

O 8 ORDINANCE FOR CONDUCT OF EXAMINATIONS AND RELATED DETAILS

This Ordinance (s) may be called, “**Ordinance for the conduct of examinations and other tests and the manner in which the candidates shall be assessed or examined by the examiners**” as per section 41(f) of the Act. This shall come into force with effect from the date of Chancellor’s assent to it.

O 8.1 FOR UG COURSES

A. CURRICULUM OF STUDY

1. The curriculum / course structure / syllabus is applicable to all the affiliated colleges and recognized institutions except those to whom academic autonomy has been given by the University / Department of Higher & Technical Education or any such recognized body of Government of Maharashtra and University Grants Commission.
2. Academic autonomy to the affiliated college(s) and recognized institution(s) means academic liberty / autonomy provided to design curriculum, course structure and syllabus, conduct of examination, etc. However, the examination scheme shall be as per the guidelines of the University and applicable to all the University Departments and Schools, affiliated colleges and recognized institutions.
3. Academic autonomy granted to the colleges/Institutes shall be for a period of five years and has to be renewed every five years. In case of non-renewal of the academic autonomy the college/Institute will follow the rules and regulations of the University as existing at the time.
4. For the design of curriculum, course structure and syllabus, the autonomous college(s) and recognized institution(s), shall form their own Boards of Studies (BoS) in respective disciplines according to the guidelines given by the University. One of the members on such bodies will be the Head of University Departments or nominee of the Vice Chancellor from the University Departments or other autonomous institutes.
5. Such syllabi, course structure etc., created by the Autonomous colleges must be approved by the Academic council/Senate and the Board of Management of the autonomous colleges and institutions before implementation.
6. The University Departments shall continue to be autonomous in framing their curricula but will follow a prescribed format as applicable to affiliated colleges.
7. Every Faculty of studies in given discipline will have a prescribed course structure which in general terms is known as curriculum of study and shall prescribe core subjects to be studied in each semester in addition to the electives offered to the students depending upon the expertise of the faculty members.
8. The curriculum of study will be prepared and updated by Board of Studies of the University in respective disciplines as and when need arises and the same shall be effected from the date of approval of the Academic Council and Executive Council of the University.

B. SEMESTERS

1. The University departments and schools, affiliated colleges and recognized institutions will follow a semester-wise choice based credit system. There shall be two semesters in a year.
2. The semester that begins in July will be known as an odd semester and the semester that begins in January will be known as even semester.
3. Each semester shall have clear 15 weeks of instructions.

C. COURSE CREDIT SYSTEM

1. In general, a certain quantum of work measured in terms of credits will be laid down as the requirement for a particular degree. The student will acquire credits by passing in certain courses every semester, the amount of credits associated with a course will be dependent upon the number of hours of instruction per week in that course.
2. A course may consist of lectures, tutorials and practical's / drawing hours.
3. Credits will also be assigned to Seminar and Project Work and industrial training.

D. PROGRAM STRUCTURE

1. In the first two semesters (considered together), students of all the UG programs will have the same curricula except for branch specific subjects.
2. From 3rd semester onwards the core engineering subjects of the discipline shall form minimum 60% of the curriculum while remaining courses shall be offered by the faculty members as electives across the disciplines.
3. Every faculty may offer at least one elective course every year in his area of expertise.
4. Every student admitted in the first year will be required to register in one of the following: NCC / NSS / Sports as Extra-Curricular Activities (ECA) during the first two Semesters.
5. Foreign students and physically challenged will not be eligible to register for NCC.
6. From 2nd year onwards the curricula will be different for each discipline.

E. SEMINAR

1. Seminar in the 7th semester will be the requirement of every degree program wherein under the mentorship of a faculty member, a student will be expected to do an in depth study in a specialized area by doing literature survey, understanding different aspects of the problem and arriving at a status report in that area.
2. The Department will give seminar topics to the students individually or in a group of not more than three students. The Departmental coordinator shall obtain a list of topics from faculty members of the Department at the end of 6th semester and prepare a list of seminars for allotment to the students at the beginning of 7th semester.
3. Care should be taken by the seminar-coordinator that the seminar topics are not repeated from previous three years.
4. Each faculty member in the department will be assigned a group of students by the Departmental Head.
5. A faculty member will mentor the group for their seminar topic(s) by weekly interaction. The faculty member shall keep record of progress of the students during these weekly meetings.
6. The attendance and active participation of the students in weekly meetings with the mentor shall be mandatory and given the credit to as continuous assessment for the seminar.
7. While preparing a seminar report, a student is expected to learn investigation methodologies, study relevant research papers, correlate work of various authors/researchers critically, study concepts, techniques, prevailing results etc., analyze and present it in the form of seminar report and shall be guided by the mentor.
8. The student shall submit a well prepared concise technical report, as per the prescribed format on the day of submission.

9. Each seminar report shall be subjected to plagiarism test on submission by the Departmental coordinator of Seminar. If the percentage (%) of similarity exceeds 25%, the student(s) will have to resubmit the entire report within one week, with reduction of grade by one point at the time of examination.
10. The Principal / Director of the college/ HoD of the department shall ensure that the students put efforts in preparation of the seminar and attend the weekly meetings. Minimum 85% attendance in the weekly meetings with mentor faculty member is compulsory unless prior permission is taken for additional 10% absence. Attendance below 75% may attract repetition of the Seminar submission. For a group of students each member will submit separately a table indicating contribution of each member to the report.
11. Blatant plagiarism will be treated in the same way as the use of unfair means in examination and may attract heavy fine and deregistration for a period as decided by the College Principal/ Director– Academics or Controller of Examination.
12. It is mandatory to give a presentation of the seminar before a panel of at least two faculty members, one of whom shall be the mentor, constituted for the purpose as per a well pre-decided time table in academic calendar.
13. The grading is done by the panel of examiners on the basis of the depth of the work done, understanding of the problem, analysis of the problem, quality of the report and presentation given by the students.
14. If it is proved that the report has been outsourced, it will be treated as unfair means of the examination and shall attract deregistration of the student for at least one year from the University and even recall of the degree if discovered later.
15. The seminar shall carry 6 credits.

F. PROJECT

1. A live industry/ design Project in the final year is a mandatory course requirement, wherein under the guidance of a faculty member, a final year student/ a group of students, not more than 03 in each group, is expected to do literature survey and carry out development of a product, design project and/or experimentation.
2. Through the project work, the student will have to exhibit both the analytical and practical skills.
3. The grading of performance of the candidate will be done on the basis of depth of the work done, report and presentation by the student/group concerned.
4. The Project will carry 16 credits.
5. The list of projects will be prepared by the Project Coordinator, Head of Department and a group of faculty members before start of the 7th semester by discussion with an Industry or among themselves. The projects will be selected such that similar projects were not covered in last three years. However, it can be continuation to build over the results of previous batches.
6. If the project is experimental, the Department shall ensure providing necessary facilities for conducting the experiments for the project in a specified laboratory.
7. The allotment of guide(s) to the students will be done at the end of the 6th semester by the committee appointed for that purpose on the basis of merit and choice from students.
8. Each project shall be selected in terms of relevance to industry or society.
9. Industrial participation may be invited by HoD, as additional mentor.

10. The report of the project shall be subjected to plagiarism test on submission. If the percentage (%) of similarity exceeds 25%, the student will have to resubmit the entire report with reduction of one point in the final grade.
11. Blatant plagiarism will be treated in the same way as the use of unfair means in examination and may attract heavy fine and deregistration from the course at least for a period of one year or as decided by the Academic council.
12. Each project report shall be evaluated by a team of two examiners: one an internal faculty member who was not the internal supervisor of the student while the second shall be an industry expert in the same area as the project.
13. Each examiner shall submit their individual marks to the coordinator of the Project examination who shall compile the marks of all examiners
14. In case of too high or too low marks for a particular project of a student or a group of students, a committee of project coordinator, one external expert, Head of respective department and Principal / Director of College shall examine the project report and moderate the marks.
15. If it is proved that the report has been outsourced, it will be treated as unfair means of the examination and shall attract deregistration of the student for at least one year from the University and even recall of the degree if discovered later.

G. INDUSTRIAL TRAINING

1. Practical Training of minimum six weeks in industries after the 6th semester examination will be offered 6 credits on submission of a detail report and evaluation of the same by detail presentation to a Committee of minimum two faculty members in the first two weeks of 7th semester. All students shall be required to attend these presentations and credit shall also be given for attending all presentations.
2. Faculty members shall make visits to the industries where the students are undergoing the practical training to verify the efficacy of the training program and for interaction with the industry personnel.
3. The Department shall prepare a format of training report on the points that the students shall give attention to during their internship in the industry. The training report format shall be made available to the students before going to the industrial training.

H. EXAMINATION

1. All the end semester examinations will be conducted by the Examination Section of the University at the Main Centre and at the designated examination centres by the Regional Centres and sub-regional centres.
2. A student will be issued a Hall Ticket (an Admit Card) for appearing in the end semester examination only if s/he has:
 - a. Attendance record of minimum 75% in the theory and laboratory courses.
 - b. Percentage attendance between 60 to 75 and recommended by the Heads of the Departments in genuine cases with documentary evidence of hospitalization (in cases of accident, major ailments) only.
 - c. Paid all the dues of the semester.
 - d. Not been debarred from appearing in the examination as a result of disciplinary proceedings.

3. The teacher is expected to retain the answer books of mid-term examination and continuous assessments with him /her for a period of three years or until the batch graduates from the College / Institution / University and shall produce them through examination section, if and when required.
4. The evaluation of Answer Books of the End Semester Examination will be carried out under Central Assessment Program (CAP) at the centers, sub-centers of the University or at designated CAP-centers as per the schedule declared by the Controller of Examinations/ Director and Jt. Director – Examinations (as applicable).
5. The final grades will be displayed on the website within forty-five days from the date of completion of the end semester examination (ESE).
6. Appearing for the mid semester and end-semester examination in the theory /practical course is compulsory for a student for securing a minimum pass grade (DD or above).
7. Periodic tests, objective tests, assignments, viva-voce, laboratory assignments etc. are the constituent components of continuous assessment process and a student must fulfill all these requirements as prescribed by the teacher/ coordination committee of the subject. If due to any compelling reason (such as his/her short term illness, calamity in the family etc.) a student fails to meet any of the requirements other than written test and semester paper within/on the scheduled date and time, the teacher/coordination committee in consultation with the concerned Head of the Department may take such steps as are deemed fit.
8. A supplementary examination will be conducted for odd semester subjects and practical's in even semester and for even semester subjects and practical's in the odd semester as per the schedule notified in the academic calendar, in order to provide an additional opportunity to the students who fail (obtained an FF/FR grade) in one or more courses.

I. ASSESSMENT

1. There will be continuous assessment of a students' performance throughout the semester. The marks for the test examinations and continuous assessment of theory classes and practical's marks shall be awarded and uploaded on-line by the course teacher/ co-ordination committee of the course formed for this purpose.
2. The Industrial Training, Seminar, and Project Work etc. shall be evaluated by a co-ordination committee in the department formed for this purpose and the marks shall be submitted to the Controller of Examinations through respective Head of the Department / college Principal.
3. The assessment in a laboratory course will be based on student's attendance, submission of journals, completion of laboratory work, performance in viva-voce and quality of their work as prescribed through laboratory journals and an end-semester-examination that consists of performing an experiment individually and viva-voce examination by a committee of two examiners of which one must be from industry or academic expert and one internal examiner who engaged that subject / laboratory.
4. The external examiner may submit a separate confidential report to the Controller of Examination / Chief Conductor / HoD after completion of the examination, if necessary.
5. It is obligatory of the part of the candidates to maintain certified laboratory journals as prescribed by the course coordinator and produce it at the time of end-semester-examination.
6. Each laboratory course will be evaluated as follows: The marks shall be awarded in continuous assessment mode as per the scheme below and shall also be uploaded on-line by the respective teacher. The marks awarded will be converted into grades later.

Mode of Examination	Sub-component	Scheme
Continuous Assessment	Turn to turn Attendance (1 x15*)	15 Marks
	Turn to turn Evaluation (3 x15*)	45 Marks
End-semester-Exam	Experiment performing	40 Marks
Total		100 marks

*It is expected that a candidate completes a set of minimum 15 experiments in each semester. Maximum marks cannot cross the marks given in the scheme.

- The students obtaining less than 40% marks will be awarded 'FF' grade. For all the students obtaining 40% marks and more, the grades will be distributed in five bands between maximum total marks obtained by the students in the respective practical and 40 % of minimum. Accordingly, the grades AA, AB, BB, BC and CC will be awarded.
- Final Practical examination in the form of conducting an experiment and viva-voce will normally be completed a week before the final theory examinations or within a week of concluding the theory examination. The marks obtained in the practical subjects shall be uploaded on-line within three days from the date of completion of such examinations.
- The answer books of End semester examination will be made available to the student only if s/he applies for obtaining the photo copies after paying the requisite fees laid down by the University in a prescribed format.
- A student of the UG degree program must complete the prescribed course work of the entire program within a maximum period of 7 years. In exceptional cases the Vice-Chancellor may on the recommendation of the Department and the Academic Council further extend the total time limit for completion of all the requirements by one more year (i.e. 7 years for the completion of B. E. / B. Tech. Program of 4 year duration). Those students who do not fulfill the above condition will be terminated from the program.

J. GRADING SYSTEMS

For every course a student will be assigned a letter grade based on his / her overall performance in that course / subject over the semester by adopting statistical methods based on "mean" of marks obtained by all the students in a particular subject. The minimum marks required for passing a particular subject may vary depending on the overall performance of all the students appeared in that subject. The ranges for the award of letter grades will also be calculated by adopting statistical methods.

K. PROMOTION RULES

- There is no restriction for promotion from odd semester to even semester. However, at the end of the first year, for promotion to 2nd year (i.e. 3rd semester), a student should have completed satisfactorily at least 85 % of the total credits in 1st and 2nd semesters put together.
- However, at the end of the second year, for promotion to 3rd year (i.e. 5th semester), a student should have completed satisfactorily at least 85 % of the total credits in 3rd and 4th semesters put together, should have cleared all the course work requirements of the first year (i.e. 1st and 2nd semester).

3. For promotion from the third year to final year (i.e. 7th semester) a student should have completed satisfactorily at least 85 % of the total credits in 5th and 6th semesters put together (even after re-examination), should have cleared all the course work requirements of the first and second years.

L. GENERAL

1. The Examination Section of the University will centrally conduct one mid-semester Test Examinations as per the Academic Schedule for the University departments and an End Semester Examination (ESE) in respect of theory subjects unless otherwise arranged.
2. The continuous assessment and mid-term test examinations shall be conducted by the affiliated colleges and recognized institutions at their own premises as per the schedule / academic calendar declared by the University on its web-site from time to time.
3. The End Semester Examinations will also be conducted by the University as per the schedule declared by the Controller of Examinations or Director-Examinations (as applicable), at the designated Centers of examination.
4. The question paper for such Examinations should be common (the same) to all those who have adopted common (the same) syllabus within the jurisdiction of the centers and sub-centers of the University. The End Semester Examination paper will be set by a group of paper setters in the subject, appointed by the University.
5. The evaluation of mid-term test examination papers will be completed by the respective subject teacher of the University departments, affiliated college(s) and recognized institution(s) within one week of the examination.
6. End Semester Examination papers will be evaluated as per the directives of Controller of Examination.
7. Supplementary examination for failed candidates (obtained 'FF' or 'XX' grade) will be conducted in the next adjoining (next) semester. Students registering for Supplementary Examination at the end of any semester should register for all the appeared subjects accumulated till the previous semester.
8. All necessary charts and tables will be provided by the University / College / Institute. It is the paper setter's / the committees responsibility to recommend the material to be provided.
9. While normal scientific calculators are permitted, other electronics devices such as programmable calculators and calculators containing communication devices are forbidden.
10. Mobile Phones are strictly prohibited in the Examination Hall.
11. All question papers submitted by the paper setters will be treated as "confidential documents" till the end of the examination of the subject concerned. It is an open document once the examination is over.
12. The answer script for end semester examinations will be evaluated through Central Assessment Process (CAP) and at its centers and sub-centers.

O 8.2 FOR PG COURSES

A. COURSE STRUCTURE

The curriculum / course structure / syllabus is applicable to all the affiliated colleges and recognized institutions except those to whom academic autonomy has been given by the University / Higher & Technical Education or any such recognized body of Government of Maharashtra and University Grants Commission (UGC).

The syllabus may vary depending on the specialization offered by the respective branch of engineering.

1. Teaching for the PG Program shall be reckoned in credits, as specified against each subject.
2. In order to qualify for a PG degree from the University a student is required to complete all the credits specified in the scheme of instruction for that program as approved by the University from time to time.
3. The curriculum for PG Program shall comprise of core and elective subjects. The list of elective subjects may include subjects from allied/ interdisciplinary areas also and will be passed by the concerned Board of Studies.

B. 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 %
Total	100 %

2. For laboratory, if any

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

3. For an end semester / practical examination a panel of two examiners will be appointed by the University one of the two examiners shall be subject teachers for practical's while the other shall be an expert from either industry or an academic institute.
4. The autonomous colleges shall follow similar scheme or decide a scheme passed by their respective senate/academic body

C. DISSERTATION (THESIS) EVALUATION

1. Total 42 credits are assigned to the project work (dissertation) carried out by a student.
2. The project work is divided into two stages.
 - (i) 'Stage I' shall commence at the beginning of 3rd Semester and will be assessed at the end of the 3rd Semester for 14 credits.
 - (ii) 'Stage II' shall commence at the beginning of 4th semester and will be assessed at the end of 4th semester for total 28 credits.
3. The project supervisor will give continuous assessment of the work done by the student and a Committee of at least two faculty members (DRC) will review the student's progress at the end of both semesters.

4. External examiner shall be appointed by the CoE / Director and Jt. Director-Examinations (as applicable) as per rules, regulations and ordinances.
5. For the purpose of assessment, the performance of a student in the project work shall be divided into the following subcomponents with assigned weightage.
 - a. Supervisor (Project Guide) - 30%
 - b. Departmental Project Assessment Committee (DAPC) - 35%
 - c. External Examiner - 35%
6. The Dissertation/Thesis must be submitted on or before 31st July. The students who will not be able to submit the Dissertation/Thesis on or before 31st July will not be allowed to appear for the regular examination/defense. They will have to appear in the subsequent supplementary examination/defense arranged by the University.
7. In case the student is not able to submit on or before due date, s/he will be permitted to submit on any working day from 1st August till 31st December with prior intimation and permission of the departmental committee. However, the assessment of the same will be conducted only in the month of January next year.

D. SYNOPSIS SEMINAR

1. A student shall be required to present a synopsis seminar of the work and deliver a seminar talk of 20-25 minutes duration in the 4th semester as per the schedule announced by the Department.
2. The synopsis seminar shall be assessed by Departmental Project Assessment Committee (DPAC) consisting of respective supervisor of the student concerned, two faculty members nominated by the Head of the concerned Department from amongst the PG supervisors, one of the faculty members shall be the chairman of the committee.
3. The student will be allowed to submit the dissertation / thesis subject to satisfactory defense of the synopsis. If the synopsis seminar is not found satisfactory the student will have to do more work as suggested by the DRC.
4. The student shall thereafter deliver another synopsis seminar within one month.
5. The DRC shall be at liberty to extend the duration of the project work by a maximum period of 06 (six) months at a time should they find that the level of work done has not been satisfactory.
6. The DRC in consultation with the supervisor shall suggest names of at least three examiners with contact details for the examination of the thesis.

E. IN CASE OF PLAGIARISM, THE FOLLOWING SHALL BE APPLICABLE:

1. Each synopsis seminar report shall be subjected to plagiarism test on submission by the Departmental coordinator of Seminar. If the percentage (%) of similarity exceeds 25%, the student(s) will have to resubmit the entire report within one week with reduction of one point in the final grade.
2. The report of the project shall be subjected to plagiarism test on submission. If the percentage (%) of similarity exceeds 25%, the student will have to resubmit the entire report within one week with reduction of one point in the final grade.

3. Blatant plagiarism will be treated in the same way as the use of unfair means in examination and may attract heavy fine and deregistration from the course at least for a period of one year or as decided by the Academic council.

F. DISSERTATION AND OPEN DEFENCE

1. A student shall be required to submit a dissertation on the Project Work carried out by him / her. Three bound copies of the thesis along with a soft copy to be submitted to the Controller of Examination shall be submitted to the Head of the Department on or before 31st July.
2. The soft copy of the dissertation will be sent by the Controller of Examinations via e-mail to the external examiner from a panel of experts appointed by the University.
3. Dissertation open-defense shall be arranged by the Controller of Examination within thirty days of submission of the project report.
4. The external examiner will conduct open defense of the project along with the internal examiner on a mutually convenient day.

G. PROJECT IN COLLABORATION WITH INDUSTRY / ACADEMIC INSTITUTION

1. A student may, with the approval of the departmental committee (comprising of the Supervisor (Guide), at least one senior faculty member (non-head) and Head of the Department), may conduct the project work with an industry or a Research and Development Organization or academic Institution of repute.
2. The project at other laboratories shall be permitted only for research collaboration without payment of any fees to the external organization for such collaboration.
3. Payment shall be permitted for use of analytical facilities and high end facilities at partner Institute, if not available at the University/ Institute and will not cross 50% of the laboratory fees paid by the candidate.
4. A clear Memorandum of Understanding (MoU) should be signed by corresponding authorities of the University / college / institute and the industry/ institute concerned for such collaboration.
5. The details of contribution of both parties concerned should be clearly numerated. Such MoU should be signed before the beginning of the academic session of the year.
6. The student shall acknowledge the involvement and / or contribution of an industry or R&D organization or Institution in completing the project in the dissertation and a certificate to that effect, issued by the supervisor from the industrial organization/ Institute, will be appended to it.
7. It is mandatory for all students (especially those who do their project in an industry or R&D organization, or Institute) to make a full disclosure of all data on which they wish to base their thesis. They cannot claim confidentiality as it would come into conflict with the industry or R&D laboratory or other Institute with own interests.
8. Any tangible intellectual property other than copyright of thesis will be assigned to the University.
9. The copyright of the thesis itself will be with the student as per the IPR policy in force at the time.
10. The student's thesis shall be rejected unless there is full and complete disclosure of data and the student will not be eligible for the degree in such cases.

11. In addition to the Supervisor from the department guiding the project work, a Co- Supervisor may be appointed from the Industry and Research Laboratories with the approval of the DRC. A certificate from the Co-supervisor will be appended to the dissertation.
12. A member of faculty of the University who is the internal Supervisor may visit the Industry or the Research Laboratory in connection with the Project of a student on regular basis for the continuous assessment.
13. The student must make visit to the University every month for submission of the progress report to DRC through the supervisors. Non-submission of the monthly progress report to the DRC shall be treated as absenteeism from the academic work.

NOTE: The details of examination scheme, grading system and award of grades etc. for UG as well as PG courses are available in rules and regulations.