

## **SANJEEVAN GROUP OF INSTITUTIONS**

**([www.seti.edu.in](http://www.seti.edu.in))**

### **EXAMINATION ORDINANCE**

**FOR**

**PROPOSED AUTONOMOUS INSTITUTE**

**(COMMON FOR ALL BRANCHES UNDER SEMESTER PATTERN)**

**UG PROGRAMS**

**Academic Year 2025-26**

## EXAMINATION ORDINANCE

The Examination section operates under the authority the Head of the Institute (Principal). The Institute primarily utilizes an online system for conducting examination-related procedures.

### **Ordinance of Eligibility and examination form filling:**

Admissions to the First Year Engineering and Direct Second Year Engineering courses are conducted in accordance with the government rules and regulations set by the Directorate of Technical Education, Maharashtra. This includes both the government quota and the Institute Level quota. Once the admission process is completed by the Directorate of Technical Education, the next important step is to verify the eligibility of each newly admitted student for their chosen course in the Institute. This verification process is done offline. The student must fill out the Examination Registration form after notification and Institute assign PRN (Permanent Registration Number) to each registered candidate. This number is essential for completing or filling all Examination forms.

**1. Examination Form Process:** - Institute offers undergraduate courses. In order to appear for the examination, each registered student must fill out the examination form. The examination form filling process is done online and the institute informs students when the process begins.

**2. Exam form filling schedule:** - The notice will be prepared by the examination section and sent to all students via all departments. The department Examination Coordinator will guide students to fill in the necessary information in the exam form. The department Examination Coordinator verifies the form filling and if any issues arise, they will inform the examination section right away and the examination section will resolve issue through the exam support. The exam support will solve the issue and inform the exam section about the status of the issue. The examination section will then inform the concerned students through the class coordinator to fill in their examination form.

**a. Examination form fees payment:** - Exam form fees are to be paid online through respective student login tab made available by Institute. After paying Examination fees student get payment receipt of successful transaction.

**b. Collection and approval of examination forms:** Students who have filled exam form and made successful payment transaction through student login is visible in institute login. The examination forms are available for approval in institute login. **Once forms are approved by institute, student can download respective examination hall ticket.** Examination section once again informs students to submit their examination forms through department Examination Coordinator (Those who have not submitted till last date).

**c. Examination forms after Late fees:** -

Students, who have not filled the examination form before the last date, have to appear at the for filling in the examination form if permitted by Institute (which rarely happens). Students can fill in the exam form only if the Institute allows them with super late and fine fees.

**2. Summary & Time Table:** - Students who have received examination hall ticket are shown in

institute login. On the basis of student list available in institute login examination summary is prepared and as per schedule examination conducted in institute.

### **Ordinance for In sem Examination: -**

- a) Throughout the course of a semester, the teacher will administer a minimum of two formal assessments to the students as part of the continuous assessment method employed during the semester.
  - b) The method of conducting assessments under the continuous mode and the assignment of marks will be communicated by the teacher at the start of the course. or the Principal/HoD in the college during the first week of the semester. Additionally, it may also be made available on the College Portal.
  - c) The teacher is required to maintain a record of the ongoing assessment of a class for a minimum of three years and present it to the college Principal or Dean-Academics, if necessary.
  - d) The teacher is required to submit the in-semester performance of all students, including both continuous assessment and mid-semester examination results, to the institute before the end-semester examination. Additionally, these results should be displayed on the notice board as well as on the College Portal.
  - e) In accordance with the college's Academic Calendar, it is scheduled that each theory course will have a single Mid-semester test. This test will be conducted as per academic calendar.
  - f) A student who has not completed in the in-semester continuous tests and/or midterm examination for one or more subjects will be deemed as not having fulfilled the requirements of the course. Consequently, they will be required to enroll again for the corresponding subjects/course in the subsequent academic year.
- a. Practical/Oral Examination: -** As per exam section instructions Practical/ Oral examinations are planned in institute.
- b. Online Marks Entry: -** Online marks entry for Termwork/internal/External is made through subject teacher login. In the process of marks entry, first step is to create HOD login through institute Examination coordinator. In second step faculty login is created by HOD. Once faculty login is created, HOD can assign subject to respective faculty and marks entry must be completed by faculty. The submitted marks by faculty are finally confirmed by HOD and are submitted to Institute login.

### **Ordinance for End Semester Examination (Theory) -**

The final examination of the semester will encompass the entire course syllabus and will be administered in accordance with the Examination timetable at the conclusion of each semester.

#### **a. Passes and Fail :**



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(1) The candidates who obtain 40% and more marks in a subject head of the end semester examination AND 40% or more of the total marks of a subject head shall be deemed to have passed the respective subject head.

(2) The candidates who obtain less than 40% of marks in a subject head of the end semester examination and less than 40% the total marks of a subject head shall be deemed to have failed in the respective subject head (Grade FF).

a. **Stationary requirement:** - Depending on the strength of students to be appeared in theory examination, examination section gives stationary requirement to institute by email and Google form provided.

b. **Junior supervisor and peon requirement:** - Upon receiving the summary of the theory examination session, the exam section proceeds to distribute the requirements for junior supervisors to all departments, taking into account the allocation of 30 to 35 students per block. Subsequently, the departments provide the list of junior supervisors, which is then used to create a daily schedule for their duties. To ensure punctuality, the junior supervisors are notified via mobile messages about their assigned responsibilities. Additionally, the departments are also informed about the requirement for peons, which is sent along with the junior supervisors' requirements.

c. **Seating arrangement plan:** -

The Exam Section prepares a session-wise seating arrangement and block location chart. The exam section displays this on the notice board before the start of the exam. The seating plan for each block shows the assigned bench numbers and is posted outside that block. The block slip also displays the class, subject, exam pattern, and duration for that block. A copy of the block slip is given to the junior supervisor to help them understand the seating plan, subject, pattern, and class assigned to their block. The junior supervisor receives a set of barcodes listing exam details and students for their block, along with a junior supervisor report.

d. **Peon allotment:** -

Prior to the commencement of the examination, a meeting is organized for the peons under the supervision of the Examination coordinator and the Examination section in charge. During this meeting, the peons are briefed about their responsibilities. Once the examination begins, the peons are assigned to different blocks where they carry out tasks such as cleaning, arranging desks, and providing necessary materials and supplements to the junior supervisors during the examination hours. Additionally, a few peons are designated for the arrangement of the Control room.

e. **Junior supervisor Duties:** -

In the compilation of the list of junior supervisors, the allocation of blocks is carried out. The allocation of blocks is done in a way that ensures that junior supervisors from the same branch are not assigned to students appearing for the examination in the same branch. The allocation of blocks takes place one hour prior to the start of the

examination. Junior supervisors are required to sign in the reporting register before commencing their duties.

**f. Question paper downloading and printing: -**

Question papers are accessed online in a secure and confidential environment through the institute Question Paper Distribution (QPD) portal. This process takes place in a confidential room under the supervision of senior staff members. A one-time password is sent to the Principal and Examination Coordinator's mobile phones approximately 45 minutes before the start of the examination. The Examination Coordinator then downloads the question papers from the QPD portal and verifies the pattern code, class, and subject name. The master copy of the downloaded question paper is handed over to the QPD in charge. The question paper is then printed by Xerox machine operators in the expected number of copies as per the day-wise prepared summary. Additionally, around 5-8 extra copies of each paper are printed, some of which are required to be sent with the answer sheet bundles to the respective CAP, and one copy is kept in the library. All these activities are closely monitored through closed circuit TV cameras, with the Principal overseeing the proceedings in the confidential room.

**g. Question papers Distribution of in Exam blocks: -**

Once the printing of question papers is completed, senior supervisors meticulously tally the number of question papers in accordance with the number of students assigned to each block for various subjects within a specific branch. Following the prescribed pattern, they then proceed to distribute the packets to the respective blocks with the assistance of the examination section in charge.

- i. Queries/corrections in the question paper: -** The examination controller is responsible for reviewing any inquiries or corrections regarding the question paper on the QPD query portal. If there are any queries, whether they are already available on the QPD portal or forwarded to the Principal or Examination coordinator's mobile, the corrections in the question papers, as received from the subject expert through the QPD portal, are disseminated to the relevant students who appeared for the examination by senior supervisors.
- j. Block wise answer sheet submission to examination control room: -** After the examination is concluded, the junior supervisor will tally and validate the quantity of answer sheets gathered in their assigned area before submitting them to the control room. In the control room, the senior supervisor will meticulously count and authenticate the answer papers, along with reviewing all additional information provided in the junior supervisor's report. Subsequently, all the bundles of answer papers will be carefully packaged and sealed, taking into consideration the class, branch, and pattern. These securely sealed bundles, accompanied by the submission report from the senior supervisor, will then be dispatched to the respective Sub centers.





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## **Ordinances For Unfair Means Resorted In The Conduct Of Examinations**

This set of Ordinances may be referred to as the "Ordinances for Unfair Means in Examination Conduct," in accordance with section 41(c)-(i) and (ii) of the Act and its subsections. These regulations apply to undergraduate students of the Institute.

Engaging in dishonest practices during examinations is a significant violation of the educational system as a whole, and specifically undermines the integrity of the examination process. This behavior demonstrates a lack of respect for the Institute. It also discourages dedicated students. Therefore, it is essential that such incidents are addressed rigorously, and those responsible should be subjected to appropriate disciplinary measures.

Examination malpractices refer to any actions taken by candidates during or after an exam to gain unfair and deceptive advantages. These actions may include copying answers from other candidates, using unauthorized signals during the exam, bringing prohibited items into the examination room, revealing their identity through the answer sheet, or exerting pressure on examiners through various methods.

### **a. Malpractices by the Students**

1) Definitions - Unless the context indicates otherwise:

a) "Student" refers to any individual who is officially enrolled at the Institute to receive instruction that qualifies for a degree, diploma, or certificate awarded by the Institute. This definition also encompasses former students and those registered as candidates (examinees) for any degree, diploma, or certificate examinations.

b) "Unfair means" encompasses one or more of the following actions or failures to act by students during the examination period and until the examination results are publicly announced:

(i) Possessing unauthorized materials and/or copying from them.

(ii) Transcribing any unauthorized content or utilizing it in any manner.

(iii) Intimidating, using offensive language, threatening, or resorting to violence against an invigilator or examiner.

(iv) Exiting the examination hall without the supervisor's permission.

(v) Disrupting the examination process in any way.

(vi) Engaging in unauthorized communication with other examinees or individuals inside or outside the examination hall.

(vii) Engaging in mutual or mass copying.

(viii) Smuggling answer books, supplements, graphs, etc., either blank or filled, as materials for copying.

(ix) Smuggling in or out blank or filled answer books, supplements, graphs, etc., and forging the Hall Supervisor's signature on them.

(x) Tampering with or counterfeiting the seal of the Institute/College/Institution/Department,

answer books, or office stationery used during examinations.

- (i) Placing currency notes within answer books or attempting to bribe individuals involved in the examination process.
- (ii) Impersonating another individual during the Institute examination.
- (iii) Disclosing one's identity in any manner within the answers or any other sections of the answer book, including supplements and graphs, during the Institute/College/Institution examination.
- (iv) Any other actions or omissions that may be deemed as unfair practices by the appropriate authority.
  - a) "Unfair means related to examination" refers to any actions, whether direct or indirect, that involve committing, attempting, or threatening to commit acts of coercion, undue influence, fraud, or malpractice aimed at gaining an improper advantage for oneself or another individual, or causing unjust harm to others.
  - b) "Unfair means material" encompasses any type of material associated with the examination subject, whether printed, typed, handwritten, or otherwise, that is found on the student (examinee) or their clothing, or on any surface such as wood or other materials. This includes any form of charts, diagrams, maps, drawings, or electronic devices that are prohibited in the examination environment.
  - c) "Possession of unfair means material by a student" indicates that a student has unauthorized materials on their person, desk, chair, table, or within their reach in the examination center or its surrounding areas at any time from the start to the end of the examination.
  - d) "Student found in possession" refers to a student who has been officially reported as having unfair means material by a supervisor, conductor, member of the vigilance squad, or any other authorized individual. This applies even if the material is not presented as evidence due to being swallowed, destroyed, taken away, or otherwise rendered illegible by the student or someone acting on their behalf. A formal report is then submitted by the supervisor, conductor, or authorized person to the Controller of Examinations or another designated officer.
  - e) "Material pertaining to the examination topic" refers to any evidence that is certified by a qualified individual as relevant to the examination subject. If such material is not presented as evidence or has become unreadable for any reasons mentioned in clause (f) above, it will be assumed that the material was indeed related to the examination topic.
  - f) "Custodian" refers to any individual who has been officially authorized by the Controller of Examination or the Principal/Director responsible for overseeing the examinations.

### A) General

- (i) The Controller of Examinations or the Director of Examinations at the Institute Centers is authorized to implement suitable disciplinary measures against students who engage in, attempt to engage in, assist, encourage, or permit the use of unfair practices during examinations at the Institute, College, or affiliated institutions.
- (ii) The Controller of Examinations or Director of Examinations has the authority to impose penalties for such misconduct or violations of regulations, which may include barring the student from any examination, course, or convocation associated with the Institute, either permanently or for a designated period. Additional consequences may involve the annulment of the student's examination results, revocation of any scholarships, cancellation of awards or medals, imposition of fines, or a combination of these actions within a one-year timeframe.



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(iii) The Director of Academics is empowered to initiate an investigation upon receiving a report from the Controller of Examinations (CoE) or any official regarding misconduct or violations of examination conduct rules by any paper-setter, examiner, moderator, referee, teacher, or other individuals involved in the examination process. If found guilty, such individuals may face disqualification from examination-related duties, either permanently or for a specified duration, or their cases may be referred to the appropriate authorities for further disciplinary action as per established regulations, or through a combination of the aforementioned measures.

### **Procedure for the Examination Conductor**

a) Throughout the examination, all examinees and students will be under the disciplinary authority of the Examination Conductor.

b) In instances of suspected unfair practices, the Examination Conductor will adhere to the following protocol:

(i) The student will be required to hand over any materials related to unfair practices found in their possession, along with their answer book.

(ii) The student's signature will be collected on the relevant materials and accompanying list. Both the supervising authority and the Examination Conductor will also sign all pertinent documents and materials.

(iii) The Examination Conductor will document the student's statement and their undertaking in the specified format, along with the supervisor's statement (see Annexures A, B, and C). If the student declines to provide a statement or undertaking, the supervisor and Examination Conductor will note this refusal with their signatures.

c) The Examination Conductor will make one or more of the following decisions based on the severity of the situation:

(i) In cases of impersonation or violence, the student will be expelled from the examination and prohibited from participating in any remaining assessments.

(ii) The student may be required to sign an undertaking acknowledging that the decision of the relevant authority regarding their case will be final and binding, allowing them to continue with the examination.

(iii) The case may be reported to the local police station in accordance with the provisions of Maharashtra Act No. XXXI 1982, which aims to prevent malpractice in examinations conducted by institutes, boards, and other designated entities.

### **Procedure for Examiners During Assessment**

If, during the evaluation of answer books, an examiner suspects that there is clear evidence indicating that a student or students may have engaged in dishonest practices during the examination, the examiner must submit a report, including the supporting evidence, to the Controller of Examinations. This report should be accompanied by the examiner's opinion and placed in a separate confidential sealed envelope labeled "Suspected Unfair Means Case."

### **a) Appointment of Unfair Means Inquiry Committee (UMIC)**

b) To examine and propose appropriate disciplinary measures for misconduct and errors by candidates, paper-setters, examiners, moderators, referees, teachers, or any individuals involved in the administration of Institute examinations at any stage, the Director-Academic, with the approval of the Executive Council, will establish an Unfair Means Inquiry Committee, in accordance with section 41, clause c(i).

c) The **Unfair Means Inquiry** Committee shall have the following constitution:





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- (i) Director- Examination – Chairperson
- (ii) One Senior Professor
- (iii) One Senior Associate Professor
- (iv) One Senior Assistant Professor
- (v) Counselor (if available)

d) The UMIC will operate as an advisory entity, providing its recommendations through a report to the Director-Academics. The Director will then issue final decisions regarding any disciplinary actions against the individual involved. This process will consider the facts and findings presented by the Committee, ensuring that the accused has been afforded a fair opportunity to defend themselves, that the principles of natural justice have been upheld, and that the suggested level of punishment aligns with the established guidelines.

### **B) . Investigation Procedure**

- a) The Controller of Examination, or an authorized officer, will notify the student in writing about the alleged act of misconduct. The student will be asked to explain why the charges against them should not be considered valid and why the proposed penalties outlined in the notice should not be enforced.
- b) The student has the right to appear before the Inquiry Committee at the designated date, time, and location, bringing a written response or explanation regarding the notice they received. The student must personally present their case to the Committee.
- c) Any documents that will be used to substantiate the charges against the student must be shown to them by the Inquiry Committee if they attend the meeting. Any evidence presented will be recorded in the presence of the student involved.
- d) The student will be granted a fair opportunity, including an oral hearing, to defend themselves before the Committee. The Committee will take into account the student's response to the notice before making a final recommendation regarding the case.
- e) The Committee is required to adhere to this procedure in accordance with the principles of natural justice.
- f) If the student does not attend the Inquiry Committee meeting after receiving the notice, they may be granted one additional opportunity to present their defense. Should the student fail to appear after two chances, the Committee will make a decision based on the available evidence and documents, which will be binding on the student.

### **4. Punishment**

- a) The Director of Academics, after reviewing the Committee's report, will issue appropriate orders, which may include granting the student the benefit of the doubt, issuing a warning, or exonerating the student from the allegations. For students found guilty of utilizing unfair means, one or more of the following penalties may be imposed:
  - (i) Nullification of the student's performance in whole or in part for the examination they attended.
  - (ii) Prohibition of the student from participating in any Institute examinations for a specified



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duration not exceeding five years.

(iii) Restriction on the student from enrolling in any course at the Institute for a specified duration not exceeding five years.

(iv) Revocation of any Institute scholarships, fellowships, awards, or medals received by the student in that examination.

(v) In addition to the aforementioned penalties, the Director of Academics may impose a monetary fine on the guilty student. Should the student fail to pay the fine within the designated timeframe, the appropriate authority may enforce further penalties as deemed necessary.

(vi) Whenever possible, the severity of the punishment should align with the guidelines outlined (by category) in Appendix-A.

b) The general classifications of dishonest practices employed by students during Institute examinations, along with the corresponding penalties for each category.

| Sr. No   | Nature of Malpractice   | Quantum of Punishment  |
|--|---|--|
| 1.   | Possession of copying material  | Annulment of the performance of the student at the examination in full.*   |
| <i>Note: - This quantum of punishment shall apply also to the following categories of malpractices at Sr. 2 to Sr.12 in addition to the punishment prescribed thereat.</i> |   |  |
| 2.   | Actual copying from the copying Material  | Exclusion of the student from the examination for one additional examination   |
| 3.   | Possession of another student's answer book   | Exclusion of the student from the examination for one additional examination. (both the students)  |
| 4.   | Possession of another student's Answer book + actual evidence of copying there from   | Exclusion of the student from the examination for two additional examinations (both the students)  |
| 5.   | Mutual / Mass copying   | Exclusion of the students from the examination for two additional examinations   |
| 6.   | a) Smuggling-out or smuggling-in of answer book as copying material.<br>b) Smuggling-in of written answer book based on the question paper set at the examination.<br>c) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon. | <ul style="list-style-type: none"> <li>Exclusion of the student from the examination for two additional examinations.</li> <li>Exclusion of the student from the examination for three additional examinations.</li> <li>Exclusion of the student from the examination for four additional examinations</li> </ul> |
| 7.   | Attempt to forge the signature of the   | Exclusion of the student from the examination for four   |



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|  | Hall Supervisor on the answer book or supplement   | additional examinations  |
| 8.   | Interfering with or Counterfeiting of Institute seal, or Answer-books or office stationery used in the examinations                      | Exclusion of the student from the examination for four additional examinations   |
| 9.   | Answer book, main or supplement written outside the examination hall or any other insertion in answer book                               | Exclusion of the student from the examination for four additional examinations   |
| 10.  | Insertion of currency notes/to bribe or attempting to bribe any or the person/s connected with the conduct of examinations               | Exclusion of the student from the examination for four additional examinations   |
| <i>Note:- This money shall be credited to the General fund of the Institute/ Institute</i> |  |  |
| 11.  | Using obscene language/ violence/threat to Supervisors, Conductor or Examiners at the examination centre by a student at the examination | Exclusion of the student from the examination for four additional examinations   |
| 12.  | Impersonation at the examination   | Exclusion of the student from the examination for five additional examinations. (Both the students if impersonator is Institute student, if the impersonator is a student from any other college or Institute, the case should be reported to the authority concerned) |
| 13.  | Revealing identity in any form in the answer written or in any other part of the answer book by the student at the examination           | Annulment of the performance of the student at the examination in full   |
| 14.  | Found having written on palms or on the body, or on the clothes while in the examination   | Annulment of the performance of the student at the examination in full   |
| 15.  | All other malpractices not covered in the aforesaid categories   | Annulment of the performance of the student at the Institute examination in full, and severe punishment depending upon the gravity of the offence  |

## 1. Practical / Dissertation/Project Report Examination

- b. Students found engaging in malpractice during Practical, Dissertation, or Project Report examinations will face disciplinary actions similar to those applicable for theory examinations. In addition to these penalties, the Director of Academics may impose a financial penalty on any student deemed guilty.
- c. (Note: The term "Annulment of performance in full" refers to the student's performance in both theory and Annual Practical examinations. However, it does not encompass performance in term work, project work along with its term work, oral or practical examinations, or dissertation examinations unless malpractice is involved in those areas.)

### **Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees Teachers or any other person connected with the Conduct of Examination**

#### **1) Competent Authority:**

The Director of Academics is designated as the competent authority responsible for implementing appropriate disciplinary measures against any paper-setter, examiner, moderator, referee, teacher, or any individual involved in the administration of Institute examinations who engages in misconduct or facilitates, encourages, or permits malpractice. This includes violations of the established regulations governing the proper conduct of examinations conducted by the Institute.

#### **2) Definitions: Unless the context indicates otherwise:**

- a) The terms "paper-setter, examiner, moderator, referee, and teacher" refer to individuals officially appointed for examinations by the competent authority. The phrase "any other person connected with the conduct of examination" encompasses individuals assigned examination duties by the competent authority.
- b) Malpractice or lapses encompass one or more of the following actions or failures by individuals mentioned in (a) related to the examination:
  - (i) Unauthorized disclosure of questions or question papers prior to the examination.
  - (ii) An examiner or moderator deliberately awarding marks to a student for assessments, dissertations, or projects that the student is not entitled to, or failing to award marks that the student rightfully deserves.
  - (iii) A paper-setter neglecting to include a question, omitting the serial number of a question, repeating a question, or creating questions that fall outside the syllabus.
  - (iv) An examiner or referee demonstrating carelessness in identifying malpractice committed by students.
  - (v) A supervisor or conductor exhibiting negligence or indifference in performing their duties or facilitating, encouraging, or allowing students to engage in malpractice.
  - (vi) Any other similar actions or omissions that may be deemed as malpractice or lapses by the competent authority.
- c) "Malpractice or lapse relating to examination" refers to any direct or indirect act of unfair means, fraud, or attempts to commit such acts.

#### **2) Investigating Committee**

The Committee established by the Director of Academics, as outlined in the previous section, is



tasked with investigating instances of academic dishonesty by students during examinations. Additionally, the Committee will examine any misconduct or oversights by paper-setters, examiners, moderators, referees, teachers, or any individuals involved in the examination process. In these situations, the Controller of Examinations will also be required to be a member of the Committee.

### 3) Procedure for Investigation

- a. Any reports of alleged misconduct or unfair practices involving paper-setters, examiners, moderators, referees, teachers, or any individuals associated with the examination process should be directed to the Director of Examinations. The Director will review the case, gather initial information to determine if there is a prima facie basis for assigning primary responsibility for drafting a charge sheet, and subsequently present the case along with a preliminary report to the Unfair Means Inquiry Committee for further examination.
- b. The Director of Examinations, or an authorized representative, will notify the individual involved in writing about the alleged malpractice or lapses that occurred during the examination. The individual will be requested to provide a justification as to why the charges against them should not be considered valid and why the penalties outlined in the Show Cause Notice should not be enforced.
- c. The individual in question will be required to attend the Inquiry Committee meeting at the designated date, time, and location, bringing a written response or explanation regarding the Show Cause Notice and the charges against them. Only the individual will be permitted to present their case before the Committee.
- d. The Inquiry Committee will present any documents that are being considered as evidence to support the charges against the individual, provided they appear before the Committee. Any evidence collected will be documented in the presence of the accused.
- e. The individual will be afforded a reasonable opportunity, including an oral hearing, to defend themselves before the Committee. The Committee will also take into account the response provided to the Show Cause Notice before finalizing their report and recommendations.

### 4) Punishment

- a) The Director of Academics, after reviewing the Committee's report, will issue appropriate orders based on their judgment. This may include granting the individual the benefit of the doubt, issuing a warning, or exonerating them from the allegations. For those found guilty of malpractice or examination-related lapses, the following penalties may be imposed:
  - a) Disqualification of the involved paper-setter, examiner, moderator, referee, teacher, or any other individual associated with the examination process, either permanently or for a designated period.
  - b) Imposition of a fine. Should the individual fail to pay the fine within the specified timeframe, the Director may impose additional penalties as deemed necessary.
  - c) Referral of the case to the relevant disciplinary authorities for appropriate action in accordance with the rules governing their employment conditions.
  - d) The Director of Examinations will notify the individual of the decision made regarding their case and the penalties imposed.
  - e) The Director of Academics will provide a typed copy of the pertinent sections of

- the Inquiry Committee's fact-finding report, along with any non-confidential documents related to the case, to the appellant or petitioner upon written request.
- b) The amount of punishment should be specified by category to the greatest extent possible, as outlined in (b) below:
- (ii) Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Examinations.

| Sr. | Nature of Malpractice   | Quantum of Punishment   |
|-----|---|---|
| 1.  | Paper – setter found responsible for leakage of a question set in the examinations whether intentionally or due to the negligence before the time of examination  | Disqualification from any further examination work + disciplinary action by concerned authorities |
| 2.  | Leakage of question / question paper set in the examination before the time of examination by any person/s connected with the conduct of the examination  | Disciplinary action against the guilty/responsible person/s                                       |
| 3.  | Favoring a student (examinee) by examiner, moderator, and referee in assessment of answer books / dissertation / Project Report / Thesis by assigning the student marks to which the student is not entitled, at the examination                                | Disqualification from any examination work + disciplinary action by the concerned authorities     |
| 4.  | Examiner / Moderator / Referee intentionally / negligently not assigning the student in assessment of his/her answer-books / dissertation / project work, the marks to which the student is entitled to at the examinations                                     | Disqualification from any examination work +disciplinary action by the concerned authorities      |
| 5.  | Paper-setter omitting question/ repeating same question/s in the same paper or successive examinations/s, /asking faulty or misleading question/s or any other lapse which will put students to inconvenience at the time of finalization of question paper set | Disqualification from any examination work for a period of three years                            |
| 6.  | Paper-setter setting questions outside the scope of the syllabus  | Disqualification from any examination work for period of three years                              |
| 7.  | While assessing answer book examiner showing negligence in detecting malpractices used by the student/s   | As decided by the authorities of the Institute  |



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**GROUP OF INSTITUTIONS, PANHALA**

Sanjeevan Knowledge City, Somwar Peth-Injole, Panhala, Tal. Panhala, Dist. Kolhapur.  
Pin- 416 201 (Maharashtra) Phone : 9146999500

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|     |  |  |
|-----|--|--|
| 8.  | Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student)   | As decided by the authorities of the Institute   |
| 9.  | Supervisor / Conductor showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before the prescribed time) | As decided by the authorities of the Institute   |
| 10. | Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty  | Disqualification from any examination work up to a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is a Institute or college employee/student |
| 11. | Supervisor helping student (examinee) in mass-copying while on examination duty  | Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rule if he/she is Institute employee/student                                  |
| 12  | Deliberate delay in submission of question paper   | Disqualification from exam duty for one year on the first instance, disqualification for three years + Fine and record on service book on the second instance                                    |
| 13  | Deliberate delay in submission of answer-books or marks that delays declaration of   | Disqualification from exam duty for one year on the first instance,  |

#### **d. Miscellaneous**

- (i) Malpractices during Practical Tests: Any form of malpractice, including but not limited to copying results, introducing external samples, stealing samples from other candidates, or any manipulations during Practical examinations, will be addressed solely by the designated examiners. Such incidents will be documented separately and reported to the Chief of Examinations (CoE).
- (ii) No disciplinary action will be taken for malpractice incidents reported after the examination has concluded or for instances of copying that are brought to attention following the announcement of examination results.
- (iii) If a significant number of students, specifically more than 20% of those in a block or class, are found to be copying, the Institute Malpractice Investigation Committee (UMIC) may suggest a re-examination for the affected subject.

- (iv) Candidates who are impacted by decisions made by the malpractice committee have the right to appeal to the Appellate Committee, provided they submit their appeal within eight days of receiving the Director of Academics' decision. In such cases, the candidate must apply to the Registrar to request a suspension of the imposed action.
- (v) Malpractices in Seminar Reports: Any act of malpractice, such as copying previous seminar reports, plagiarizing text and data from publicly available literature or unpublished works without authorization, verbatim reproduction of paragraphs from other reports or online sources, or outsourcing work to external agencies, will result in a requirement to resubmit the report for the first offense. For a second offense, penalties will include a fine and a minimum one-year suspension from the program. If a candidate is found to engage in such practices repeatedly, they may be expelled from the program for five years upon a third offense.
- (vi) Malpractices in Industrial Training and Project Reports: Any act of malpractice, including copying previous reports, plagiarizing text and data from publicly available literature or unpublished works without permission, or verbatim reproduction of paragraphs from other sources, will be subject to similar disciplinary actions as outlined above.



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Signature of the Candidate

**Annexure-B**  
**Sanjeevan Group of Institutions FORM OF UNDERTAKING**

Full Name of the Candidate: \_\_\_\_\_

Permanent / Local Address: \_\_\_\_\_

To  
The Controller of Examinations,  
**Sanjeevan Group of Institutions**

Respected Sir,

I, the undersigned, a candidate appearing for \_\_\_\_\_ Examination in the subject of \_\_\_\_\_ on (day & time) \_\_\_\_\_ do hereby state, on solemn affirmation as under:

I understand that I am involved in respect of an alleged use of Unfair Means in the Examination Hall and therefore, a case against me is being reported to the Institute. That in spite of the registration of a case of Unfair Means against me, I request the authorities of the Institute to allow me to appear in the present paper and the papers to be set subsequently and/or at the Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the authorities of the Institute in the matter of disposal of the case of alleged use of Unfair Means referred to above. I also hereby agree that in the event of myself being found guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally, consequent upon my special request, is liable to be treated as null and void.

In witness whereof I set my hand to this undertaking

Signature and Name of the Candidate

Before me (Hall supervisor):

Date: \_\_\_\_\_

Conductor of the Examination

Date: \_\_\_\_\_

**Annexure-C**  
**Sanjeevan Group of Institutions**

**Report of the Supervisor/Conductor of Examination**

Block No. :  
Examination :  
Subject :  
Date :

To

The Controller of Examinations,  
**Sanjeevan Group of Institutions**

Sir

I, the undersigned, Hall Supervisor appointed on the above-mentioned Block at the \_\_\_\_\_ examination, am hereby submitting a report against Candidate No. \_\_\_\_\_ Shri. / Kum. \_\_\_\_\_ at the examination, as follows:

Day and Date of the event:

Time of the paper:

Time of the event:

Description:

Yours faithfully,

(Hall Supervisor)

Date:

Time:

Name & Address of the Hall Supervisor

On the basis of the report made by the Supervisor, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate No. \_and therefore the case is being forwarded to the Controller of Examination for investigation.

Remarks any:

Signature of Conductor of Examination

Name :

Date :

Enclosures:

(N.B.: Enclose a copy of the relevant question paper)



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### Annexure-D

## Sanjeevan Group of Institutions PROFORMA FOR LODGING A POLICE COMPLAINT

The Inspector/Sub-Inspector,

**Sub:** - Complaint against the student for the alleged use of Unfair Means at the  
\_\_\_\_\_ examination held in the  
\_\_\_\_\_.

Sir,

I have been authorized by the Dean – Academics / Controller of Examination (CoE) of **Sanjeevan Group of Institutions** to take action under the provisions of Maharashtra Act. XXXI of 1982, an Act to provide for preventing malpractices at Institute, Board and other specified examination.

1. Name of the Student :
2. Examination Seat No. :
3. Name of the Subject, :
4. Date and Time
5. Name of the Hall Supervisor : Who  
detected the case
6. Nature of the offence :
7. Material found with the Candidate :
8. Other Information if any in :  
Connection with the case

According to Section \_7\_ of the Maharashtra Act XXXI of 1982 –An Act to provide for preventing malpractices at Institute / College / Institution and other specified examinations, Shri / Kum.  
\_\_\_\_\_ has committed the offence at the  
\_\_\_\_\_ examination and therefore I lodge a complaint against him/her with  
the Police Station.

Yours faithfully,  
(Custodian-signature with official seal)



## PROFORMA „B“

Proforma for submission of the Information regarding prosecution of Candidates appeared at the Institute Examinations

| Center No. | Examination | Name and Seat No. of the Candidate prosecuted | Date of Prosecution | Report of which the candidate was found malpractising | Name of the Person who detected the malpractice | Signature of the Hall Supervisor | Signature of the conductor of examination | Remarks |
|------------|-------------|---|---------------------|---|---|----------------------------------|---|---------|
| 1          | 2           | 3   | 4                   | 5   | 6   | 7                                | 9   | 10      |
|            |             |   |                     |   |   |                                  |   |         |

## ORDINANCE FOR EXAMINATION CONDUCT AND RELATED PROCEDURES

**This Ordinance may be referred to as the "Ordinance for the conduct of examinations and assessments, detailing the methods by which candidates will be evaluated by examiners,".**

### **CURRICULUM OF STUDY**

1. The curriculum, course structure, and syllabus are applicable to all affiliated colleges and recognized institutions, with the exception of those granted academic autonomy by the Institute, the Department of Higher and Technical Education, or any recognized body of the Government of Maharashtra and the Institute Grants Commission.
2. Academic autonomy for affiliated colleges and recognized institutions refers to the freedom to design their own curriculum, course structure, and syllabus, as well as to conduct examinations. Nevertheless, the examination scheme must adhere to the guidelines set by the Institute and is applicable to all Institute Departments, Schools, affiliated colleges, and recognized institutions.
3. The academic autonomy awarded to colleges and institutes is valid for five years and must be renewed at the end of each term. If the autonomy is not renewed, the college or institute will revert to following the Institute's existing rules and regulations.
4. To develop their curriculum, course structure, and syllabus, autonomous colleges and recognized institutions are required to establish their own Boards of Studies (BoS) in relevant disciplines, following the guidelines provided by the Institute. One member of these boards will be the Head of Institute Departments or a nominee from the Vice Chancellor representing the Institute Departments or other autonomous institutions.

5. The syllabi and course structures developed by autonomous colleges must receive approval from the Academic Council/Senate and the Board of Management of the respective autonomous colleges and institutions prior to their implementation.
6. Institute Departments will maintain their autonomy in developing curricula but must adhere to a specified format that applies to affiliated colleges.
7. Each Faculty of Studies within a given discipline will have a defined course structure, commonly referred to as the curriculum of study, which will outline core subjects to be studied each semester, in addition to elective options.

## GRADING SYSTEMS

Each student will receive a letter grade for every course, reflecting their overall performance throughout the semester. This grading will utilize statistical methods, specifically focusing on the "mean" of the marks achieved by all students in that subject. The minimum passing marks for a specific subject may fluctuate based on the collective performance of all students who took that subject. Additionally, the thresholds for assigning letter grades will be determined using statistical analysis.

## EVALUATION

1. Evaluation in the theory courses shall be done as follows, for a total of 100 marks.

| Sub-component            | Scheme       |
|--------------------------|--------------|
| Mid-term Test- 01        | 20 %         |
| Continuous assessment    | 20 %         |
| End-semester Examination | 60 %         |
| <b>Total</b>             | <b>100 %</b> |

2. For laboratory, if any

| Sub-component                                   | Scheme       |
|---|--------------|
| Day to Day work (assignments, experiments etc.) | 60 %         |
| End semester examination/Viva-voce              | 40 %         |
| <b>Total</b>                                    | <b>100 %</b> |

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## PROMOTION RULES

### 1. Promotion to SY B.Tech

#### FY Admitted Students:

- Total Credits = Total credits of (SEM-I + SEM-II)
- Credits Earned = Credit earned in (SEM-I + SEM-II)
- **If, Credits Earned  $\geq$  Total credits x 60 %**

**Then eligible for promotion to SY**

### 2. Promotion to TY B.Tech

#### A. FY Admitted Students:

- Total Credits = Total credits of (SEM-I + SEM-II + SEM-III + SEM-IV)
- Credits Earned = Credit earned in (SEM-I + SEM-II + SEM-III + SEM-IV)
- **If, Credits Earned  $\geq$  Total credits x 80 %**
- **Then eligible for promotion to TY**

#### B. DSY Admitted Students

- Total Credits = Total credits of (SEM-III + SEM-IV)
- Credits Earned = Credit earned in (SEM-III + SEM-IV)
- **If, Credits Earned  $\geq$  Total credits x 60 %**
- **Then eligible for promotion to TY**

### 3. Promotion to Final Year B.Tech

#### A. FY Admitted Students:

- Total Credits = Total credits of (SEM-I + SEM-II + SEM-III + SEM-IV + SEM-V + SEM-VI)
- Credits Earned = Credit earned in (SEM-I + SEM-II + SEM-III + SEM-IV + SEM-V + SEM-VI)
- **If, Credits Earned  $\geq$  Total credits x 86 %**
- **Then eligible for promotion to B.Tech**

#### B. DSY Admitted Students

- Total Credits = Total credits of (SEM-III + SEM-IV + SEM-V + SEM-VI)
- Credits Earned = Credit earned in (SEM-III + SEM-IV + SEM-V + SEM-VI)
- **If, Credits Earned  $\geq$  Total credits x 80 %**
- **Then eligible for promotion to B.Tech**

## MODERATION AND GRACING OF MARKS

### Passing Percentage:

For Engineering: UG 40 out of 100.

### Gracing Rule:

Maximum five marks grace if student is failed in one head of passing for Engineering ,

If student failed in two heads then total grace mark should not be more than five,

If student failed in three heads then total grace mark should not be more than five,

If student failed in more than three subjects no grace will be given.

## RESULT ANALYSIS: -

The examination ledger can be accessed through the institute login and is subsequently sent to the Head of the department. These ledgers are forwarded by the exam section of the institute to the respective departments. At the departmental level, a thorough result analysis is conducted, which includes the number of students who appeared for the examination, the number of students who passed, and the number of students who achieved distinctions, first class, higher second class, second class, ATKT, etc. This result analysis is carried out for each subject across different classes, ranging from FY to Final year B. Tech. The result analysis is then forwarded to the administrative office, specifically the Principal's office. A list of the top three students in each class and branch is prepared, and this list is verified by the respective departments. The statement of marks for students is generally made available approximately 10 days after the results are declared, and it is subsequently distributed to the students

## PHOTOCOPY AND REVALUATION: -

After declaration of examination results, students have the option to apply for a photocopy and revaluation of their answer book if they are unsatisfied with their results. The schedule for photocopy and revaluation is communicated to the students by examination section as and when it is declared. This entire process is conducted online, where students utilize their PRN and password to apply for photocopy and revaluation. the fees for photocopy and revaluation are directly paid to the institute through student login only. Once the application and fees are submitted, the institute sends a photocopy of the answer book to the student's registered email. The examination section then replaces the student's statement of marks and provides a new mark statement to the student

## GRIEVANCES REDRESSAL SYSTEM: -

The examination section has implemented a grievances redressal system to handle and resolve various issues such as result queries, photocopy requests, and exam form filling problems. There are two categories of grievances related to examinations:

- a) Grievances that can be resolved through direct communication with the Examination section in institute. This includes grievances related to exam forms, photocopy requests, and revaluation forms.
- b) Grievances that require students to submit supporting documents along with their application to the Examination section. This category includes grievances related to withheld results due to backlog or eligibility issues, subject absenteeism, and name corrections.

To address these grievances, the Institute will established a WhatsApp group, email



conversation and Ticket system where institute coordinator can raise the queries and seek resolution.

### CONVOCATION: -

It is mandatory for students to apply for their Degree Certificate (Convocation) after the final year B. Tech. results are declared. The Institute sends a notification to the all department regarding the conduction of the convocation ceremony, along with the degree certificates and a list of students who have applied for convocation. The institute examination section sends a message to all the students who have applied for convocation, providing them with the details of the ceremony at the Institute level. Additionally, the individual departments contact the students and inform them about attending the convocation ceremony.



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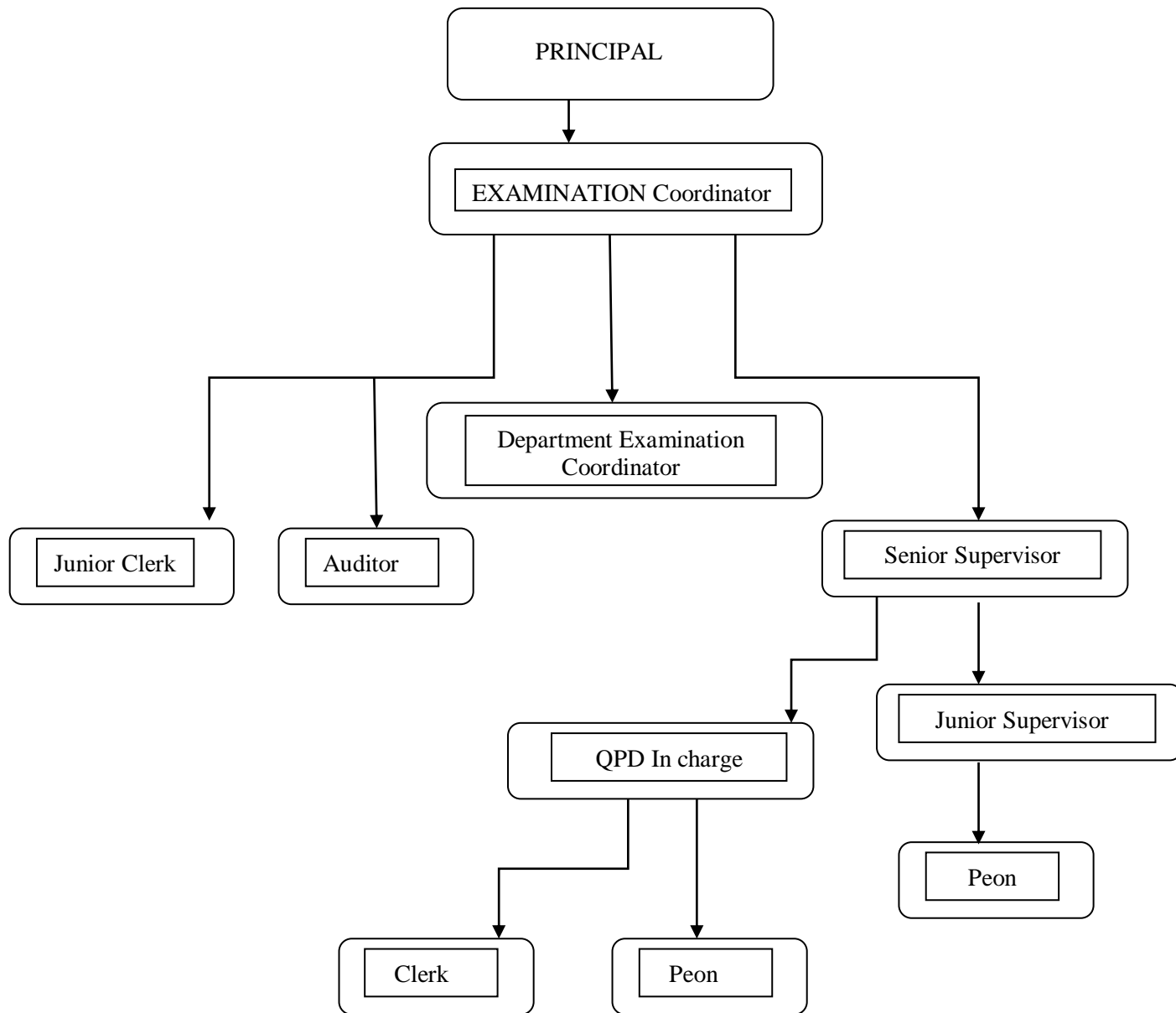
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### Examination Structure – Internal/ External Examination



**Prof. Sachin K. Pisal**  
Examination Coordinator

  
**PRINCIPAL**

Sanjeevan Group Of Institutions  
(Degree Engg.), Somwarpath, Panhala,  
Tal. Panhala, Dist. Kolhapur - 416 201 (M.S.)

**Dr. Sanjeev N. Jain**  
PRINCIPAL