



Somaiya Vidyavihar

K J Somaiya Polytechnic

(An autonomous aided institute of Govt of Maharashtra-Accredited by NBA-AICTE)

Ref-KJSPIEXAM12018-19193

Date-23/10/2018

**COURSE REGISTRATION NORMS AND EXAMINATION RULES**

**TO BE IMPLEMENTED**

**FROM YEAR: 2018 – 19 ONWARDS**

First Published	: 1994
First Revision	: 1997
Second Revision	: 2000
Third Revision	: 2004
Fourth Revision	: 2007
Fifth Revision	: 2010
Sixth Revision	: 2013



## 1.0 DEFINITION :-

- I. **Course** : Subject
- II. **Programme** : Which contains all courses of a particular engineering stream. e.g. Civil Engg., Electrical Engg. etc.
- III. **Course Registration** : student has to register for all courses online of a particular semester at the beginning of the semester which shall be confirmed by the department.
- IV. Course registration is made final only after payment of prescribed fees in the office.
- V. **Examination Registration**: A student has to register for the examination by paying the fees as prescribed by the institute. But this can be only done if he/she has registered for the course/s and completed it as per the norms.
- VI. **Exemption** : A student is not required to register for the courses which he/she must have completed as a part of his/her previous qualification. But exemption will be granted as per the norms.
- VII. **Condoned** : A student who requires only 10 marks or less in only one course for getting the award of Diploma will be granted the same with this remark on the mark sheet. No further grace marks shall be awarded.
- VIII. **Disallowed / Detained** : If the student is not satisfying the requirement of their attendance, he/she will not be permitted to appear for the examination and will not be allowed to submit their Termwork. Also when the Termwork is not completed and not submitted on time, he/she will be detained.

## 2.0 ABBREVIATIONS :

Exemption	: EX
Credit	: CR
Theory	: TH
Practical	: PR
Test	: TS
Termwork	: TW
Lecture	: L
Oral	: OR
Carry Forward	: #
Condoned	: CON
Learning Disability	: LD
Absent	: AB
Workshop	: W/S
Full Time Diploma	: FTD
Part Time Diploma	: PTD
Engineering	: ENGG
Tutorial	: Tut
Detained or disallowed	: DS

## **AUTHORITIES**

Somaiya Vidyavihar	: SVV
Directorate of Technical Education	: DTE
Maharashtra State Board of Technical Education	: MSBTE
Apex Board of Studies	: ABOS
Programme wise Board of Studies.	: PBOS
Board of Studies	: B.O.S
Head of the Department.	: H.O.D.
Controller of Examinationinations	: C.O.E.
Training & Placement Officer	: TPO
Workshop Superintend	: W/S

## **3.0 AUTONOMY**

K. J. Somaiya Polytechnic has been awarded academic autonomy by Government of Maharashtra, vide Circular No.WBP / 1093 / (2640) (69) / TE2 dated 13-01-94 in recognition of consistent high degree of academic achievements, high standard and reputation maintained by the Polytechnic in the field of education.

### **3.1. To develop industry-institution interaction :**

Program Curriculum is designed by keeping the needs of industry as one of the inputs for which members from industry are involved. Eminent personalities from industry are invited for giving Lectures/ Seminars. Students are sent for training to the industries during their vacations. Some students also do industry based projects for which industries give their co-operation.

### **3.2 To develop interaction with the other neighbouring Polytechnics:**

Senior faculty members from neighbouring, reputed Polytechnics are involved to establish a healthy rapport so that there can be sharing of information, innovative ideas, experiences, etc.

### **3.3 Progressive Assessment of Students :**

There will be progressive assessment of the students throughout the term for which due weightages will be given. As a result the students will be made to study regularly and regular feedback of their merits and demerits can be given to them. Progressive assessment could be of 30/40 marks.

### **3.4 Orientation of Diploma Holders :** Due to the involvement of Industry people and due to Industry Institute Interaction, adequate knowledge, training and expertise (skills) can be imparted to the students so that when they pass their Diploma examination, they can start contributing to the industry right at the start by taking up the job (or at least with minimum training).

Also the students wishing to start their own business (or wishing to join family business) can be given a suitable course. Optional courses are suitably designed for students desirous for degree education.

#### 4.0 "COURSE REGISTRATION"

##### 4.1 Eligibility for Admission

The student admitted either in Full Time or Part time Diploma in First Year has to opt for all the courses required to complete the Diploma irrespective of his/her any other higher qualification. The student admitted in Direct Second year will be awarded exemption in all the first year courses. No additional exemption will be given on basis of any other higher qualification. Diploma holder Student interested in pursuing Diploma in any other stream will be eligible for admission in second year

The Departments will place the courses appropriately in all six/eight semester of FTD/PTD so that Direct second year admitted students will have minimum loss of core courses. (For Direct Second year, eligibility criteria for Group and sub-group of qualifying group will be as per guidelines of DTE from time to time )

##### 4.2 Registration for Course

The student eligible to register for particular semester have to opt for all the courses which are offered by the department in that particular semester . The student cannot register for any course of lower / higher semester in Full Time nor he/she can register for any course in Part Time Diploma. Similarly all Part Time students have to register all the courses offered by the Dept in that particular semester only. Part Time Students cannot register for the courses of higher semester & the course in Full Time.

**4.3 Review for entry:** Review of entry will be done only at the beginning of odd term. At the beginning of even term no student will be allowed to register; if he/she had not registered in the odd term. Student has to complete all the semesters in chronological order only. e.g : If a student get detain in odd/even semester, he will be ineligible for registration of next higher semester. He /She has to re-register for odd/even semester subsequently.

**4.4 Permitted backlogs:** While doing course registration only 4 backlog courses are permitted which could be either theory or practical. Review of backlog courses will be done once in a year at the beginning of odd terms. Detained courses are not considered as backlog.

##### 5.0 DURATION FOR COMPLETION OF DIPLOMA :-

The duration for completion of diploma shall be maximum 6 years for Full Time and 8 years for Part Time students.

A maximum 3 years extension for FTD and 04 years for PTD can be given on discretion of Principal only in extra-ordinary case, provided the student has applied for extension. The student has to register for new equivalent course/s if the previous old course/s has been closed.

Applying for course registration by Online / Offline procedure, is responsibility of every student who had secured admission in Polytechnic.

#### 6.0 RE-ADMISSION TO PROGRAMME :-

Student having any number of backlogs or having poor performance in the test and wants to apply for re-admission has to follow the mentioned guidelines:

1. He/she can apply only once for re-admission.
2. His/her all earned credits would be nullified / lapsed and he/she has to pay the fees according to that academic year as per the fees approved for that academic year.

#### 7.0 EXAMINATIONINATION REGISTRATION :-

Examination section will issue examination forms online; all the students through their login have to download the examination forms. The students can opt maximum of 13 courses (including both theory and practical courses) as per his/her choice. The examination fees for current semester have to be paid as per the rules of institute. Additional fees for all backlog course/s of any semester have to be paid separately as decided from time to time. Examination for any course which are commencing from academic year 2018-19 curriculum onwards shall be conducted as long as that course is being offered by the Department in Full Time or Part Time. Once the department closes that course and replaces it with a new equivalent course, examination section shall conduct the examination for the new equivalent course only. Old courses shall be closed for examination. All the students who have failed in the old courses will have to compulsorily appear for new equivalent course. It is mandatory for the student to contact Head of his/her department & verify the equivalent course.

For courses of previous curriculum (2013-2017) which do not have equivalence with 2018 courses, examination for such courses will be conducted till all the students complete the course.

#### 8.0 DETENTION POLICY :-

Institute has adopted the new scheme for detention from academic year 2018-19 onwards. As per this scheme the student will be detained for all courses register of that semester, even if he/she has shortfall in attendance for a particular course or has failed in satisfactory submission of term-work.

1. The student has to compulsorily have minimum 75% of attendance in all the courses of current semester.
2. The student has to satisfactorily complete the term work in all respect and has to submit the same to the course in-charge.
3. The Head of Department has to take due care and diligence while marking the student as DETAINED. For this purpose, He/she has to call for meeting of all faculty members and through the record has to verify the attendance and term work performance and then only approve for the detention of student.
4. In case student has less attendance for only one/more courses then in such case, if the average attendance of all the courses in the same semester is more than or equal to 75% then no detention has to be done.
5. **Grant of Term -**
  - a. Term shall be granted to all students who have successfully completed and submitted termwork of the registered practical courses and have secured more than 40% marks in the same.

- b. If the term work marks are less than 40% in one or more registered courses, then average of termwork marks of all practical courses registered in that term will be taken to decide about detention. If this average is greater than 40%, then 40% marks will be allotted for termwork in practical courses having the short fall. However it is mandatory for student to submit journal for grant of term.

**9.0 PROCEDURE FOR THE CHANGE FROM ONE PROGRAMME TO ANOTHER :-  
(BRANCH TRANSFER)**

1. This facility will be only for Full Time students.
2. Any Full Time student who wishes to change his/her programme will do so only after completion of 1<sup>st</sup> year. Such student will be eligible only if he/she secures at least 1<sup>st</sup> class in first year with no backlogs.
3. As per merit & vacancy position the student shall be permitted to change of programme.
4. After changing the programme, it is the responsibility of the student to study any previous semester course of new programme on his/her own. No separate classes will be conducted for that purpose.
5. Student has to fill new enrollment form and pay the prescribed fees.

**10.0 RULES FOR EXEMPTION :-**

1. Exemption shall be granted only at the time of entry.
2. Exemption shall be granted only to Direct second year students.
3. All First Year courses would be exempted to Direct Second year students.
4. Students admitted in First Year with any higher qualification would not be given any exemption for any course. He / She has to register for all first year courses offered by department.
5. If a student who has completed BE / B.Tech or Diploma and want to secure admission in diploma then department will form a committee to decide about exemptions and as the case may be will register the student in IV<sup>th</sup> or V<sup>th</sup> semester.

**11.0 CONCESSIONS TO STUDENTS WITH LEARNING DISABILITY :-**

In mid-term of the term student has to apply for concession, such concessions will be given as per the Government of Maharashtra Resolution. Student with such Disability are required to claim for this concession with necessary documents to the Principal, KJSP through the HOD of respective Programme. Further details shall be displayed on website and examination notice board from time to time.

**12.0 IMPROVEMENT OF CLASS AT DIPLOMA :-**

A student desirous of improvement of his/her class at diploma shall have to surrender his/her all previous original mark sheets and shall re-register for theory and practical end examination for all the coded courses which are in RED coloured marksheet and considered for award of diploma as applicable, along with prescribed fees.

His / her marks in all other course heads shall be carried forward. This facility is offered to a student only once, to be availed in the immediately ensuing end examination. The theory head result of surrendered mark-sheet shall be treated as cancelled, after declaration of result, if he / she have improved his / her score. The result will be declared on basis of last examination.

The student has to apply for this facility within 1 month after the declaration of result.

### 13.0 AWARD OF CLASS :-

- (a) No Class will be awarded for a particular term or examination. However Pass & Promoted, Pass with ATKT & fail will be mentioned on the mark sheet of that particular examination.
- (b) For an individual programme (all heads of the courses taken Together) class will be awarded as under :-
- (i) First Class with Distinction : 75% and above.
  - (ii) First Class : 60% and above upto 75% marks.
  - (iii) Second Class : 45% and above upto 60% marks.
  - (iv) Pass Class : 40% and above upto 45%
- (c) The student passing the diploma will be given upto ½% grace marks to enable him/her to get First Class or First Class with Distinction or Second Class for class condon. Such students will be awarded class incorporating the word "Grace Marks" in the mark-sheet. This facility will not be extended for students who are granted condonation marks (10 marks) for completion of Diploma.
- (e) Best ten courses among 17 coded courses will be considered for the Award of Diploma as recommended by the respective department and approved by PBOS.

### 14.0 AWARD OF DIPLOMA :-

A student who has successfully earned 190 credits will be awarded a diploma certificate by the Chairman, Governing Body, K. J. Somaiya Polytechnic, Mumbai - 400 077 on behalf of Somaiya Vidyavihar.

### 15.0 SUPPLEMENTARY FOR SUMMER TERM :-

The supplementary scheme norms were drafted by a special committee and were put before the Examination committee for necessary approval and were accepted and approved vide meeting no 29 held at MSBTE with reference no. KJSP/EXAMINATION/2017-18/54 dated 20/12/2017. The relevant information as applicable to students is attached as Annexure will be applicable from 2018-19 onwards.

**(ANNEXURE - I)**

### 16.0 MALPRACTICES IN EXAMINATIONINATIONS :-

The new modified norms for malpractices in Examination were put up before Examination committee and were duly approved by the committee vide reference no KJSP/EXAMINATION/2018-19 dated 04/06/2018. The new norms will be applicable from Academic year 2018-19 onwards. **(ANNEXURE - II)**

*S. H. Wasilkar* *km2*

***NOTE :- These rules will be applicable for all the students who have secured admission from 2018 onwards in first year of the respective programme, in case any student of previous year's gets enrolled for any course/s of 2018 curriculum, he/she will follow the rules mentioned in this booklet.***

***The instructions to be followed by the students during examination are mentioned in ANNEXURE - III.***

***The rules and regulations as stated in these documents should be strictly followed by all departments. No deviation in rules is permitted and no special case should be made and recommended for any action.***



Annexure - I  
Supplementary Exam Norms

The special meeting was called on 27/10/2017 at K.J.Somaiya Polytechnic. After detail discussion the committee recommends the following norms

1. This provision of supplementary exam is applicable only for theory courses which are regular offered courses of FTD; for which total summer examination result of appeared students is less than or equal to 40% (FTD and PTD average result of the students appeared in examination).
2. The supplementary exam will be conducted in summer examination, no such facility will be available in winter examination.
3. Any student who had failed in the course can avail this facility for maximum of two courses of failure.
4. The students who have failed in the **exam can only apply** for supplementary exam and on application the candidate earlier mark of theory exam will be nullified. If a student remain absent, after filling supplementary exam form, candidate earlier mark will only be carried forward.
5. The marks obtained in supplementary exam will be considered as final mark to be entered in marklist with appropriate symbol indicating supplementary exam.
6. One week time will be given to the student for filling the form of supplementary examination after declaration of summer examination result.
7. On notice board (and also on website) the courses for which supplementary examination will conducted will be displayed within two working days after the summer examination result declaration.
8. Course wise fees for supplementary examination will be decided considering administrative expenses.
9. The supplementary examination entire process will be conducted in shortest period time as far as possible, at maximum within 20 days of summer examination result. The timetable will be declared in short notice period on institute and exam section notice board and website.

*(Signature)*

*(Signature)*

10. Assessment of supplementary examination papers of a course will be done by one examiner. i.e. both sections. No reassessment, photocopy and verification of supplementary examination will be permitted.
11. For conduct of supplementary examination all rules of regular examination are applicable.
12. If any grievances/copy case is there then special examination meeting will be called. The main exam committee meeting will be conveyed and supplementary examination result will be declared with due approval.
13. If for summer examination the student has applied for revaluation/ photocopy and its result is pending then also he/she can fill the supplementary examination form and appear for it. But in case he/she is passed in revaluation, the result of summer examination will be considered as final and the supplementary examination form will be automatically cancelled and fee shall be forfeited.
14. Institute will not be responsible if any student misses any opportunity of job/ higher education due to supplementary result if any.

**ANNEXURE - II**

**Penalties to the Examinees for Various Instances of Malpractice**

<b>Sr No</b>	<b>Nature Of Malpractice</b>	<b>Quantum Of Punishment</b>
1	Examinee/s making marks/signs, writing roll numbers, name or using any other means of disclosing identity with a clear intent of getting illegal/undue benefits	Cancellation of full performance in the entire examination/s in which the examinee has appeared.
2	Examinee making an appeal to the examiner revealing both, one's name and address	Cancellation of full performance in the entire examination/s in which the examinee has appeared
3	Examinee writing in provocative or abusive and / or threatening language in the answer-book	Cancellation of full performance in the entire examination/s in which the examinee has appeared
4	Examinee or his associate/s influencing the Examiner/ Moderator/ similar authority connected with the examination with a clear intent of getting illegal/ undue benefits	Cancellation of full performance in the entire examination/s in which the examinee has appeared and debarring him from appearing in subsequent two examinations
5	Examinee communicating or talking with another Examinee/s during examination session.	Cancellation of the result/ performance of the guilty examinee in the subject during whose examination he/she was caught.
6	Examinee tampering with Answer-books of another examinee inside or outside the examination hall.	Cancellation of result/ performance in the current examination/s of the alleged examinee involved in such action and debarment from appearing in the next 2 examination/s.
7	Examinee caught during the examination session while copying from the copying material	Cancellation of the full performance in the current examination/s plus debarment from appearing in next one examination
8	Examinee found in possession of copying material related to the subject (but not used for copying)	Cancellation of the full performance of the alleged examinee in the current examination/s in which he has appeared, plus debarment from appearing in the next one examination
9	Examinee found exchanging (giving or taking) answer books/ slips of paper with other examinee/s	Cancellation of performance of the guilty examinee in the current examination/s plus debarment from appearing in the next one examination.





Sr No	Nature Of Malpractice	Quantum Of Punishment
10	Examinee 'X' found in possession of answer-book / supplement of another examinee 'Y', forcibly or without his (Y's) knowledge	Cancellation of the performance in current examination/s, plus debarment from appearing in the next one examination in respect of examinee 'X', exonerating examinee 'Y', provided he has not connived with 'X'. In case Y is also had indulge in malpractice then same punishment as X.
11	Impersonation i) Examinee who impersonates	Following actions shall be taken: a) Cancellation of the performance in present examination/s plus debarment of the guilty examinee from appearing in the next three examinations provided he is a bona fide student of KJSP. Further, he should be handed over to the police b) Matter should be communicated to the employer of the impersonating examinee, provided he is employed and not a bona fide student of KJSP c) In case the examinee is unemployed and is a student undergoing education with examination authority other than KJSP, the information should be given in writing to the concerned examination authority
	ii) Bonafide examinee who is impersonated	Cancellation of the performance of such examinee in current full examination plus debarment from appearing in the next three examinations. Further, he should be handed over to police and FIR be lodged against the examinee by the institute.
12	Examinee found inserting previously written pages smuggled in from outside, in the answer book	Cancellation of the full performance in current examination/s plus debarment from appearing in the next one examination

Sr No	Nature Of Malpractice	Quantum Of Punishment
13	Examinee found with answer- book/s having two different handwritings, one of the examinee's own and the other of a different person	Cancellation of the full performance in current examination/s plus debarment from appearing in the next two examinations.
14	Cases of mass copying during the examination period, reported from examination centre	Result of examinee/s involved is to be withheld for conducting inquiry. Punishment shall be awarded as deemed fit on scrutiny of enquiry report of committee
15	Cases of copying/ mass copying reported by the examiners from L.A.C.	Result of the involved examinees to be withheld for conducting enquiry. Punishment shall be awarded as deemed fit on scrutiny of enquiry report
16	Examinee attaching currency notes to their answer-book with / without a request to examiners to assess their answer-books favorably	Cancellation of the performance in current examination plus debarment from appearing in next one examination and forfeiture of the entire amount and depositing the same in Institute's appropriate account
17	Examinee throwing the question paper to the other examinee, after writing the answer/s on it.	Cancellation of the performance in current examination plus debarment from appearing in next one examination.
18	Examinee destroying his own answer book or supplement/s	Cancellation of the full performance in current examination/s plus debarment from appearing in next one examination
19	Examinee smuggling out his own answer book or supplement or blank answer book/s and /or supplement/s	Cancellation of the full performance in current examination plus debarment from appearing in next two examinations
20	Free copying or using unfair means, with or without connivance of the management by a group of two or more examinees, during an examination session	Cancellation of the result/ performance of the involved examinees with their debarment from appearing in next one examination along with the punishment as deemed fit on scrutiny of enquiry report
21	Examinee attempting to send question paper out of examination hall.	Cancellation of the full performance in the current examination plus debarment from appearing in the next five examinations.

Sr No	Nature Of Malpractice	Quantum Of Punishment
22	Examinee possessing any weapon, explosives narcotic drugs and alcoholic drinks in examination hall or bringing any of them in the examination hall or causing any kind of violence in the examination hall.	Cancellation of the result / performance in current examination/s and debarment from appearing in next five examinations. A complaint should be lodged with the police by the officer-in-charge of examination
23	Examinee possessing mobile phone of any electronics communication gadget or I-pod or any similar device in examination hall	Cancellation of the full performance in current examination/s and 0 forfeiture of the device or gadget
24	Tampering with the certificate of marks or their copies and any other documents issued by KJSP	Cancellation of performance in the examination and debarment of the examinee for next five examinations and filling police complaint by the concerned institute / authority against the candidate involved in such activities
25	Doing mischief or causing deliberate disturbance in examination process (e.g. frequent changes of ink, changing handwriting or its style without permission of supervisor or other similar acts )	Cancellation of performance in the subject during whose examination he/she was caught
26	All other cases not covered above shall be dealt independently on the basis of merit of the cases reported to KJSP	All such cases to be placed before special committee and punishment be awarded as deemed fit

**Note:** Cancellation of the performance of current examination means cancellation of the entire performance of that examination. If the examinee has appeared in more than one examination simultaneously, as regular /ex- student and has been found guilty in one of the examinations, his performance in all such simultaneous examinations shall stand cancelled. The term granted to the alleged examinee and term-work marks, test marks etc. allotted to him shall remain unaffected, unless specifically cancelled by the penalty awarded.

Further, the candidate shall not be allowed to register any course / examination of the institute during the period of punishment.

A police complaint may be lodge against an examinee or a person who is found involved in destroyed or attempting to destroy the evidence of the malpractice or answer book / and or supplement or any relevant document.

*Sri Anand* *Dr 2*

## ANNEXURE - III

### K. J. SOMAIYA POLYTECHNIC, MUMBAI - 77

#### INSTRUCTIONS FOR STUDENTS DURING THEORY END EXAMINATIONS

1. Full time students should wear the uniform during examinations; Part time students should wear decent clothes during examinations.
2. Mobile phones, smart watches and electronic gadgets are strictly prohibited inside the examination hall.
3. Candidate's are not allowed to carry writing pad, any type of stationary box / pouch in examination hall.
4. Candidate's are strictly prohibited to carry any books / reference / study materials to the examination hall.
5. Candidate's must bring hall ticket, identity card, examination fees receipt
6. If a student forgets to produce hall ticket on the day of examinations, duplicate hall ticket will be issued by examination section on request with prescribed charges which will be valid only for one day.
7. Hall ticket must be colour printed. Black and white print out of hall ticket will not be allowed.
8. Candidate's should tally the course, course code of the question paper received to him/her with the course and course code mentioned in the Hall ticket before the start of examination.
9. Candidate's are required to be present in examination hall 20 minutes prior to commencement of examination.
10. Candidate's are required check that both sections of answer-book has identical serial number, also they have to verify that all pages (1-20) are intact. Answers for both the sections should be written separately in section – I and section – II.
11. Candidate's are not allowed to tear out any paper from answer-book or supplement.

12. Candidate's should write their enrollment number clearly on receiving answer-book & question paper from invigilator. (Do not overwrite the enrolment number on answer-book)
13. Candidate's will not be allowed to leave the examination hall during the first hour and / or during the last 10 minutes of examination.
14. Candidate's will be punished as per KJSP's malpractices examination norms, if they disobey any instruction issued by the Invigilator / Officer In-charge Examination / Controller of Examinations.
15. Candidate's are forbidden to write their enrollment number either in words or figures on any part of answer book and supplement except on the cover page in the space provided for the purpose.
16. Do not write your name, signature or any other matter that will in any way reveal your identity anywhere in the answer book.
17. Candidate's should write 'End' at the end of answer-book and put diagonal cross on blank pages.
18. Candidate's should do their rough work on the last page of answer-book if needed. Candidate's are not allowed to do any rough work on question paper else be consider as Copy Case.
19. If Candidate's leave the examination hall after 1 hour of start of examination and before last end of examination; he/she are required to submit their question paper to the invigilator, same will be retain till the end of examination.
20. All answer-books and supplement issued to candidate's, whether written or blank must be returned back to the invigilator after the final bell is rung.
21. Candidate's should verify courses in the examination form with registered courses and backlog courses, before submitting to Account Office. (One copy of exam to be preserved by the students)
22. Candidate's are required to verify with the examination form copy (earlier filled) on their hall ticket before they print the same.

*Signature*

*BN*



23. No supplement will be provided/ issued in last 10 minutes.

**Refer Annexure – 1 penalties to the examinee for various instances of malpractices in theory end examinations.**

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*Shawar Khan*

*Bm2*