



**Information, Rules and Regulations
For Examination and Evaluation System
U.G. and P.G. Programmes**

Glossary:

AC	:Academic Council
COE	:Controller of Examination
CA	:Continuous Assessment
CBGS	:Credit Based Grading System
CGPI	:Cumulative Grade Performance Index
CS	:Chief Supervisor
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.
MC	:Management Council
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	:Mid Term (Test -1)
T-2	:End Term (Test -2)
T.Y	:Third Year of B. Tech.
UG	:Under Graduate Program of B. Tech
YPI	:Yearly Performance Index

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1. Introduction of Credit and Grading System

University of Mumbai has already implemented the credit and grading system in all its affiliated Institutes. Autonomous, K.J. Somaiya College of Engineering is also implemented 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.

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. A candidate earns credits every semester by satisfactorily completing courses and/or other academic activities. The number of credits associated with a course is based on the number of hours of instruction per week for the 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 candidate. The credit structure and its allocation is available in the syllabus scheme of each semester.

1.2 Letter Grade and Grade Point Allocation

In every course, based on the candidate'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 candidate's performance but also carry a quantitative (numeric) equivalent called the Grade Point.

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

LETTER GRADE	KJSCE RANGE OF % MARKS OBTAINED	KJSCE GRADE POINT
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	

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

LETTER GRADE	KJSCE RANGE OF % MARKS OBTAINED	KJSCE GRADE POINT
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	

1.3 Grant of term

Minimum 75% of attendance in each theory and laboratory course is mandatory for the grant of Term. All certified term works must be submitted within the stipulated time. Both conditions need to satisfy by a candidate to grant the term and allowed to appear for regular examination. If not satisfied, the candidate will be declared as a defaulter and will not allow appearing regular ESE examination. Such a candidate will have to take admission for that semester/term again in the next academic year on paying appropriate fees to repeat that term/semester.

1.4 Regular Examination

For eligible candidate with term grant, the immediate next 1st examination conducted by the college will be considered as regular examination or First attempt irrespective of attendance.

1.5 Backlog Examination

All examinations after the regular examinations will be considered as backlog examination (Second attempt and onwards) for that candidate, irrespective of the result failed or absent.

2. Course Evaluation Scheme

Theory/On screen Examination

Performance evaluation is based on the Credit Based Grading System (CBGS) with **Absolute Grading**, for all the candidates.

The evaluation of a candidate for each course incorporates 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) as mention in the examination and marking scheme.

IA (Internal Assessment) consists of assignments, tutorials, practical's, viva-voce, quizzes, seminars etc. conducted by the concern course faculty during the semester and its mode of conduction will be informed at the beginning of the semester for each course.

CA marks have two components 1) Two tests 2) IA. Total test marks are calculated as sum of the half of each test without rounding off and IA total is calculated as the average of all IA conducted. All conversions and intermediate calculations are to be done without rounding off, if required rounding off to be done to nearest integer of final CA total.

Term work:

A candidate needs to perform number of experiments as notified in the laboratory course. List of experiments will be available at the beginning of the semester. Completed write-ups need to be submitted in softcopy or hardcopy. Performance evaluation of experiments is based on absolute Grading.

Practical/Oral/Project

Practical/ Oral /Project examination will be conducted at the end of each semester for course, as mentioned in syllabus scheme. The candidate is expected to perform and show results of an experiment in practical examination and evaluation is based on absolute Grading. Marking scheme for practical examination will be informed prior to the practical examination. Project examination is meant for judging the technical contributions of a candidate and the participation of him/her in a group activity.

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

Learning disability cases (With Reference to the circular No./ Exam/Controller of Examination/ 1353/2013 dated 21 September 2013 of Mumbai University)

- 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 if required.
- 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 for getting approval and necessary permission.

With reference to Circular of DTE : CON/2016/ No 302/ 03 dated 4 March 2017

1. All categories as mentioned in the circular, are included as PWD candidate.
2. The remark (Person with disability) is will be stamped on all answer sheets of such students.
3. Extra time **20 min per hour** will be given for all type of exams (Internal,External, Practical)
 - For Unit Test of 1 hr 15 Min , Extra Time to all students to be given as 25 min.
 - For Unit Test of 1 hr 30 Min , Extra Time to all students to be given as 30 min.
 - For ESE of 3 Hrs duration , 60 Min (1 hr) will be given as extra time.

4. Writer is allowed to the students if necessary. The arrangement of writer is to be made by student/ College can help in getting the writer. Writer will be allowed with pre-sanctioning by Principal.
5. Student needs to apply for approval of writer on specified format in the Exam Cell

4. Passing Criteria for Course

4.1 For Under Graduate Program (UG)

4.1.1 Theory Course

- a) Candidate is declared to passed a theory (**ESE+CA**) course if he / she gets at least 40% marks in total for the said course of which he / she must get at least 30% marks in ESE.
- b) A candidate is declared to be failed in course if candidate does not get 40% of total and 30% marks in ESE. Such a candidate need to appear for backlog examination.

4.1.2 Practical/Oral/Project

A candidate 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 candidate is said to have passed a theory course (**ESE+CA**) if he / she gets at least 45% marks in total for the said course of which he / she must get at least 35% marks in ESE.
- b) A candidate is declared to be failed in course if candidate does not get 45% of total and 35% marks in ESE. Such a candidate will have to appear for backlog examination.

4.2.2 Practical/Oral/Project

A candidate 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 candidate appears for any backlog examination of any Course, the criteria for carry forward of CA marks will be 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 40 and above where CA is of 40 marks and for a 75 marks course, minimum CA marks to be carried forward are 30 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 45 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 candidate'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 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 for passing a course in each head of passing e.g. Theory/Practical/ Oral (as similar to ordinance O.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 maximum total grace marks given in different heads of passing should not exceed 1% of the aggregate marks in that semester examination.

Provided that the benefit of such grace marks shall be applicable only if the candidate pass the semester. Result on gazette will be indicated with @ sign if candidate pass the semester with grace marks under this ordinance (O.5042)

5.2 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:

1. 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.
2. When the aggregate of 1 % or grace marks admissible on the basis of 1 % is worked out, fractional number to be round off to nearest higher integer if fraction is greater than 0.5.
3. The benefit of grace marks is available only for those candidates who appear the ESE examination for all the courses of semester including term work if any. This benefit will be awarded to the candidate, provided the candidate passes the semester examination.
4. Condonation of deficiency of marks is shown in the Result gazette with indication of asterisk (* under ordinance O.5045).

Grace marks awarded by Resolution

For a theory course with maximum marks in the range of 60-100 marks, the maximum three grace marks may be awarded subject to passing of course. For a course of maximum 50 marks or below, maximum two grace marks may be awarded subject to passing of course.

These 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.

5.3 Sports Grace Marks for Autonomous KJSCE Examinations (As similar to Ordinance O.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:-

1. For CBGS system, instead of giving 10 grace marks in the total, an additional 0.1 point shall be added to SGPI if the candidate has been cleared in all heads of passing.
2. 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.
3. 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. Candidates 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

2. Candidates 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

3. Candidates who are members of Candidates' 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 Candidates 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 candidates 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.

5.4 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.).

The rule has been ammended as per the circular of DTE : CON/2016/ No 302/ 03 dated 4 March 2017

To pass the examination, 3 % marks of aggregate total marks will be granted in one or more subjects in Theory Paper /Project / Dissertation / Practical /Oral, Viva-Voice, etc. as per the scheme of examination .

6. Open Day

Answer books of ESE will be shown to candidates in the class on open day and all queries of candidates will be settled by proper procedure.

6.1 Conduction of Open Day: Instructions to candidates

- Candidates 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.
- Parent, Guardian, Friend or any other candidate representative is NOT allowed to attend the Open day and see the answer books.
- All the candidates are required to sign the attendance sheet.
- Candidates 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, candidates are not allowed to leave the classroom for any reason, before submitting 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.
- Candidates are not allowed to carry pen, pencil or any other writing material, Mobile phones, cameras or any such kind of electronic gadgets with them while entering the room to view/ read their answer books; tampering of answer books in any means will be treated as Unfair Means, also 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 candidate.

Candidates must keep their belongings safely. College authorities will not be responsible for any untoward incident.

7. Redressal of grievances

Any grievances listed below related to marking scheme and assessment should be notified in ESE Grievances Form and Candidates are required to submit this form immediately on the open day.

1. Re-assessment
2. Re-verification (Totaling Mistake, Un-assessed part)
3. Grievance related to marking scheme / Solution
4. Grievance related to CA marks
5. Grievance related to Practical examination
6. Amendment in the result.

- All the Grievances will be scrutinized by the Controller of Examination and/or the committee appointed by Principal and appropriate decision will be taken. Committee's decision will be treated as final.

7.1 Procedure for redressal of Grievances

Grievances of candidates 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	Request for reverification <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 (>=10%) of maximum obtained marks • If candidate is getting benefit of passing the course, the change in marks to be implemented even though change is <10% of obtained marks

7.2 Grievances related to practical exam: Provision of Rechecking of answer paper of practical exam. This provision is applicable only for those students who have failed in practical examinations. The student will make necessary payment/ rechecking fees, for getting the answer paper rechecked and the result would be revised only if the student is passed in the process of rechecking.

7.3 Amendment in the result: If any discrepancy found in the declared results of UG/PG , the results to be amended after due verification.

a. Amendment within the six months only of declaration of results:- There is an error in marks submitted by examiners/authorities and marks in the result then the amendment can be made in the result.

b. Revision beyond six months of declaration of results:-: If the above mentioned revision needs to be made beyond six months of declaration of results. The revised result will then be declared with necessary amendment.

8. Grades awarded for Backlog Examination

In CBGS system, the Letter Grades will be awarded to the total marks obtained by candidate for each course including Theory / Oral/ Practical / Term Work/Project. A candidate appearing for Backlog Examination will have Grade Penalty.

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	

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.

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

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

9.2 Yearly Performance Index (YPI) for a 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

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

$C * G$ = Product of Credits and grades of j^{th} semester, j varies from 1 to 8.

For those admitted directly to second year

$$CGPI = \frac{\sum_{j=2}^n (C * G)_j}{\sum_{j=2}^n C_j}$$

Here j varies from 3 to 8.

9.4 Conversion from SGPI/YPI/CGPI to % marks

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

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

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

Revised CGPI to Percentage Conversion formula CGPI to percentage conversion formula for UG, admitted to first year (FY B.Tech) in July 2014 and onwards,

UG (B. Tech)

The percentage of marks is still important as many organizations consider the result in terms of percentage of marks.

CGPI to percentage conversion (FY B. Tech admitted),

$$\% \text{ Marks} = (\text{SGPI or YPI or CGPI} \times 7.4) + 16$$

PG (M. Tech)

Conversion from SGPI/YPI/CGPI to % marks for PG For those admitted to first year M.Tech prior to July 2016, was

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

CGPI to percentage conversion formula for PG, admitted to first year (FY M.Tech) in July 2016 and onwards,

$$\% \text{ Marks} = (\text{SGPI or YPI or CGPI} \times 7.4) + 16$$

10. Eligibility Criteria for Admission to Subsequent Higher Year

Minimum 60% credits of maximum credits of 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 to nearest higher integer. e .g. A total credit of two semesters is 52. Minimum 60% of 52 are 31.2. An expected minimum credit to be earned by candidate is 32.

Eligibility Criteria for admission to even semester

Odd semester/term of respective year (FY/SY/TY/LY) wherein candidate 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. Repeat End semester examination (semester VIII)

That college will conduct a **repeat end semester examination** of all courses of all branches; (Semester VIII) in the month of July and extend the benefits of autonomy to the candidates. However the backlog examination for such candidates will not be conducted in Nov-Dec.

That Candidate will have to register for the exam by paying necessary examination fees.

That Repeat Exam will be considered as second attempt for those who have failed in any course in the previously held examination. That candidates who had actually passed the examination but have registered for improving their performance, this will be treated as their first attempt and will not have any indication of carry forward of their marks. Such candidate will appear for all the courses of end semester examinations (theory/oral/practical; as the case may be). Their marks under all the heads of the previous examination will be overwritten by marks obtained in this examination. Term work marks will be carried forward.

The candidates need to submit the undertaking before applying for the repeat examination for grade / performance improvement.

12. 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.

- 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.

13. Degree awarded to the Candidates

Degree conferred will be Bachelor of Technology (B.Tech) for UG Programme and Master of Technology (M.Tech.) for PG Programme.

14. Unfair Means Resorted by candidates 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 candidates. 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) “Candidate” 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-candidate and candidate 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 candidate/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) Unauthorized communicating with other examinees or anyone 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 candidate 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 candidate (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 candidate” 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 center and its environs or premises at any time from the commencement of the examination till its conclusion.
- (f) “Candidate found in possession” means a candidate, 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 candidate 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 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.

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

Following rules are applicable for tests, practical/ oral examination, and End Semester Examination (written as well as on-screen).

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	The performance of the candidate at that particular course will be made

	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.	null and void plus additional punishments in the form of reformative actions like internships in some specified organizations.
1.2	Possession of another candidate's answer book/supplement and /or actual evidence of copying there from.	Both candidates 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 candidate 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	a) Smuggling-out or smuggling in of blank answer book(s) or supplement(s) or graph papers. B) Smuggling-in of written answer book / supplement / graph paper based on the question paper set at the examination. c) Forging signature of the invigilator on answer book / supplement / graph paper. d) Carrying in exam hall unapproved charts / data sheets.	The performance of the candidate 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 candidate has copied from the answer book of other candidate 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 candidate. (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, candidate 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 candidate is caught adopting	This may be considered as next attempt of copying and

	any of the unfair means in more than one course	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 candidate 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	Candidate 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 candidate 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 candidate at that Semester examination in full
3	If on previous two occasions a disciplinary action was taken against a candidate for malpractice used at examination/and he/ she is caught again for malpractices used at the examinations.	For the candidates who are caught in the unfair means third time, he/she may be debarred from the college.

Rules for students who are found to be indulging in the Malpractices during OPEN DAYS.

As the Open day malpractices comes under the act of forgery which is a criminal offence, the quantum of punishment is severe than that given for the unfair means adopted during examinations.

APPENDIX B

Sr. No	Nature of Malpractice	Quantum of Punishment
1		
1.1	Possession and Use of writing/erasing material wherein it is proved that student has tampered with the marks and/or answers during the Open day scheduled time for a particular semester.	<ul style="list-style-type: none"> • All the courses in which the student has appeared in the said examination of that particular semester will be made Null and Void. (ie: Complete end semester examination of that particular semester including oral and practical exams in which the student has appeared in the said Examination. CA & TW marks will be carried forward) • Other Reformative punishments such as Internship in NGO.
1.2	Possession of writing/erasing material that helps in tampering with the marks and answers during the Open day scheduled time for a particular	<ul style="list-style-type: none"> • The student will not be eligible for viewing the remaining papers of that particular open day for that particular semester. • No re-assessment/ no re-verification of any

	semester.	papers of that open day of that particular semester will be allowed. If the student has already filled the application form for the same during that open day, all such applications will become null and void. <ul style="list-style-type: none"> • Other Reformative punishments such as Internship in NGO.
1.3	Possession of study material (other than the question paper, solutions and marking scheme of the said exam as mentioned in Rule No. 3 of the Open day notice) .	Same as in 1.2.
1.4	Possession of mobile phones or any other smart electronic gadgets and/or using the same to take images of the Answer paper.	Same as in 1.2.
1.5	Any other cases, other than the above which can be classified under the Open day malpractices.	Same as in 1.2.
2	Adoption of unfair means during Open day as given in Sr. no. 1.1 to 1.5 will be counted as one attempt of “Unfair Means Resorted by students in the Conduct of Examinations” as given in point no.13, page 22-26 of the Exam Rule book of the College which mentions the Rules and Regulations for Examinations and Evaluation System. For any student, if the total count reaches three, the student will be debarred from the College.	

ANNEXURES
(Various Application Formats Used by Candidates)

Permission for Re-test

Name of the candidate		Roll No.		Branch COMP/ETRX/EXTC/IT/ MECH/MECH(EE)/ME CH(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:
candidate

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 candidate		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.			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:
candidate

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 candidate 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 candidate 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 candidate		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:
candidate

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 candidate 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 candidate	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:
candidate

Name and signature of

COE

Approved / Not Approved

EC Chairman /

Principal

Note: Candidate 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 candidate	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) Class: FE/SE/TE/BE/ME	UGA/UGB/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 candidate** _____

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

Candidate 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 Candidates (Separate sheet may be attached)

Name of the candidate	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 Candidates

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 candidate:
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 candidate:
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