



# **Vivekanand Education Society's Institute of Technology**

(An Autonomous institute Affiliated to University of Mumbai, Approved by AICTE & Recognized by Govt. of Maharashtra)  
NAAC accredited with 'A' grade



## **EXAMINATION REGULATIONS**



**FOR U.G. & P.G. PROGRAMS  
w.e.f. A.Y. 2024-25**

Since the institute has become Autonomous from academic year 2023-2024, following rules and regulations are applicable for Undergraduate and Postgraduate programs in Engineering and MCA as per Choice based Semester and Grading System Under Faculty of Technology. The same has been brought into force with effect from the academic year 2023-2024.

Mumbai -400074.



**Dr. Saylee M. Gharge**

**Controller of Examinations, VESIT**



**Dr. J. M. Nair**

**Principal, VESIT**

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

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**1**

**Preamble**

We, the members of the Vivekanand Education Society's Institute of Technology, with a shared vision and a steadfast commitment to excellence, hereby establish this institution to nurture and empower aspiring engineers. Guided by the principles of knowledge, innovation, and societal progress, we aim to create a dynamic environment that fosters intellectual growth, ethical values, and holistic development.

Recognizing the transformative power of education, we endeavor to provide a comprehensive and world-class learning experience to our students. Our goal is to equip them with the skills, knowledge, and mindset required to navigate the challenges of the ever-evolving technological landscape. We strive to cultivate a spirit of curiosity, critical thinking, and creativity that prepares our graduates to be leaders, innovators, and responsible global citizens.

As an institution committed to excellence, we are dedicated to maintaining the highest standards of academic rigor and integrity. Our faculty will inspire and mentor students through engaging teaching methodologies, cutting-edge research, and hands-on practical training. We believe in fostering a collaborative and inclusive learning community that values diversity, respects differing perspectives, and encourages open dialogue.

We firmly believe that education should transcend the confines of classrooms and textbooks. Thus, we will provide ample opportunities for students to engage in experiential learning, internships, industry collaborations, and research projects. By bridging the gap between theory and practice, we seek to instill in our students an entrepreneurial spirit, problem-solving abilities, and a lifelong love for learning.

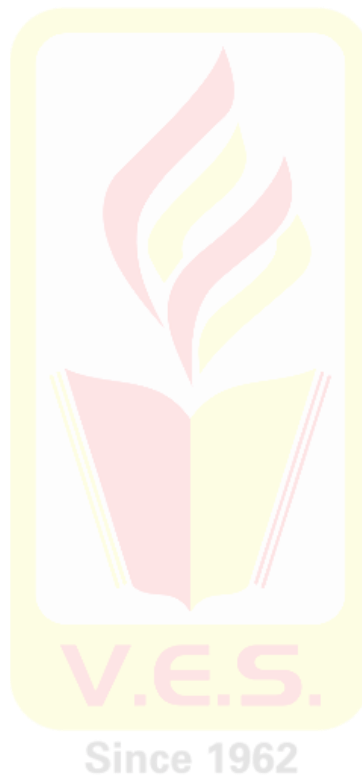
We recognize the vital role of technology in shaping the future and addressing the complex challenges of our time. Therefore, we are committed to nurturing an environment that embraces technological advancements, promotes interdisciplinary collaborations, and fosters innovation and creativity. Our state-of-the-art infrastructure, modern laboratories, and advanced research facilities will facilitate exploration, experimentation, and the pursuit of excellence.

Beyond academic pursuits, we emphasize the importance of holistic development and character building. Through co-curricular activities, sports, clubs, and community engagement programs, we aim to develop well-rounded individuals who possess leadership skills, ethical values, and a sense of social responsibility. We strive to create an inclusive, vibrant, and supportive campus that nurtures personal growth, fosters lifelong friendships, and celebrates the diversity of our student body.

In conclusion, we, the founders and stakeholders of Vivekanand Education Society's Institute of Technology, are united in our commitment to provide a transformative educational experience that empowers students to contribute meaningfully to society and become catalysts of positive change. By upholding our core values of knowledge, innovation, and societal progress, we envision our institution as a beacon of excellence in engineering education, poised to shape the future of technology and inspire generations to come.

Vivekanand Education Society's Institute of Technology

Date: 10/08/2023



<b>2</b>	<b>Pre-Examination Process</b>		
	<b>2.1</b>	<b>Examination Notification</b>	
		2.1.1	The schedule for End Semester Examination shall be displayed on the institute website two weeks prior to the date of commencement of examination.
	<b>2.2</b>	<b>Student Eligibility and Term Grant</b>	
		2.2.1	“n” kt rule is applicable for all students.
		2.2.2	If term is not granted for any subject because of attendance/non submission of term work then the student can appear for only special exam for that subject.
		2.2.3	Students will have to clear the first year to be eligible for third year.
		2.2.4	Students will have to clear the first year and second year to be eligible for fourth year.
		2.2.5	Students having more than or equal to 75% attendance will be eligible for the End Semester Examination for every subject.
		2.2.6	Students who have attendance below 75% will not be eligible to appear for the End Semester Examination for the particular subject. Two letters will be sent to the parents of critical defaulters by POST or parents can collect by physically visiting the college and a receipt signature for the same will be collected from the parents.
		2.2.7	Attendance concessions for placement drive, student council work, professional society work, medical emergency, internship, etc. can be taken with permission from Principal / Vice-Principal / HOD / Deputy HOD / Event Incharge (Faculty). Minimum 50% attendance is mandatory to be eligible for term grant. In case of medical grounds, 50% attendance is mandatory for term Grant as long as relevant medical documents and records are submitted before semester end to department exam section.
		2.2.8	Students who are unable to complete their term work ,will not be allowed for End semester Examination for the particular subject.
		2.2.9	They will be allowed to appear only for the special exam after completion of Continuous Assessment, Mid Term Test & Term Work for the respective subject. The special exams will be conducted after the re-exam of summer term.
		2.2.10	Year drop will be applicable to students if their term is not granted for more than 50% of the total subjects (theory and labs) for the academic year. For example, Third Year (Semester 5 and Semester 6) Sem 5 11 subjects (Theory and Labs) Sem 6 13 subjects (Theory and Labs)

			<p>Total number of subjects for the year = 24 (Theory and Labs).\</p> <p>If the student's term is not granted for more than 12 subjects (which is more than 50% of the total subjects) then student will have year drop. Student will have to repeat the complete year.</p> <p>OR</p> <p>Sem 5 11 subjects (Theory and Labs)</p> <p>Sem 6 12 subjects (Theory and Labs)</p> <p>Total number of subjects for the year = 23 (Theory and Labs).</p> <p>If the student's term is not granted for more than 12 subjects (which is more than 50% of the total subjects) then student will have year drop. Student will have to repeat the complete year.</p>
		2.2.11	Students under unfair means for any exam shall only be eligible to appear for special exam after they have completed their term work/Continuous Assessment, etc.
	2.3	<b>Student Registration and Examination Application</b>	
		2.3.1	Examination application given by the exam cell will be filled by the students giving details about the course and courses for which they are appearing.
	2.4	<b>Examination Time Table</b>	
		2.4.1	Mid-semester and end semester examination shall commence on the date of commencement of examination as indicated in the Academic Calendar. A final time table will be displayed on the college website.



3	<b>Conduct of Examinations</b>		
	3.1	<b>General</b>	
		3.1.1	The various examinations for UG and PG Programmes shall be conducted according to the Academic Rules and Regulations for UG and PG programme and as per the Examination schemes approved by Board of Studies for the various Programmes.
		3.1.2	The evaluation of a student for each semester shall be based on his/her performance in Mid-Term Exam (MT), Continuous Assessment (CA) and End Semester Examination (ESE), Practical and Oral Examination (POE), Major and Mini Project, etc.
		3.1.3	The exam scheme is 60:40 where 60 indicates the marks allotted for the end semester exam. The End Semester exam will be for 2 hours. 40 marks is split into two heads of passing namely : <ul style="list-style-type: none"> <li>• Mid-term test(MT) ( 20 marks and approximately 50% of syllabus)</li> <li>• Continuous assessment (CA) 20 marks</li> </ul>
	3.2	<b>Mid-Term Exam (MT)</b>	
		3.2.1	MT shall be conducted at the departmental level under the guidance of Head of department/Department exam incharge. Minimum 50% attendance is mandatory to be eligible for Mid Term exam as decided by department exam section/HOD.
		3.2.2	There shall be one MT in each semester for every theory course. Test shall be of 20 marks and the duration of the test will be 1 hour. Syllabus for the MT will be approximately 50% of the syllabus
		3.2.3	A student has to pass in individual heads separately. A retest for the absentees (medical/death in family, etc and approved by the HOD and departmental exam committee) in the MT will be conducted before the end of the semester.
		3.2.4	The subject teacher shall declare the syllabus for each MT at least prior to two weeks.
		3.2.5	Departmental exam incharge shall prepare a detailed time table of MT in consultation with HOD, circulate it among the subject teachers and mail it to the students.
		3.2.6	Departmental exam coordinator shall appoint invigilators for MT in consultation with HoD and inform concerned faculty before the commencement of examination.
		3.2.7	Seating arrangements shall be made for MT in the department in the class rooms allotted to respective departments.
		3.2.8	The subject teacher (paper setter) and departmental exam coordinator shall be responsible for maintaining the secrecy of the question paper.
		3.2.9	Re-exam of MT will be conducted on the same day as re-exam of ESE for the respective subject.
		3.2.10	Special exam of MT will be conducted on the same day as the special exam of ESE for the respective subject.
	3.3	<b>Continuous Assessment (CA)</b>	

		3.3.1	3 assessment tools of 10 marks each or 5 assessment tools of 5 marks each are to be conducted per subject in class room or a combination of the same.																			
		3.3.2	The best two of three(if each assessment tool is of 10 marks) or the best four of five (if each assessment tool is of 5 marks) will be considered for the final continuous assessment calculation																			
		3.3.3	.Different combinations of assessment tools can be incorporated by the faculty members on permission of HOD/DHOD of the respective department and as per the requirement of the subject.																			
		3.3.4	Continuous Assessment KT of re-exam will be conducted before the re- exam of ESE. HOD has to ensure that the continous assessment KT of Re-exam in all subjects are carried out by the subject teachers on time.																			
		3.3.5	Continuous Assessment KT of the special exam will be conducted before the Special Exam of ESE. HOD has to ensure that the continous assessment KT of Special exam in all subjects are carried out by the subject teachers on time.																			
		3.3.6	<table><tr><th>Assessment Tools</th><th>Marks</th></tr><tr><td>Content beyond syllabus presentation</td><td>10 marks</td></tr><tr><td>Creating Proof of concept</td><td>10 marks</td></tr><tr><td>Mini Project / Extra Experiments/ Virtual Lab</td><td>10 marks</td></tr><tr><td>Assignment/Tutorials Based on Syllabus</td><td>10 marks</td></tr><tr><td>Participation in event/workshop/talk / competition followed by small report and certificate of participation relevant to the subject(in other institutes)</td><td>5 marks</td></tr><tr><td>Multiple Choice Questions (Quiz)</td><td>5 marks</td></tr><tr><td>*Certificate course for 4 weeks or more:- NPTEL/ Coursera/ Udemy/any MOOC</td><td>10 marks</td></tr><tr><td>*Wins in the event/competition/hackathon</td><td>10 marks</td></tr></table>		Assessment Tools	Marks	Content beyond syllabus presentation	10 marks	Creating Proof of concept	10 marks	Mini Project / Extra Experiments/ Virtual Lab	10 marks	Assignment/Tutorials Based on Syllabus	10 marks	Participation in event/workshop/talk / competition followed by small report and certificate of participation relevant to the subject(in other institutes)	5 marks	Multiple Choice Questions (Quiz)	5 marks	*Certificate course for 4 weeks or more:- NPTEL/ Coursera/ Udemy/any MOOC	10 marks	*Wins in the event/competition/hackathon	10 marks
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	3.4	<b>End Semester Examination (ESE)</b>																				
		3.4.1	End Semester Examinations shall be conducted centrally for all programmes and shall commence on the same day as per the schedule. However, in case of any emergency, the Principal, COE is empowered to reschedule any examination.																			
		3.4.2	ESE will be based on the entire syllabus and will be conducted for 60 marks.																			
	3.5	<b>Practical Examination</b>																				
		3.5.1	Practical examination of lab courses shall be conducted within the semester or immediately after the semester is over. Duration for practical examination shall be as specified in the academic calendar.																			
		3.5.2	Lab examination shall be conducted in any one of the following manners:																			
		a)	Oral Examination only: Examiner shall ask questions to the students based on the practical content of the course, so as to assess his practical knowledge of the course.																			
		b)	Practical and oral Examination: The students are required to perform the given experiment/do the given job in the workshop/prepare a drawing / develop a computer program.																			
		c)	Practical examination, in which a student is required to perform a given practical, followed by the oral examination (viva voce) based on the practical content of the course.																			
	3.6	<b>Re-exam &amp; Special exam</b>																				

		3.6.1	There will be a re-exam approximately 15 days after the End Semester Examination.
		3.6.2	For re-exam, all odd semester subject exams will be scheduled in winter and even semester subject exams will be scheduled in summer.
		3.6.3	There will be a special exam at the end of the summer term.
		3.6.4	All subjects of the odd semester and even semester will be offered in the special exam.
		3.6.5	There will be a fee of Rs. 1000 per subject and grade penalty for re-exam as well as special exam.
	3.7	<b>Instructions to students appearing for examination</b>	
		3.7.1	Arrive at the classroom at least 15 minutes before the start of the examination
		3.7.2	Students should bring hall ticket and ID Card both during the examination and wear the ID card in the examination hall/class. Students will not be allowed to enter the examination hall without these.
		3.7.3	If a student has misplaced/lost his/her hall tickets then he/she is required to obtain a duplicate hall ticket from the exam department, VESIT
		3.7.4	Answer sheets may be given to students 10 minutes prior to the start of examination, so that they can check any discrepancy in the answer sheet. Read the instructions written on the front sheet of the answer sheet and fill the data carefully. Do not write name, roll no. etc on the other pages of the answer sheet except the front page.
		3.7.5	Students are permitted to use only blue/black ink pens for writing examinations.
		3.7.6	No materials except writing materials and hall tickets are allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Calculators and other drawing equipment may be allowed only if they are required for answering questions.
		3.7.7	Strict silence should be maintained in the examination room. students are not allowed to get clarifications from other students. In case of any doubt, they can seek the help of the invigilator.
		3.7.8	There shall not be an overwriting in the seat number and if there is any correction, it should be attested by the junior supervisor.
		3.7.9	Coats, backpacks, bags, etc. must be placed as directed. Mobile phones, mp3 players, smart watches and other electronic devices must be turned off and put away, and cannot be stored in coats or pockets or desks.
		3.7.10	Kindly check your desk before sitting for exam. If support material, other than that which is specifically permitted, is found at or by the desk, it may be treated as an attempt to cheat and relevant procedures for cheating will be followed.
		3.7.11	Students may keep drinking water on or by the desk during the entire examination.
		3.7.12	Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusing language is not permitted
		3.7.13	Students are informed that they can be checked for any copy materials and if found during the examination then it will be treated as use of unfair means.

		3.7.14	Students are required to bring their own materials needed for the examination. No student will be allowed to borrow any materials from any other student during the examination.
		3.7.15	All students are required to check their surroundings for any materials lying around. They are required to give such materials to the block supervisors before the commencement of examination. Once the examination has begun if any incriminating materials are found near the student or with the student or written on body parts then they will be charged with using unfair means.
		3.7.16	No student is allowed to write their name/roll number on the answer paper unless specifically asked to be written. If they have written their names/roll number or made any symbols not required in the answer paper then it will be treated as revealing identity. They will also be required to defend their case in front of the unfair means inquiry committee.
		3.7.17	Students cannot take any supplements or answer booklets outside the examination hall. This can lead to debarment or cancellation of their examination.
		3.7.18	Students found to be misbehaving in the examination hall can be asked to leave the examination hall with consultation of CC and they will be required to bring their parents/guardian for their next examination to be allowed to give their subsequent examinations.
		3.7.19	Once a student submitted his/her answer papers to the block supervisor then it will not be given back to them once he/she has left the block.
		3.7.20	Once a student leaves the block after submitting his/her answer paper then he/she has to leave the premises without making any disturbances.
		3.7.21	Students are instructed to cross the blank sheets before handing over the answer sheet to the invigilator.
		3.7.22	Leave the examination hall quickly and quietly. Remember to take all your belongings with you.
		3.7.23	A candidate whose name is not on the list of students must contact the SS in the control room. The SS will then consult exam department, VESIT before authorizing the candidate to take the exam.
		3.7.24	If a candidate is found talking to another candidate or person inside or outside the examination hall without permission even after a warning before, his answer book for that particular paper shall be canceled.
		3.7.25	students shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books in their seats.
	3.8	<b>Extra Time/Writer for physically handicapped / disabled students/medical cases/learning disability</b>	
		3.8.1	Students who are physically handicapped, blind, partially blind, learning disability, etc. will get extra time for writing examination papers. This extra time would be 20 minutes per hour i.e. for 2 hour paper extra time would be 40 minutes. These students can use writer if required.
		3.8.2	Extra time 20 min per hour will be given for MT, ESE and practical/oral.
		3.8.3	They will have to apply in advance to EI of the college with appropriate supporting documents for getting approval and necessary permission.
		3.8.4	A writer is allowed to the student, if necessary. The arrangement of the writer is to be made by the concerned student. A writer will be allowed only if pre-sanctioned by EI. Students need to apply for approval of writers in

			the specified format provided by the Exam Cell. The writer should have a lower education grade than the student.
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<b>4</b>	<b>Central Assessment</b>		
	<b>4.1</b>	<b>Assessment of Seminars, Mini-projects, U.G. Projects and P.G. Dissertations</b>	
		4.1.1	Evaluation of seminars, mini-projects, projects/dissertations shall be conducted as per the schedule approved by the department examination committee
	<b>4.2</b>	<b>Open Day</b>	
		4.2.1	Department Examination Incharge & HOD will schedule the open day with the help of department faculty. Assessed answer books of ESE will be shown to the students.
		4.2.2	There will be no moderation.
		4.2.3	There will be an open house after the Regular End Semester Examination after declaration of provisional result
		4.2.4	Students will be shown all the papers of End Semester Examination.
		4.2.5	Grievance form will be available in the class and student has to fill the form if he/she has any grievance such as totalling mistake and any question not checked.
	<b>4.3</b>	<b>Open Day Instructions for Students</b>	
		4.3.1	Only students are allowed to come and see their answer books in person on the Open day as per Academic calendar. No other person is permitted to attend Open Day on behalf of the student.
		4.3.2	Students are not allowed to carry pen, pencil or any other writing material, mobile phones, cameras or any such kind of electronic gadgets in the classroom
		4.3.3	Students are not allowed to take the answer book outside the classroom. Also, not allowed to leave the classroom for any reason, before submitting the answer books.
		4.3.4	Tampering of answer books in any means will be treated as Unfair Means. Also taking images of any part of answer book will be treated as Unfair Means and in such cases disciplinary action will be taken against that candidate.
		4.3.5	If student is absent on Open Day due to any reason, student should accept the marks awarded by respective subject teachers.

	4.4	<b>Redressal of grievances</b>	
		4.4.1	Any of the grievances mentioned below should be reported in the ESE Grievances Form and students should submit the forms on the open day only. 1. Totalling mistake 2. Unchecked questions
		4.4.2	Practical / Oral / Project / MT grievances (If Any), should be submitted to exam department, VESIT on open day.
	4.5	<b>Revaluation</b>	
		4.5.1	Revaluation can be applied within 5 days after declaration of result for ESE, re-exam and special exam.
		4.5.2	If a student clears under revaluation of ESE, then the result of re-exam will be null and void and fees of re-exam will be refunded.



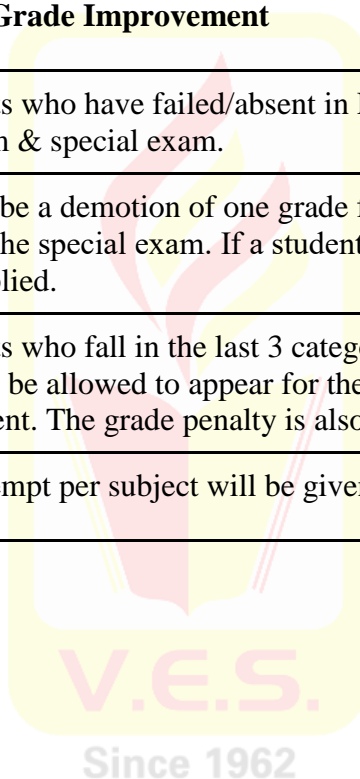
<b>5</b>	<b>Tabulation and Declaration of Result</b>																																						
	The provisional results of the concerned examinations shall ordinarily be declared within 15 days of the last examination. The results shall be published on the college website.																																						
	<b>5.1</b>	<b>Mid-Term(MT) Examination Result</b>																																					
		5.1.1	After evaluation, the concerned course faculty must allow students to see the assessed answer books on open day mentioned in academic calendar																																				
	<b>5.2</b>	<b>Continuous Assessment (CA) Marks</b>																																					
		5.2.1	The concerned course faculty will calculate CA marks based on the student's performance in various modes of the assessment conducted by the course faculty during the semester.																																				
		5.2.2	For continuous assessment, the best two of three(if each rubric is 10 marks) or the best four of five (if each rubric is 5 marks) will be considered for the final continuous assessment calculation.																																				
	<b>5.3</b>	<b>Grade Structure</b>																																					
		<table border="1"> <thead> <tr> <th>Percentage of marks</th><th>Grade</th><th>Grade points</th><th>Performance</th></tr> </thead> <tbody> <tr> <td>80 and above</td><td>O</td><td>10</td><td>Outstanding</td></tr> <tr> <td>75 - 79.99</td><td>A</td><td>9</td><td>Excellent</td></tr> <tr> <td>70 - 74.99</td><td>B</td><td>8</td><td>Very Good</td></tr> <tr> <td>60 - 69.99</td><td>C</td><td>7</td><td>Good</td></tr> <tr> <td>50 - 59.99</td><td>D</td><td>6</td><td>Fair</td></tr> <tr> <td>45 - 49.99</td><td>E</td><td>5</td><td>Average</td></tr> <tr> <td>40 - 44.99</td><td>P</td><td>4</td><td>Pass</td></tr> <tr> <td>Less than 40</td><td>F</td><td>0</td><td>Fail</td></tr> </tbody> </table>		Percentage of marks	Grade	Grade points	Performance	80 and above	O	10	Outstanding	75 - 79.99	A	9	Excellent	70 - 74.99	B	8	Very Good	60 - 69.99	C	7	Good	50 - 59.99	D	6	Fair	45 - 49.99	E	5	Average	40 - 44.99	P	4	Pass	Less than 40	F	0	Fail
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		5.4.1	<b>Grace marks awarded for passing a course in each head of passing</b>																																				



		a)	Maximum 3 marks grace is given to students in ESE/re-exam/special exam for passing the subject. Any change in grace marks will be done by Principal/Vice Principal/COE, if needed
		5.4.2	Grace marks shall be awarded only to the required extent to help the candidate pass the paper/subject and not more
	5.5	<b>Condonation</b>	
		5.5.1	If a candidate fails in only one head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% if the total number of marks of that head of passing which he/ she is falling whichever is less.
		5.5.2	However condonation where in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.
		5.5.3	Condonation of deficiency of marks will be shown in the statement of marks in the form of an asterisk.
	5.6	<b>Results Withheld and their Declaration</b>	
		The various grounds on which the student's result may be withheld are listed below :	
		5.6.1	The results of those students held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Examination Unfair means Enquiry Committee.
		5.6.2	The results of those students held in reserve whose MT, CA, ESE or laboratory marks were not received from the department. The result of such students will be declared after receiving a proper explanation.
		5.6.3	The result of the candidate writing the wrong subject in the examination form and actually appearing for the different subject shall be withheld. The result of such a candidate will be declared after payment of a prescribed fine.
		5.6.4	The results of those students held in reserve for dues payable to College shall be declared on confirmation of payment of the said dues.
	5.7	<b>Declaration of final result</b>	
		5.7.1	Provisional results will be displayed 15 days after the End Semester Examination last paper.
		5.7.2	The provisional result will be declared on the college website.
		5.7.3	There will be an Open day immediately after the display of provisional

			results.
		5.7.4	The final result will be declared after clearance of grievance.
		5.7.5	Re-exam will be conducted after declaration of final result.
		5.7.6	The final approved result of the concerned examination shall be declared and uploaded on the college website. The final year data of both UG and PG is sent to the University of Mumbai in the required format for the preparation of the convocation certificate.
		5.7.7	All students who have appeared for an examination conducted by the College shall be issued a computerized consolidated statement of marks/ grades after the declaration of final results.
	5.8	<b>Grievance related to ESE</b>	
		5.8.1	A student applying for the grievance of ESE answer-book(s) shall note that the result of the grievance of his/her answer-book(s) of theory paper(s) shall be binding on him/her and that he/she shall accept the revised marks obtained in his/her theory paper(s).
		5.8.2	Every application for grievance should be submitted by the student in the prescribed form on the Open day in the class.
		5.8.3	If a student is not satisfied with the evaluation of answer books then they can apply for revaluation.
	5.9	<b>Rank Declaration</b>	
		5.9.1	The number of ranks to be declared will be the top 10 for every class per branch.
		5.9.2	Ranks shall be awarded only to such students who pass their examination in the first attempt without discontinuity. students who reject/improve their results are not eligible for ranking.
		5.9.3	A candidate shall be eligible for a rank if he/she has completed the prescribed course of study within 4 (for UG) and 2 (for PG) academic years
		5.9.4	For award of rank in branch of Engineering / Technology the cumulative grade index point (CGPI) aggregate marks secured by the candidate shall be considered.
		5.9.5	If more than one student obtains equal CGPI, then marks will be considered to decide ranking. If marks are also same then all of them shall be eligible for the same ranking
		5.9.6	Ranks shall be declared only after the final results are declared.

	5.10	<b>Promotion of Learner &amp; Award of Grades</b>	
		5.10.1	BE/B.Tech: Student will be declared “pass” and eligible for grade in the first attempt if <ul style="list-style-type: none"> <li>• Scores at least 40% in each head of passing</li> <li>• Fails in Mid Term test but secures equal or more than 50% in total of Mid Term test and End Semester examination.</li> </ul>
		5.10.2	ME/M.Tech and MCA: Student will be declared “pass” and eligible for grade in the first attempt if <ul style="list-style-type: none"> <li>• Scores at least 45% in each head of passing</li> <li>• Fails in Mid Term test but secures equal or more than 50% in total of Mid Term test and End Semester examination.</li> </ul>
	5.11	<b>Grade penalty &amp; Grade Improvement</b>	
		5.11.1	All students who have failed/absent in End Semester exam will be eligible for re-exam & special exam.
		5.11.2	There will be a demotion of one grade for students appearing for the re-exam and the special exam. If a student gets grade ‘P’, then no demotion will be applied.
		5.11.3	All students who fall in the last 3 categories of grade structure(Grades D, E and P) will be allowed to appear for the special exam for grade improvement. The grade penalty is also applicable for grade improvement.
		5.11.4	Only 1 attempt per subject will be given to improve the grade.



<b>6</b>	<b>Unfair Means/Malpractice at Examination</b>		
	6.1	<b>General</b>  Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982, (Refer Appendix) providing prevention against Malpractices at the University/College/Board Examinations. Under the section of this act, use of unfair means of any kind by an examinee/ any person/person related to examination during the conduct of examination is a cognizable and non-bailable offense. For implementation of the act the following procedure shall be adopted.	
		6.1.1	Punishment for students under unfair means/malpractices will be decided by the Unfair means committee after completion of End Semester Examination/re-exam/special exam.
		6.1.2	Students under unfair means/malpractices will be allowed to only appear for the special exam and a penalty of Rs. 5000 per subject will be charged. If the student gets caught for unfair means a second time, the student will be allowed to only appear for the special exam and a penalty of Rs. 10000 per subject will be charged. If caught for the third time, the student will lose a year.
		6.1.3	All students caught in unfair means will have to undergo community work. It will be decided by unfair means committee (UMC).
	6.2	<b>Competent Authority</b>  The Principal and Vice - Principal are the competent authority to establish a Unfair Means Committee upon receipt of a report regarding the use of unfair means by any student/person at an examination, including any violation of any rules laid down by institute authorities for proper examination conduct. The Unfair Means Committee will be the authority in charge of investigating, recommending, and taking effective action in response to complaints. The Unfair Means Committee shall be the competent authority to investigate, recommend and take appropriate disciplinary action against the student /person/s using, attempting to use, aiding, abating, instigating or allowing to use unfair means at examination center.  If a member of the teaching staff or other person working in examination administration uses unfair means during an examination, the Unfair Means Committee will examine the situation and report the facts and findings of the investigation to the Controller of Examination and the Principal, along with a recommendation. The Controller of Examination along with the Principal will take effective disciplinary action against the members of the team. For any critical circumstances, Principal and Vice-Principal also hold the authoritative position as decision makers.	
	6.3	<b>Misconduct</b>  A student indulging in any of the following acts in the examination hall will be considered as Misconduct in the examination and booked for the same.	

		6.3.1	Student blatantly disobeying the instructions of the Senior Supervisor/ Jr. Supervisor/ Vigilance squad member or any other member appointed officials on examination duty.
		6.3.2	Acts of threats, violence, creating disturbance inside/ outside the examination hall, preventing other students from entering the hall, misbehavior with the supervising staff etc.
		6.3.3	Bringing dangerous weapons into the examination center / hall.
		6.3.4	Talking with neighbors, showing signs or signals to others in the hall/verandah.
		6.3.5	Writing the examination even after the final bell despite several calls to stop writing.
		6.3.6	Arranging outside persons to terrorize the examination staff.
		6.3.7	Causing damage to examination material / records.
		6.3.8	Assaulting physically or attempting to attack any examination staff while being caught / booked for any malpractice.
		6.3.9	Writing filthy / indecent / vulgar words or sketching obscene figures etc in the answer-booklet or black board or walls or furniture at the examination center.
		6.3.10	Tampering with the particulars, including register number, written on another candidate's answer-book and/ or writing wrong particulars, including register number on one's own answer-booklet.
	6.4	<b>Malpractice</b>  A candidate indulging in any of the following acts in the examination hall will be considered as committing malpractice(s) in the examination and booked for the same:	
		6.4.1	Possession of printed / photocopy / manuscripts pertaining / not pertaining to the day's examination, or in the form of book, pages of a book or loose sheets, or any other matter.
		6.4.2	Possession of Tables, Hand books, Code books etc. which are not permitted for the day's examination.
		6.4.3	Possession of electronic gadgets like mobile phones, smart watch, any communication device, programmable calculator, pendrive or such other / storage devices in the Examination Hall.
		6.4.4	Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination hall.
		6.4.5	Writing any matter, formula, definitions, sketches in any part of the candidate's body, dress, handkerchief, instrument box, calculator cover, wall, table, drawing board, Question paper, hall ticket etc. which may have

			relevance to the syllabus of the examination-paper concerned.
		6.4.6	Exchanging hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, and hints related to the day's examination written on them with neighboring students.
		6.4.7	Showing the answer-booklet / question paper to the neighbors or allowing them to copy.
		6.4.8	Giving/ Receiving the main answer-booklet or other information carrying material to/ from the neighbor for copying.
		6.4.9	Writing the examination without a valid hall ticket or obtaining admission to the examination on a false representation.
		6.4.10	Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer-booklet.
		6.4.11	Presenting to the examiner a practical or class-work-notebook which does not belong to him/ her.
		6.4.12	Forging the signature of the teacher anywhere in the Practical Record book.
		6.4.13	Altering the marks awarded for any exercises in the Practical Record book or boosting the total and average marks obtained in the Record book of Laboratory work.
		6.4.14	Helping another candidate in answering any question orally or by transmission of material or information.
		6.4.15	Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
		6.4.16	Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and/or any other official for favors in the Examination Hall or in the answer script.
		6.4.17	Approaching directly or indirectly the teaching staff, officials or examiners or bringing about undue pressure or influence upon them for favor in the examination.
		6.4.18	Unauthorized communications in any form with other examinees or anyone else inside or outside the examination hall.
		6.4.19	Mutual/ Mass copying by students in the examination hall.
		6.4.20	Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.
		6.4.21	Destroying or attempting to destroy a note or paper or any other material, or causing disappearance or destruction of any such material either by himself or

			with the assistance of any other person etc. during the examination hours.
	6.5	<b>Procedure for dealing with misconduct and malpractice at Examination Hall</b> The following shall be the procedure for dealing with the cases of students found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:	
		6.5.1	In case of Misconduct (i.e. verbal or nonverbal e.g. gestures), the Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the Senior Supervisor.
		6.5.2	In case of unfair means of oral type, the invigilator and/or concerned authorized person shall record the facts in writing and report the same to SS.
		6.5.3	If a candidate is suspected of using unfair means or malpractice as defined above, then the Jr. Supervisor or any other member of the supervisory staff or observer shall search the candidate and/ or his belongings. If any written or printed material is found in his possession as a consequence of the search, then the matter is taken to the notice of the Senior supervisor. The candidate's answer booklet shall be confiscated along with the material recovered and new answer booklet will be given.
		6.5.4	Signature of the concerned examinee shall be obtained on the relevant material and list thereof. Concerned invigilator, shall also sign on all relevant materials and documents besides counter signature of the conductor of examination.
		6.5.5	The answer book of the concerned examinee shall be confiscated along with unfair means material. This shall be marked as "Suspected Unfair Means Case". A Statement of the examinee in prescribed form shall be obtained and he/she shall be issued a fresh answer book, if necessary, duly marked as "Second Answer Book", mentioning time of issuing second answer book. Mention timing on old answer book also.
		6.5.6	An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her. He/She shall then be allowed to continue with his/her examinations.
		6.5.7	Statement of the concerned invigilator in prescribed form, shall be obtained by CC who subsequently shall make forwarding remarks in the same format. If the examinee refuses to make a statement or to give undertaking, the concerned invigilator and CC shall record accordingly on the same form.
		6.5.8	Show-cause notice shall be issued to the examinee in prescribed form instructing the examinee to appear before the Unfair Means Committee.
		6.5.9	In the case of impersonation or violence, the concerned examinee shall be expelled by CC from the examination and shall not be allowed to appear for remaining examinations of that semester. The final decision will be taken by Principal / Vice-Principal / CoE.



		6.5.10	Case May be reported to the concerned Police station in a prescribed Form, as per the provision of Maharashtra Act No. XXXI, 1982 for preventing malpractices at University/board/other examination and it should be informed to CoE if needed.
		6.5.11	All the materials, statement and undertaking of examinee and statement of Invigilator along with the forwarding remarks of Chief Conductor of the examination, shall be forwarded to EI in a separate and confidential sealed envelope with the answer book, marked with “Unfair Means Case”.
		6.5.12	CoE after finding the prima-facie of the case of malpractice received from the CC shall send it to the Unfair Means Committee. CoE /concerned officer shall be the presenting officer of the case of malpractice which originated through him before the Unfair Means Committee.
	6.6	<b>Procedure for Dealing with Unfair Means at Assessment Centre</b>	
		6.6.1	During the assessment of answer books, if examiner suspects that there is prima-facie evidence that the examinee/s, whose answer book/s the examiner is assessing, appears to have resorted to unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the EI who shall then forward the case in separate sealed envelope marked with “Suspected Unfair Means Case” to UMC.
		6.6.2	If any staff is found involved in any type of malpractice/unfair means, COE shall report the case to UMC for further action
		6.6.3	COE/DCOE shall present the case of malpractice before UMC and shall deal with the case till it is finally disposed off.
	6.7	<b>Procedure for Dealing with Unfair Means in Conduct of MT/CA/Practical/Oral/Project</b>	
		6.7.1	Departmental examination committee shall be the competent authority to take action on the student who has been caught in copying or involved in any type of malpractice in the MT, CA, Practical / Oral, project exam. DEC shall obtain the statement of such student in the prescribed form and the statement of invigilator with forwarding remarks of the Head of the concerned Department. Final decision shall be taken by HOD/DHOD/DEC & report should be submitted to exam department, VESIT.
	6.8	<b>Unfair Means related to Mid Term test (MT)</b>	
		6.8.1	<ol style="list-style-type: none"> <li>1) The Department unfair means committee will consist of the Head of Department, Deputy Head of Department, Department Exam Incharge and Senior Faculty (if required).</li> <li>2) The punishment should be decided by the Department unfair means committee and final consolidated report with punishment should be submitted (Signed by Hod) to exam Department VESIT.</li> </ol>

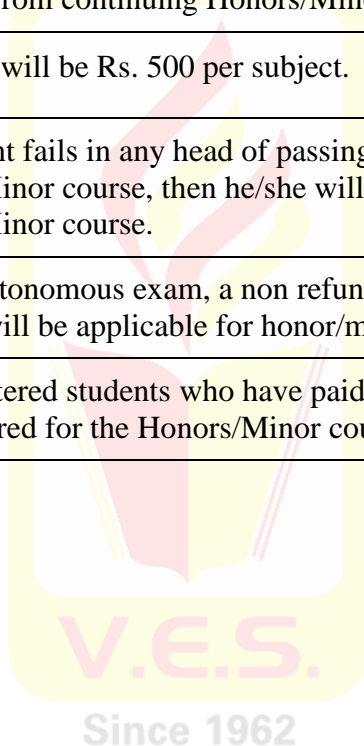


- 3) Students should be called to justify their views related to unfair means.
- 4) Students will be only allowed to appear for special exam MT if punishment given by department unfair means committee to make the appearance in subject null & void then the student will be allowed to appear for special exam MT. The student will have to pay a penalty of Rs. 1500 per subject.
- 5) If a student is caught in unfair means in MT and as a punishment if they have KT in MT then combined rule of End semester exam + MT of 50% passing is not applicable.
- 6) If a mobile is confiscated due to unfair means during MT then it should be returned to the student after the final decision of the Department unfair means committee.
- 7) Mail related to the final decision should be sent to the student.
- 8) Same procedure should be followed for practical exam also
- 9) Department, if needed, can forward unfair means case to central unfair means committee for further clarification for MT as well as practical/oral/project.

#### **Penalty Fees for Unfair means**

<b>Exam</b>	<b>Fees per subject</b>
End Semester Examination	Rs.5000
Mid Term Test /Continuous Assessment	Rs.1500
Practical/Oral	Rs.1500

<b>7</b>	<b>Honors</b>		
	<b>7.1</b>	<b>General</b>	
		7.1.1	Students should pass Semester 1 to Semester 3 examination in first attempt to be eligible for the Honors/Minor course.
		7.1.2	CGPI(based on Semester 1,2 and 3) of the students must be 6.75 and above.
		7.1.3	If a student has any case of unfair means then he/she will be not eligible for Honors/Minor course. If a student is found using unfair means during Honors/Minor course or Regular Engineering exam, he/she will be debarred from continuing Honors/Minor course.
		7.1.4	Exam fee will be Rs. 500 per subject.
		7.1.5	If a student fails in any head of passing (TW/ESE/MT/CA/etc. ) of Honors/Minor course, then he/she will not be eligible to continue the Honors/Minor course.
		7.1.6	For the Autonomous exam, a non refundable Rs. 3000 course fee per semester will be applicable for honor/minor in addition to the exam fee.
		7.1.7	Only registered students who have paid their course fees of Rs. 3000 will be considered for the Honors/Minor course.



# Appendix

## A2 Unfair Means

### Statement of candidate who is alleged to have used Unfair Means at the Mid-Term Test/ End Semester Exam

Full Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Examination : \_\_\_\_\_  
Subject : \_\_\_\_\_  
Branch : \_\_\_\_\_  
Semester : \_\_\_\_\_  
Seat No./ Roll No. : \_\_\_\_\_ :

To  
The Controller of Examinations  
VESIT

Sir/Madam,

I, appeared at the above examination held on \_\_\_\_\_  
in the Winter/ Summer \_\_\_\_\_.  
Since 1962

I give below my statement as follows :-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place:

Date:

Time:

Signature of the Candidate

## FORM OF UNDERTAKING

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

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Controller of Examinations,  
VESIT

Sir/Madam,

I, the undersigned, student of \_\_\_\_\_ College, appearing for  
\_\_\_\_\_ Examination, 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 reported.

That inspite of the registration of a case of Unfair Means against me, I request the Institute authorities  
to allow me to appear in the present paper and the papers henceforth.

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 Institute authorities 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 null and void

**In witness whereof I set my hand to this undertaking .**

Signature of Candidate

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

Before me

\_\_\_\_\_  
Chief Conductor of the Centre  
and Rubber Stamp of the College

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



## Examination Fees for Academic Year 2024-2025

Regular Exam	Fees per semester
Regular Semester Exam	Rs.2000

Re-exam & Special Exam	Fees per subject
End Semester Examination	Rs.1000
Mid Term Test	Rs.500
Continuous Assessment	Rs.500
Practical/Oral	Rs.500
Term Work	Rs.700

