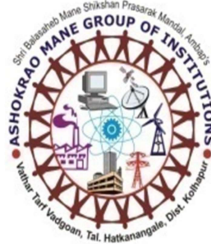


Shri Balasaheb Mane Shikshan Prasarak Mandal's

**Ashokrao Mane Group of Institutions, Vathar**

Faculty of Engineering

Affiliated to DBATU, Lonere



# Examination Policy

(Aligned with DBATU)

August 2017

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### Preamble:

Examination policies are based on the rules and regulations of the Dr. Babasaheb Ambedkar Technological University, Lonere (DBATU) (Reference Document is available at university website [Acts, Rules, Ordinances and Statutes – Dr.Babasaheb Ambedkar Technological University \(dbatu.ac.in\)](http://dbatu.ac.in) ).

All the work in Examination section is governed by DBATU & monitored by the Head of the Institute (Director). All the university procedures related to examination are mostly through the online system. Following are the policies related to various activities of the examination.

## R1. Credit System and Mode of Evaluation

AMGOI offers Under Graduate, B. Tech. Programs in the academic disciplines of Computer Science & Engineering, Civil Engineering, Electronics and Telecommunication Engineering, Mechanical Engineering and Electrical Engineering.

The provisions contained in these Rules and Regulations will govern the conditions for imparting courses of study/instructions, conducting examinations and evaluation of students' performance leading to all Graduation Programs of the College/ University.

### 1. Credit System and Mode of evaluation

All the courses in the AMGOI shall be credit based and the evaluation will be grade based. Credit based grading system is a systematic way of describing an educational programme by attaching credits to its components. The definition of credits may be based on different parameters, such as student workload, learning outcomes and contact hours.

It is a student-centric system based on the **student workload** required to achieve the objectives of a programme. It should facilitate academic recognition of the courses and mobility of the students.

Credits assignment is based on the principle that Credits can only be obtained after successful completion of the work required and appropriate assessment of the learning outcomes achieved.

**Student workload** consists of the time required to complete all prescribed learning activities such as attendance at lectures/practical, seminars, projects, etc. Credits are allocated to all the educational components of a study programme and indicate the quantity of work each component requires to achieve its specific objectives.

Evaluation is an important component of any teaching-learning process. The University gives emphasis on continuous evaluation with considerable freedom to the teacher in deciding the mode of evaluation of the students. The performance of the student is documented by a **grade** at the end of the semester. The grading scale ranks the students on a statistical basis. Therefore, statistical data on student performance in his/her class is a prerequisite for applying the grading system.

### 2. Course Credits

In general, a certain quantum of work measured in terms of **credits** is laid down as the requirement for a particular degree. The student acquires credits by passing courses every semester, the amount of credits associated with a course being dependent upon the number of hours of instruction per week in that course.

There are mainly two types of courses in the University - lecture courses and laboratory courses. Lecture courses consist of lecture (L) and tutorial (T) hours. Laboratory courses consist of practical (P) hours. As per the AICTE norms, the credit (C) for a course is dependent on the number of hours of instruction per week in that course, as given below:

- (1) 1h/week of lecture (L) or tutorial (T) = 1 credit
- (2) 2h/week of Practical's (P) = 1 credit
- (3) Credit (C) for a theory course = No. of hours of lectures per week + No. of hours of tutorials per week = L + T
- (4) Credits (C) for a Laboratory course =  $\frac{1}{2}$  x No. of hours of laboratory course per week

Credits will be assigned to Industrial Training, Seminar, Projects and other mandatory course requirements also and these will be mentioned in the respective syllabi. There may be some non-credit requirements. A student is required to earn credits as mentioned in the syllabus.

### 3. Evaluation

#### 3.1 The weightages of different modes of assessments shall be as under.

In-Semester evaluation				
	Continuous mode(CA)	Mid Semester Exam	End-Semester-Exam	Components of continuous mode
Theory	20%	20%	60%	Quizzes, class tests (open or closed book but minimum 2 in the semester if only mode of CA), home assignments, group assignments, <i>viva-voce</i> discussions
Practical's	60%	-	40%	Attendance, completion of experiments <i>viva-voce</i> , journal submission, assignments, project, experiments, announced tests

#### 3.2 In-Semester Evaluation

- a) It is expected that the department would conduct at least two formal assessments of the students under the continuous assessment mode in a Semester.
- **Phase I: -Continuous Assessments-I** of 20 marks converted to 10 Marks, 60 minutes duration, containing different activities such as – Unit Test on first 2 units, MCQ, mini project, case study, seminar, Oral, Viva, ppt, software based test, Research paper publication paper, test on Gate tutor, offline test, Poster presentation, etc. based on unit I and unit II of the subject, conducted as per the schedule of the university. The question paper of test examinations is as per Bloom's taxonomy.
  - **Phase II: - Mid Semester examination** of 20 marks, 60 minutes duration, containing offline test based on unit I, II and III of the subject, conducted as per the schedule of the university. The question paper of test examinations is as per Bloom's taxonomy
  - **Phase III:- Continuous Assessments-II** of 20 marks converted to 10 Marks, 60 minutes duration, containing different activities such as – Unit Test on remaining units, MCQ, mini project, case study, seminar, Oral, Viva, ppt, software based test, Research paper publication paper, test

on Gate tutor, offline test, Poster presentation, etc. based on Syllabus of the subject, conducted as per the schedule of the university. The question paper of test examinations is as per Bloom 's taxonomy.

- b) The teacher will announce at the beginning of the respective course the method of conducting the assessments under the continuous mode and the assignment of marks and inform the same to the Director, Dean Academics COE & ACOE in Institute in the first week of the semester. The same may be also displayed on the College Notice board and Portal.
- c) The teacher shall keep the record of the continuous assessment of a class at least for three years and produce it to the Director of the Institute or Dean-Academics, if needed.
- d) In-semester performance of all students, both continuous assessment and mid-semester examination should be displayed on notice board institute Portal and sent to the Exam Control room of College by the teacher before the end-semester examination.
- e) For the theory courses, there will be one Mid-semester test for each course to be held as per the schedule fixed in the Academic Calendar of the University/college, preferably in the eighth week of the semester
- f) A candidate who has not appeared for the in-semester continuous tests and/or mid- term examination in one or more subjects shall be considered to have not completed the course and will have to re-register for the respective subjects/course in the following year.

### 3.3 End-Semester examination

The semester end examination will cover the full syllabus of the course and will be conducted as per the University time table at the end of each semester.

### 3.4 Passes and Fail

*(revised as per the Item 8 of the Minutes of the Academic Council Meeting held on 19<sup>th</sup> August 2017)*

- (a) 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.
- (b)** 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)**.

### 3.5 Grades

- (a) The performance of a student shall be documented by a **Letter grade**. Each letter grade has a **Grade point** associated with it. The Grades and Grade points shall be assigned to each head of passing and both will be indicated in the mark-list of the semester examination.
- (b) A teacher shall assign absolute marks to all the in-semester tests and the end-semester tests for the respective subject head. The teacher shall collate the marks in the mid- semester and continuous mode examinations, convert them to

prescribed 20% and 20% mark, respectively and submit the same to the office.

- (c) The total marks (continuous assessment + mid-semester + end-semester) of a candidate in a subject head are converted into a letter grade, based on the relative performance of the student in the class taking examination in the subject. The performance of the students who have passed the said subject shall be considered for the allotment of the relative grade on statistical basis.

<b>Letter Grade</b>	<b>Grade Point</b>
<b>EX</b>	<b>10</b>
AA	9.5
AB	9
BB	8.5
BC	8.0
CC	7.5
CD	7
DD	6.5
DE	6.0
EE	5

- (d) The grades to be allotted in the case of students who fail or do not appear at the end- semester examination shall be as under

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Explanation</b>
FF	0	The candidate fails in subject head. The candidate will be allowed to take end-semester repeat or subsequent examinations as per rule.
XX	0	(i) The candidate has not kept term for the subject head due to attendance less than requisite 75%. (ii) The in-semester performance of the candidate is very poor. Further see 7.3.5(g) In the above cases, the candidate has to repeat the respective course by paying the fees in the following year
I	0	The candidate has kept term for the subject head, has taken all the internal examinations with satisfactory performance, but has failed to take the end-semester examination due to genuine reasons. The candidate will be allowed to take subsequent examinations as per rule
FR	0	The candidate has exhausted all the permissible chances to clear the end-semester examinations. The candidate has to register for the respective semester again for all the subject heads or will be out of the Respective degree course as per the rules.

DR	0	(i) The candidate hasn't participated in academic programme. (ii) The candidate has taken a drop for the subject head;- provided he/she intimates the same (i or ii) at least 7 days in advance of the commencement of the end-semester examination for the respective year.
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- (e) Grades **FF** and **I** are place-holders only and do not enter into CGPI/SGPI calculations directly. These grades get converted to one of the regular grades after the end-semester examination.
- (f) A candidate with an **FR** grade has appeared for maximum number of permissible six end semester examinations and has to re-register for that course by paying the appropriate fees.
- (g) **I** grade will not be continued beyond the permissible number of six consecutive end semester examinations, irrespective of whether the candidate fails to take any of these exams.
- (h) **'XX' Grade:** The grade **XX** in a course is awarded if – (i) a candidate does not maintain the minimum 75% attendance in the Lecture/Tutorial/Practical classes, (ii) the student has bad or incomplete in-semester records, for example, a candidate missing all internal tests and mid-semester examination, etc., (iii) a candidate indulges in a misconduct/uses unfair means in the examination, assignments, etc., of a nature serious enough to invite disciplinary action in the opinion of the teacher.  
(**Note:** Award of the **XX** grade in the case of g(iii) above shall be done by Disciplinary Action Committee (DAC)).
- (i) The names/roll numbers of students to be awarded the **XX** grade should be communicated by the teacher to the Academic office as per academic calendar before the last date of submission of the application for end-semester examination.

### 3.6 Awarding the grades

- (1) The grading scale ranks the students on a statistical basis on the basis of the overall performance of the students of a given class in the given subject head. Therefore,  
statistical data on students' performance is a prerequisite for applying the grading system. While assigning grades in a given subject head, it is essential to know the **average marks (AM)** obtained by the students who have passed the subject head and the **highest marks (HM)** obtained in the same subject head.
- (a) **EX** Grade shall be awarded to the candidate(s) who scored highest mark (**HM**) in the concerned subject head provided the marks obtained are 80% or higher in the given subject head.
- (b) If the **average marks (AM)** obtained by the students who have passed the subject head is <60%, the interval AM shall be awarded grade CD and the other grades shall be decided as follows.
- (c) AA, AB, BB, BC and CC grades shall be decided between the AM and HM by dividing the range in equal intervals.
- (d) CD, DD, DE and EE grades shall be decided between the AM and minimum marks required for passing the head (i.e. 40%) by dividing the range in equal intervals.

- (2) If the **average marks (AM)** obtained by the students who have passed the subject head is such that  $60\% \leq AM < 70\%$ , the interval AM shall be awarded grade CC and the other grades shall be decided as follows:
- AA, AB, BB grades shall be decided between the AM and HM by dividing the range in equal intervals.
  - CC, CD, DD, DE and EE grades shall be decided between the AM and minimum marks required for passing the head (i.e. 40%) by dividing the range in equal intervals.
- (3) If the **average marks (AM)** obtained by the students who have passed the subject head is  $\geq 70\%$ , the interval AM shall be awarded grade BB and the other grades shall be decided as follows:
- AA, AB and BB grades shall be decided between the AM and HM by dividing the range in equal intervals.
  - BC, CC, CD, DD, DE and EE grades shall be decided between the AM and minimum marks required for passing the head (i.e. 40%) by dividing the range in equal intervals.
- (4) Illustration of award of different grades are explained in the following examples:
- Example 1: HM = 92, AM = 76  
Hence,  $I_L = (76-40)/6 = 6$ ,  $I_U = (92-76)/3 = 5.33 \approx 5$
  - Example 2: HM = 84, AM = 62  
Hence,  $I_L = (62-40)/5 = 4.4 \approx 4$ ,  $I_U = (84-62)/4 = 5.5 \approx 6$

Marks distribution for different grades:

Sr. No.	Letter Grade	Example 1 (HM=92, AM=76, $I_L = 6, I_U = 5$ )	Example 2 (HM=84, AM= 62, $I_L = 4, I_U = 6$ )
1	EE	40 to 45	40 to 43
2	DE	46 to 51	44 to 45
3	DD	52 to 57	48 to 50
4	CD	58 to 63	52 to 55
5	CC	64 to 69	56 to 62
6	BC	70 to 76	63 to 68
7	BB	77 to 81	69 to 74
8	AB	82 to 86	75 to 80
9	AA	87 to 91	81 to 83
10	EX	92	84

#### 4. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

##### (a) Semester Grade Point Average (SGPA)

The performance of a student in a semester is indicated by Semester Grade Point Average (SGPA) which is a weighted average of the grade points obtained in all the courses taken by the student in the semester and scaled to a maximum of 10. (SGPI is to be calculated upto two decimal places). A Semester Grade Point Average

$$SGPA = \frac{\left( \sum_{i=1}^n c_i g_i \right)}{\left( \sum_{i=1}^n c_i \right)}$$



(SGPA) will be computed for each semester as follows:

Where

'n' is the number of subjects for the semester,

'ci' is the number of credits allotted to a particular subject, and

'gi' is the grade-points awarded to the student for the subject based on his performance as per the above table.

SGPA will be rounded off to the second place of decimal and recorded as such.

**(b) Cumulative Grade Point Average (CGPA):**

An up to date assessment of the overall performance of a student from the time he entered the Institute is obtained by calculating Cumulative Grade Point Average (CGPA) of a student. The CGPA is weighted average of the grade points obtained in all the courses registered by the student since s/he entered the Institute. CGPA is also calculated at the end of every semester (up to two decimal places). Starting from the first semester at the end of each semester (S), a Cumulative Grade Point

$$CGPA = \frac{\left( \sum_{i=1}^m c_i g_i \right)}{\left( \sum_{i=1}^m c_i \right)}$$

Average (CGPA) will be computed as follows:

Where

'm' is the total number of subjects from the first semester onwards up to and including the semester S,

'ci' is the number of credits allotted to a particular subject, and

'gi' is the grade-points awarded to the student for the subject based on his/her performance as per the above table.

CGPA will be rounded off to the second place of decimal and recorded as such.

**(c)** The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester / beginning of the next semester.

**(d)** When a student gets the grade 'FF', or 'I' in any subject head during a semester, the SGPA and CGPA from that semester onwards will be tentatively calculated, taking only 'zero' grade point for each such 'FF' or 'I' grade. When the 'FF' grade(s) has / have been substituted by better grades after the repeat examination or subsequent semester examination, the SGPA and CGPA will be recomputed and recorded.

## **5. Supplementary End-Semester Examination**

*(revised as per the item 7 of Minutes of the Academic Council meeting held on 19<sup>th</sup> August 2017)*

- a. For those candidates who fail in a subject head or are eligible for appearing at the repeat examination, **A Supplementary End-Semester Examination of odd semester will be conducted before the regular End semester examination of**

**the even semester.**

- b. A Supplementary End-Semester Examination of even semester will be conducted before the regular End semester examination of the odd semester.**

- c.** The marks obtained by candidates in the in-semester examinations (continuous assessment and mid-term examination) will be carried forward in such cases.

- d. Grading the performance in the Supplementary Examination:**

The grades will be assigned as per 3.5 and 3.6 above.

- e. Revaluation of end-semester and Supplementary examination:**

Candidate's performance in these examinations will be announced on web portal of the University and after one month of such announcement the grade statements will be sent to the concerned Department for distribution to the students. Those who want to get the photocopy of their answer books are required to pay the requisite fee. Revaluation of these examinations shall be allowed. Those who would like to have the revaluation of their answer books are required to pay a requisite fee.

- f. Remedial examination:**

The candidate will have an option of appearing for an Online Remedial Examination, after the declaration of each End-semester examination results, to pass the subject head where he/she has failed in regular end-semester examination of the semester. The candidate will get only EE grade if he clears the remedial examination and can continue with the next semester. However, for improving his grade in the same subject head, the candidate will have an option of appearing in the 'same' subject in the Supplementary Examination before the regular end-Semester examination.

## **6. Passing of a Semester Examination**

A candidate shall be declared as '**PASSED**' any semester examination if he/she has

- (a) Cleared all heads of passing by securing grades EE or higher in all the heads;
- (b) Passed all the heads of passing such as project, seminar, training, etc as per the rules;
- (c) Satisfactorily completed all the mandatory requirements of the course;
- (d) paid all the University/college dues;
- (e) No case of indiscipline pending against him/her.

## **7. Eligibility for the Award of a Degree**

A candidate shall be declared eligible for the award of a degree, if he/she has cleared all the semester examinations as given in (6) above.

## **8. Allowed to keep terms (ATKT)**

- (1) A candidate who has II grade in one or more heads of passing of an odd semester of an academic year shall be allowed to keep terms for the respective even semester.
- (2) A candidate (other than those specified in 6) shall be allowed to keep terms for the subsequent academic year as per the following:
  - (a) At the end of 1<sup>st</sup> year a candidate shall be allowed to keep terms (ATKT) to 2<sup>nd</sup> year of study provided he/she attends course work prescribed for 1<sup>st</sup> year with prescribed attendance and successfully cleared at least 60% of the total credits specified for 1<sup>st</sup> year program.
  - (b) At the end of 2<sup>nd</sup> year a candidate shall be allowed to keep terms to 3<sup>rd</sup> year of study provided he/she attends course work prescribed for 2<sup>nd</sup> year with prescribed attendance, and successfully cleared 1<sup>st</sup> year program and at least 60%

of total credits prescribed for 2<sup>nd</sup> year program.

- (c) At the end of 3<sup>rd</sup> year a candidate shall be allowed to keep terms to final year of study provided he/she attends course work prescribed for 3<sup>rd</sup> year with prescribed attendance, and should have completed 2<sup>nd</sup> year program and 60% of total credits prescribed for 3<sup>rd</sup> year program.

All such candidates fulfilling the above criteria shall be declared as **FAILED, ATKT**

## 9. Repeating a course

- 1) A student is required to repeat the course of a subject head under the following situations:
  - (a) A student who gets an **XX, FR, or DR** grade in a course; or
  - (b) A student has exhausted all permissible chances to clear the subject head.
- 2) A candidate from second, third and fourth years who remains absent for the regular end- semester examination of a semester and the corresponding repeat examination for **ALL SUBJECTS** shall have to take fresh admission for the corresponding year; unless the candidate has dropped out / terminated from the course.
- 3) If a candidate at the Second, Third or Fourth year fails to pass any semester examination in not more than 6 consecutive examinations, including the supplementary examinations, from the date of registering for the respective year, the candidate shall have to take readmission for the corresponding year again in which the failure has occurred, provided the course is not changed.

## 10. Improvement of performance

If any student is failed to secure First Class at the end of B.Tech. Programme then he/she may be allowed to improve the class by Re-registering some of the courses he/she studied during Second year to Final year of B.Tech. Programme. In case there is, no improvement in performance the previous result will be retained.

## 11. Early exit for poorly performing students

A candidate shall be excluded from a course under the following conditions:

- (a) If he/she fails to pass any semester examination of the first year of the course in not more than six consecutive attempts from the date of joining the course, including therepeat examinations.
- (b) If he/she has five or more **XX** and/or **FR** grades after the first regular end-semester examination of the First year, due after taking the admission, and the correspondingrepeat examination.
- (c) If he/she has not kept a term at the First year of the course without giving anyreasonable justification for doing so.
- (d) If he/she does not keep two consecutive terms without giving any reasonablejustification for doing so.
- (e) If a candidate fails to fulfil all the requirements of his/her respective degree within the prescribed period from the date of taking admission to the course, the candidate shall beexcluded from the course.

## 12. Award of Class

The candidates who successfully complete all course/curriculum requirements of B.Tech Programs shall be awarded class as specified below.

- (a) Those who score CGPA of 8.25 and above shall be awarded First Class with Distinction.
- (b) Those who score CGPA of 6.50 and above but below 8.00 shall be awarded First Class.
- (c) Those who score CGPA below 6.50 shall be awarded Second Class.

Following will be the equivalent percentage of CGPA on Ten Point Scale: The formula used to convert CGPA to percentage is:

Percentage of Marks =  $(\text{CGPA} - 0.5) \times 10$ .

Cumulative Grade Point Average (CGPA)	Equivalent Percentage of Marks
6.00	55.0
6.25	57.5
6.50	60
7.25	67.5
7.75	72.5
8.25	77.5

## 13. Miscellaneous

- (a) Although CGPA will be given in the Semester grade report, the final degree certificate will not mention any Class whatsoever.
- (b) Notwithstanding anything said above if a course is revised /restructured then transient provisions applicable at the time of revision /restructuring shall be applicable.

## R2-Rules for Continuous Internal Assessment

1. For each theory course there is an internal weight-age of 20 marks out of 100 for continuous assessment for each practical course the continuous assessment is for 60 marks out of 100. The course assessment process is a type of assessment conducted in multiple sections of a given course. Depending upon the course outcomes, teacher can use various tools for effective assessment of the student's learning and attainment of his/her course outcomes.
2. Department/ Teacher should fix up the % for each or some of the following effective tools for assessing the learning curve of the students.
3. All these tools assessment needs to be planned and executed in accordance with examination schedule of the department.
4. The method of Continuous Assessment must be announced by the Teacher right at the beginning of the course in the class and put up on Notice Board. It may be communicated to the Examination Section.
5. One or more of the following methods can be used for continuous assessment with arecord.
  - (i) Online Objective Type Examination (Google Form in scrambled format)
  - (ii) Assignments
  - (iii) Unit Test
  - (iv) Mini projects
  - (v) Research Paper Analysis and Presentation
  - (vi) Quiz and Technical Puzzles
  - (vii) Surprise Test
  - (viii) Oral presentations/Seminar
  - (ix) % Attendance
  - (x) Innovative approach to problem solving

**(i) Online Objective Type Examination (Google Form/ Similar online platform)**

It is expected to conduct the online objective examination(s) based on course contents. Questions in the examinations should be in line with questions of competitive examinations such as GATE/ ISRO/ BHEL etc.

Based on the course contents number of online examinations in the semester as well as % weightage should be declared well before the commencement of academic sessions.

**(ii) Assignments**

Assignment(s) should be correlated with the respective course outcomes. It is expected that teacher should provide online platform for submission of these assignments within the given time frame. The information about percentage of marks allotted to assignments must be known to the students well in advance.

**(iii) Mini-project**

The course outcomes involving the design and development of a product related to the respective course should be allotted to each student or group of students. It is expected to record the regular progress of the aforesaid work in the separate log book for assessment purpose. Through this activity it may be possible to achieve and promote skill development and technology transfer.

(iv) **Research Paper Presentation:**

It is expected that course coordinator should address and motivate the students on research and innovation activities related to respective course. The teacher must invite and encourage the students to showcase their research talent and/or innovative ideas through presentation.

(v) **Quiz and Technical Puzzles**

To judge analytical and logical reasoning ability of the student, it is expected to conduct various quizzes and technical puzzles to cover the course outcomes. Students should also be motivated to frame and present technical puzzles so as to promote new learning pedagogies.

(vi) **Surprise Test**

Remembering and understanding abilities of the student in the respective course should be tested by offering/ conducting appropriate no. of surprise tests in the class room.

(vii) **Oral presentations/Seminar**

Teacher must provide the platform to the students to showcase their skills such as technical, communication and presentation etc. This platform helps the students to improve their confidence level and overall personality development in all sense.

(viii) **Innovative approach to problem solving**

To inculcate and promote the research culture among the students, teacher should encourage and motivate the students to present their innovative ways/ideas of attempting the problems related to course. It is expected to initiate this kind of activity at higher level that is during third / final year of the course.

It is expected that teacher keeps an up-to-date record of the continuous assessment and produce it at the time of academic audit or accreditation.

6. The Department/ teacher shall submit the Internal Continuous Assessment marks to the examination section before registration date for the end semester examination.
7. The Department/ teacher shall display the Internal Continuous Assessment marks on the NoticeBoard.

## **R3- Admission, Monitoring and Award Master Degree (PG)**

AMGOI offers full-time Post Graduate, M. Tech. Programs in the academic disciplines of Computer Science & Engineering, Construction Management Engineering, Electronics and Telecommunication Engineering, Design Engineering and Production Engineering. The provisions contained in these Rules and Regulations will govern the conditions for imparting courses of study/instructions, conducting examinations and evaluation of students' performance leading to all Masters' degree Programs of the University.

### **1. Admission**

- a. Admissions to M. Tech. Programme will be made through a Centralized Admission Process (CAP) as prescribed by the Government of Maharashtra from time to time.
- b. All students admitted shall be required to pay at the time of joining and also in the subsequent semesters prevalent tuition and other fees prescribed by the University (as per Government of Maharashtra directives) till they are on roll.
- c. The University reserves the right to cancel the admission of any student, and ask him/her to discontinue his/her studies at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.

### **2. Academic Calendar**

The academic year will be divided into two semesters. The Academic Council of the University shall approve the schedule of academic activities for an academic year including the dates of registration, Mid-Term Test, End Semester Examinations, and Inter Semester Break etc. and shall be referred to as the Academic Calendar for the year.

### **3. Allocation of Supervisor (Guide)**

- a) The PG dissertation supervisor to a PG student will be allocated within two months of admission in his/her first semester of the course.
- b) The Departmental Project Assessment Committee (DPAC) of the department will allocate the PG student to a faculty member amongst the PG teacher. The allocation will be based on the mutual interest of the student and the concerned faculty member
- c) However, no faculty member can guide more than 3 students from the same batch of students.
- d) The Head of the department will ensure the equal distribution of the students amongst the PG teachers.

### **4. Attendance Requirements**

- a. Attendance in all classes will be mandatory. A student may be debarred from appearing at an examination on the ground of unsatisfactory attendance.
- b. Minimum required attendance in each theory / laboratory course will be 75 % for appearing at the end semester examination. Only in exceptional cases of prolonged illness or a calamity in the family, condonation of shortage of attendance up to 15% (i.e. attendance to be 60% or more) may be granted by the Heads of the Department concerned. In any case if the attendance is less than 60% he/she will not be permitted to appear for the semester examination for that subject and he/she has to re-register for that subject when offered next.

- c. A student of M. Tech program is entitled to avail leave of absence for a total period of maximum 30 days in a calendar year.
- d. Any absence over and above the prescribed limit of admissible leave shall entail deduction from the scholarship, if applicable, besides other action as may be decided by the University.

### 5. Course Structure

- a. Teaching for the M. Tech Programme shall be reckoned in credits, as specified against each subject.
- b. In order to qualify for a M. Tech degree of 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.
- c. The curriculum for a M. Tech Programme shall comprise of core and elective subjects.
- d. The list of elective subjects may include subjects from allied/ interdisciplinary areas also.

### 6. Evaluation

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

Sr.	Examination	Details
1.	Mid-Term Test (1)	20%
2.	Continuous Assessment	20%
3.	End Semester Exam	60%
Total		100 marks

Continuous assessment shall be in the form of announced Quizzes, class tests (open or closed book but minimum 2 in the semester if only mode of CA), home assignments, group assignments, *viva-voce* discussions, etc. The teacher shall announce the mode of continuous assessment at the beginning of the course.

- b. For subjects like laboratory/design (intra semester assessment)

Sr.	Examination	Details
1.	Continuous assessment	60%
2.	Examination/Viva	40%

The continuous assessment shall be based on regular attendance for laboratory sessions, completion of experiments, *viva -voce examination*, journal submission, assignments, project, experiments, announced tests. The end semester examination in laboratory, if any, shall be conducted by one internal and one external examiners together.



## 7. Dissertation (Thesis) Evaluation

- i. Total 42 credits are assigned to the project work (dissertation) carried out by a student. The project work is divided into two stages. Stage I commence at the beginning of 3<sup>rd</sup> semester with a weightage of 14 credits and will be assessed at the end of the 3<sup>rd</sup> semester. Stage II commences at the beginning of 4<sup>th</sup> semester with a weightage of 28 credits and will be assessed at the end of 4<sup>th</sup> semester. For the purpose of assessment, the performance of a student in the project work shall be divided into the following sub components with assigned weightage.

Sr.	Component	Weightage
1.	Supervisor (Project Guide)	50%
2.	Departmental Project Assessment Committee	20%
3.	External Examiner	30%

- ii. External examiner shall be preferably from outside the University and not below the rank of Associate Professor.
- iii. The Dissertation must be submitted on or before 31<sup>st</sup> July. The students who will not be able to submit the Dissertation on or before 31<sup>st</sup> 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.
- iv. The project supervisor will periodically review the student progress over the period and finally give his assessment of the work done by the student.

## 8. Synopsis Seminar

A student shall be required to present a synopsis seminar of the work and deliver a seminar talk of 20-25 minutes duration in 4<sup>th</sup> semester as per the schedule announced by the Department. The synopsis seminar shall be assessed by DPAC consisting of respective Head of the Department, supervisor of the student concerned, three faculty members nominated by the Head of the concerned Department from amongst the PG supervisors.

The student will be allowed to submit the dissertation subject to satisfactory defense of the synopsis. If the synopsis seminar is not found satisfactory, the student will have to do rectification/more work as suggested by the DPAC.

The student shall thereafter deliver another synopsis seminar within one month. The project assessment committee shall be at liberty to extend the duration of the project work by a maximum period of 3 months should they find that the level of work done has not been satisfactory.

## 9. Dissertation and Viva-Voce

- a) A student shall be required to submit a dissertation on the Project Work carried out by him/her. Three / four bound copies of the thesis

(along with a soft copy to be submitted to the Controller of Examinations) shall be submitted to the Head of the Department on or before 31st July. The soft copy of the dissertation will be sent by the Controller of Examinations via e-mail to the external examiner, appointed by the appropriate authority, from a panel of experts prepared by the University.

- b) The dissertation supervisor/guide shall certify anti plagiarism check certificate from a University certified agency submitted by the candidate along with the dissertation report/ thesis.
- c) Dissertation viva-voce shall be arranged by the Controller of Examinations within thirty days (maximum). The external examiner will conduct the viva-voce along with the internal examiner.

#### **10. Project in Collaboration with industry**

A student may, with the approval of Head of the Department, do the project work with an Industry, a Research and Development Organization or another academic Institution/ University. The student shall acknowledge the involvement and/or contribution of an industry, R&D organization or University in completing the project in the dissertation and a certificate to this effect, issued by the supervisor from the industrial organization, will be appended to it.

It is mandatory for all students (especially those who do their project in an Industry, R&D organization or University in India or abroad) 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 Industries, R&D laboratories or other University's own interests. Any tangible intellectual property other than copyright of thesis may have to be assigned to the Institute; the copyright of the thesis itself would however lie with the student as per the IPR Policy in force at the time. 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 of the Institute in such cases.

In addition to the Supervisor from the enrolled department, a Co-Supervisor may be appointed from the Industry and Research Laboratories with the approval of the DPAC. A certificate from the Co-supervisor will be appended to the dissertation. A member of faculty of the University who is the internal Supervisor may, if felt necessary, visit the Industry or the Research Laboratory in connection with the Project of a student.

#### **11. Registration**

- i. All students of the post-graduate courses are required to register for the prescribed subjects at the commencement of each of the semester, on the day announced for such registration.

- ii. Registration of the students will be organized by the Heads of the concerned Department
- iii. A student, who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the next three working days on payment of a prevalent additional late fees as prescribed by the University. Normally no late registration will be permitted after the third working day from the scheduled date.
- iv. Only those students will be permitted to register who have cleared all University dues of the previous semester and made all required advance payment of University for the current semester for which they are registering.
- v. A student of M. Tech Program may be allowed to withdraw temporarily (become on- resident) on the recommendation of his supervisor and the Head of the Department and with the approval of the Vice-Chancellor after he has successfully completed two/three semesters of the course work continuously. A student so permitted may submit his dissertation later, provided that in such a case the project work must be completed under the guidance of his supervisor after re-joining the University on payment of the prescribed fees. He must work for one full year after rejoining on his project work. The dissertation must be submitted within 5 years from the date of his first admission.
- vi. A student withdrawing himself, under the provisions of para 11.5 above, before the prescribed date for submission of dissertation shall not be allowed to submit his/her dissertation along with regular students of his batch.
- vii. Students who discontinued their studies without prior permission before completing the First (Autumn), Second (Spring) and Third semester course work shall be deemed to have abandoned his studies and their names will be struck off the rolls of the University with effect from the date of absenting from the classes.

## 12. Grading System

- i. The Grading system for the theory courses shall be the same as described in R1 for UG courses.
- ii. The grades to be allotted in the case of students who fail or do not appear at the end-semester examination shall be as under

Letter Grade	Grade Point	Explanation
FF	0	The candidate fails in subject head. The candidate will be
		allowed to take end-semester repeat or subsequent Examinations as per rule.

XX	0	(i) The candidate has not kept term for the subject head due to attendance less than requisite 75%. (ii) The in-semester performance of the candidate is very poor. Further see 7.3.5(g) In the above cases, the candidate has to repeat the respective course by paying the fees in the following year
II	0	The candidate has kept term for the subject head, has taken all the internal examinations with satisfactory performance, but has failed to take the end-semester examination due to genuine reasons. The candidate will be allowed to take subsequent examinations as per rule
FR	0	The candidate has exhausted all the permissible chances to clear the end-semester examinations. The candidate has to register for the respective semester again for all the subject heads or will be out of the respective degree course as per the rules.
DR	0	(i) The candidate hasn't participated in academic programme. (ii) The candidate has taken a drop for the subject head;- provided he/she intimates the same (i or ii) at least 7 days in advance of the commencement of the end-semester examination for the respective year.

- iii. When a student gets the grade "II" for incomplete assessment for any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) subject(s). After the "II" grade(s) has (have) been converted to appropriate grades, the SGPA and CGPA for the semester will finally be recalculated after taking into account these grades.
- iv. When a student gets the "FF" grade in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only "zero point" for each such "FF" grade. After the "FF" grade has been substituted by better grades during a subsequent semester, the SGPA and CGPA of all the semesters starting from the earliest semester in which the "FF" grade has been updated will be recomputed and recorded to take this change of grade into account.
- v. When a student gets XX grade in a subject, he is debarred from appearing for examination in that subject. He will have to complete the course by registering in that subject in the following semesters when the course is offered again.

### 13. Awarding of Grades

- i. There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the teacher concerned or by the appropriate committee appointed for the purpose.
- ii. In the case of theory subjects:
  - a) The Mid Term test, and end semester examinations will be conducted by the University/ College as per the schedule notified in the academic calendar.
  - b) For theory subjects, the final grades will be awarded on the basis of Mid Term Test, continuous assessment and End-Semester examination according to the weightage specified in para 6.1.
  - c) The final grades for a subject must be submitted to the Head of the Department by the teacher concerned within Five Days of the date on which the end semester examination for that subject has been held.
- iii. For subjects like laboratory/design, workshop practices, etc. the evaluation will be based on the weightage as specified in para 6.2.
- iv. A Seminar/Project evaluation based on the weightage as specified in para 7.1.
- v. In converting the percentage of marks obtained by the students to letter grades the following grading system will be used. The numerical score awarded shall correspond to a letter grade according to the following table.

% of Numerical marks	Grade
91 % and above	Ex
81 % or above but less than 91 %	A
71 % or above but less than 81 %	B
61 % or above but less than 71 %	C
51 % or above but less than 61 %	D
45 % or above but less than 51 % (Theory)	E
Below 45 %	FF

### 14. Examinations

- i. Students will be permitted to appear in the examinations of only those subjects for which they have registered themselves in the beginning of a semester.
- ii. A student can appear for re-examinations in the subject(s) concerned in which he/she gets "FF" grade. The re-examinations pertaining to both even and odd semesters will be conducted as per the schedule notified in the academic calendar. In re-examination the student will be given one grade lower than the actual performance

grade except in the case of Grade "E" which will remain unchanged. The student will apply in a prescribed form together with necessary fees in order to appear in the re-examinations.

- iii. Students with "FF" grades also have an option to re-register for the subject (s) in which they had failed, in the following Autumn Semester or Spring semester. In such a case they will be entitled to full credit according to performance at the examination.
- iv. A student whose performance in any of the parts of the project work has been unsatisfactory, may be assigned additional work on the same problem or assigned a new problem by the Supervisor. If the student is assigned additional work then he/she will have to complete the work and appear at Viva-voce as per the schedule announced by the Controller of Examinations. If the student is assigned a new problem on account of any reason, the student will have to submit the dissertation and complete the viva-voce by 31st December of that calendar year. The student will not be eligible for scholarship during the extended period of his stay but will have to pay project prescribed fees during the extended period of stay.

**15. The incomplete grade 'II' and debarred grade 'XX'**

- i. The grade, "II" may be temporarily given to a student who is unable to appear in the End-semester examination because of:
  - a. Illness or accident or any such misfortune which disables the student from appearing in the examination. This must be duly supported by a proper certificate issued by a competent Medical Officer or any other concerned authority and endorsed by the respective Head of the Department.
  - b. A calamity in the family at the time of the examination which, in the opinion of the Head of the Department forced the student to be away from the campus.
- ii. In an exceptional case, if a student is unable to appear at a periodic test for any of the compelling reasons mentioned above, the teacher concerned, may conduct a test with same weightage with the prior information to the of the Head of the Department and CoE.
- iii. A student who has been awarded grade "II" in a subject in the end-semester examination shall have the option to either:
  - a. appear at a re-examination to be held by the Department by filling in the application in prescribed form together with payment of necessary fees. In the re- examination the student will be awarded actual grade obtained from the performance in the examination. **Or**
  - b. Re-register for the subject in the subsequent semester in which it is offered. In such case the student is entitled to full credit in accordance with the performance. No re-examination will be held in laboratory/Design subjects. The student has to re-register during a regular semester.

**iv. Debarred grade “XX”:**

A student may be awarded an “XX” grade who

- a) is absent for a major part of a semester (minimum 75% of the lectures or 60% with permission for valid reason), or
- b) does not complete a major part of the laboratory / design/ seminar work (minimum 75% of the duration or 60% with permission with valid reason) etc, or
- c) does not appear in the Mid-Term test without any acceptable ground shall be awarded grade “XX” and he/she shall be debarred from appearing at the end semester examination of the corresponding subject (s).
- d) does not complete 75% of the total credits in the concerned semester.
- e) A student who is debarred from appearing at the end-semester examination for reasons as specified by *para* 11.4 will be required to re-register for the subject(s) in the next semester when they are offered by the Department, subject to other conditions of the regulations.
- f) A student with XX grade in Sem-I or Sem-II of the First year of the Master’s course cannot register for the next academic semester/year.

**16. Graduation Requirements**

- i. In order to qualify for a M. Tech Degree of the University, a student must have
  - a. completed all the credit requirements for the degree, as prescribed by the Academic Council, with grade “E” or a higher grade in each of the subjects etc. for which the student registered in all the semesters.
  - b. obtained a CGPA of 6.00 or more at the end of the semester in which the student completes all the requirements (including the dissertation), for the degree.
  - c. A student securing CGPA below 6.6 at the end of 4th semester of M. Tech. program will be awarded “Second Division”. A student securing CGPA of 6.6 and above but below 7.5 will be awarded “First Class” and a student securing CGPA of 7.5 and above will be awarded “First Class with Distinction”.
- ii. A student who has qualified for the degree will be admitted to it only after the student has cleared all University dues, if any, outstanding against him/her and has returned all library books borrowed by him/her and also returned instruments, Department library books etc. in good condition.

## R4- Examination Practices

1. **University Enrolment & PRN:** - Once Student admitted to institute he/she have to Enrol to DBATU university portal in First Year/ Direct Second Year, then University will allocate unique Number(ID), called as ***Permanent Registration Number (PRN)***, which is then required till completion of course. PRN is reflected on hall ticket.
2. **Examination Form Process:** - There are two types of Programmes as Undergraduate and Postgraduates Courses. To appear for examination. Every registered student must fill the examination form. Examination form filling process of DBATU is an online process. College info s students as & when the process starts.
3. **Exam form filling schedule:** - Examination section prepare notice and circulate it to all students through all departments. Mentor/Class teacher guides students to fill the required information in exam form. Mentor/Class teacher verify it and if there are any problems in form filling, they inform the same to examination section immediately and examination section forward the problems to university by mail to exam support, which then solve the problems and inform to exam section regarding status of problem. Examination section then informs concerned students through class coordinator to complete his/her examination form filling.
4. **Examination form fees payment:** Exam form fees are to be paid online. Facility of online payment is available at College Web portal (<https://server.mspmandal.in/dengpmt/>). If any problem occurs in examination form payment system, then it is solved by examination accountant by contacting DBATU.
5. **Collection and approval of examination forms:** Online filled exam forms and fee receipts of a class are collected by mentor/class teacher They verify the forms in all respects. Class teacher then hand over the collected examination forms along with fee receipts to the examination section, with list of students. Exam section once again cross check the submitted forms and upload the same to university portal <https://student.dbatuannns.in/landine>) using university college ID and password. This process is completely online. Backlog students submit their examination forms directly to the examination section. Examination section once again informs students to submit their examination forms through class teacher (Those who have not submitted till last date).
6. **Examination forms after Late fees:** - Students who fail to fill examination four before last date of late fees, must report to university for examination form filling (occurs rarely). Such students can fill the examination form only if university allows him/her with super late & fine fees. Institute provide reference letter to student regarding his/her request.
7. **Practical/ Oral Examination:** - DBATU declares schedule for conduction of Practical/Oral Examinations.
  - a. **Internal/External Examiner appointment:-** There is provision on university portal of internal marks entry for appointing HODs through Institute login. HODs then appoint internal examiners for practical/oral examination. Externals are appointed by the respective subject chairman's (appointed by DBA TU). This process is also online.
  - b. **Online Marks Entry for Practical/Oral:** - All internal & external examiners have their university registered User ID & password. After conduction of practical/oral/ exam, marks are filled and continued online by the examiners



using the link, <https://student.dbatuapps.in/landing> If any problem arises in examiner appointment or mark entry, departmental examination coordinators inform the same to examination section. Problem is then communicated to the examination support/co- ordination/Internal Marks entry section of DBATU and problem is then solved accordingly. After completing marks entry online, printout of mark list is signed by examiners and submitted to exam section. After due date of online marks entry, university informs pending mark entry (if any) status to respective institutes. Accordingly, pending marks status is then informed to the respective departments and then it is completed accordingly.

- c. **Term work Authorization:** - Online mark entry of the subjects having term work marks is completed by the authorization of marks entry through Institute login. These entries are confirmed through Institute login after filling and signing up term work authorization forms for respective subjects from the examiners. Even after this process, if any staff member (Examiner) makes mistake in marks entry, then university call up the examiner after declaration of result. Necessary action of university is applicable on respective examiner.

#### **8. Control of Exam, Assistant Control of Exam, Supervisor and Invigilators Appointments and CAP work:**

- a. **Control of Exam, Assistant Control of Exam - DBATU Control of Exam, Assistant Control of Exam,** which is appointed by the Director of Institute, appointment of these is based on seniority, teaching experience and university approval. COE/ACOE refers to the most valuable and confidential work in examination process. Appointment of COE/ACOE by the Institute is on rotation basis of every department for the period of One year as per DBATU norms.
- b. **External & Internal senior supervisor:-** External & internal senior supervisor is appointed by DBATU for end semester examination. There is no external for in-semester examination. Appointment of External senior supervisor is informed to Institute few days prior to commencement of theory examination. Examination section confirms his/her consent accordingly. Due to unavoidable circumstances, if external senior supervisor is not available in the allotted slot, examination section then contacts to co-ordination section of DBATU for another staff member as an external senior supervisor.
- c. **Invigilators & Other man power:** - Invigilators & other man power are appointed through the Exam department, who are teaching staff members of the department. A meeting before the start of examination is conducted under the guidance of Director, CoE/ACoE, Exam section in charge and supervisors to give necessary instructions to Invigilators for smooth conduction of examination.
- d. **Staff members for CAP:** - List of all eligible staff members for paper assessment from every department is sent to CAP (Centralized assessment Programme) centers for completing paper assessment activity in allotted time.

#### **9. University Theory (End Semester) Examination Process:-** End semester theory examination is conducted at the end of every semester for all the courses.

- a. **Stationary requirement:** - Depending on the strength of students to be appeared in university theory examination, examination section uploads the stationary requirement through university portal. Accordingly, University provides stationary, barcodes before commencement of theory examination in each semester.

- b. **Senior Supervisor, Invigilators and other man power requirement:** - After receiving summary of theory examination session, exam section Prepare and send Office Order of all Manpower required for smooth conduction of examination to all departments (considering 35 to 40 students to be allotted in single block). Once list of Invigilators is received from the departments: day wise list of Invigilators is prepared, and they are also informed to attend' their duties in time by sending message on their mobiles..
- c. **Seating arrangement plan:** - Exam section prepares session wise seating plan & block location chart and display it on notice board before the start of examination. Seating plan (Block Slip) for each individual block is displayed outside the block in which seat numbers are assigned to desks. Also, class, subject, pattern, time duration of the exam to be conducted in the block is displayed in block slip. One copy of the block slip is also made available to the respective Invigilators, so that junior supervisor can have better understanding of the seating plan, subject, pattern, class allotted to higher block. Invigilators are also given the bunch of barcodes showing the details of appearing subject for exam in the allotted block along with Invigilators report. Holograms are also provided to the Invigilators which are to be pasted on the part of answer sheet containing important information of the student such as seat number of student, subject name, date, etc. so that identity of the student is not disclosed.
- d. **Invigilators allotment:** - In compile list of the invigilators, blocks are allotted. Blocks are allotted in such a manner that invigilators of same branch will not be allotted to the students appearing for examination of same branch. Blocks are allotted before 1 hour of commencement of examination. Invigilators need to sign in reporting register before staring their duties.
- e. **Distribution of question papers in blocks:-**After finishing the printing of question papers, supervisors count exact number of the question paper's as per the number of students allotted to the block for different subjects of particular as per the pattern and distributes the packets to different blocks with the help of examination section in charge.
- f. **Queries/corrections in the question paper:-** COE/ACOE must check any queries/corrections related to question paper on qpd query portal. If any query is there, which is either available on qpd portal or forwarded on Director, COE/ACOE mobile then corrections in the question papers as received from the university (qpd portal) are circulated through Senior supervisors to the concerned students appeared for examination.
- g. **Unfair Means:-** Unfair means cases caught by flying squad/ supervisor are reported to the university within three days of the incident with student's original answer book, copy material and students undertaking. Covering letter of college is sent to university through registered post of all such cases that are caught by the university unfair means committee. Intimation is sent to the student and the Institute regarding date and venue of unfair means committee hearing. Student fees committee and he/she will abide the decision of committee and after hearing within one month, his/her result is declared.
- h. **Block wise answer paper collection to examination control room:** - After conclusion of examination, Invigilators count and confirm the number of answer sheets collected in the block and then submit answer papers of his/her block to control

room. In control room, senior supervisor count and verify the answer papers and all further details as per Invigilators report. All the answer paper bundles are then packed and sealed 'according to class/branch/pattern and sent to respective CAP centre s with submission report (supervisor report) in highly secured manner.

**10. Question paper downloading and printing:-** Question papers are downloaded online in confidential room through university's highly secured and confidential question paper distribution (QPD) portal in the presence of supervisors. One time password for question paper downloading is sent to Director and COE/ACOE mobile by DBATU, generally 45 minutes before the commencement of examination. COE/ACOE downloads the question papers from QPD portal, verifies the pattern code, class and subject name and verifies all the details further from the prepared summary. Downloaded question paper is then given to Xerox machine operators to print expected number of copies according to the day wise prepared summary. Approximately, 10-15 copies of each paper are printed extra (some copies are required to be sent with answer sheet bundles to the respective CAP and one copy in library). All these activities are under closed circuit TV scanner. Director monitoring the activities in the confidential room.

**11. Result analysis/Institute Toppers: -**

- a. **Students can see their result in their University portal.**
- b. PDF file of results is available in college login ID by DBATU. These results are forwarded by exam section to individual departments. Result analysis is carried out at departmental level, which includes number of students appeared for the examination, number of students passed, number of students secured distinction, first class, higher second class, second class, ATKT, etc. Result analysis is carried out for each subject of different classes. Result analysis is then forwarded to the administrative office (Director Office). List of first 3 toppers who secures distinction is prepared for every class of each branch and this list is verified from the respective departments and sent to account section for the Institute topper awards. Statement of marks of students is received from DBATU generally, after 30 days of declaration of results and then it is distributed to students

**12. Photocopy and revaluation:-** After declaration of university results, if students ' are unsatisfied with their results, then student can apply for photocopy and revaluation of answer book of respective subject. Schedule of photocopy and revaluation is informed to students as and when declared by DBATU. This process is again online. Students use their registered user ID and password to apply for photocopy and revaluation. Currently, photocopy and revaluation fees are paid to university directly. After applying for photocopy/revaluation & paying fees, university sends photocopy of answer book to students registered email. Once this process is completed and if students photocopy and subsequent revaluation result is positive then student must submit his/her earlier original statement of marks to the examination section. Examination section then submits the same to university along with document showing change in result. University then replaces student's statement of marks and give new mark statement to exam section, which is then given to concerned student.

**13. Grievances Redressal System:-** Grievances redressal system is there in examination section to solve queries related to result, photocopy, exam form filling, etc. There are two types of grievances related with examination:

- a. The Grievances that can be addressed by direct communication with University through Web Mail, which includes exam form, photocopy form, and revaluation form related grievances.
- b. The Grievances that can be addressed by submitting' documentary evidence along with student's application to university, which includes results reserved due to backlog/eligibility, subject absentee, name correction, etc. related grievances.

**Controller of Examination**

**AMGOI, Vathar**


**Dean IQAC**

**AMGOI, Vathar**

**Director**

**AMGOI, Vathar**

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Controller of Examination

AMGOI, Vathar

  
Dean IQAC

AMGOI, Vathar

  
Director

I / C DIRECTOR

SHRI BALASAHEB MANE SHIKSHAN PRASARAK MANDAL'S  
ASHOKRAO MANE GROUP OF INSTITUTIONS  
Vathar, Tal. Hatkanangale, Dist. Kolhapur, M.S. 416112



Internal Quality Assurance Cell  
Ashokrao Mane Group Of Institutions  
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