examination process is to ensure examination remuneration manual preparation, payments are made in a timely and transparent manner, and that the compensation aligns with established policies.

The committee is approved by all the members of Board of Examination including special invitees.

#### **04. Rules and Regulations of the Autonomy Examination**

**Prof. Dr. Arun Dhawale** has discussed the rules and regulations of the Autonomy Examinations as follows:

##### **Rule 1: EXAMINATION AND EVALUATION**

There shall be continuous evaluation of students. This system will have following objectives:

- i. To get insights regarding student performance/abilities which helps to identify learning needs and take necessary actions for possible improvement.
- ii. To give feedback to the student about his level of understanding and abilities as per required Graduate Attributes (GAs).
- iii. To allow students to demonstrate their competence which they will practice in their professional career.
- iv. To award students grades based on their performance and abilities.
  - a. Evaluation processes shall ensure outcome-based education adopted by the institute. All assessment methods will ensure constructive alignment of curriculum with intended outcomes.
  - b. There shall be internal and external evaluation of students as a part of evaluation to award grades. All assessment of Theory, Practical, Project, Seminar and internship shall be conducted to evaluate GAs essential to meet the needs of engineering graduates at national as well as international level. Appropriate weight ages given to these evaluation methods will ensure quality of assessment and evaluation.
  - c. Evaluation scheme based on type of course with weight age is mentioned in table below.

Scheme of evaluation for courses prescribed in curriculum with weight ages

Sr. No.	Type of course	Method of Formative/Internal Assessment	Formative / Internal Assessment Weight age (%)	Method of Summative / External Assessment	Summative / External Assessment Weight age (%)	Total
1	CC/AEC/VAC/MDE/S ECDSE/ OE (Theory)	Assignment/ case study/ Quiz/Poster presentation/ Seminar presentation/ Open book test etc.	40 (20 + 20)	SA of 60 Marks based on 100% syllabus shall be conducted.	60	100
2	Term work	Experiment/Assignment/ case study report for each Experiment/Assignment	100	NA		100
3	Laboratory	Oral/practical examination	NA	Oral/ practical examination	100	100
4	Major Project* TW	Project Reviews (Minimum 2) Rubric based Evaluation	50	-	-	100
	OR	-	-	Viva voce	50	
5	Internship*	Rubrics based evaluations along with report.	100	-	-	100
6	Seminar*	Two rubric based reviews along with report	50	Report evaluation by external	30	100
				Viva	20	
7	MOOCs courses*	Based on submission of assignment and performance	50	MOOCs report (Notes) and overall performance	20	100
				Certification	30	
8	Skill courses	Hands on/Practical test, Live projects, Assignment/case study/Quiz/Poster presentation/Seminar presentation/Open book test/ Class test etc.	100	If needed as per the demand of course	-	100
9	Experiential Learning/ Liberal Learning courses	Rubric based Evaluations/ Live task / assignment / Practice/ case study / Quiz / Poster presentation for PP or NP grade	100	-	-	100

\* As specified in the programme curriculum.

### 1.1 Internal Evaluation:

Internal Evaluation shall be done continuously by faculty over a span of semester. Structured Evaluation will be done for all programmes with appropriate schedule in Academic Calendar as follows:

#### 1.1.1 Formative Assessment (FA) Theory Courses:

- i. The FA for Professional Core, Professional Elective, Open Elective, Basic Science Course, Engineering Science Course, HSMC courses and MDM courses shall be conducted at department level. FA shall consist of two evaluation instances as follows:

- a. Formative Assessment 1 (FA 1) [Assignment/case study/Quiz/Poster presentation/Seminar presentation/Open book test etc.]
  - b. Formative Assessment 2 (FA 2) [Assignment/ case study/ Quiz/Poster/ Presentation / Seminar presentation/ Open book test etc.] The FA for other type of courses shall be based on feasibility & need of Evaluation.
- ii. Sum of the scores obtained in FA 1 and FA 2 shall be considered for computing the final FA of a student in each course.

### **1.1.2 Internal Evaluation of Practical Term work**

- i. Continuous evaluation of each experiment/assignment shall be done throughout the semester, collating as Term work at the end of each semester. The Evaluation in a laboratory course will be based on the following criteria
  - Attendance and participation in laboratory work.
  - Performance in Evaluation of understanding through viva voce, group discussions, quizzes, etc.
  - The quality of work as prescribed by the course instructor.
  - Report through laboratory journals
- ii. It is mandatory for the student to complete all the experiments/assignments as specified in course curriculum for the grant of term work. It is obligatory to maintain and submit laboratory journals as prescribed by the course instructor before the Term End.
- iii. Students shall be detained for incomplete term work and non-submission of laboratory journals and will require registering the course again.
- iv. Term work marks assigned for special courses such as Mini Project etc. shall be evaluated based on parameters proposed by respective Department and duly approved by Dean Academics.

### **1.1.3 Internal Evaluation of Project/Seminar/Internship:**

- i. Project/Seminar Term work will be evaluated based on Reviews scheduled in the semester/s as mentioned in the Guidelines.
- ii. For Internship rubrics-based evaluations along with a report shall be conducted. The marks of this evaluation will be collated as term work with 100% weightage in total Evaluation.

## **1.2 External Evaluation:**

### **1.2.1 Theory Evaluation:**

**Summative Assessment (SA):** Summative assessment at the end of semester shall be conducted for external evaluation. This SA of 60 Marks and it will be conducted at Institute level.

**Re-examination:** Re-examination shall be conducted after declaration of result of main SA examination for students with failed/acquired transitional grade as per rules and regulations. Students need to pay additional examination fees for such Re-SA examinations.

Re-SA examination shall be provided for those students who are having satisfactory attendance (Minimum 75%), course-wise, but remained absent for the regular SA due to a valid/unavoidable circumstance, like:

- a. Students, who have sought due prior permission from concerned HOD and Director through proper channel, and there after permitted by the institute for taking part in important

curricular/ co-curricular/ extra-curricular activities like Technical events/NSS/Sports/Cultural/Project Competitions/Paper presentation etc. at University/ State/ National/ International levels (the students/ authorities should exercise enough care that a student shall not remain absent for the makeup examination) After such an event, at the time of reporting to the Institute, the student must submit the proof of participation/ certificate from the competent authority for approval of the prior leave request. The prior leave request shall be converted to official leave and an endorsement will be issued by the Institute, based on which the student shall be eligible for the makeup examination.

b. Students seeking prior leave on account of

1. Accident or severe illness leading to hospitalization, which disables the student from writing the examination.

2. A calamity in the family (first relation Only-Parents, Grandparents and Siblings) barring the student from writing the examination.

c. Students seeking prior leave for attending any competitive examinations (NDA/SSB/UPSC/MPSC etc.) /Placement drives.

In the event of b and c, it is mandatory on the part of the student/parent to inform the respective departmental authorities (Class Teacher/HOD) immediately through email or mobile message and submit a prior leave request. If the information reaches the Class Teacher first, it is the responsibility of the Class Teacher to immediately intimate the HOD and record the same in the examination report without fail. After such an event at the time of reporting to the Institute, the student must submit all the relevant reports/certificates from the competent authority for approval of the prior leave request. The prior leave request will then be converted to official leave and an endorsement will be issued by the Institute, based on which the student becomes eligible for the Re-SA examination. Any intimation after the completion of regular examination and/or non-submission of report/certificate will be construed as absent for the examination and the student will be awarded ZERO marks in the respective examination. No further request will be entertained in this regard.

The Re-SA examination shall not to be treated as an improvement examination.

**Summer Examination:** The Summer examination shall be conducted at the end of even semester. The summer exam includes courses offered in both the semesters. Summative examination, oral and practical examination shall be conducted. Students need to register for such examinations by paying specified fees.

If a student fails in the Summer Examination, then he/she may Reregister with FA again or he/she may Reappear with his/her existing FA performance in next academic year for SA examination (Latest FA will be considered).

**Dr. Sunil Tade Sir and Dr. Ashok Khedkar Sir** have suggested conducting only theory examination as a part of summer examination, whereas PR/OR examinations should not be conducted. This suggestion is approved by the members of Board of Examination.

### 1.2.2 Practical Evaluation

Practical/Oral examinations by the internal and external examiners will be conducted for Practical's at the end of each semester as per the schedule in Academic Calendar.

i. Final examination for laboratory courses will normally be held in the last week of conclusion of teaching as per Academic Calendar.

- ii. These oral/practical examinations will be conducted in the presence of an External Examiner appointed by competent authority.
- iii. Weightage of 50% each for evaluation by internal and external examiner shall be considered. In case of absence from oral/practical examination, the same rules as those for theory courses are applicable.
- iv. Re-examination for practical/oral examinations shall be conducted before re-examination of theory courses.

**Dr. Sunil Tade Sir and Dr. Prabhakar Desai Sir** suggested defining the rule of 40% passing criteria for practical evaluation. This suggestion is approved by the members of Board of Examination

### **1.2.3 Major Project/Seminar Evaluation**

The Project is a group activity. Minimum two Internal Reviews per semester shall be conducted. Students shall be evaluated as per the rubric designed by the relevant Programmes. A Viva voce will be conducted at the end of the semester in the presence of an External Examiner. The student team has to submit a hard bound copy of the report summarizing the Problem, Relevant Literature, Design, Analysis, Experimentation, Results, Outcomes and Conclusions as per the guidelines provided by the relevant Programmes.

## **Rule 2: EXAMINATION RULES AND REGULATION**

### **2.1 Credit Courses:**

Based on the Evaluation student will be awarded letter grades after combining performance of all (FA+SA) evaluations for the respective course. These letter grades will be derived from quantitative and qualitative evaluation converted into a 10-point scale called as grade point for credit courses.

### **2.2 Noncredit Courses:**

Apart from credit courses, Noncredit courses will be awarded letter grades as PP (Pass) and NP (Not Pass) based on quantitative and qualitative Evaluation. In addition to above letter grades students will be awarded dual letter grades in specific circumstances mentioned in rules and regulations for passing, A.T.K.T, award of class.

### **2.3 Passing, A.T.K.T. and award of class**

#### **2.3.1 Rules of Passing**

##### **i. Term work/Practical/Oral**

To pass the Term work/Practical/Oral the student has to earn a minimum of 40% marks in each head.

##### **ii. Theory Course head**

a. To pass the Theory Subject head the student must earn a minimum of 40 percent marks in SA and 40 percent average marks (FA+ SA).

b. The failing student can repeat the SA to pass the head in the same semester and the FA marks will be retained as it is. However, grades earned in re-examination (Re-SA) shall be marked with \*(asterisk) except for transitional grades II and XX.

Students failed in re-examination (Re-SA) can:

- i) continue their FA just by appearing for SA (Reappear)
- ii) apply for FA betterment (Re-Registration).

This is irrevocable once opted.

If students have applied for FA betterment (Re-Registration), they need to attend classes and perform their FA and appear for the SA.

c. To earn credits of course (Theory/term work/practical/oral/presentation) students must pass the course with minimum passing marks/grade.

**Dr. Sunit Tade Sir**, suggested not to use \* marks for one reattempt grades. **Dr. Gulab Siraskar Sir** has suggested to use \* mark only after two attempts for failed subjects. This suggestion is approved by the members of Board of Examination.

#### **Summary:**

Students must earn a minimum of 40 percent marks in SA and 40 percent average marks (FA + SA) for passing.

Students failed in Re-examination need to reappear for the course/s by paying applicable fees in the Summer Examination, if offered by the Department or reappear/re-register by paying applicable fees in respective semester (Odd and Even) of next academic year.

iii. A student shall be awarded the bachelor's degree if he/she earns 120 credits as per the structure defined by the programme and clears all the audit and noncredit courses specified in the curriculum. In case of lateral entry, students shall be awarded the bachelor's degree if he/she earns 120 credits as per the structure defined by the programme.

#### **2.3.2 Rules of A.T.K.T.:**

i. A student can register for the third semester if he/she earns minimum 60% credits of the total of first and second semesters.

ii. A student can register for the fifth semester if he/she earns a minimum 60% credits of the total of third and fourth semesters and all the credits of first and second semester.

iii. A student can register for the seventh semester if he/she earns a minimum 60% credits of the total of fifth and sixth semesters and all the credits of third and fourth semester.

**Dr. Prabhakar Desai Sir** has appreciated declaring such rule for all years. So, A.T.K.T. rule for all years will be clear to the student at the time of admission only.

**Dr. Suni Tade Sir** suggested, in case of credit revisions are done for any program, then such revisions should be applicable to newly admitted students only and not for the old admitted batches. If any old admitted student wants to switch to new credit revision rules, then such student should give application to Dean Academics and should appear for special examination (to be conducted by Examination Department) of its equivalence courses defined by Dean Academic for such switchover. Dean Academics and Academic Council should define rules for such switchover with equivalence. This suggestion is approved by all the members of Board of Examination.

**Dr. Sunil Tade Sir and Dr. Ashok Khedkar Sir** suggested defining NFT rule for bachelor degree. The NFT rule is the maximum duration allowed to complete the degree by the student. The NFT rule is defined as Total No. of Years of the Program+02 years additional. Apart from this, if any student gets failed in 1 or 2 subjects even after completion of NFT deadline, then extension of 01 year can be given to such students with the approval of Director of the Institute. Such right to Director should be passed from Academic Council and Governing Body meetings. This suggestion is approved by the members of Board of Examination.

### Rule 3: PERFORMANCE INDICES SGPA & CGPA

#### 3.1 Grading and Evaluation:

Absolute grade points and equivalent letter grades for absolute grading will be as mentioned in Table below.

Performance with grade points and equivalent letter grades

Grade Point	Letter Grade
10	O (Outstanding)
9	A+ (Excellent)
8	A (Very Good)
7	B+ (Good)
6	B (Above Average)
5	C (Average)
4	P (Pass)
0	F (Fail)
0	Ab (Absent)

- i. Apart from credit courses, noncredit courses will be awarded with letter grades based on quantitative and qualitative evaluations as PP (Pass) and NP (Not Passed).
- ii. Grades in special circumstances: In addition to above letter grades students will be awarded dual letter grades in specific circumstances as mentioned in table below.

Grades in special circumstances

Reason	Letter Grade
Detained due to insufficient attendance or incomplete term work (Detained and Repeat)	DR
Withdrawal of course with satisfactory attendance (Willful Withdrawal)	WW
Satisfactory performance in FA but absent in SA due to valid reason (Incomplete due to Illness)	II
Very good performance in FA (more than or equal to 80%) but poor performance in SA leading to fail (F) overall grade	XX
Transitional Grade for students who are permitted under semester exchange/Credit Transfer scheme	CT

- iii. Note: 'II' and 'XX' are transitional grades awarded which will be converted to actual grades earned in re-examination else will automatically get converted into 'F' grade. Candidates can avail facility of XX grade only once over the span of program for theory courses.

**Dr. Sunil Tade Sir** suggested giving source of such information in the Rules and Regulations documents is important. He also added that, it is important to discuss and verify, whether these letters grades are applicable to all programs like B.Tech./BBA/BCA or not.

**Dr. Sunil Tade Sir** suggested using few more transitional grades apart from above mentioned:

**CT:** Credit Transfer grades, if student is completing grades for any course at other Institute/University etc.

**SG:** Special Grades to be given to students appearing for special examination, who could not attend earlier examination due to Co curricular activities/NSS/NCC/Competitions at

University/State/National/International level with permission from Dean Academics and Director/CoE of the Institute.

**RRB:** Result reserve due to backlog.

This suggestion is approved by the members of Board of Examination and appreciated by **Dr. Prabhakar Desai Sir and Dr. Ashok Khedkar Sir.**

### 3.2 Calculation of SGPA and CGPA:

Based on the grade points earned by the students, performance of student in each semester will be calculated as semester grade point average (SGPA) as follows

$$SGPA = \frac{\sum_{i=1}^n \text{Grade points earned} \times \text{Credits of each course}}{\text{Total credits in a semester}}$$

For Example: suppose in a given semester a student has registered for five courses having credits C1, C2, C3, C4, C5 and his / her grade points in those courses are G1, G2, G3, G4, G5 respectively. Then student's SGPA will be

$$SGPA = \frac{\sum_{i=1}^5 C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1 + C2 + C3 + C4 + C5}$$

At the end of each academic year cumulative grade point average will be calculated based on the grade points obtained in all the courses (Theory/term work/practical/oral) of first semester to sixth semester for the students admitted in the First year and third to sixth semesters for the students directly admitted in Second year. It is calculated in the same manner as the SGPA. The class shall be awarded to a student on the CGPA calculated as mentioned in Table 10.3:

Table 10.3 Class of Degree

S r. N o.	CGPA	Class of the degree awarded
1	7.75 or More than 7.75	First class with distinction
2	6.75 or more but less than 7.75	First class
3	6.25 or more but less than 6.75	Higher second class
4	5.50 or more but less than 6.25	Second class
5	4.00 or more but less than 5.50	Pass Class

**Dr. Sunil Tade Sir** suggested making all teaching and non teaching autonomy examination staff aware about this CGPA formula and percentage of conversion, so that staff can correctly guide the students for such calculations.

#### Rule 04: SEMESTER GRADE REPORT

- i. A Grade Report in the form of a Grade Card shall be issued to students at the end of each Semester.
- ii. The Grade Card shall include the following;
  - a. The list of courses registered for an academic year along with credits.
  - b. The letter grade obtained in each course.
  - c. The total number of credits earned by a student.
  - d. SGPA, CGPA Details
  - e. Examination details
  - f. Grading System, calculation of performance indices and conversion of CGPA to equivalent percentage shall be provided on the back page of the grade card.
- iii. Grade Cards shall be used to prepare Transcripts of the student.

**Rule 05: AWARD OF THE DEGREE**

A student shall be eligible for the award of B.Tech. Degree from the institute and Savitribai Phule Pune University if the student has:

- i. Obtained eligibility certificate from the University.
- ii. Registered & passed all the prescribed courses & earned minimum credit requirement for the said degree.
- iii. Obtained CGPA  $\geq 4.00$
- iv. Paid all the Institute dues and satisfied all the requirements prescribed
- v. No case of indiscipline pending against him/her.

The Academic Council (AC) shall recommend the list of all eligible students to SPPU for award of B.Tech. Degree with additional Honors/Minor certification wherever applicable.

**05. Ordinances of Examination**

Followed by all these Rules and Regulations, the Dean & Controller of Examination has discussed the Ordinances as follows.

**ORDINANCE 1: Grace Marks for Passing in each of head of passing Theory/ Practical/ Oral/ term work (External/Internal)**

**a. For failed Students**

The examinee shall be given the benefit of grace marks required for passing in each head of passing Theory/ Practical/ Oral/ term work in External or Internal examinations as follows:

Head of Passing	Grace Marks Up to
Upto-50	2
51-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9

Provided that benefit of such gracing marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, UGC etc.

#### **b. For Passed Students**

A candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class/HSC or First Class by marks not more than 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher class or grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned. (Grace Marks will be offered only once for class improvement)

Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCII, NCTE etc.

**Dr. Sunil Tade Sir** suggested not offering such grace marks as it may lead to poor performance mind set into students. The decision is left to academic council meeting for further finalization.

#### **Ordinance 2: Moderation**

1. The Moderation System shall be applicable in exceptional cases to courses based on the recommendation of Department program committee (DPC) and HOD.

2. In case marks awarded by the moderator vary by more than 10% from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.

This ordinance is approved by all Board of Examination members.

#### **Ordinance 3: Vigilance Squads**

1. The Vigilance Squad/s of three to four members including at least one lady member shall be appointed by the Director/Controller of examinations to visit the Control Room and blocks of Examinations to:

(i) Ensure that the Examinations are conducted as per norms laid down.

(ii) Observe whether the Senior Supervisors and invigilator are following scrupulously instructions for conduct of the examinations.

(iii) Check the students who try to resort to malpractices at the time of Examinations and report such cases to the Controller of Examinations.

2. The Vigilance Squad is authorized to visit examination control room without prior intimation and check the record and other material relating to the conduct of Examination. They can enter in any block of Examination for checking the candidate's identity card, hall ticket etc. to

- ascertain the authenticity of the candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the Examination by frisking.
3. Vigilance Squad which may include Deans, HODs and Senior Teachers from various departments and desirably one lady teacher, and any other person as the Director considers appropriate.
  4. The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Controller of Examinations with a copy to the Dean Academics. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
  5. The Senior Supervisor shall be responsible for the smooth conduct of examination. He/She shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the controller of examinations.
  6. Director and the controller of examinations will have authority to visit examination control room and examination blocks during examinations without prior notice.
- This ordinance is approved by all Board of Examination members.

#### **Ordinance 4: Amendment of Results**

##### **A) Due to errors**

In any case, where it is found that results of examinations are affected by any following errors, the Director/ Head of the institute / Controller of examinations on the behalf of BoE have the power of amending such result, in such manner, as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Director /Head of the institute or Controller of Examinations on the behalf of Board of Examinations, provided the errors are detected within 6 months from the date of declaration of results. Errors detected thereafter, shall be placed before the Board of Examinations

Errors means:

- i) Error in computer/data entry, printing or programming, etc.
- ii) Clerical error, manual or machine error in totaling or entering of marks in ledger/register.
- iii) Errors due to negligence or oversight of examiner or any other person connected with evaluation moderation and result preparation.

##### **B) Due to fraud, Malpractices, etc.**

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by fraud, malpractices, or any other ethical improper conducts where the examinee is benefitted and that such examinee has in the opinion of the Complaint Redressal Committee been the party of privy to or connived at such fraud or malpractices or improper conducts, the board of examinations shall have power, at any time, notwithstanding the issue of the certificate or the award of a prize or scholarship, to amend the result of such examinee and to make such declaration as the board of examinations considers necessary in that behalf.

This ordinance is approved by all Board of Examination members.

#### **Ordinance 5: Appointment of Paper setters, Examiners, Senior Supervisor, Conduct of Examination, etc.**

1. No person can claim appointment as paper setter/examiner/moderator for any examination work as a matter of right. Appointments of persons as paper setters/examiners/moderators shall

be ordinarily made at the time of an examination. However, if it is necessary to do so, the appointment of papers setters will be made at the time of October Examinations. These appointments shall be made from the panel of paper setters/examiners/moderators prepared by the Board of studies concerned.

Board of Studies (BOS) chairman shall recommend the names of the paper setters/examiners/moderators considering eligibility as

- I. Paper setter must have 5 Years teaching experience.
  - II. Must have taught the course in relevant domain minimum 3 times / subject expert (to be decided by Chairman BOS).
2. The External/ internal paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work; they shall ensure that their unavailability of assignment is communicated to the Controller of Examinations in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper setter/examiner/moderator. The internal paper setters/examiners/moderators must refuse to do examination work in case he / she have a blood relation with any student at same examination center.
  3. An invitation letter seeking consent shall be sent to eligible external paper setter. After consent (Written/Verbal) to carry out examination work. The paper setter/examiner/moderator shall be issued appointment order.
  4. Paper setters shall follow the directions given by the Institute from time to time in respect of pattern of questions papers, the setting of question papers, model answers, the scheme of marking, etc.
  5. There shall be two senior supervisors appointed by Director for each exam conducted at institute level having a minimum of five years of teaching experience.
  6. The senior supervisor shall not allot the invigilation duties to the employee who is in the blood relation of the student appearing for the examination.
  7. The senior supervisor shall ensure that the stationary required for the conduct of examinations, question papers, etc. are received at the examination center. He/she shall also ensure that the packets of the correct question papers and in required quantity are received 20 minutes before the start of the examinations.
  8. The senior supervisor shall also ensure that the students are not resorting to unfair means/practices. In case incidences occur, he/she shall report the cases of unfair means to the controller of the examination along with his/her report. He/she shall not leave the examination center during the examination period.
  9. The senior supervisor shall ensure that the answer books are distributed to the students 10 minutes before the start of the examination.
  10. Students shall register the courses at the start of semester on or before due date mentioned in academic calendar. After registration, student must complete the formative assessment. Minimum 40% marks in formative assessments shall be mandatory for eligibility to appear for

the summative assessment. In this case if student fails to secure 40% marks in formative assessment he/ she shall be treated as year down and should repeat as a fresh candidate in next academic year.

11. After the registration, the Exam cell shall issue the name list, summary, and admit cards before the 10 days of commencement of the examination.
12. The senior supervisors shall immediately (on the same day of examination) after the examination is over, dispatch the answer books to the central assessment process cell.
13. The coordinator of the central assessment process cell shall ensure all the preparedness for assessment activity such as answer book collection, scanning of answer books, assessment program/schedule, examiners meeting, etc.
14. The coordinator of the central assessment process cell shall receive the answer books and he/she shall be responsible for getting the answer book to assess within the prescribed time.
15. The coordinator of the central assessment process cell shall submit the mark lists to the controller of examination within the prescribed time.
16. Controller of the examinations shall prepare the ledger and a statement of mark sheet or Grade Card report and declare the result and distribute it to the students.
17. Examination section shall maintain the record of printed and used answer books, question papers.
18. The answer books of examinations shall be preserved for at least 6 months from the date of declaration of result of the examination concerned.

**Dr. Sunil Tade Sir, Dr. Rahul Mapari Sir** suggested of changing the experience condition for Paper Setters and Senior Supervisors to 03 Years of Teaching Experience. In addition to that, for Paper Setters/Examiners appointment, the faculty must have taught a subject in that domain. This rule is approved by all Board of Examination members.

**Dr. Suni Tade Sir** has explained the process of registration of students and examination. He explained that, the Students registration to ERP should be done by the Dean Academics team immediately after the admission of the students. After registration, the Dean Academics should send such excel sheet of students generated by ERP to Controller of Examination. The Controller of Examination should ask such students to pay the examination fees upon receipt of excel sheet, if fees is not paid by students earlier during admission. After completion of fees payments by all students, the revised excel of such students should be generated by the Controller of Examination and same should be sent to Dean Academics for information. This ordinance is approved by all Board of Examination members. This process was appreciated by **Dr. Prabhakar Desai Sir and Dr. Ashok Khedkar Sir.**

**Ordinance 6: Ordinance regarding unfair means resorted to by the student/faculty and staff:**

1. On receipt of report regarding malpractices/unfair means/

(a) On receipt of a report regarding use of unfair means by any student during the examination, including breach of any of the rules laid down by the college Authorities, for proper conduct of examination, the Board of Examinations shall have power, at any time, to inquire and to punish such student for resorting to unfair means or for breach of the rules, by exclusion of such student from examination or from any course at institute or Department or from any Convocation for the purpose of conferring degree, either permanently or for a specified period; or by cancellation of the result of the student in the examination for which the student appeared; or by deprivation of any Scholarship held by him/her or by cancellation of the award of any University prize or medal given to him/her; or by imposition of fine or in any two or more of the aforesaid ways, within a period of one year.

(b) Where the examinations of the courses are conducted by the Colleges, the Director/ Principal/Controller of Examination concerned, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the Authorities of the College/Institution for proper conduct of examination, shall have power at any time to inquire and to punish such student for resorting to unfair means or for breach of any of the rules, by exclusion of such a student from any such examination or from any course/s in any College/Institution, either permanently or for a specified period; or by cancellation of the result of the student in the College/Institution examination for which he/she appeared; or by deprivation of any College/Institution Scholarship or by cancellation of the award of any College/Institution prize or medal given to him/her, or by imposition of fine or in any two or more of the aforesaid ways.

(c) On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the College or Institute including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the examinations, or the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the Institute, as the case may be shall have power at any time to inquire and to punish for such malpractices or lapses by declaring disqualified the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the authorities concerned for taking such disciplinary action as deemed fit, as per the rules provided for or in any two or more of the aforesaid ways.

## 2. Competent Authority:

(i) The Board of Examinations of the University constituted under the provisions of Section 31(3) shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.

(ii) The Director/ Principal of the constituent College or Head of the Recognized Institution shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution, on behalf of the University.

3. Definition-Unless the context otherwise requires:

- (a) "Student" means and includes a person who is enrolled as such by the University/College/Institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the 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 of commission or acts of omission on the part of students 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 person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
  - (iv) Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.
  - (v) Mutual Mass copying.
  - (vi) Smuggling-out, either blank or written, or smuggling-in of answer books as copying material.
  - (vii) Smuggling-in blank or written answer-book and forging signature of the Jr. Supervisor thereon.
  - (viii) Interfering with or counterfeiting University/College/Institution 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/ Institution 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 or College or Institution examination.
  - (xii) Or any other similar acts of commission and/or acts of omissions 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 obtain wrongful gain to him or to any other person or causing wrongful loss to other person/so
- (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, or 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 unauthorized 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, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided, report to that effect is submitted by the Sr. Supervisor or Chief conductor or any other authorized person to the Controller of Examinations or Principal or Head of the Institution concerned or any officer authorized 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.

(h) "Chief Conductor" means, Principal of the College concerned or Head of the University Department or Recognized Institution concerned where examination concerned is being conducted; and any other person duly authorized by him or person appointed as in-charge of examination, by prior approval of the University.

4. During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/so

5. Chief Conductors of the Examination Centre shall, in the case of unfair means, follow the procedure as under:

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

(ii) Signature of the student concerned shall be obtained on the relevant materials and list thereon. Sr. Supervisor and the Chief Conductor concerned shall also sign on all the relevant materials and documents.

(iii) Statement of the student and his/her undertaking in the prescribed format and statement of the Jr. Supervisor and Sr. Supervisor concerned shall be recorded in writing by the Chief Conductor. (Appendix-C). If the students refuse to make statement or to give undertaking the Sr. Supervisor concerned and Chief Conductor shall record accordingly under their signatures.

(iv) Chief Conductor shall take one or more of the following decisions depending upon seriousness/gravity of the case:

(a) In the case of impersonation or violence, expel the student concerned from the examination and not allow him/her to appear for remaining examination.

(b) Obtain undertaking from the student to the effect that decision of the competent authority concerned in his/her case shall be final and binding and allow him/her to continue with his/her examination.

(c) May report the case to the concerned Police Station as per the provisions of Maharashtra Act No. XXXI 1982 - An Act to provide for preventing mal-practices at University, Board and other specified examinations.

(d) Confiscate his/her answer book, mark it as "suspected unfair means case" and issue him/her fresh answer book duly marked.

(v) All the materials and list of material mentioned in sub-clause (1) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause no.(ii) and (iii) and the answer book/s shall be forwarded by the Chief Conductor, along with his report, to the Controller of Examinations Principal Head of the Institution concerned, as the case may be, in a separate and confidential sealed envelope marked "Suspected unfair means case".

(vi) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or authorized person concerned shall record the facts in writing and shall report the same to the Controller of Examinations/ Director/Principal/Head of the Institution, as the case may be.

(vii) In case of unfair means of online mode of examinations the junior supervisor and Sr. supervisor will be authorized person concerned shall record the facts in writing report the same to the Controller of Examinations/Director or Head of the Institution, as the case may be.

This ordinance is approved by all Board of Examination members.

**Ordinance 7: Providing of additional facilities and benefits to Person with disability (PWD) students**

A student with disabilities mentioned in the Maharashtra Government Resolution No.: Misc. 2016/pr. Kr. 302/UE-3 (संकीर्ण -२०१६/प्र. क्र. ३०२/विशि-३) dated 04 March 2017 will be entitled to claim all the additional benefits related to examinations mentioned. As per the Government resolution especially abled students are categorized as per the following.

1. Blindness	8. Mental illness	15. Speech and Language Disability
2. Low vision/Partial Blind	9. Autism Spectrum disorder	16. Thalassemia/ Cancer
3. Leprosy Cured Persons	10. Cerebral palsy	17. Hemophilia
4. Hearing Impairment-deft and hard of hearing.	11. Muscular Dystrophy	18. Sickle Cell disease
5. Locomotor disability including orthopedic disability	12. Chronic Neurological Conditions	19. Multiple Disabilities
6. Dwarfism	13. Specific Learning Disabilities'	20. Acid Attack Victim
7. Intellectual Disability-mentally challenged/ slow learner	14. Multiple Sclerosis	21. Parkinson s disease

All the above types of availing higher level education should be provided with the following facilities and concessions are to be given to the especially abled students in the above categories taking education at higher education/University level.

A. Nearest exam center shall be allotted to especially abled students keeping in mind their convenience (As far as possible the center should be the institute where students is studying in or exam center near to his residence). A "PWD" stamp mark is to be printed on the answer

sheet of especially abled students and their answer sheet should kept separately for evaluation. After evaluation again it will be mixed with other respective answer sheet.

B. Extra 20 minutes per hour is to be given to the especially abled students to solve the question paper for all types of examinations. (Internal, External, Practical)

C. These especially abled students will be benefited with grace of extra 3% of the total marks in all type of examinations (Internal, External, Practical, Oral, Project internship etc.) under this ordinance. The grace marks of 3% of the total marks shall be given to only students those who are failing in respective semester for one course or many courses. If student fails in more than one course then these 3% marks of the total marks will be distributed as per the required courses of respective semester.

D. A writer facility can be availed to these students with prior permission from the Director/ Controller of Examinations of the institute. However the arrangement of writer is to be made by parents as per the guidelines provided by the University.

E. All above benefits related to examination will be provided as per student with disabilities mentioned in the Maharashtra Government Resolution No.: Misc. 2016/pr. Kr. 302/UE-3 (संकीर्ण - २०१६/प्र. क्र. ३०२/विशि-३) dated 04 March 2017

The GR link for appointment of writers is as follows:

[https://www.aicte-india.org/sites/default/files/Guidelines%20for%20conducting%20written%20examination%20for%20persons%20with%20specified%20disabilities%20covered%20under%20the%20definition%20of%20section%202%28s%29\\_0.pdf](https://www.aicte-india.org/sites/default/files/Guidelines%20for%20conducting%20written%20examination%20for%20persons%20with%20specified%20disabilities%20covered%20under%20the%20definition%20of%20section%202%28s%29_0.pdf)

**Dr. Sunil Tade Sir** suggested giving this benefit to students who get admission in PwD quota and the list of such students given by DTE at the time of admission. The file of such students with proofs of disability should be prepared by the Examination Department.

This ordinance is approved by all Board of Examination members.

## 06. Examination form Fees

The examination fee per semester was discussed. The proposed fees was Rs. 1700/-. But, as per suggestions from **Dr. Sunil Tade Sir, Dr. Rahul Mapari Sir and Director Sir**, it is increased to Rs. 1750/- considering expenses of infrastructure requirements of examination department. Also, for re-examinations, the fee of Rs. 450/- per head of passing is finalized. And they have also suggested getting the fees amount sanction from the Governing Body and Academic Council.

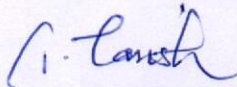
## 07. Any other Point

- **Dr. Sunil Tade Sir** suggested appointing ERP team at Institute level only with min. 02 members.
- The Board of Examination has sanctioned the CRC committee members and **Dr. Ashok Khedkar Sir** suggested arranging the meeting of CRC members and finalizing the rules

and regulations of the committee in relation with Code of Conduct, Disciplinary rules and malpractices. This rulebook should be introduced to students during induction program after approval by Board of Examination.

- The Board of Examination has sanctioned the ERC committee members and **Dr. Prabhakar Desai Sir** suggested arranging the meeting of ERC members and finalizing the remuneration manual along with rules and regulations of the committee. **Dr. Sunil Tade Sir** suggested referring remuneration manuals of standard examination bodies such as IITs, Government Colleges, top autonomous institutes etc. to decide various rates. **Dr. Sunil Tade Sir** informed getting this remuneration manual sanctioned from Governing Body.
- **Dr. Sunil Tade Sir** suggested generating ABC (Academic Bank of Credits) for students at the time of ERP registration only, as it is observed by the statutory bodies and it is required for generating result also. As per process the examination department has to appoint two members for uploading student results at ABC after declaration every semester.

The Meeting ended with Vote of Thanks delivered by **Dr. Abhijit D. Jadhav, Deputy Controller of Examinations, PCCOER, Ravet.**

  
**Dr. Harish U. Tiwari**

**Director**

**Chairman, Board of Examinations, PCCOER**

**Director**

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