AISSMS

INSTITUTE OF INFORMATION TECHNOLOGY

ADDING VALUE TO ENGINEERING

An Autonomous Institute Affiliated to Savitribai Phule Pune University
Approved by AICTE, New Delhi and Recognised by Govt. of Maharashtra

Accredited by NAAC (A+ Grade) & NBA (5 UG Programs)

Ref. No. : AISSMS/IOIT/AUTONOMY/2023-24/020A   Date : 25.06.2024

RULES AND REGULATIONS
For Examinations and Evaluations of
UG and PG Programs

Academic Year 2024 – 25

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Note:

The regulations here under are courseed to amendments as may be made by the competent Authority of the institute from time to time. Any or all such amendments will be effective from such date and applicable to such batches of the candidates, including those already undergoing the program and employees of the organization, as may be decided by the competent Authority.

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ABBRIVATIONS

SPPU	Savitribai Phule Pune University
AISSMS	All India Shri Shivaji Memorial Society
IOIT	Institute of Information Technology
BOE	Board of Examination
BOS	Board of Studies
BOEE	Board of Examinations and Evaluations
HSM	Humanities and Social Sciences including Management courses
ISE	In Semester Evaluation
ESE	End Semester Examination
MOOCs	Massive Open Online Courses
OEC	Open Elective courses
PEC	Professional Elective courses
NPTEL	National Program of Technology Enhanced Learning
FY B Tech	First Year of Bachelor of Technology
SY B Tech	Second Year of Bachelor of Technology
TY B Tech	Third Year of Bachelor of Technology
B Tech	Bachelor of Technology

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Preamble

One of the **Savitribai Phule Pune University's (SPPU's)** prominent institutions is **All India Shri Shivaji Memorial Society (AISSMS)**, **Institute of Information Technology (IOIT)**, situated in Pune. The SPPU has offered the institute an autonomous status. The academic council has been provided various powers and duties under the UGC norms for autonomous colleges during the 12th plan, among which is selecting the assessment methodology. As per UGC regulations, the **Board of Examination (BOE)** includes the following persons.

1. Director / Principal (Chairman),
2. Dean Examinations,
3. Senior faculties of all Departments,
4. University Nominees: Director Board of Examinations and Evaluations (BOEE) of SPPU or his nominee not below the rank of Deputy Registrar.

1.1 The power and duties of Board of Examinations

1.1.1   The BoE shall

- Ensure that institute's examinations and assessments are neatly organized, including the evaluation, tabulation, and declaration of results.
- Appointment of examiners, moderators, and paper-setters from the panelists assembled by the relevant Board of Studies (BoS).
- Conduct examination reform experimentation.

1.1.2   Collect three sets of examination question papers for the relevant courses in sealed envelopes from paper setters. One of these sealed covers containing question papers will be selected at random by the Dean examination or his or her nominee whose nomination has been approved by the Director or Dean Academic. The printing press or section will then receive these sealed covers with their seals intact.

1.1.3 The BoE shall prepare the time schedule of examinations and dates of declaration of the results at the beginning of the term and notify the same.

1.1.4 The BoE shall establish a subcommittee of three members, one of whom shall be chairman, to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper setters, examiners, moderators, faculties, or any other people affiliated with the conduct of examinations.

1.1.5 All examination answer booklets must be evaluated centrally using the Central Assessment System. All exam answer books must be coded after being first mask. The examiners will then get the coded answer books for evaluation. All answer booklets must be decrypted and de-masked following the assessment, and the moderator/evaluator will then create the result sheet.

1.1.6 The BoE will be presented with the subcommittee's recommendations and will then decide what disciplinary action, if any, to take. (It is required that all members be present.)

1.1.7 To prevent students, faculty, invigilators, supervisors, etc. from using unfair means during the examination process, the committee shall set up strong vigilance.

1.1.8 A quorum for the examination committee is two-thirds of the members. A quorum is not required for a rescheduled meeting that will be held within 15 minutes if it is called off due to a lack of quorum.

1.1.9 The BoE will be conducted twice during the academic year in order to any additional times that may be necessary.

1.1.10 The Board of Education is responsible for carrying out the tasks and obligations that the Board of Management from time-to-time assigns. The role of Dean Examination, who will report to the Dean Academics, was formed to ensure that the aforementioned duties are carried out effectively. The **Table 1.1** is a bolded description of the operational system for activities related to exams.

Table 1.1: Board of Examination / Examination Committee

Sr. No.	Name	Designation
1.	Dr. P. B. Mane	Director, AISSMS Institute of Information Technology, Pune
2.	Dr. Mahesh Kakade	Member as Director, Board of Examination and Evaluation, SPPU, Pune
3.	Dr. V. S. Kamble	Member Secretary
4.	Dr. Y. P. Patil	Member as a Senior Faculty First year Engineering
5.	Dr. S. S. Shingare	Member as a Senior Faculty Electrical Engineering
6.	Dr. Vineeta Philip	Member as a Senior Faculty E&TC Engineering
7.	Dr. K. S. Wagh	Member as a Senior Faculty Computer Engineering
8.	Dr. R. B. Dhumale	Member as a Senior Faculty AI and DS Engineering
9.	Dr. M. K. Pathak	Member as a Senior Faculty Information Technology
10.	Dr. B. N. Mahopatra	Member as a Senior Faculty Instrumentation Engineering

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2. Structure for Undergraduate Programme

2.1 Total credits for Four years i.e. from Semester I to Semester VIII will be 160 for regular courses. For minor courses the total credits will be 16 which will be mandatory for all the students. And for Honor courses there will be 18 credits, which will be optional for the students.

2.2 As per AICTE recommendation, there will be **6 courses and 3 practical heads per semester for the First Year (FY) including Humanities** and **Social Sciences including Management courses (HSM) with maximum marks 650**. Structure of Undergraduate Engineering program is given in **Table 2.1**. The Structure & Credits for Semester I to Semester VIII is given in **Table 2.2.**

2.3 There will be **6 courses and 3 practical heads per semester for Second Year (SY) and Third Year (TY) including Professional Elective courses (PEC), Open Elective courses (OEC), and HSM.** Maximum marks for each semester will be **800**.

2.4 There will **4 courses, 2 practical heads, and Project Stage I for the Final Year of Bachelor of Technology (B. Tech.) Semester-VII including PEC and OEC of maximum 700 marks**. For B. Tech. **Semester-VIII,** there will be **national or international Internship/ 2 Massive Open Online Courses (MOOCs)/Foreign University Certification Courses/Entrepreneurship Development/ Undergraduate Research Experience, and one online open elective course offered by Department.** Maximum marks for each semester will be **800**.

2.5 The student should appear for the MOOCs/NPTEL examination. The NPTEL examination marks will be converted into credits.

2.6 In case the **MOOCs/NPTEL examination is canceled/ prolonged** the institute will examine the MOOCs courses appeared by the students. In such case, final score will be considered as Average Assignment Score and Score of Examination Conducted by Institute.

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Table 2.1 : Structure of Undergraduate Engineering program

Sr.	Domains	Code	AICTE Suggested
1	Humanities and Social Sciences including Management courses	HSM	12
2	Basic Science courses	BSC	25
3	Engineering Science courses including workshop, drawing, basics of electrical / mechanical / computer etc.	ESC	24
4	Professional core courses	PCC	48
5	Professional Elective courses relevant to chosen specialization/branch	PEC	18
6	Open courses–Electives from other technical and /or emerging courses	OEC	18
7	Project work, seminar and internship in industry or elsewhere	PRO	15
Total			**160**

Table 2.2: The Structure & Credits for Semester I to Semester VIII

Seme ster	Course Head	ISE Marks	ESE Marks	PR/OR Marks	TW Marks	Total Marks	Credits			
							Course	Minor	Total Credits	Honors
I	Regular	200	300	125	25	650	21	--	40	--
	Minor	--	--	--	--	--	--	--		
	Honors	--	--	--	--	--	--	--		
II	Regular	200	300	125	25	650	19	--		
	Minor	--	--	--	--	--	--	--		
	Honors	--	--	--	--	--	--	--		
III	Regular	200	300	125	100	725	22		54	--
	Minor	--	75	--	25	100	--	04		
	Honors	--	--	--	--	--	--	--		
IV	Regular	160	240	175	200	775	24			
	Minor	--	75	--	25	100	--	04		
	Honors	--	--	--	--	--	--	--		
V	Regular	200	300	125	100	725	23		56	09
	Minor	--	75	--	25	100	--	04		
	Honors	40	60	25	--	--	--	--		
VI	Regular	160	240	175	200	775	25			
	Minor	--	75	--	25	100	--	04		
	Honors	40	60	25	--	--	--	--		
VII	Regular	120	180	150	150	600	12	--	26	09
	Minor	--	--	--	--	--	--	--		
	Honors	40	60	25	25	--	--	--		
VIII	Regular			200	400	600	14	--		
	Minor	--	--	--	--	--	--	--		
	Honors	40	60	25	25	--	--	--		
							160	16	176	18

Table 2.3: List of minor Programs offered to the students

Sr. No.	Students Program	Minor Course Program
01	Electrical Engineering	Electronics & Telecommunication
		Instrumentation Engineering
		Computer Engineering
		Information Technology
		Artificial Intelligence & Data Science
02	Instrumentation Engineering	Electronics & Telecommunication
		Electrical Engineering
		Computer Engineering
		Information Technology
		Artificial Intelligence & Data Science
03	Electronics & Telecom. Engg.	Instrumentation Engineering
		Electrical Engineering
		Computer Engineering
		Information Technology
		Artificial Intelligence & Data Science
04	Computer Engineering	Electrical Engineering
		Electronics & Telecommunication
		Instrumentation Engineering
05	Information Technology	Electrical Engineering
		Electronics & Telecommunication
		Instrumentation Engineering
06	Artificial Intelligence & Data Science	Electrical Engineering
		Electronics & Telecommunication
		Instrumentation Engineering

2.7   From III semester onwards students have to select one minor course as per the list shown in Table no. 2.3.

2.8 The student must continue the minor course of the same program, which was selected in the third semester, through the sixth semester.

2.9 From III Semester onwards students have to appear for one MOOC based Open Elective Course (**OEC).**

2.10 Student can select or choose any Open Elective Course of any Program for each odd semester.

2.11 The OECs are **identified courses not matching with the PCCs and PECs** of any branch.

2.12 For MOOCs, Assignments marks will be converted on the scale of 40 marks and Score of examination conducted by the respective authority of MOOC or Score of ESE Conducted by Institute will be converted on the scale of 60 marks.

2.13 Every branch offers an **Honors Degree** with a **weightage of not more than 20 credits**.

2.14 HSM credits at **FY will be 2** and from **SY onwards 8 credits** will have distribution as: at 3rdsemester course *Democracy, Election and Governance*, 4thsemester branch specific *course related to HSM*, 5thsemester course *Intellectual Property Rights,* 6thsemester course *Seminar and technical paper writing* with **2 credits for each course**.

2.15 The codes for courses will be as per branch first 2 digits followed by domain 3 digits, semester number 1 digit, number of course 2 digits. 2-digit branch codes will be like First Year Engineering—FE, Electrical—EL, Electronics & Telecommunication — ET, Computer — CO, Information Technology — IT, Instrumentation— IN, Artificial Intelligence and Data Science—AD. e.g. Course, Physics for Engineers of FE, code will be FEBSC102.

3. Structure for Post Graduate Programme

3.1 Total credits for two years will be around 70.

3.2 There will be 6 courses and 1 practical head per semester for the First Year (FY) including HSM and maximum marks will be 600. For Semester III, MOOC, Seminar and Project Stage I for 300 marks, and for Semester IV, Seminar and

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Project Stage II for 300 marks. The Structure for Semester I to Semester IV is given in **Table 3.1.**

3.2.1 The student should appear for the NPTEL examination. The NPTEL examination marks will be converted into credits. In case the NPTEL examination is canceled/ prolonged the institute will examine the MOOCs courses appeared by the students. In such case, final score will be considered as Average Assignment Score and Score of Examination Conducted by Institute.

3.2.2 For MOOCs, Assignments marks will be converted on the scale of 40 marks and Score of examination conducted by the respective authority of MOOC or Score of ESE Conducted by Institute will be converted on the scale of 60 marks.

3.3 HSM credits at **FY will be 4 credits** will have distribution as: at 1st semester course *Introduction to constitution*, 2nd semester Human Values in Ethics and Education with **2 credits for each course**.

Table 3.1: The Structure for Semester I to Semester IV of M. tech.

Course Head	Duration (Hrs/Week)	ISE	ESE	PR/OR	TW Marks	Total Marks	Credits
Semester I							
Theory	18	200	300	-	-	500	16
PR/OR/Tut/Seminar	4	-	-	50	75	125	04
Total	**22**	**200**	**300**	**50**	**50**	**625**	**20**
Semester II							
Theory	18	200	300	-	-	500	16
PR/OR/Tut/Seminar	4	-	-	50	75	125	04
Total	**22**	**200**	**300**	**50**	**50**	**625**	**20**
Semester III							
Theory	4	-	-	-	-	-	-
PR/OR/Tut/Seminar	32	-	-	50	250	300	20
Total	**36**	**50**	**50**	**50**	**250**	**300**	**20**
Semester IV							
Theory	05	-	-	-	-	-	-
PR/OR/Tut/Seminar	30	-	-	100	250	350	20
Total	**35**	**-**	**-**	**100**	**250**	**350**	**20**

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3.4 The codes for courses will be as per branch first 2 digits followed by domain 3 digits, semester number 1 digit, number of course 2 digits. 2-digit branch codes will be like M. Tech. (VLSI & Embedded Systems) — VL, M. Tech. (Power Electronics and Drives) — PE. e.g. Course, Power Converters of PE, code will be PEPCC903.

4. Question Paper Setting

4.1 Eligibility Selection criteria for paper setters, examiners, re-assessors, and practical examiners

A. Offline Mode

4.1.1 The BoE shall appoint the paper setter, examiner, and assessor. The undergraduate or postgraduate examiner must hold a postgraduate degree in the relevant or a closely related discipline of engineering.

4.1.2 The paper setters must have a minimum of three years of field, industrial, or teaching experience. However, experienced faculty members may be hired as an exceptional instance with proper BoE approval if specialists are not readily available in accordance with the aforementioned rules.

4.1.3 No one has the right to claim a position as a paper setter, examiner, re-assessor, or in any other position associated with assessment activity.

4.1.4 The following rules must be followed when appointing someone to be a paper setter, examiner, re-assessor, or practical examiner.

- One month prior to the **End Semester Examination (ESE)**, the setter must be appointed.
- The assessor will be appointed fifteen days before the ESE of the semester.
- The practical examiner must be appointed fifteen days prior to the practical examination.

4.1.5 If the external examiner is chosen from an Industry or Organization, they must have a minimum of three years of professional experience in the relevant field for FY, SY, and TY and a minimum of five years for B. Tech.

4.1.6 The external examiner should confirm their acceptance immediately, but if they are unable to do so owing to prior commitments, they must notify the relevant body within a week of the appointment date.

4.1.7 The paper setter, examiner, and re-assessor must adhere to any instructions provided by the examination board from time to time on the format of question papers, etc.

B. Online Mode

Setting of question Paper :

i.   Each Course co-ordination must prepare a question bank for the ESE as per template submitted to the examination Section.

ii.   The number of questions to be set in the question bank are 1:3 for the first time of the pattern & there after they have to add 1:1 questions for each successive examination.

iii.   The user ID & Passwords will be given to all the Course Incharge.

iv.   The course coordinator will upload the question bank on Examination portal through the login credential provided by exam section.

v.   One day before the exam day, dean examination will generate the question papers of respective courses in the presence of course chairman. Course chairman will do the proof reading of the generated question paper, to check the corrections in the question paper.

vi.   On the day of examination day dean examination will print the question paper half an hour before the start of examination & hand over to internal Senior supervisor for Printing.

Evaluation of the Answer books

i.   On the same day of examination after completion of paper, the answer books will be handed over to the scanning team for the scanning purpose.

ii.   The scanning team will scan the answer sheets within 24 Hrs. after completion of exam paper.

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iii. After completion of scanning quality & control will complete the QC within 24 Hrs. after completion of scanning & the scanned answerbooks will be sent to evaluators login of the respective courses & course evaluators.

iv. Evaluator has to complete the answer books evaluation within four working days after the answer books available in the login of course coordinator.

4.2 Directions for the Author of the Question Paper

4.2.1 The question paper for the final exam of the semester will be worth 60 marks and have a maximum time limit of 2 hours and 30 minutes. However, as stated in the curriculum, the duration may be 3 hours for practical or activity-based evaluations.

4.2.2 The paper setter is not allowed to reveal his or her position. Any correspondence pertaining to the examination is private, and discretion should be exercised.

4.2.3 If a member of the AISSMS Institute of Information Technology, Pune's teaching staff meets the meet the eligibility for paper seating, he or she must accept the appointment as a paper setter.

4.2.4 In accordance with the appointment order, the paper setter must provide three paper sets, solutions, and a grading scheme. Least one set from an outside paper setter.

4.2.5 The question-paper format should be exact. The question paper should be created by the paper setter so that the questions

   i. are written in clear, concise, and comprehensible language

   ii. are unambiguous

   iii. ask for the appropriate marks

   iv. Cover the full course material.

   v. Adhere to any periodic instructions about the outcome-based education system and/or the choice-based credit system.

4.2.6 The question paper formats as per Blooms taxonomy for F. Y. B. Tech. to Final Year B. Tech are given in **Table 4.1 & Table 4.2**.

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4.2.7 The questions should be serially numbered, starting with 01, then 02, then 03, then 04, and so on.

4.2.8 If there are any sub-questions, they should be numbered A, B, C, D, …

4.2.9 Marks shall be indicated on the right side of sub-question or the question.

4.2.10 Instead of just assessing memory or book knowledge, questions should be constructed to test the ability to apply the knowledge that has been learned. According to the levels of Bloom's Taxonomy, the question paper may include inquiries measuring knowledge, skill, and thinking capacity.

4.2.11 The question number should be written below any diagrams or sketches, which should be produced in black ink or with a black ballpoint pen and affixed separately (to the question paper).

Table 4.1 : Question paper formats				
Q. No.	**Unit Nos.**		**Max Marks**	**Blooms Level**
Q. No. 1	Question on Unit III	Will have internal sub questions with options	15	Remember, Understand, Apply, Analyze, Evaluate
Q. No. 2	Question on Unit IV		15	
Q. No. 3	Question on Unit V		15	
Q. No. 4	Question on Unit VI		15	

OR

Table 4.2 : Question paper formats				
Q. No.	**Unit Nos.**		**Max Marks**	**Blooms Level**
Q. No. 1	Question on Unit III	Solve any one question	15	Remember, Understand, Apply
Q. No. 2			15	
Q. No. 3	Question on Unit IV	Solve any one question	15	
Q. No. 4			15	
Q. No. 5	Question on Unit V	Solve any one question	15	
Q. No. 6			15	
Q. No. 7	Question on Unit VI	Solve any one question	15	
Q. No. 8			15	

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4.2.12 Paper setter should prepare synoptic model responses and a marking system with the distribution of points for the question in order to aid in the evaluation of answer books.

4.2.13 In the case of numerical issues, the solution to the issues involving the distribution of marks for various stages should be included in the marking scheme.

4.2.14 The paper setter must precisely list any charts, tables, IS codes, data books, and other items needed for the exam.

4.2.15 In the format provided to the setter, common "instructions to candidates" are already indicated. However, the paper setter is asked to remove any unnecessary instructions or add any if necessary.

4.2.16 A declaration and the prepared paper must be submitted together by each paper setter. A soft copy of paper should be submitted to the Dean examination.

4.2.17 A copy of the course's curriculum and a teaching plan produced by a course faculty member who has taught the course are given to each external paper setter. To better comprehend the depth of a certain syllabus topic covered by the course coordinator, the paper setter may refer to this teaching plan when creating the question paper.

5. Examination and Evaluation for Undergraduate Programme

5.1 Assessment

The assessment of ISE I, ISE II will be based on unit number I & II respectively & ESE will be based on unit number III to VI. The assessment will be done by the respective course in charges.

5.2 Internal Assessment

Term Work (TW) will be evaluated based on **continuous assessment and corresponding submission**. It should be assessed by the Course Co-Ordinator of the institute for the first to sixth semester and by the external examiner at seventh and eighth semester. At the end of the semester, the final grade for a Term Work shall be assigned based on the performance of the student and is to be submitted to

the respective department. A student who fails in the Term Work on account of unsatisfactory performance shall be given an F grade and on account of inadequate attendance shall be given FX grade. Failing in a particular course Term Work shall not be the criteria for detention in the semester.

The evaluation parameters for TW are given in **Table 5.1**.

Table 5.1: Evaluation Parameters for Continuous Assessment

Understanding	Presentation	Activity	Timely submission
50%	20%	20%	10%

5.3 External Assessment

5.3.1 Theory Evaluation:

a. **In Semester Evaluation (ISE):** ISE will be conducted by respective Course Incharge. Insem I will be of subjective mode & Insem II will be conducted by using **any one mode mentioned in Table 5.2. Each Insem will be of 20 marks each** and conducted as per the schedule mentioned in Academic calendar.

b. **End Semester Examination (ESE):** ESE of 60 Marks for 3 courses will be conducted at the end of semester based on **Subjective Questions in offline mode.** ESE assessment will be done at the CAP Centre designated by the College by the Director, who is appointed as an examiner for the course.

c. **For the remaining courses 60 marks will be evaluated based on Activity or Practical based Evaluation (APE)**.

d. After checking the answer books of ISE and ESE, the **doubt of the examinee will be resolved** by showing the answer sheet in **specified period declared by the Examination Authority**.

Table 5.2: Modes of In Semester Evaluation

Sr. No.	Modes for ISE	Assessment Rubrics for the ISE				
		4 Marks	4 Marks	4 Marks	4 Marks	4 Marks
5.3.1.i	Presentation	Knowledge of the topic and contents of the slides	Literature Review	Presentation Skills	Time Limit	Performance
5.3.1.ii	Group Discussion	Level of Participation	Knowledge of the Topic	Argumentation	Communication skill	Attitude and behavior
5.3.1..iii	Laboratory Work	Realization of problem statement	Design	Procedure and Measurements skills (Testing)	Documentation	Performance in question and answer session
5.3.1.iv	Course Project	Literature Review	Objective of Project	Quality of work	Report writing	Viva
5.3.1.v	Home Assignment	Understanding	Thinking and Reasoning	Content Presentation	Plagiarism	Timeline
5.3.1.vi	Comprehensive Viva Voce	Knowledge about the topic	Communication Skills	Co-relation of concepts with application	Responsiveness	Question answers
5.3.1.vii	Blog Writing	Comprehensiveness and overall coverage of the blog	Understanding	Ease of understanding of the blog for the reader	Originality of blog contents	Citations
5.3.1.viii	Case Study	Clarity	Understanding of case handled, tools and technology used	Approach of analysis of case	Significance and relevance of findings	References, Bibliography, literature survey
5.3.1.ix	Survey	Comprehensiveness of the survey	Sample Size	Data analysis and interpretation	Usage of tool for report writing	Report
5.3.1.x	Multiple-Choice Question (MCQ) examination	The paper will be based on Blooms Taxonomy				
5.3.1.xi	Subjective examination	The paper will be based on Blooms Taxonomy				

Note: If any course coordinator is proposing a new innovative method other than these mentioned above. She/he should get rubrics approved from Dean Examination.

5.3.2 Practical/Oral /Seminar/Project Evaluation

Practical/Oral /Seminar/Project examinations by the internal and external examiners will be conducted for Practical heads at the end of each semester as per the schedule in Academic Calendar. These practical/oral examinations for FY, SY, TY and B. Tech. will be conducted in the presence of an External Examiner appointed by the competent authority.

6. Examination and Evaluation for Post Graduate Programme

6.1 Assessment

There will be **internal and external assessment**. **ISE I and ISE II will be based on Unit I and Unit II respectively. ESE will be based on Unit III to Unit VI.**

6.2 Internal Assessment

Term Work (TW) will be evaluated on the basis of **continuous assessment and corresponding submission**. The evaluation parameters for TW are given in **Table 5.1**.

6.3 External Assessment

6.3.1 Theory Evaluation:

a. **In Semester Evaluation (ISE):** ISE will be conducted by respective Course Incharge. Insem I will be of subjective mode & Insem II will be conducted by using **any one mode mentioned in Table 5.2. Each Insem will be of 20 marks each** and conducted as per the schedule mentioned in Academic calendar.

b. **End Semester Examination (ESE):** ESE of 60 Marks for 3 courses will be conducted at the end of semester based on **Subjective Questions in offline mode.**

c. **For remaining courses 60 marks will be evaluated based on Activity or Practical based Evaluation (APE).**

d. After checking the answer sheet of ESE, the **doubt of the examinee will be resolved** by showing the answer sheet in **specified period declared by the Examination Authority**.

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6.3.2   **Practical /Seminar/Project Evaluation:**

Practical/Oral examinations by the internal and external examiners will be conducted for Practical / Oral heads at the end of each semester as per the schedule in Academic Calendar.

a. The final examination for practical heads will normally be held before the End Semester Examination as per the Academic Calendar.

b. Practical / Oral examination will be conducted for every practical course, seminar and Project as mentioned in the respective structure of the curriculum, at the end of the semester.

c. These practical/oral examinations will be conducted in the presence of an External Examiner appointed by the competent authority.

d. The course which contains both the TW & PR or OR head, student have to pass in both the heads to earn the credits of tat course.

7. Unfair means / malpractice at Examination

7.1 General

The Maharashtra Act No. XXXI of 1982, which provides for avoiding Malpractices at the University/College/Board Examinations, was passed by the Maharashtra government. Use of unfair means of any type by an examiner, anyone, or anyone connected to the examination during the conduct of the examination is a cognizable and non-bailable offence, according to the act's relevant section. The act must be implemented using the following process.

7.2 Competent Authority

The Academic Council shall be the competent authority to establish a complaint redress committee upon receipt of a report regarding the use of unfair means by any student or person at an examination, including a violation of any rules established by institute authorities for proper conduct of examination. The student/person/s using, attempting to use, aiding, abating, instigating, or permitting the use of unfair means at the examination center must be the subject of an investigation, recommendation, and appropriate disciplinary action by the complaint redress committee.

When members of the teaching staff or other personnel participating in exam administration use unfair methods, the complaint redress committee shall look into the situation and report its findings and recommendations to the Academic Board.

7.3 Procedure for dealing with Unfair means Cases at Examination Centre.

If unfair measures are used, the Chairman BOS in question must pursue these steps.

a. The student will be asked to turn in his or her answer book and any unfair means material they may have discovered in their hands to the Chairman BOS respective program.

b. The concerned examinee's signature must be collected on the pertinent material and listed there. All pertinent materials and documents must be signed by the concerned invigilator and countersigned by the Chairman BOS of the relevant program.

c. Mark the student's answer book as "suspected unfair methods Case" and confiscate it together with any unfair means-related materials. Obtain the examinee's Statement in **Form No. E-A** and, if necessary, provide the examinee with a new response book that is appropriately designated as the "Second Answer book."

d. Obtain his or her signature on **Form No.E-B** stating that the decision made by the relevant competent authority in their case will be final and binding on them and will let them to proceed with their exams.

e. The Senior Supervisor the examination shall receive the statement of the concerned Invigilator in **Form No.E-C** and shall make a forwarding remark in the same format. If the student declines to provide a statement or an undertaking, the Senior Supervisor and the relevant invigilator must make a note of it under their signatures.

f. Send the examinee a show-cause notice in **Form No. E-D** asking them to appear before the complaint redress committee.

g. In the event of impersonation or violence, dismiss the offending examinee from the exam, deny him/her permission to sit the remaining exams, and notify the Dean Examination of the action taken.

h. Case According to the provisions of **Maharashtra Act No. XXXI, 1982,** may be reported to the concerned Police station in a designated for the prevention of malpractices in University/board/other examinations and it should be informed to Dean Examination.

i. The Senior Supervisor of the Examination shall forward to the Dean Examination all the materials and list of materials mentioned in clause a., as well as the statement and undertaking of the examinee in **Form Nos. E-A & E-B** and the statement of the Invigilator in **Form No. E-C**, along with the forwarding remarks, in a separate, sealed envelope marked "Unfair means case."

j. In the event that unfair means of the oral variety are used, the invigilator and/or the concerned authorized person must document the relevant facts in writing and inform the Dean Examination of them via the Chairman BOS of the relevant program.

k. After determining the primary facts of a malpractice complaint received from the Chairman BOS in question, the Dean Examination shall forward it to the Complaint Redress Committee. The Dean Examination /concerned officer will represent the case of malpractice that was brought about by him before the Complaint Redress Committee, the police authority, and the court of justice, and will handle the case until it is completely resolved.

8. Declaration of Result

8.1   In Semester Evaluation:

After ISE, the Course Incharge will complete the evaluation **within seven working days from the last date of completion of ISE**. The respective Course Incharge will prepare the marksheet Examination section shall prepare the result & will display on the notice board.

In case any student has query regarding the marks for Insem - I, the Course Incharge is required to present the answer sheet to the respective student and address any uncertainties they may have.

The respective Course Incharge will enter the marks in the examination software & marksheet is to be submitted to examination section duly signed by Course Incharge, BoS Chairman & dean Examination

8.2   Term Work Assessment:

Term Work assessment shall be conducted for the Lab courses, Project, Tutorials and Seminar. Term work is continuous assessment based on work done, submission of work in the form of report/journal, timely completion, attendance, and understanding. All the term works should be assessed by respective Course Incharge from the institute. At the end of the semester, the final grade for a Term Work shall be assigned based on the performance of the student and is to be submitted to the examination section. A student who fails in the Term Work on account of unsatisfactory performance shall be given F grade. **Failing in a particular course Term Work shall not be the criteria for detention in the semester.**

8.3   End Semester Examination Result:
Results should be declared **within 15 working days** after the last theory/practical examination.

8.4   Preparation of Grade points by Course Coordinator

Concerned Course Incharge shall enter all the marks i.e. Term Work, In Semester Examination, and End Semester Marks of the students, obtained in respective Theory / Practical course in stipulated time declared by competent authority. The examination and Evaluation section will declare the result along with Grades and Credits in respective course along with statistical parameters.

8.5   Rule of passing:

8.5.1   To pass the **Term Work / Practical / Oral / Seminar** the student has to get **Minimum of 40 %** marks in each respective examination head.

8.5.2   To pass the Theory Course head the student has to **get minimum of 40 % marks** in **End Semester Examination (ESE) and total marks 40**.

8.5.3   The failing students in a particular course can appear the ESE to pass the course in any semester. ISE marks of particular course will be retained as it is. The failing student in ISE in odd semester can appear in odd semester only. Similarly for the course of even semester will have to appear in the even semester only. Students can carry forward the ISE marks of previously appeared ISE.

8.5.4   Re-examination for F.Y., S. Y., T. Y., and Final Year will be conducted two weeks after the announcement of final result.

8.5.5   **To earn credits of a course** (Theory / Term Work / Practical / Oral / Presentation) student must pass the course with **minimum 40% passing marks/grade**.

8.5.6   **A student can register for the third semester (SY), if student earns minimum 50%** credits of the total of first and second semesters (FY) with **mandatory completion of non-creditable audit course** as mentioned in FY B-Tech Course Structure.

8.5.7   **A student can register for the fifth semester (TY)**, if student earns minimum 50% credits of the total of third and fourth semesters (SY) and all the credits of first and second semester (FY).

8.5.8   **A student can register for the seventh semester (BY),** if student earns minimum 50% credits of the total of fifth and sixth semesters (TY) and all the credits of third and fourth semester (SY.)

8.5.9   A student will be awarded the bachelor's degree if student earns total credits and clears all the mandatory noncredit audit courses in respective semesters.

8.6 Ordinances :
Ordinances will be applicable as per Savitribai Phule Pune University norms.

Ordinance 1 : Grace Marks for Passing in each of head of passing (Theory/Practical/Oral/Sessional). (External/Internal)

The examinee shall be given the benefit of grace marks only for passing in each head of passing, (ISE / ESE / Practical / Oral / Seminar / Internship), in external as well as internal examination as follows :

Head of Passing	Grace Marks Upto
UP to 50	02
51 – 100	03
101 – 150	04
151 – 200	05
201 – 250	06
251 – 300	07
301 to 350	08
351 to 400	09
401 & above	10

Provided that benefit of such gracing marks given in different heads of passing shall not exceed 1 % of the aggregate (Total) marks in that examination.

Provided further that this gracing is concurrent with the rules & guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIII, NCTE, etc.

Ordinace 4: Condonation

If a candidate fails in only one head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However,

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condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

Condonation of deficiency of marks be shown in the Statement of Marks in the form of asterisk and Ordinance number.

Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIII, NCTE, etc.

Notes for Ordinances :

i.   If a candidate fails in a head of passing, which is included in another head of passing, of the same course, he shall be entitled to the benefit of the Condonation in both the heads, if necessary subject to the maximum limit of Condonation permissible.

ii. If a deficiency of marks is condoned, the class/grade in the examination concerned, of the candidate, shall be declared on the actual marks obtained by the candidate.

iii. The benefits of above-mentioned Ordinances may be given to the candidates appearing in the examination with backlog and/or exemption whenever such a exemption/system of backlog has been provided.

iv. The benefits under above mentioned Ordinances shall be given at the time of declaration of result of final examinations only.

v.   Final examination for the purposes of these Ordinances means and includes such examination/s on the basis of marks on which class/grade is awarded.

8.6.1   **Honors :** The program will be available for getting Honors Degree to the students. As clearly mentioned in AICTE Handbook-2020, explicit Honors for the specific undergraduate disciplines will be available. An additional 18 credits must be earned by the learners to secure Honors.

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8.7   Rules and Regulations for Honors Programs:

- **R1.1** : It is absolutely not mandatory for any student to opt for the Honors Program. Choice is given to individual students to undertake Honors programs from the third year (Fifth Semester) to fourth year (Eighth Semester). Honors programs will be opted from offered courses by the respective programs. Once selected, student will not be permitted to change the Honors Program in forthcoming semesters.

- **R1.2** : **Academic Criterion for the students to undertake the Honors Program.** The eligibility criteria for undertaking the honors degree course are minimum **First Class or Minimum 6.75 CGPA at SY BTech**. To students undertaking Honors degree course.

- **R1.2** : The registration for Honors Program will lead to gain additional credits to such students. The result of Honors Program will get reflected in ledgers to be maintained at Institute. After the completion of the Honors program by concerned students, details of credits earned in Honors program are printed in the mark sheet of eighth semester. **For those students, who will not be able to complete Honors program, details about the additional credits earned will not get printed on final marksheet.**

- **R1.3** : Credits earned through registration and successful completion of the Honors Program will not be considered for the calculation of SGPA or CGPA. As per the standard practice, SGPA and CGPA calculations will be done with common base only by considering mandatory credits assigned for the Bachelor program as per the structure approved by the Academic Council.

- **R1.4** : Students once registered for the program need to complete all credits assigned for the specific Honors program in the period of 4 years from the Semester-V. Degree with Honors will be awarded only after the completion of Honors program along with respective Under Graduate (UG) program degree. Student may opt to cancel the registration for Honors within this period of 4 years. After 4 years expire automatically Bachelor's degree will be awarded to such a student provided he has earned the credits needed for graduation.

- **R1.5** : Backlog Honors Programs will not contribute in the decision of A.T.K.T.

- **R1.6** : Additional examination fees as per prevailing rules and regulations will be charged from those students who had registered for Honors Program to match the expenses.
- **R1.7 :** Examinations for Honors Program will get organized at the Institute Level. Question paper will be common for all students who had opted/registered for the specific Honors Program.

8.8   Re-examination Scheme:

- A student shall have to register for the Backlog or Re-examination Course/Courses by paying additional examination fees for that particular course as per the norms.
- Backlog Examination or Re-examination will be conducted only for those students whose term has been granted but failed in any course. No regular Examination will be conducted for detained students.
- 'P' on the grade card/ mark sheet will indicate that a particular course has been passed in one attempt.
- '*' on the grade card/ mark sheet will indicate that a particular course has been passed in more than one attempt. **The rankers list will be prepared only for students clearing all the courses on the first attempt.**
- In any circumstances there will be no revaluation of answer books for re-examination of any Courses.

8.9   Term Validity:

- Students who have passed the final year of graduation in all courses and only failed in certain courses of the pre-final year (T.Y.-B. Tech.) will be required to complete the degree by re-registering the course running in that year. However, the performance of such students in all the passed courses of the final year will be considered.
- If the students have not completed the course in M = N + 2 years i.e. year of course and additional two years then as per the guideline of University Grants

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Commission they will be required to re-register the year in which they failed and complete the remaining course in two years.

Where,

M = Maximum duration to complete the Programme,

N = Normal or Minimum duration prescribed for completion of program.

8.10   **Special Examination :** Special examination may be conducted for the students' with legitimate reasons such as representing the institute/university in state/national/international events with prior permission of competent authority.

9. Grading System

9.1 Passing Grade: A grade is assigned to each head based on marks obtained by a student in examination of the course. The marks obtained Unit tests and End-Semester Examination (ESE) are considered together to calculate the grade of the course. These grades, their equivalent grade points are given in **Table 9.1** shows the format.

Table 9.1: Equivalent Grade Points

Marks	Grade points	Grade	Remark
90-100	10	O	(Outstanding)
85-89	09	A+	(Excellent)
75-84	08	A	(Very Good)
65-74	07	B+	(Good)
55-64	06	B	(Average)
43-54	05	C	(Satisfy)
40-42	04	P	(Pass)
0-39	00	F	(Fail)
AB	00	IC	(Absent) Absent for exam but continue for the course
--	0	DX	Detained, Readmission to course
AC	--	PP	Passed (only for non credit courses)
AC	--	NP	Not Passed (only for non credit courses)

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9.2 Grade Explanation:

9.2.1 The grades O, A+, A, B+, B, C, D, P are passing grades.

9.2.2 A candidate acquiring any one of these grades in a course shall be declared as PASS, and student shall earn the credits for a course only if the student gets a passing grade in that course.

9.2.3 F Grade - Grade F shall be treated as a failure grade.

9.2.4 The student with an F grade will have to pass the concerned course by appearing for the backlog examination.

9.2.5 The student with an F grade for any stage of the Project work will have to carry out additional work/ improvement as suggested by the examiners and appear for the backlog examination.

9.2.6 PP and NP Grade – it is mandatory for student to registered for audit course & shall be awarded the grade PP after satisfactory completion of audit course and shall be included in the Semester grade report for that course, provided student has the minimum attendance as prescribed by the institute and satisfactory internal performance and secured a passing grade in that course. A student who is unable to complete audit course will be awarded as NP grade & also not eligible for the award of the degree.

9.2.7 DX Grade-The grade DX in a course is awarded by the college, if a student does not maintain the minimum attendance in the Lecture / Tutorial class as prescribed by the institute and/or his performance during the semester is not satisfactory and/or he/she fails in the Term Work head of that course.

9.2.8 The student with DX grade in a given course is not permitted to take the ESE in that course. Such a student will have to re-register for the course.

9.2.9 In Semester Evaluation (ISE) marks will not be considered for students whose term has been detained. Such students are required to re-register in the year of detention and appear for ISE.

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9.2.10 Students who have been detained in the first semester will not be eligible for the second semester of that year. Such students can complete both semester courses in the next academic year by taking readmission with full payment of tuition fees of a year.

9.2.11 Students who have been detained in the second semester can register for the second semester in the next academic year by taking readmission in the second semester with full payment of tuition fees of a year. The performance of the first semester of the previous academic year will be considered and their marks will be retained as it is.

9.2.12 Students who have been detained at any respective year or semester will not be eligible for any Government aided scholarship.

9.2.13 The student with F in a course shall not be awarded any credits for that Course.

9.2.14 The student with DX in any course shall not be awarded any credits for that examination.

9.3 Performance Indices:

9.3.1 The semester end grade card & final grade card will contain grades for the courses along with titles, SGPA & CGPA. Transcript shall contain grades for all the courses along with titles, SGPA & CGPA. SGPA and CGPA are calculated up to two decimal places by rounding off.

9.3.2 SGPA -The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses, seminars and projects registered by the student during the semester.

Semester Grade Point Average (SGPA)

$$SGPA = \frac{\sum_{i=1}^{n} C_i\, G_i}{\sum_{i=1}^{p} C_i}$$

$$SGPA = \frac{\sum[(\text{Grade Points Earned}) \times (\text{Credits For Each Course})]}{\text{Total Credits for the semester}}$$

For Example: suppose in a given semester a student has registered for five courses having credits C_1, C_2, C_3, C_4, C_5 and his / her grade points in those courses are G_1, G_2, G_3, G_4, G_5 respectively. Then students

$$SGPA = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + C_4 4 + C_5 G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

9.3.3 CGPA: The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral/presentation) of first semester to eighth semester for the students admitted in the First year and third to eighth semester for the students directly admitted at Second year. CGPA is calculated in the same manner as the SGPA.

Cumulative Grade Point Average

$$CGPA = \frac{\sum_{i=1}^{n} C_i\, G_i}{\sum_{i=1}^{p} C_i}$$

$$CGPA = \frac{\sum[(\text{Grade Points Earned}) \times (\text{Credits For Each Course})]}{\text{Total Credits for the Degree}}$$

9.3.4. In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.

9.4   Result

Based on the performance of the student in the semester examinations, the college will declare the results on website and issue the Semester Grade sheets. The class shall be awarded to a student on the CGPA calculated. The award of the class shall be as per **Table 9.2**.

Table 9.2: Award of the Class

Sr. No.	CGPA	Class of the degree awarded
1	7.75 or more than 7.75	First Class with Distinction
2	6.75 or more but less than 7.75	First Class
3	6.25 or more but less than 6.75	Higher second Class
4	5.5 or more but less than 6.25	Second Class
5	4.0 or more but less than 5.5	Pass Class

Table 9.3: CGPA to % (Percentage) Conversion :

Final CGPA Range	Final Grade	Formula for % Conversion
09.00 to 10.00	O	20 x CGPA – 100
08.50 to 08.99	A+	12 x CGPA – 25
07.50 to 08.49	A	10 x CGPA – 7.50
06.50 to 07.49	B+	05 x CGPA + 26.25
05.50 to 06.49	B	10 x CGPA – 2.50
04.25 to 05.49	C	10 x CGPA – 2.50
04.00 to 04.24	P	6.6 x CGPA + 13.6

9.5 Grade Improvement Scheme

A. During the Course

9.5.1 The students having their SGPA less than 7.75 (required SGPA for first class with distinction as per AICTE norms) will be given chance to improve their SGPA/CGPA by appearing in minimum two theory course. If a student gets less marks in the paper, he/she has applied for grade improvement will retain initial marks.

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9.5.2 For grade improvement, eligible students fulfilling 9.7.1 norms, must appear in the re-examination of the respective year which will be conducted every year after declaration of the result of even semester examination.

B. After Completion of Degree Course

9.5.3 For students who have passed the final year : Students who want to improve their grade can repeat End Semester Examinations of any three courses from the first year, second year, third year, or final year. For grade improvement, students can appear for the examination within three years after passing the final year. If the student gets less mark in the grade improvement examination, the marks in the previous examination will be considered.

9.5.4 A student shall have to register for the Grade Improvement by paying additional examination fees for that particular course as per the norms.

9.5.5 **A student can get the benefit of anyone (A or B) mentioned above, of the Grade improvement scheme**

9.6 Award of Degree

A student shall be eligible for the award of all Undergraduate and Postgraduate Degree from the College and the University provided the student as:

9.6.1 Registered and passed all the prescribed courses and earned the minimum credit requirement for the degree.

9.6.2 Paid all the institute dues.

9.6.3 No case of indiscipline pending against him/her.

9.6.4 Obtained eligibility certificate from administrative office.

9.6.5 Degree will not be awarded in case of incompletion of eligibility criteria.

9.6.6 Satisfied all the requirements prescribed by the institute including no dues form.

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9.7 Provisional Degree

The institute shall issue "Provisional Degree" signed by Dean Examination to the outgoing students who, otherwise has completed all the requirements for award of degree.

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E-A

Statement of candidate who is alleged to have used Unfair Means at the End Semester Examination.

Name in Full   : _____

Address   : _____

Examination   : _____

Paper No. & Subject   : _____

Seat / PRN No.   : _____

To,
The Dean of Examination
AISSMS IOIT, Pune - 1

Sir,
        I _____

appeared at the above examination held on _____

_____ at the **AISSMS Institute of Information Technology.** (Centre) in the Morning/Evening session

I give below my statement as follows :-

_____

_____

_____

_____

Place :
Date :   Time :   **Signature of the Candidate**

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E-B

FORM OF UNDERTAKING

Full Name of the Candidate : _____

Permanent /Local Address   : _____

_____

To,
 The Dean of Examinations,
 AISSMS IOIT, Pune - 1

Sir,

   I _____ the undersigned, student of **AISSMS Institute of Information Technology** appearing for _____ Examination.

    College (centre) I do hereby state on solemn affirmation as under :-

I understand that I am involved in respect of an alleged use of Unfair Means in the examination hall and therefore, a case against me is being reported to the University.

That in spite of the registration of a case of Unfair Means against me, I request the Examination authorities to allow me to appear in the present paper and the papers to be set subsequently and/ or at the examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the Examination authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally, consequent upon my special request, is liable is treated as null and void.

 In witness where of I set my hand to this undertaking.

Signature of the Candidate

Date :

Before me

Dean Of Examination
And Rubber stamp of the College
Date :

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Report of the Jr. Supervisor/Sr. Supervisor/ Dean Examination/Examiner

Block No. : _____

Examination : _____

Subject : _____

Date : _____

To,
Dean of Examinations,
AISSMS IOIT, Pune - 1.

Sir,
   I _____ the undersigned, Examiner appointed in the above-mentioned block at the **FY/ SY/TY BTECH** examination held at **AISSMS Institute of Information Technology.**
I am hereby making report against Candidate PRN No. _____.
Shri/Smt. _____ at the examinations, as follows :
_____
_____

                                                 Yours faithfully,

                                               (Jr. Supervisor)

Time :   **Date :**
Name & Address of the Jr. Supervisor
_____
_____
On the basis of the report made by the Examiner, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate No. _____ and therefore the case be forwarded to the Committee for investigation.

                                           Signature of Sr. Supervisor
                                           Name : _____

                                           Date : _____

Forwarded to the Dean of Examination, AISSMS IOIT, Pune -01 for necessary action.
Place : AISSMS IOIT, PUNE -01
Date :
Encl : Answer sheet, Junior Supervisor statement, Statement of Candidate ,Form of Undertaking, Pro Forma 'B' Copy of Id card & admit card.

Signature of Dean Examination

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E-D

AISSMS/IOIT/AUTONOMY /EXAM/   Date :

To,

_____

_____

Subject: -   Show Cause Notice (under clause 10(i) of Ordinance 09)in respect of Unfair means at Endsem II examination of _____held in _____.

This is to inform you that the Examination Section has received a report about unfair means case resorted by you during the End Semester examination of FY B Tech Electronics & Telecommunication Engineering term II held in August 2023. The details of the unfair means alleged to have been committed by you are given below:-

Case No   :
Course   :
PRN Number: :
Course   :
Date of Examination   :
Commitment of the student   :

You are therefore asked to remain present in front of the said Unfair Means Committee in the College Examination Office on 19/08/2023 at 01:00 pm. You should bring your examination hall ticket and college identity card with yourself.

(DR. Vijaykumar S. Kamble)
Dean Examination

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PROFORMA 'B'

Proforma for submission of the Information regarding prosecution of
Candidates appeared at the Centre

Block no	Examination	Name and PRN of the candidate prosecuted	Date of Prosecution	Report which the candidate was found mal-practising and nature of malpractice in brief	Name of the person who detected the mal-practice	Signature of Jr. supervisor	Signature of Sr. Supervisor	Signature of Dean examination	Remark
1	2	3	4	5	6	7	8	9	10