

Introduction

Conduction of all examinations with clock precision in a fair and smooth manner and publishing flawless results in stipulated time is the prime responsibility of Exam cell.

About

Exam Cell follows the policies and guidelines of autonomous KJSIT, University of Mumbai, DTE and the government regulatory bodies and ensures the smooth functioning of examination and evaluation processes at the institute which are in line with the academic calendar.

Examination Structure & Code of Conduct

1. Introduction to Choice Based Credit & Grading System (CBCGS) Scheme III (B. Tech.)/II (M. Tech.) 2023-2024

K.J. Somaiya Institute of Technology shall implement the Choice Based Credit & Grading system (CBCGS) Scheme III 2023-2024 onwards for Undergraduate and Scheme II 2022-2023 onwards for Post-graduate Programmes in Engineering and Technology, being an autonomous institute.

1. Course Credit

A course credit is a unit that gives weightage to the value, level or time requirements of an academic course which is measured for obtaining a particular degree. A student shall have to complete the assigned academic activities for all the prescribed courses in order to earn the required number of credits. The number of credits assigned for a particular course is based on the number of contact hours per week for that course. The credit structure and its allotment is specified in the syllabus scheme of each semester.

2. Grading of Performance for UG and PG

Semester wise performance assessment of every registered learner shall be carried out through various modes of examinations as under:

3.1 The Continuous Assessment (CA):

The CA will consist of the following for Scheme III B. Tech.:

- **TEST 1 (T1) & TEST 2 (T2):** Two Term Tests will be conducted for 20 marks each for Core subjects and for 15 Marks for Fundamental/Basic subjects as per curriculum and total of both tests will be considered for result preparation. While allotting the marks, where a fraction number is arrived, the same will be rounded to the next number.

The CA will consist of the following for Scheme II M. Tech.:

- **TEST 1 (T1) & TEST 2 (T2):** Two Term Tests will be conducted for 30 marks each for all subjects and average of both tests will be considered for result preparation. While allotting the marks, where a fraction number is arrived, the same will be rounded to the next number.
- **INTERNAL ASSESSMENT (IA):** Includes MCQ Tests, Assignments, Quizzes, Presentations, Seminars, etc. (as prescribed in the syllabus) and Internal Assessment shall be of total 10 marks for all Theory Courses.

3.2 SAT & PBL:

- **SAT (SKILL-BASED, ACTIVITY-BASED, TECHNOLOGY-BASED) COURSES:** SAT courses will have Term Work of total 25 marks each as mentioned in the syllabus and examination scheme.
- **PBL (PROJECT BASED LEARNING) COURSES- PBL mini, minor and major courses** will have Term Work/Oral /Practical examination of total 25/50 marks each as mentioned in the syllabus and examination scheme.

3.3 End Semester Examination (ESE):

College Theory examination comprising 60 Marks for Core Courses and 45 Marks for Fundamental /Basic Courses shall be of 2.5 and 2 hours duration respectively for Scheme II/III.

The weightage shall be as follows:

CA – 40 %

ESE – 60 %

A student is awarded a letter grade in every course, based on the combined performance in all assessments in a particular semester as per scheme of credits and examinations of the respective programme. These letter grades not only indicate a qualitative assessment of the learner's performance but also carry a quantitative (numeric) equivalent called the Grade Point.

Letter Grade and Grade Point Allocation for UG Examination (B. Tech. Scheme w.e.f. 2024-25)

% Marks	Grade Points	Grade	Performance
80 and Above	O	10	Outstanding
70-79.99	A+	9	Excellent
60-69.99	A	8	Very Good
55-59.99	B+	7	Good
50-54.99	B	6	Above Average
45-49.99	C	5	Average

40-44.99	P	4	Pass
Less Than 40.00	F	0	Fail
Absent	AB		

Letter Grade and Grade Point Allocation for PG Examination (M. Tech. Scheme I & II)

Percentage of Marks	Letter Grade	Grade Points	Performance
85.00 and above	O	10	Outstanding
80.00 – 84.99	A	9	Excellent
70.00 – 79.99	B	8	Very Good
60.00 – 69.99	C	7	Good
55.00 – 59.99	D	6	Fair
50.00 – 54.99	E	5	Average
45.00 – 49.99	P	4	Pass
Less than 45.00	F	0	Fail
Absent	AB	0	Absent

Description of Symbols used in Result Gazette & Grade Cards

Symbol	Description	Symbol	Description
P	Pass	@	O.5042
F	Head of Failure	*	O.5045
–	Not Applicable	#	O.229
AB	Absent	+	Marks Carried
/	Female	E	Exemption in the Head
~	Dyslexia Benefit	Null	Null & Void

3. Instructions for Students /Candidates while Appearing for End Semester Examination:

- The candidates shall be present at the examination centre at least 30 minutes before the start of the examination and understand the details of seating arrangement and the classroom, where the examination will be conducted.
- The candidates shall be given entry in the block before 15 minutes the examination commences. Candidates are required to have suitable identification (student I.D. card and Hall Ticket) available during examinations.
- The candidates shall not carry any electronic gadget like mobile phone/ smart watches / tablets etc. or any reading material in the examination room during the examination. Possession of these things will be considered as malpractice and they will be liable for strict disciplinary action.
- The candidates shall ensure that all their bags and other personal belongings are deposited in the designated area usually near the Junior Supervisor's table, at their own risk. The College will not be responsible for the safety and security of the same.
- The candidates shall occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose, on the answer-book.
- Every candidate present must sign against his / her seat number on the attendance sheet provided by the Junior Supervisor.
- On the first page of the answer book, the candidates should write only the name of the program, semester details and course for which the examination is being held and number of supplementary sheets attached to the main answer book. Any extra writing on the first page or anywhere in the answer book will be treated as an act of unfair means and will be processed as per rules.
- The candidates shall hold no communication of any kind with anyone other than the Block Supervisor while the examination is in progress. If any candidate wishes to communicate with the supervisor regarding a query in the question paper or any other problem, he/she should raise his/her hand.
- The candidates shall not write anything on the question-paper/hall ticket.
- The candidates are allowed to leave the examination room only after 30 minutes after the start of the examination, only if s/he submits her / his answer book to the Junior Supervisor of the examination room. The supervisor can also deny entrance to a student if she or he arrives later than 30 minutes after the start of the examination. Also, the candidates are not allowed to leave the examination hall in the last ten minutes towards the end of the examination.
- Candidates should go through the question paper carefully and confirm that the question paper relates to the course in which they are appearing, and in case of any discrepancy, they should bring it to the notice of the Junior Supervisor in the examination room.
- Candidates should specifically go through the instructions given on the top of the question paper and on the first page of the answer books provided to them.

- Leaving the examination hall to visit the wash room is not allowed in the first one and half hours of the examination and in the last 15 minutes towards the end of examination.

4. Instructions to candidates (For Tests/Oral/Practical/End Semester Examinations)

Dos:

- Enter the exam hall 15 minutes before the examination
- Carry ID card, hall ticket
- Use the washroom, if necessary, before or after the exam
- Do not carry food items or beverages inside the hall. Bring plain water in a transparent bottle
- Leave your bags in the designated area
- Comply with invigilators' instructions
- Maintain decorum within the hall
- Co-operate during the frisking process

Don'ts:

- Do not carry bags, purses, mobile phones, any kind of watches, calculator cover, paper or opaque plastic covers/pouches, or paper of any kind inside the hall
- Do not wear an apron, jacket, hoody or other clothing accessories
- Do not write anything on your hand/body as well as on the question paper
- Do not talk during examinations with other candidates
- Do not resort to malpractice/unfair means
- Do not resort to actions amounting to misconduct or misbehaviour

Note: Indulging in any kind of malpractices/unfair means during examinations will lead to declaring the result as “null & void” as per rule.

5. General Instructions to Students for Open House

- Students must be present in person for the Open House as per the time table displayed on the notice board of the respective department.
- No one except the student himself/herself will be allowed to attend the Open House; including parents, guardians, friends or any other student representative.
- Students shall sign an attendance sheet provided at the venue where the answer books will be shown to them.
- Once inside the classroom, students will not be allowed to leave the classroom for any reason, unless they return the answer books. Also, the answer book shall not be taken outside the room.

- No food items including drinking water will be allowed in the classroom where answer books will be shown.
- Students shall not carry pen, pencil or any other writing material with them while entering the room in order to avoid any kind of tampering of answer sheets. If so found, it will be treated as Unfair Means and in such cases disciplinary action will be taken against concerned student/s.
- Students will not be allowed to carry any kind of electronic gadgets like camera, mobile phone or smart watch inside the classroom. Clicking an image of any part of the answer book will be treated as Unfair Means and in such cases disciplinary action will be taken against the concerned student.
- Students shall have to keep their belongings safely. College authorities will not be responsible for any untoward incident.
- Students' grievances will not be resolved at the Open House. Students need to fill a Grievance Form which will be provided to them by the teacher available in the room. Grievances as given below related to the end semester exam can be reported in ESE Grievances Form as under,
- Grievance related to difference in ESE marks which are on the answer book and displayed on the intranet.
- Re-verification (Totalling Mistake, Un-assessed part)
- Re-assessment (Grievances related to marking scheme)
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- Note: A student will not be allowed to fill the grievance form in Category II, if he/she has filled the grievance form in Category III.
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- Students are required to submit this form to the faculty/staff present in the classroom. Pens will be provided by the college to fill the Grievance Forms.
- The student will make necessary payment/ rechecking fees, for getting the answer paper rechecked and the result would be revised only if the student has passed in the process of rechecking. If any discrepancy is found in the declared results of UG/PG, the results shall be amended after due verification.
- All the Grievance forms will be thoroughly examined by the COE and/or by EEC and appropriate decisions will be taken. The decision of the committee will be related with-
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- Increase/ decrease / no change in the marks after reassessment
- Unfair Means reported, if any.

Ordinance/Rules

Progression Rules for UG (B. Tech.)

The curriculum and Choice Based Credit & Grading System (CBCGS) is implemented by KJSIT for the Bachelor of Technology programme under autonomy from the academic year 2021-2022 and the regulations applicable to these are as given below:

Grant of Term (Attendance)

All bonafide students are advised to attend 100 % lectures, practicals and tutorials conducted for every course in each semester. Minimum average 75% of attendance is mandatory for the grant of term. All certified Term Work must be submitted within the specified time. Both of these conditions should be fulfilled by a candidate to get the term granted and allowed to appear for regular ESE/O/P/P&O examination.

If not fulfilled, the candidate shall be declared as a defaulter and shall not be allowed to appear for the regular ESE/O/P/P & O examination. Such a candidate shall have to seek admission for that semester / term again in the next academic year on paying appropriate fees to repeat that term /semester.

Rules Related to Admission

- **R-UG1:-**A learner who has passed semester I and Semester II examinations of technology will be permitted to enter upon the program for semester III of second year technology. However, a learner who has failed in **not more than six heads of passing of which not more than three shall be in End Semester Examinations** of Semester I and Semester II considered together will also be permitted to enter upon the program for Semester III of second year technology.
- **R-UG2:-**A learner who has passed semester I to semester IV examinations will be permitted to enter upon the program for semester V of third year technology. However, a learner who has failed in **not more than six heads of passing of which not more than three shall be in End Semester Examinations** of Semester III and Semester IV considered together will also be permitted to enter upon the program for Semester V of third year technology, provided he / she has passed semester I and semester II examinations of first year technology.
- **R-UG3:-** A learner who has passed semester I to Semester VI examinations will be permitted to enter upon the program for semester VII of final year technology. However, a learner who has failed in **not more than six heads of passing of which not more than three shall be in End Semester Examinations of Semester V** and Semester VI considered together will also be permitted to enter upon the program for semester VII of final year technology, provided s/he has passed all examinations up to and including semester IV.

Eligibility Criteria Chart			
<i>Failed in not more than No. of Heads in Test/Oral/Practical</i>	<i>Failed in not more than No. of Heads in End semester exam</i>	<i>Failed in not more than total heads of passing</i>	<i>Remark</i>
3	3	6	Eligible
4	2	6	Eligible
5	1	6	Eligible
6	0	6	Eligible
2	4	6	Not Eligible
1	5	6	Not Eligible
0	6	6	Not Eligible

Rules Related to Examinations

- **R-UG4:-** Continuous Assessment, End semester examination, Practical/Oral and or Practical & Oral will be considered as separate Head of passing prescribed in the scheme of examinations. **Term Work is not a separate head of passing; however a learner is eligible to appear for any form of examination only after satisfactory completion of Term Work in all courses of a particular semester as per scheme of instructions and examinations.**
- **R-UG5:-**A learner for being eligible to appear for semester III of the Second Year technology Examination should have satisfactorily kept the term for semester III and passed in semester I and Semester II examination. However, a learner who has failed in not more than **six heads of passing of which not more than three shall be in End Semester Examinations** of Semester I and Semester II considered together will also be permitted to appear for semester III examination.
- **R-UG6:-** A learner for being eligible to appear for semester IV of the Second Year technology examination should have satisfactorily kept the term for semester IV and passed all examinations upto semester III. However, a learner who has failed in **not more than six heads of passing of which not more than three shall be in End Semester Examinations** of Semester I, Semester II considered together and kept the terms for semester III will also be permitted to appear for semester IV examination.
- **R-UG7:-** A learner for being eligible to appear for semester V of the Third Year technology Examination should have satisfactorily kept the term for semester V and passed all examinations upto semester IV. However, a learner who has failed in **not more than six heads of passing of which not more than three shall be in End Semester Examinations** of Semester III and Semester IV considered together will also be permitted to appear for semester V examination.

- **R-UG8:-** A learner for being eligible to appear for semester VI of the Third Year technology Examination should have satisfactorily kept the term for semester VI and passed all examinations upto semester V. However, a learner who has failed in **not more than six heads of passing of which not more than three shall be in End Semester Examinations** of Semester III and Semester IV considered together and kept the term for semester V will also be permitted to appear for semester VI examination.
- **R-UG9:-** A learner for being eligible to appear for semester VII of the Last Year technology examination should have satisfactorily kept the term for Semester VII and passed all examinations up to semester VI. However, a learner who has failed in **not more than six heads of passing of which not more than three shall be in End Semester Examinations** of Semester V and Semester VI considered together will also be permitted to appear for semester VII examination.
- **R-UG10:-** A learner for being eligible to appear for semester VIII of the Last Year technology Examination, should have satisfactorily kept the term for semester VIII and passed all examinations upto semester VII. However, a learner who has failed in **not more than six heads of passing of which not more than three shall be in End Semester Examinations** of Semester V and Semester VI considered together and kept the term for semester VII will also be permitted to appear for semester VIII examination.

Progression Rules and Award of PG Degree (M. Tech.)

Rules for Admission and Examination for PG (M. Tech.)

Rules for Master of Technology (M. Tech.) degree with Choice Based Credit & Grading System (CBCGS) of KJSIT Syllabus Scheme II applicable from A. Y. 2022-23 are as under:

- **R-PG20:-** The M. Tech. degree Examination shall consist of End semester examination, Continuous Assessment, Practical and/or Oral examination, Seminar, PBL-Dissertation I & II and Viva-voce. The entire programme shall be grouped in four semesters.
- **R-PG21:-** A learner for the M. Tech. degree may appear for Semester I examination after filling in at least one semester, semester II examination after filling in at least two semesters, semester III examination after filling in at least three semesters and semester IV examination after filling in at least four semesters after registration.
- **R-PG22:-** A learner must obtain a minimum of 45% of the full marks assigned to pass in the individual courses of semester I to III examinations. The minimum of 45% of the full marks assigned must be obtained in the Continuous Assessment, End semester examination, Practical and/or Oral examination, Seminar, PBL-Dissertation I & II and Viva voce separately in each course as applicable to pass.
- A learner who fails to obtain 45% marks for seminar, dissertation and Viva voce shall

improve and resubmit the dissertation or submit another dissertation in subsequent semesters.

- **R-PG23:-** The scheme of instructions and examinations and the syllabi for the programme leading to M. Tech. degree in different programs of Technology shall be as approved by the Academic Council of KJSIT.
- **R-PG24:-** A learner who fails in an examination, but secures a minimum of 45% of the marks assigned to the Continuous Assessment, End semester examination, Practical and/or Oral examination in a course will be exempted from reappearing in the Continuous Assessment, End semester examination, practical and/or oral examination in that course. The marks secured by such a learner in the Continuous Assessment, End Semester Examination, Term Work, Practical and/or Oral Examination will be carried forward to the subsequent examination at which s/he reappears.
- **R-PG25:-** A learner who has not passed in semester I and II examination in all respects shall be also allowed to keep the term in semester III.
- **R-PG26:-** No learner shall be allowed to appear for the PBL-Dissertation I & II and Viva voce examination unless s/he has satisfactorily kept the terms for the semester I, II and III and passed fully in semester I, II and III examinations.
- **R-PG27:-** Credit (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and tutorial hours, and a multiplier of half (1/2) for laboratory hours.
- **R-PG28:-** Seminar is a course wherein under the guidance of a faculty member a learner is expected to do an in-depth study in a specialized area by doing a survey of published technical literature, understanding different aspects of the problem. While doing this, the learner is expected to critically analyse works of various authors/researchers, learn the investigation methodologies, study concepts, techniques and the results presented in these papers, and present a seminar. It is mandatory to give a seminar presentation before a panel appointed by the EEC which is constituted for the purpose as mentioned in the scheme of instructions and examinations of respective programmes. Seminars typically carry 3 credits.
- **R-PG29:-** A Dissertation is a mandatory requirement for the Master of Technology Programmes. The Dissertation consists of two stages, spread over the duration of one year, normally starting from the third semester PBL- Dissertation I and ending with the fourth semester PBL-Dissertation II. These are essentially research and development projects, where a learner trains him/herself, under the guidance of supervisor/s, an in-depth analysis of a technology problem and attempts synthesis of a solution. It includes literature survey, problem analysis and problem definition, extensive experimental / modelling work, and analysis of results typically form various components of the Dissertation work. Dissertation - I and Dissertation-II carries 12 and 15 credits respectively.
- **R-PG30:-** The minimum credit required for award of a Master of Technology (M. Tech.) the programme is 68.
- **R-PG31:-** Rating of learners' performance in a theory course should be done by using various modes of assessment, which mainly include Continuous Assessment and End

Semester Examination. Relative weightage for Continuous Assessment is typically 40% consisting of two Tests (T1 & T2). The relative weightage for end semester examination is 60% and will be held as per the college schedule. It is mandatory for the learner to appear for all modes of assessment.

- **R-PG32:-** Rating of learners' performance in a laboratory course will be based on regular supervision of the learner's work, her/his performance in viva-voce examinations, the quality of their work as prescribed through laboratory journals and an end semester test that contains performing an experiment if practical examination is mentioned. It is obligatory to maintain a laboratory journal as prescribed by the course instructor. Final submission/examination for laboratory courses will normally be held before the end semester examination (final theory examinations).
- **R-PG33:-** A learners' performance rating in seminar course should be based on written report, and an oral presentation before a panel of examiners appointed by the EEC. The supervisor and/or co-supervisor, when involved, are part of the panel.
- **R-PG34:-** A learners' performance rating in courses such as PBL-Dissertation I and PBL-Dissertation II should be based on continuous assessment. Learner's work in these courses should be supervised or guided, and need regular interaction (at least once a week) with the supervisor/guide. For evaluation of Dissertation-I, a learner has to submit the required number of copies of typed report to the respective department of affiliated Institute/ College as per the College academic calendar. Evaluation will be done, by a panel of examiners appointed by EEC, based on the report and presentation. The criteria of evaluation of PBL-Dissertation I am given in the curriculum. The PG dissertations shall be evaluated by a panel of examiners consisting of external examiner, internal examiner/guide and internal experts as per the schedules given in Academic Calendar through an oral examination backed by required demonstrations.
- **R-PG35:-** For evaluation of PBL-Dissertation II, a learner has to submit a required number of soft bound typed Dissertation reports to the College. The evaluation will be done by a pair of examiners based on the report and a viva-voce as per the criteria given in the curriculum. The Pair of Examiners for the assessment of PBL-Dissertation II will be appointed by EEC. The supervisor/guide will act as Internal examiner and External examiner should be appointed either from other universities/colleges or from reputed industries, research organizations such as BARC, TIFR, IIT'S, with minimum qualification as Ph.D./ M.E. / M. Tech in relevant branches of engineering. After the successful completion of viva-voce examination, a learner shall submit the required number of hard bound typed Dissertation reports to the College by incorporating the suggestions, if any.
- **R-PG36:-** A learner who remains absent in any form of evaluation/examination, letter grade allocated to him/her should be AB and corresponding grade point is zero. S/he should reappear for the said evaluation/examination in due course.
- **R-PG37:-** The grade for theory courses can be awarded only after successful completion of both Continuous Assessment and End Semester Examination of the respective course as per

scheme of instructions and examinations of the respective programme.

- **R-PG38:-** The grade for laboratory courses can be awarded only after successful completion of Term Work, Practical and/or Oral examination as per scheme of instructions and examinations of the respective programme.
- **R-PG39:-** The grade for Seminar can be awarded only after successful completion of Term Work and Oral Presentation as per the curriculum of the respective programme. The evaluation of the seminars should be completed as per the Academic Calendar.
- **R-PG40:-** The grade for PBL-Dissertation I & II can be awarded only after successful completion of Term Work and Oral Presentation as per the curriculum of the respective programme.
- **R-PG41:-** The performance of a learner in a semester is indicated by a number called Semester Grade Performance Index (SGPI). The SGPI is the weighted average of the grade points obtained in all the courses by the learner during the semester. For example, if a learner passes five courses (Theory /labs /Projects / Seminar etc.) in a semester with credits C₁, C₂, C₃, C₄ and C₅ and learners grade points in these courses are G₁, G₂, G₃, G₄ and G₅ respectively, then learners' SGPI is equal to:

$$SGPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SGPI is calculated to two decimal places. The SGPI for any semester will take into consideration the "F or AB" grade awarded in that semester. For example if a learner has failed in course 4, the SGPI will then be computed as:

$$SGPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4 * ZERO + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

- **R-PG42:-** A learner's up to date assessment of the overall performance from the time s/he entered the KJSIT is obtained by calculating a number called the Cumulative Grade Performance Index (CGPI), in a manner similar to the calculation of SGPI. The CGPI, therefore, considers all the courses mentioned in the scheme of instructions and examinations, towards the minimum requirement of the degree learners have enrolled for. The CGPI is calculated at the end of every semester up to two decimal places and is indicated in semester grade report cards.

$$CGPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_iG_i + \dots + C_nG_n}{C_1 + C_2 + C_3 + \dots + C_i + \dots + C_n}$$

- **R-PG43:-** The CGPI will reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPI will only reflect the new grade and not the fail grades earned earlier.
- **R-PG44:-** Even if a learner has failed in a course more than once, the course will figure only once in the numerator as well as the denominator. At the end of semester r+1s/he has appeared for examination for k number of courses including the backlog course and has cleared all the courses including the backlog course, the CGPI at the end of this semester is calculated as,

$$CGPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_iG_i + \dots + C_nG_n}{C_1 + C_2 + C_3 + \dots + C_i + \dots + C_n}$$

- **R-PG45:-** There will also be a final CGPI calculated which considers all the credits earned by the learner specified for a particular programme.
- **R-PG46:-** A Supplementary Examination will be conducted in the month of July/August (for Backlog of even semesters i.e. 2) and in the month of December/ January (for Backlog of Odd semesters i.e.1) for all courses of all programs of M. Tech. Semester I & II for learners who failed/remained absent in the regular exam. However, the backlog examination for such candidates will not be conducted in November/December (for Backlog of even semesters i.e. 2) and in May/June (for Backlog Odd semesters i.e. 1). The Supplementary Examination will be considered as a second attempt for the candidates in any course for M. Tech. Semester I & II examination held prior. The grade table and the grace marks rules (only ordinance O.5042-A-Resolution by Evaluators) of regular exam will be applicable to Supplementary Examination.
- **R-PG47:-** A learner who has passed the Master of Technology degree examination of the College and wishes to improve CGPI at any point of time be permitted to appear again for the existing examination with the available courses at that point of time.

Provision of grade improvement and performance improvement will be available only in Semester II of M. Tech. who has appeared for the regular examination.

If a candidate appears for the Grade Improvement exam, his/her previous marks for that particular course or courses will be overwritten by new marks for which he/she has appeared at the re-examination. Other marks will be carried forward with the indication of + Sign. In this case, the Result Gazette will be given the Title as “Grade Improvement.”

The candidate who wants to appear for Performance Improvement with all theory courses and with all OR/PR/OR and PR examinations, his performance will be treated as a fresh/ first attempt. There will not be any indication of “Carried Forward marks.” (i.e.+ Sign). In such a case, the Result Gazette will be given the Title as “Performance Improvement.” In case of Performance Improvement, Term Work and Continuous Assessment (T1 & T2, SAT & PBL) marks will be carried forward.

For Grade Improvement and /or Performance Improvement, the regular exam grade table will be applicable

Note: The Rules for Admission and Examination for PG (M. Tech.) shall be applicable to the Ph.D. Course work examination as well.

Award of Grace Marks

As per the following Ordinances, Grace Marks shall be applicable for passing in each head of passing (Theory/ Practical /Oral) in KJSIT examinations:

Ordinance 5042 (CBGS) Ordinance O.5042-A of University of Mumbai

The examinee shall be given the benefit of grace marks only for passing in each course/head of passing (Theory/Practical/Oral/Test) in End Semester Examination as follows:

Head of Passing	Grace Mark's up to
Upto – 50	2
051 – 100	3
101 – 150	4
151 – 200	5
201 – 250	6
251 – 300	7
301 – 350	8
351 – 400	9
and 401 and above	10

These grace marks may be awarded by Resolution by the evaluators subject to passing of the course. These Grace marks by resolution are applicable to all courses (only ESE) based on the Examiner's written consent to grant the grace marks, if needed for passing.

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

Provided further that the benefit of gracing of marks under this Ordinance shall be applicable only if the candidate passes the entire examination of semester/year.

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

Result on gazette will be indicated with @ sign, if candidate passes the semester with grace marks under this ordinance (O.5042)

Ordinance O.5045-A of University of Mumbai:- Condonation

If a candidate/learners fails in only one course/head of passing, having passed in all other courses/ 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 course/head of passing in which he/she is failing, whichever is less. However

Condonation, whether in one head of passing or aggregate head of passing are restricted to maximum up to 10 marks only. Condonation of deficiency of marks is shown in the Result gazette with indication of asterisk (* under ordinance O.5045).

Condonation of deficiency of marks is shown in the Grade Card/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, CCIH, NCTE etc.

Ordinance O.229 of University of Mumbai: Sports Grace Marks

1. For the CBGS system, instead of giving 10 grace marks in the total, an additional 0.1 point shall be added to SGPI, if the candidate has been cleared in all heads of passing.
2. In case of failure in one or more Heads of passing in an Examination, the benefit of grace marks shall be granted to the extent of 5% of the maximum marks allotted to the Head of passing of the concerned subject.

3. Based on similar rules of University of Mumbai, this Ordinance in detail is as follows:

Ordinance for Sports Grace: Candidates appearing for any of the University Examination/Examinations conducted by colleges on behalf of the University shall be eligible for the award of up to maximum 10 grace marks, at their option, wherever necessary in addition to the marks secured in each Head of passing for participation in any one of the activities mentioned below:

- a) Candidates who are members of the team/s reaching Quarter final at intercollegiate sports competitions or have secured one of the eight places in order of merit in an individual sport event conducted by the University or have represented the University in sport events either at the Inter-State or at Zonal level or at National level or at International level and have produced the necessary certificate from the Director of Physical Education & Sports of Mumbai University.

OR

- b) Candidates who are members of team/s securing first three positions in cultural group events or have secured one of the first three places in an individual cultural event or whose performance has been adjudged best as an Actor/Actress, Music Director, Lighting/Sound effect operator, Author, Choreographer, or as Director in Group events conducted at the Intercollegiate cultural competition organized by the University, or have represented the University in any of the cultural events either at the State level or at the Zonal level or at the National level or at the International level in the same academic year as certified by the Head of the concerned Section of Mumbai University.

OR

- c) Candidates who are members of Candidates' councils constituted under Section 40 (2) (a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Universities Act 1994, and have actively participated in various schemes, programs and attended functions of the

University during that academic year, as certified by the Director of Candidates Welfare of Mumbai University.

The benefit of 10 grace marks (In CBCGS, the increase in SGPI by 0.1) would be available to the candidates, only in any one of the activities mentioned above, at their option, subject to their fulfilling the following conditions:

1. That they are appearing for any End Semester Examination, as their first attempt.
2. That in case of failure in one or more Heads of passing an Examination, the benefit of grace marks shall be granted to the extent of 5% of the maximum marks allotted to the Head of passing the concerned subject.
3. That maximum 10 grace marks will be added to the grand total, however, in the case of credit based grading system (CBCGS) the marks (0.1) will be added in the final grade to the GPA (SGPI), even if the benefit is given to candidates for passing the subject/s.
4. That if the examination is conducted in semesters and the marks of the two semesters are clubbed, the same shall be granted in even semester examination of that academic year (**In CBCGS system, instead of 10 Grace marks in total, the SGPI shall be increased by 0.1**).
5. Grace marks awarded under the ordinances should be shown separately, as was done till now, with the sign # and should not be merged with the marks secured in the heads of passing.
6. Combined benefit of Sports Grace marks and Semester Grace marks (similar to 0.5045 of M.U.) can be given only if the candidate has passed in all heads except TWO before applying the Sports Grace marks.
7. That the grace marks under this Ordinance will not be counted for the award of scholarships, prizes and medals or any other awards.
8. That the rules regarding grace marks under this Ordinance shall be applied first and the same shall separately be shown in the marks sheet of the candidates.

Ordinance O.5050

Rules for candidates resorting to Malpractices during Examinations

1. Definition-Unless the context otherwise requires:

- b) "Student" means and includes a person who is enrolled as such by the College/Institution for receiving instruction qualifying for any degree or certificate awarded by the College on behalf of University of Mumbai. It includes ex-students and students registered as candidates (examinee) for any of the degree, diploma, or certificate examination.
- c) "Unfair means" includes one or more of the following acts or omissions on the part of student/s during the examination period.
 - i. Possessing unfair means material (including books, written chits, electronic gadgets such as mobile phone, smart watch etc.) and or copying from there.
 - ii. Transcribing any unauthorized material or any other use thereof.

- iii. Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbance in any manner in the examination proceedings.
 - iv. Unauthorized communicating with other examiners or anyone else inside or outside the examination hall.
 - v. Mutual / Mass copying.
 - vi. Smuggling-out, either blank or written, or smuggling-in of answer books as copying material.
 - vii. Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
 - viii. Interfering with or counterfeiting of College/ Institution seal, or answer-books or office stationary used in the examinations.
 - ix. Insertion of currency notes in the answer-books or attempting to bribe any of the persons connected with conduct of examinations.
 - x. Impersonation at the College/Institution examination.
 - xi. Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the College or Institution examination.
 - xii. Or any other similar acts/and/or omission/s which may be considered as unfair means by the competent authority.
- d) “Unfair means relating to examination”** means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.
 - e) “Unfair means material”** means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (examinee) or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
 - f) “Possession of unfair means material by a student”** means having any unauthorized material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
 - g) “Student found in possession”** means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the Vigilance Squad or Examination & Evaluation Committee or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. A report provided to that effect is submitted by the Sr. Supervisor or Chief Conductor or any other authorized person to the Controller of

Examinations or Principal or Head of the Institution concerned or any officer authorized on this behalf.

- h) “Material related to the subject of examination” means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.

2. Procedure to be followed during Examination

During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s. Chief Conductor/s of the Examination Centre shall, in the case of unfair means, follow the procedure as under:

- (a) The student shall be called upon to surrender to the Chief Conductor the unfair means material found in his or her possession, if any, and his/her answer-book.
- (b) Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Conductor shall also sign on all the relevant materials and documents.
- (c) Statement of the student and his/her undertaking in the prescribed format and statement of the concerned Jr. Supervisor and Sr. Supervisor shall be recorded in writing by the Chief Conductor (Appendix-1 & 2). If the student refuses to make a statement or to give undertaking to the concerned Jr. / Sr. Supervisor or Chief Conductor shall record accordingly under their signatures.
- (d) Chief Conductor shall take one or more of the following decisions depending upon seriousness/gravity of the case:
 - 1. In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for the remaining examination.
 - 2. Obtain undertaking from the student to the effect that the decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
 - 3. May report the case to the concerned police station as per the provisions of Maharashtra Act No. XXXI1982- An Act provided for preventing malpractices at University/College; Board and other specified examinations.
 - 4. Confiscate his/her answer-book, mark it as “suspected unfair means case” and issue him/her fresh answer-book duly marked.
- (e) All the materials and list of material mentioned in sub-clause (9.1.1 b) and the undertaking with the statement of the student and that of the Jr. Supervisor and mentioned as in clause No. (9.1.2 c) and the answer-book shall be forwarded by the Chief Conductor, along with his report, to the concerned Controller of Examinations/ Principal/Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked “Suspected unfair means case”.

- (f) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/Principal/Head of the Institution, as the case may be.
- (g) On receipt of a report regarding use of unfair means by any students at any college examination, including breach of any of the rules laid down by the Examination and Evaluation Committee Authorities for proper conduct of examination, which shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from any college examination or from any college course for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the college examination for which the student appeared or by deprivation of College/ Institution Scholarship, any college prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.

3. Punishment

The competent Authority concerned i.e. the concerned Principal in the cases of college examination, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the students found guilty of using unfair means:

- a) Annulment of performance of the student in full or in part in the examination he/she has appeared for.
- b) Debarring the student from appearing for any examination of College for a stipulated period not exceeding five years.
- c) Debarring the student from taking admission for any course in the College or Institution for a stipulated period not exceeding five years.
- d) Cancellation of the College Scholarship/s or award/s or prize or medal etc. awarded to him /her in that examination.
- e) In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment / penalty as it may deem fit.
- f) As far as possible the quantum of punishment should be as prescribed (category wise) in Appendix –A.
- g) The concerned student is informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorized by it on this behalf, under intimation to the College.

Appendix A

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material	*Annulment of the performance of the student at the College Examination in full. (This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 2 to 14 in addition to the one prescribed thereat).
2.	Possession of any copying material & actual copying from the material in possession	Exclusion of the student from the College Examinations concerned for one subsequent examination.
3.	Possession of another student's answer book or supplementary sheet.	Exclusion of both the students from the College Examinations concerned for one subsequent examination * (BOTH THE LEARNERS).
4.	Possession of another student's answer book or supplementary sheet and actual evidence copying from that.	Exclusion of both the students from the College Examination concerned for two subsequent examinations * (BOTH THE LEARNERS).
5.	Mutual/ Mass copying.	Exclusion of all the students from the College Examinations concerned for two subsequent examinations *.
6.	Smuggling of answer books in or out as copying material.	Exclusion of the students from the College Examinations concerned for two subsequent examinations *.
7.	Smuggling in a written answer book based on the question paper set at the examination.	Exclusion of the student from the College Examinations concerned for three subsequent examinations *.
8.	Smuggling in a written answer book as copying material and forging the signature of the Junior Supervisor on the same.	Exclusion of the student from the College Examinations concerned for four subsequent examinations *.
9.	Attempt to forge the signature of the Junior Supervisor on the answer book or the supplementary sheet.	Exclusion of the student from the College Examinations concerned for four subsequent examinations *.
10.	Interfering with or counterfeiting of college seal or answer books or office stationery used in the examination with the intention of misleading the authorities.	Exclusion of the student from the College Examinations concerned for four subsequent examinations *.
11.	Answer book or supplementary sheet outside the examination hall or any other insertion in the answer book.	Exclusion of the student from the College Examinations concerned for four subsequent examinations *.

12.	Insertion of currency notes/ bribing or attempt to bribe any of the persons connected with the conduct of the examination.	Exclusion of the student from the College Examinations concerned for four subsequent examinations * (Note: This money shall be credited to the students Welfare Fund).
13.	Using obscene language/ violent threats inside the examination hall by a student at the College examination to room supervisor/ any other authority.	Exclusion of the student from the College Examinations concerned for four subsequent examinations *.
14.	Impersonation for a student or impersonation by a learner in College or other examinations.	Exclusion of the student from the College Examinations concerned for five subsequent examinations * (both the student if the impersonator is a college learner).
15.	Revealing the identity of the candidate in any form (name, roll number, learner number, religious invocation etc.) in the main answer book and/ or supplementary sheet, by the learner at the college examination.	Annulment of the performance of the student at the College Examination in full.
16.	Anything found written on the body or on the clothes while in the examination.	Annulment of the performance of the student at the College Examination in full.
17.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication.	Annulment of the performance of the student at the College Examination in full.
18.	Any other malpractices not covered in the aforesaid categories.	Annulment of the performance of the learner at the College Examination in full and severe punishment depending upon the gravity of the offence.

Note:

The term “Annulment of Performance in full” includes performance of the student at the theory examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used thereat.

If on previous occasions, disciplinary action was taken against a student for malpractice during examination, and he/she is caught again for malpractices used at the examinations, in this event, he/she shall be dealt with severely. Enhanced punishment can be imposed on such learners. This enhanced punishment may extend to double the punishment provided for the offence that was committed at the second or subsequent examination.

Practical/Dissertation/Project Examination:

A student involved in malpractices at Practical/ Dissertation/ Project examinations shall be dealt with as per the punishment provided for the theory examination.

Grant of Term (Attendance)

All bonafide students are advised to attend 100 % lectures, practicals and tutorials conducted for every course in each semester. Minimum average 75% of attendance is mandatory for the grant of term. All certified Term Work must be submitted within the specified time. Both of these conditions should be fulfilled by a candidate to get the term granted and allowed to appear for regular ESE/O/P/P&O examination.

If not fulfilled, the candidate shall be declared as a defaulter and shall not be allowed to appear for the regular ESE/O/P/P & O examination. Such a candidate shall have to seek admission for that semester / term again in the next academic year on paying appropriate fees to repeat that term /semester.

O.6246 - Ordinance for Eligibility of Term Grant

Continuous Assessment, End semester examination, Practical and / or oral will be considered as separate Head of passing prescribed in the scheme of instructions and examinations. Term Work is not a separate head of passing; however a learner is eligible to appear for any form of examination only after satisfactory completion of Term Work in all courses of a particular semester as per scheme of instructions and examinations.