SHRI JAWAHARLAL DARDA EDUCATION SOCIETY'S

JAWAHARLAL DARDA

INSTITUTE OF ENGINEERING AND TECHNOLOGY, YAVATMAL

AN AUTONOMOUS INSTITUTE

Affiliated to Sant Gadge Baba Amravati University, Approved by AICTE, New Delhi and DTE Maharashtra
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Examination Rules and Procedure of JDIET- 2025-26

(For Examination and Evaluation of UG Programmes)

(With effect from A. Y. 2025-26)

Member Secretary
Academic Council
Jawaharlal Darda Institute of
Engineering & Technology, Yavatmal

Dean
Academics
Jawaharlal Darda Institute of
Engineering & Technology, Yavatmal

Chairman
Academic Council
Jawaharlal Darda Institute of
Engineering & Technology, Yavatmal

1. Preamble

Jawaharlal Darda Institute of Engineering and Technology, Yavatmal (JDIET), has been granted autonomous status with effect from the academic year 2025–26, vide University Grants Commission (UGC) Order No. F.2-10/2023 (AC-Policy), dated 24 April 2025, and Sant Gadge Baba Amravati University Notification No. 102/2025, dated 19 July 2025.

In accordance with Clauses 3.3 and 3.4 of the *University Grants Commission (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023*, dated 3 April 2023, and Section 122(4) of the *Maharashtra Public Universities Act, 2016*, JDIET is required to develop and implement appropriate procedures for the assessment of students' performance, the conduct of examinations, and the declaration of results. The Institute is also responsible for issuing statement of grades and other relevant certificates. However, the degree shall be awarded by Sant Gadge Baba Amravati University, Amravati with the name of JDIET indicated on the degree certificate.

Accordingly, it is necessary to formulate the *Examination Rules and Procedures of JDIET* in alignment with the Academic Regulations for the Undergraduate B.Tech. Degree Programme at JDIET, the prescribed curriculum structure, and the applicable policies relating to examination and evaluation.

These examination rules and procedures govern both formative and summative assessments performed at JDIET. These rules are broadly classified as pre-examination/evaluation activities, conduction and post examination/evaluation activities. The rules specify the responsibilities of the concerned faculty members and staff at each stage of the examination and evaluation process. They also provide students with clear guidance regarding their roles, responsibilities, and expected conduct throughout the process.

2. Definitions

In these rules and related examination regulations, unless the subject or context otherwise requires, the terms shall have the following meanings:

2.1 "Academic Year or Year" means the period defined by the Institute as an academic year.

2.2 "Applicant" means a person who has submitted an application to the Institute through prescribed procedure (On-line/ Physical) for registration to examination.

2.3 "Registration to Examination" means the issuance of an admission card to a candidate as proof that they have complied with all conditions prescribed by the Institute. A candidate not fulfilling all conditions may be admitted provisionally at the discretion of a competent authority, however, their registration may be cancelled if conditions are not later fulfilled.

2.4 "Candidate" means a person duly registered by the Institute to appear for an examination.

2.5 "Regular student" means an applicant registered for examination through the prescribed process while pursuing a regular course of study.

2.6 "Examinee" means a person who presents himself/herself for an examination to which he/she has been registered.

2.7 "Examination" means an assessment or test prescribed by the Institute as part of academic requirements.

2.8 "Examination Fee" means the fee prescribed under applicable rules, including fees for statements of grades, but excluding other fees.

2.9 "Ex-student" is a person, who, having once been registered to examination of this Institute, is again required to take the same examination due to failure or absence, including those re-admitted to the same class as per Institute regulations.

2.10 "Continuous Internal Assessment" hereinafter referred to as CIA, means an examination conducted twice during a semester as per provisions made in curriculum structure.

2.11 "Semester End Examination", "Repeat End Semester Examination" and External Examination, hereinafter referred to as SEE, RESE and EE respectively, means an examination conducted at the end of the current semester or as prescribed by the Institute.

2.12 "Examination cell, Exam Cell" means the cell formed to execute examination-related functions efficiently and effectively.

3. General Rules

3.1 In these rules unless a different intention appears, words in the masculine gender shall be taken to include reference to feminine and other genders, and words in the singular shall include the plural and vice versa..

3.2 Otherwise specifically provided in rules, the conditions prescribed for registration to examinations under these rules shall apply to all persons wishing to take examinations at the Institute.

3.3 A Regular student desiring to take an examination, unless otherwise provided, shall have pursued a regular course of study in the relevant department leading to the examination applied for, for no less than the period prescribed curriculum structure. *Undertaking a regular course of study means attendance not less than 75% in each course and in practical work as prescribed in 7.2 of Academic Regulations.*

3.4 Notwithstanding anything to the contrary in any examination rules, provisions regarding deficiency in attendance in theory and practical courses shall be as per Institute policies.

3.5 All Semester End Examinations (SEE) and Repeat End Semester

Examinations (RESE), except practicals, projects, group discussions, and viva-voce, shall be conducted using printed or photocopied question papers.

3.6 No person shall be registered for an examination if they have already passed the same examination or an equivalent examination from another recognized University, notwithstanding any other provision.

3.7 All examinations for autonomous programmes of the Institute from the academic year 2025-26 onwards shall be conducted strictly in accordance with the Examination Rules and Procedures outlined herein, unless amended by the Examination Committee.

4. Examination Committee

4.1 Composition:

The structure of examination committee shall be –

a) Principal (Chairperson)
b) Dean Academics (Member)
c) Five regular faculty members of JDIET (Members)
d) One Evaluation Expert from another Institute/University nominated by the principal (Member)
e) Controller of Examination (Member Secretary)

4.2 Powers and Duties:

4.2.1 To frame rules and procedures related to examinations.

4.2.2 To undertake examination reforms whenever necessary.

4.2.3 To decide on printing question papers either in-house or through a third party with confidentiality agreements.

4.2.4 To decide on IT tools or software to be used in examination processes for efficiency.

4.2.5 To oversee strict vigilance to prevent unfair means during examinations by candidates or employees.

4.2.6 To finalize actions against any negligence or malpractice by paper setters, examiners, moderators, teachers, or related personnel.

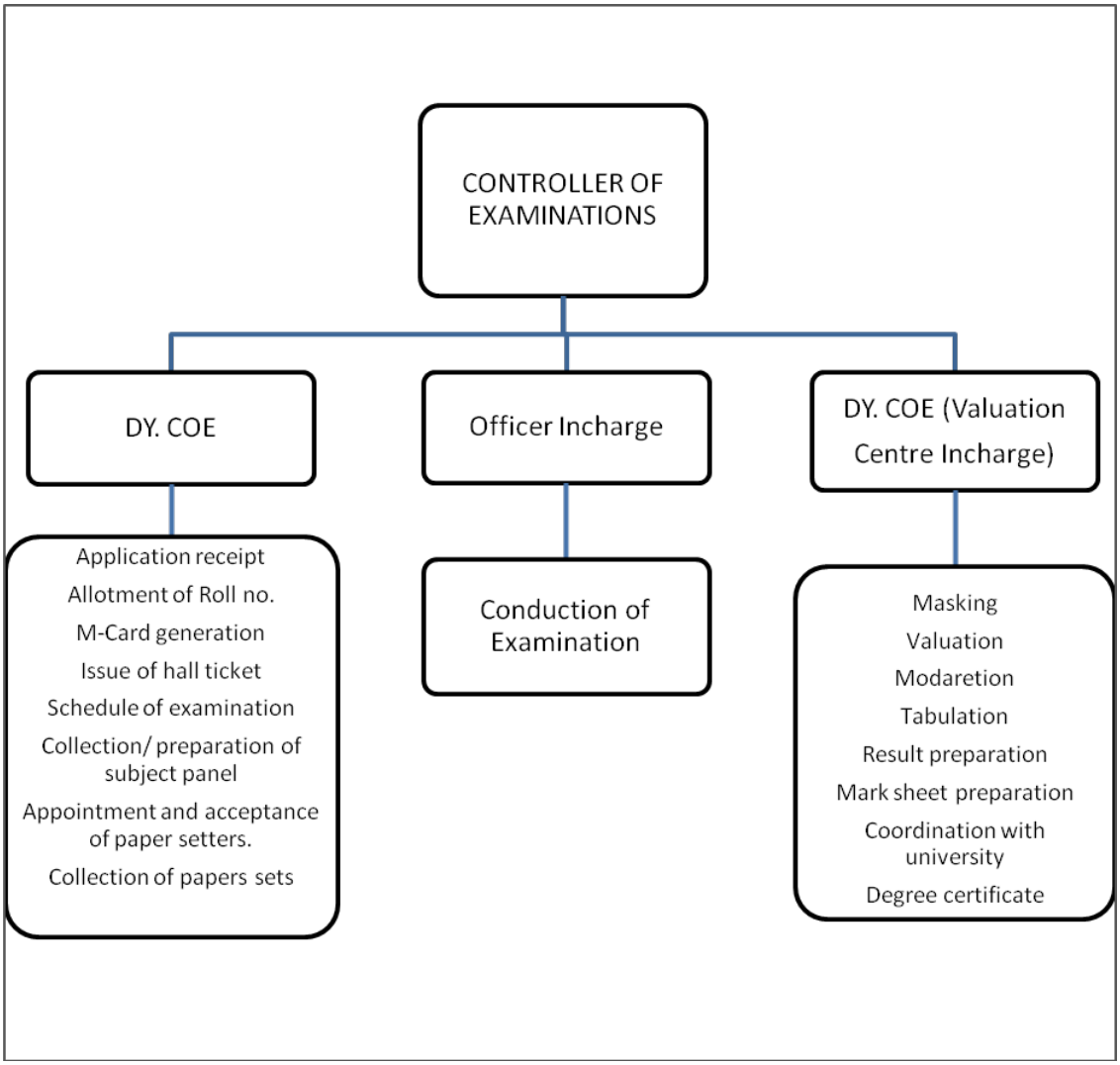
4.2.7 To meet at least twice annually or more as required; meetings are notified at least two days in advance.

4.2.8 Two-thirds members constitute quorum; if quorum fails, meeting can be adjourned for 15 minutes and then proceed without quorum.

4.2.9 To perform additional functions as assigned by the Chairperson or Institute authorities.

5. Controller of Examination (COE)

The Principal shall nominate a regular faculty member of the Institute having an academic experience of more than twenty years as COE. No evaluation/moderation work of any course (s) shall be allocated to the COE as long as he is holding the office.



5.1 Duties of COE:

5.1.1 Conduct examinations, oversee assessment of answer-books, and declare results.

5.1.2 Act as Member Secretary of the Examination Committee and sub-committees and implement their decisions promptly.

5.1.3 Arrange all logistics for examination conduct, evaluation, and result publication.

5.1.4 Prepare and announce examination schedules; arrange question paper printing.

5.1.5 Ensure timely evaluation of answer-books and result processing.

5.1.6 Distribute remuneration to paper setters, evaluators, examiners, invigilators, and other staff.

5.1.7 Lead reforms to improve the examination process in line with academic regulations.

5.1.8 Promote the use of ICT and examination software modules for examination processes.

5.2 Powers of COE

5.2.1 Exercise autonomous control over the entire examination process under Principal's guidance.

5.2.2 Postpone or cancel examinations wholly or partly in case of fair malpractices or extraordinary situations.

5.2.3 Take disciplinary action or initiate legal proceedings against individuals or groups involved in malpractice.

5.2.4 Assign additional examination-related duties as delegated by the Examination Committee.

5.3 Responsibilities of COE

5.3.1 Maintain confidentiality at all stages of the examination process.

5.3.2 Ensure prompt, accurate, and secure conduct of examination and evaluation activities.

5.3.3 Coordinate with all stakeholders including faculty, staff, and external examiners for processes like paper setting, moderation, and evaluation.

5.3.4 Monitor adherence to timelines for examination schedules, paper submission, evaluation, and result declaration.

5.3.5 Ensure proper documentation and use of standard nomenclature in examination records.

The COE shall exercise such other powers and perform such other duties as may be prescribed or assigned by the Examination Committee.

For smooth conduction of examination and centralized assessment of answer papers, the Principal may depute two senior faculty members as Deputy COEs who function under COE's supervision.

5.4 Duties and Responsibilities of Deputy Controller of Examination, Pre- Exam (Deputy COE1):

5.4.1 Receive and process all examination applications submitted by candidates.

5.4.2 Allocate roll numbers to eligible candidates for the examinations.

5.4.3 Generate memorandum cards (M-Cards) for all registered students.

5.4.4 Issue hall tickets (admit card) to candidates for entry into the examination halls.

5.4.5 Prepare and finalize the schedule of examinations in accordance with academic calendar.

5.4.6 Collect subject panels for various courses under examination from respective BoS.

5.4.7 Manage appointment and acceptance of paper setters for setting question papers.

5.4.8 Collect completed question paper sets from appointed paper

setters prior to examination.

5.4.9 Coordinate moderation of question papers from moderators and supervise printing of question papers.

5.4.10 Process remuneration bills of Paper setters and Moderators.

5.5 Duties and Responsibilities of Deputy Controller of Examination, Post-Exam (Deputy COE2):

5.5.1 Handle the masking of answer books to ensure examiner anonymity during evaluation.

5.5.2 Oversee the valuation process of answer books to ensure timely and accurate assessment.

5.5.3 Manage the process of moderation of marks to maintain uniformity and fairness in evaluation.

5.5.4 Tabulate marks to consolidate results for each candidate.

5.6 Duties and Responsibilities of Clerk (Examination Cell)

5.6.1 Receive and verify examination applications and fee receipts.

5.6.2 Preparation and maintenance of candidate registration records and roll number allotment lists.

5.6.3 Generation, printing, and distribution of hall tickets and memorandum cards.

5.6.4 Maintain records of subject panels and communication with paper setter appointments.

5.6.5 Facilitate collection and safe custody of question papers and related materials prior to examinations.

5.6.6 Maintain examination-related files, registers, and documentation with prescribed nomenclature (Admission, Examination, Finance, Result).

5.6.7 Coordinate communication between Examination Cell and students, faculty, and university offices regarding schedules, results, and examination formalities.

5.6.8 Receive and record all answer books immediately after examination completion.

5.6.9 Verify the number of answer books received against attendance records to ensure completeness.

5.6.10 Organize answer books meticulously by course, program and examination type.

5.6.11 Prepare and manage supporting documentation necessary for evaluation processes.

5.6.12 Maintain thorough records tracking the custody and movement of all answer books to ensure accountability.

5.6.13 Securely transfer answer books to authorized evaluators within stipulated timelines.

5.6.14 Coordinate effectively with examiners, moderators, paper setters, and other authorized personnel involved in examination activities.

5.6.15 Conduct timely and accurate scrutiny of evaluated answer books in accordance with guidelines.

5.6.16 Record distribution and receipt of answer books systematically to facilitate smooth processes.

5.6.17 Assist in compiling marks awarded by evaluators and aid their accurate entry into the College Administrative System (CAS), ensuring marks are entered alongside the evaluator's details.

5.6.18 Verify the completeness and correctness of marks entered and flag any discrepancies for necessary corrections.

5.6.19 Maintain strict confidentiality and safeguard the integrity of examination materials and data at all times.

5.6.20 Checking and processing remuneration bill for paper setters, examiners, moderators, and associated personnel in compliance with institute rules and maintaining bills or vouchers for all examination-related payments.

6. Examination Cell and Departmental Examination Coordinators

6.1 Examination Cell

6.1.1 The Controller of Examination (COE) shall constitute an Examination Cell responsible for managing all examination-related activities effectively and efficiently.

6.1.2 The Examination Cell maintains comprehensive records of student evaluations and examination processes.

6.1.3 It centralizes assessment and moderation of answer books to ensure transparency and consistency.

6.1.4 The Examination Cell ensures all Semester End Examination (SEE) and Repeat End Semester Examination (RESE) answer books are masked, coded, and distributed to examiners while maintaining confidentiality.

6.1.5 Facilitates showing of internal assessment (CIA) evaluated answer books to students within the stipulated time for grievance redressal and correction.

6.1.6 Manages examination forms, fees, and related documentation with strict verification and secure data handling.

6.1.7 Coordinates timely preparation, sealing, and dispatch of question papers in accordance with examination schedules.

6.1.8 Oversees all examination logistics including seating arrangements, invigilation deployment, and compliance with examination rules.

6.1.9 Executes tabulation, result processing, and generation of statements of marks and grades through the College Administrative System (CAS).

6.1.10 Preserves and maintains examination materials, including answer books, for a prescribed duration adhering to institutional policies and confidentiality norms.

6.1.11 Supports grievance redressal related to photocopying, revaluation, and other student examination concerns in alignment with institutional rules.

6.1.12 Operates as the central hub for smooth coordination among faculty, administrative staff, and university authorities.

6.1.13 Implements reforms and technology-enabled processes under the guidance of the COE to enhance efficiency.

6.1.14 Ensures compliance with all regulatory provisions and institute academic policies concerning examinations and evaluations.

6.2 Departmental Examination Coordinator (DEC)

Each Head of Department (HOD) shall nominate one faculty member as the Departmental Examination Coordinator for an academic year, with the possibility of appointing an assistant if necessary. The names of nominated DEC(s) are communicated to the COE.

The DEC functions under the supervision of the COE and is responsible for the execution of examination-related duties assigned by the COE, ensuring smooth coordination between the department and the Examination Cell. Duties and Responsibilities of DEC are;

6.2.1 Display the examination timetable for theory and practical examinations on departmental notice boards and circulate it among concerned faculty.

6.2.2 Inform teachers, especially those from other departments, about examination schedules well in advance.

6.2.3 Monitor examination discipline by visiting examination halls/rooms during Continuous Internal Assessment (CIA) and other examinations.

6.2.4 Receive blank answer books, related formats, and question papers from the COE office for departmental use.

6.2.5 Collect and forward cases of misbehavior, malpractice, or use of unfair means reported by invigilators during CIA to the respective HOD for necessary action.

6.2.6 Maintain attendance records for all CIA examinations conducted in the department.

6.2.7 Ensure teachers obtain student signatures on evaluated answer books during answer book review sessions.

6.2.8 Assist students in resolving assessment or evaluation-related queries in coordination with concerned faculty.

6.2.9 Submit evaluated answer scripts and related documentation to the Examination Cell within stipulated deadlines.

7. Assessment and Evaluation

The Institute combines formative and summative assessments to evaluate the overall performance of students. This integrated approach ensures a fair, transparent, and continuous evaluation process aligned with the curriculum and academic standards.

Formative assessments include Continuous Internal Assessment (CIA) for theory courses and Progressive Assessment (PA) for practical and term work, while summative assessments comprise the Semester End Examination (SEE), Repeat End Semester Examination (RESE), and External Evaluation (EE) for practical courses. Together, these evaluations comprehensively gauge the academic performance and competency of students.

7.1 Continuous Internal Assessment (CIA) and Progressive Assessment (PA)

Assessment criteria for CIA and PA includes a variety of tools like assignments, tests, practicals, seminars, and teacher evaluations, following the guidelines in section 9 of the Academic Regulations and as prescribed in curriculum structure (see ANNEXURE-I).

7.2 Semester End Examinations (SEE) and External Examinations (EE)

Semester End Examinations (SEE) for theory courses and External Examinations (EE) for practical courses of Semesters I to VIII shall be conducted at JDIET after the end of each semester, as mentioned in the table given below (Schedule for SEE and EE). For odd Semesters, the regular SEE and EE shall be conducted in winter, while for even semester; they shall be conducted in summer. In a regular academic year, students having backlogs in courses from odd and even semesters can appear for the Repeat End Semester Examination (RESE) conducted in Summer of the same academic year. If a student is unable to clear the backlog courses even after appearing in the RESE, he/she shall be required to re-appear for the SEE/EE in subsequent semesters until the courses are cleared, subject to the maximum permissible duration of the programme.

Schedule for SEE and EE

Sr. No.	Name of Examination	Conduction of SEE/ EE
		Regular Exam
1	Semester-I, III, V & VII	Winter
2	Semester-II, IV, VI & VIII	Summer

The detailed examination schedule is provided in ANNEXURE-II

7.3 Repeat End Semester Examinations (RESE)

Repeat End Semesters Examinations (RESE) and on demand examinations will be conducted within one month after conclusion of the regular even semester SEE, following the schedule in ANNEXURE - II. Students who failed to clear theory courses may be allowed to reappear for RESE by registering and paying the necessary fees before the specified date. No student is allowed to register only for RESE without registering in odd and even semester in respective academic year. Course coordinators shall counsel students in their theory courses before RESE. In RESE, the highest grade that may be awarded for any course shall not exceed B+.

8. Registration for Examination

Registration for each examination is mandatory for all eligible candidates intending to appear in semester and repeat examinations. The Institute facilitates a streamlined online registration process through the College Administrative Software (CAS) to ensure transparency, accuracy, and timely fee submission. Candidates must adhere to the prescribed deadlines and fulfill all criteria to complete their registration successfully.

8.1 All Regular and ex-students must complete their examination registration online through the CAS on or before notified last date for the registration. Candidates are required to pay the prescribed examination fees, as per ANNEXURE- III, online during registration. Upon successful registration, candidates should print and retain a copy of the registration form as proof. Separate registration is required for every examination student wants to opt.

8.2 Student may be permitted to register for the SEE after the last notified date upon payment of late fees as prescribed.

8.3 A candidate who is unable to present himself/herself for any examination shall not receive any refund of examination fee.

8.4 Students failing to meet the required academic criteria leading to detention shall be marked “Detained” by the Head of Department (HOD). A list of such students shall be displayed on the departmental notice board and submitted to the Principal for final approval. The criteria for detention are provided in ANNEXURE IV.

8.5 The COE reserves the right to withhold the results of any student for applicable reasons as determined by the Institute.

8.6 Programme and Semester-wise Admit cards (hall tickets) shall be printed by examination cell and distributed to students through respective HOD at least one week prior to the commencement of the Semester End Examination.

8.7 If a candidate suppresses vital information and attempts to appear for an examination for which he is not eligible, the full examination fee paid shall be forfeited. Such candidates shall be required to

appear before the disciplinary action committee constituted by the COE. The decision of the disciplinary action committee shall be final.

8.8 If a candidate applies for re-assessment (re-valuation) of SEE/RESE and simultaneously applies for Backlog/RESE Exam, and re-assessment result is declared as pass then examination fees for Backlog/ RESE Exam will be refunded.

9. Appointment of Paper setters and Examiners

The Institute appoints qualified paper setters and examiners from both internal faculty and external experts to ensure the integrity, fairness, and quality of the examination process. Panels for theory paper setters, evaluators, and practical/project examiners are formed with due consideration to academic and professional experience. Appointments are finalized following strict confidentiality and acceptance protocols, with clear responsibilities outlined to maintain academic standards and timely conduct of examinations. Faculty from external Institutions will be involved in the Examination related work (paper setting, valuation, External Examination etc) as per the requirement and availability.

9.1 Paper Setter/Evaluator

9.1.1 For each course in the program, the Board of Studies (BoS) Chairperson shall prepare a "Paper Setter/Evaluator Panel" consisting of up to eight members, ensuring at least two external members (from outside JDIET), and forward the same to COE

9.1.2 Members included must possess relevant qualifications as prescribed by academic regulations and have at least two years of teaching experience, including at least one year teaching the concerned course. Industry experts appointed as paper setters shall have a minimum of two years of relevant professional experience in the field.

9.1.3 Consent of external members shall be obtained before inclusion in the panel.

9.1.4 Norms for appointment can be relaxed with prior approval of the Principal if suitable candidates are not available.

9.1.5 From the panel, the Principal, COE, or BoS Chairperson will form a committee of paper setters for each course comprising a Chairperson and one member to undertake the paper setting responsibility

9.1.6 The BoS Chairperson shall not be the member of the panel.

9.2 Appointment and Responsibilities of Paper Setters/Evaluators

9.2.1 The COE shall issue appointment letters to paper setters/evaluators at least one month before the SEE date.

9.2.2 Appointed paper setters must maintain strict confidentiality, communicate only with the COE regarding appointment matters,

and submit question papers in required formats and timelines.

9.2.3 Faculty members of JDIET are expected to accept examination assignments unless there is a genuine reason for refusal, communicated in writing and subject to approval by the principal.

9.2.4 Paper setters will adhere to prescribed question paper formats, syllabus coverage, Bloom's Taxonomy principles, and other academic guidelines. The guidelines to be followed by paper setters' evaluators is given in ANNEXURE V(A).

9.2.5 Paper setters and evaluators shall submit their remuneration bills promptly after completion of assigned work, and payment will be made as per Institute policies and guidelines.

9.3 Practical/Project Examiners

9.3.1 The HOD shall form a panel of at least five external examiners for each practical/project course at the start of every academic year.

9.3.2 External examiners must have at least three years teaching experience or two years relevant industry experience.

9.3.3 Consent from external examiners shall be obtained before nominating them to the panel.

9.3.4 Relaxation of norms may be permitted with Principal's approval if no suitable external examiners are available.

9.4 Appointment and Responsibilities of Practical/Project Examiners

9.4.1 COE, in coordination with HOD, shall appoint external examiner from the panel based on expertise, alongside the internal practical teacher(s)/project guide.

9.4.2 Appointment lists must be sent to the principal for approval and communicated at least fifteen days before the examination.

9.4.3 Appointed examiners are required to confirm acceptance within one week; non-responsiveness will lead to cancellation of appointment and re-nomination.

9.4.4 Faculty members of JDIET must accept internal examiner assignments unless excused for valid reasons approved by the principal

9.4.5 The guidelines to be followed by paper setters' evaluators is given in ANNEXURE V(B).

9.4.6 Internal and external practical/project examiners shall submit remuneration claims after the completion of evaluations. Payments will be processed following Institute policies and procedures.

10. Moderation and Printing of Question Papers

The quality and integrity of question papers are essential to maintaining the academic standards of the Institute. To ensure this, all question papers for the Semester End Examination (SEE) and Repeat End Semester Examination (RESE) undergo a rigorous moderation process by subject experts. Furthermore, strict protocols are followed during the printing of

question papers to safeguard confidentiality and accuracy.

10.1 Moderation of Question Papers

10.1.1 Moderation of question papers sets shall be carried out by subject experts nominated by the COE at least seven days prior to the commencement of the examination.

10.1.2 In urgent cases, the COE may request the concerned Head of Department (HOD) or a nominee to carry out moderation.

10.1.3 Moderators shall have no communication with the paper setters during the moderation process to maintain confidentiality and impartiality.

10.1.4 Moderation of all question paper sets for each academic year will be undertaken by faculty members of the respective Course Board (e.g., Science, Humanities).

10.1.5 Moderation work shall be conducted at the COE office to ensure strict control and security.

10.1.6 The moderator shall verify the following for each question paper packet:

10.1.6.1 Check envelopes for signs of tampering; report any discrepancies to the COE immediately.

10.1.6.2 Open envelopes and examine the question papers carefully.

10.1.6.3 Verify details such as branch of study, semester/year, course code, course name, allotted time, number of questions, internal options, marks per question, total marks, and instructions to students.

10.1.6.4 Make necessary corrections on the hard copy of the question paper.

10.1.6.5 Check for repetition of questions, clarity, and legibility of figures, and inform COE if corrections are required from paper setters.

10.1.6.6 Sign the moderated question paper copies, enclose each in a separate envelope, and seal it with the moderator's signature.

10.1.7 The format for documenting question paper moderation is provided in ANNEXURE VI.

10.2 Question Paper Printing

The printing of question papers shall be undertaken within the Institute premises. The procedures outlined below are to be strictly adhered to when printing is conducted on campus:

10.2.1 At least five working days before the SEE, the Principal or their nominee shall randomly select any two paper sets from the available sealed sets moderated for SEE/RESE. Envelopes marked "SEE" and "RESE" shall be used for Semester End and Repeat End Semester Examinations respectively.

10.2.2 Printing shall be completed at least one working day before examination commencement. If formatting is not required, the hard copy shall be used for photocopy /printing accordingly. However, COE shall appoint/nominates DTP operator(s) for typing and formatting if needed, prohibiting saving files on any storage device.

10.2.3 Only authorized personnel shall access the printing room; they must remain until printing is fully completed, and the room sealed.

10.2.4 No communication or storage devices (cameras, mobiles, pen drives, etc.) are allowed to use inside the printing room. Computers used for typesetting/printing shall have all ports and access (Internet, USB, Bluetooth, etc.) disabled during printing to prevent data leakage.

10.2.5 The total number of printed copies shall equal the number of students appearing plus up to ten additional copies. After printing and counting the requisite number of question papers, they shall be sealed in the packet. To minimize the number of packets, an optimal combination of question papers per packet shall be selected. The information printed at the top of the question paper, including program of study, semester/year, course code, course name, and related details, shall be affixed to the packet for proper identification. Space shall also be provided on the packet for the signatures of two examinees at the time of opening.

10.2.6 Manuscripts submitted by paper setters shall be retained for at least one additional semester by the Institute.

10.2.7 Damaged, excess, or incomplete question papers shall be destroyed daily by shredding or burning. Any pending printing commands shall be cleared before closing the examination control room.

10.2.8 After completing the work, paper seals duly signed by the COE, along with the date and time, shall be affixed to all cupboards and doors of the strong room.

11. Examination Administration and Supervision

The principal shall appoint a senior faculty member as the Officer In-charge to oversee and coordinate all activities related to the conduct of Semester End Examinations (SEE) and Repeat End Semester Examinations (RESE). The Officer In-charge acts under the supervision of the Controller of Examination (COE) and is responsible for ensuring proper implementation of examination protocols, maintaining discipline, and facilitating seamless communication and coordination among invigilators, administrative staff, and other stakeholders involved in the examination process. The following are the duties and Responsibilities

of the Officer In-charge;

11.1 Prepare a comprehensive master plan for seating arrangements considering the total number of examinees.

11.2 Appoint invigilators and administrative staff required for smooth conduct of examinations.

11.3 Receive and securely keep blank answer-books bearing serial numbers and sealed packets of question papers from the COE.

11.4 Verify that the examination name, course, paper, date, and time printed on envelopes match the official examination timetable before commencement.

11.5 Issue detailed instructions (attached as ANNEXURE VII) received from the COE to invigilators and ensure strict adherence.

11.6 Display examination-related instructions for candidates at prominent locations within examination centers.

11.7 Conduct regular rounds of all examination rooms/halls to ensure invigilators perform duties effectively and maintain discipline.

11.8 Collect and submit a detailed account of total answer-books received, used during examination, spoiled, and returned to the COE office on completion.

11.9 Receive reports of misconduct, malpractices, or use of unfair means from invigilators and forward these reports to the COE office promptly.

11.10 Record the registration/enrollment numbers of absent candidates in the College Administrative System (CAS) and send absentee details to the COE office and spot valuation center.

11.11 Cross-verify answer-books returned by invigilators with attendance records, organize them as per registration/enrollment numbers.

11.12 Ensure immediate submission of answer papers to the Spot Valuation Centre upon completion of each examination paper for masking and further processing.

11.13 Coordinate with campus security and support staff to maintain a safe and orderly environment within the examination centers.

11.14 Keep records of invigilator attendance and deployment for audits and future reference.

11.15 Process and facilitate timely payment of remuneration to invigilators and other supporting staff involved in examination duties as per Institute policies.

12. Conduct of Semester End Practical / Project Examination:

12.1 There shall be one Semester-End Practical Examination for each practical course, as specified in the approved scheme of the program. Overall control, supervision, and coordination of

Semester-End Practical Examinations, including project evaluations where applicable, shall rest with the Officer In-charge. The Practical Examination Coordinator shall assist the Officer In-charge in planning, scheduling, coordinating, and conducting the practical examinations and project evaluations at the end of each semester, in accordance with the Academic Calendar and the schedule prescribed by the Controller of Examinations (COE).

12.2 The timetable for Semester-End Practical Examinations shall be prepared by the Head of the Department (HOD) in accordance with the slots allotted by the COE and the schedule prescribed in the Academic Calendar. The HOD shall forward a copy of the timetable to the COE for information. The Practical Examination Coordinator, in consultation with the HOD, shall prepare the detailed batch-wise timetable and coordinate necessary arrangements under the supervision of the Officer In-charge.

12.3 Each Semester-End Practical Examination and project evaluation shall be conducted by one Internal Examiner and one External Examiner, as prescribed in the approved scheme of the program.

12.4 The Internal and External Examiners shall be appointed by the COE from the approved panel of examiners. If an appointed External Examiner fails to attend the examination for any reason, the concerned department shall immediately inform the Officer In-charge and the COE. An alternative arrangement shall be made with the approval of the competent authority.

12.5 If no examiner from the approved panel is available or willing to accept the appointment, the COE, with the consent of the principal, may appoint an examiner from outside the approved panel, provided the examiner fulfills the prescribed qualification and experience criteria. The HOD shall forward the duly signed and stamped course-wise list of Internal and External Examiners to the Examination Cell.

12.6 The Officer In-charge shall oversee the overall planning, coordination, and monitoring of Semester-End Practical Examinations and project evaluations, where applicable. The Practical Examination Coordinator shall assist the Officer In-charge in communicating with departments, consolidating examination schedules, coordinating examiner appointments, monitoring examination arrangements, and ensuring timely submission of examination records.

12.7 The HOD shall nominate the staff required for the conduct of each practical examination and forward the details to the Practical Examination Coordinator. The following staffing structure shall ordinarily be followed:

a) Internal Examiner: One for each practical course, preferably the concerned course teacher.

b) External Examiner: One for each practical course, as prescribed in the approved scheme.
c) Supporting Teacher: One teacher to assist the Internal Examiner for each practical course.
d) Laboratory Assistant/Attendant: One for each practical course, as required.

12.8 The Internal Examiner, with the assistance of the supporting teacher and laboratory staff, shall ensure that all necessary equipment, instruments, materials, and laboratory arrangements are available before the commencement of the examination.

12.9 Marks for the Semester-End Practical Examination and project evaluation, where applicable, shall be awarded jointly by the Internal and External Examiners, in accordance with the approved assessment scheme and evaluation criteria. In case of disagreement, the matter shall be referred to the Officer In-charge and the COE for resolution as per examination rules.

12.10 The Internal Examiner shall enter marks into the prescribed CAS module and generate the marks foil. Both Internal and External Examiners shall sign each page of the marks foil confirming the final marks awarded.

12.11 The HOD shall retain one copy of the marks foil, grade moderation report, attendance sheet, and other relevant records for departmental reference and audit purposes.

12.12 On completion of the Semester-End Practical Examinations and project evaluations for a semester, the duly signed answer books, attendance sheets, marks foils, and other prescribed examination records shall be submitted to the COE Office by the next working day. These records shall be duly authenticated by the respective examiner(s), course coordinator, and HOD as applicable.

12.13 The Practical Examination Coordinator shall assist the Officer In-charge in preparing and consolidating estimates for travelling allowance (TA), daily allowance (DA), and remuneration payable to External Examiners, Internal Examiners, and other involved staff, in accordance with applicable rules.

12.14 TA, DA, and remuneration payable to External Examiners shall be processed and paid as per prevailing rules and regulations following completion of the respective examination and submission of required documentation.

12.15 Remuneration payable to Internal Examiners and other staff shall be processed after completion of practical examinations. Supporting documents and accounts shall be submitted to the Accounts Office within one week or as per applicable financial rules.

12.16 The Officer In-charge shall ensure practical examinations and project evaluations are conducted fairly, transparently, and

orderly. All examination-related records must be submitted within prescribed timelines. The Practical Examination Coordinator shall assist in monitoring schedule compliance, maintaining coordination between departments and the Examination Cell, and reporting any issues to the Officer In-charge for action.

12.17 The HOD, Internal Examiner, External Examiner, Practical Examination Coordinator, and all other involved staff shall discharge their responsibilities in accordance with directions from the Officer In-charge, COE, and applicable Institute examination rules.

13. Provisions for Divyanga/Differently Abled/Visually Impaired

13.1 The Controller of Examination (COE) shall provide the facility of a writer to blind examinees, granting them an additional one hour beyond the stipulated time limit to complete their examination. For other differently abled examinees, an extra half hour shall be allotted. These provisions shall be subject to verification of a valid Medical Certificate issued by the Civil Surgeon or Orthopedic Surgeon. The assigned writer shall be less qualified than the examinee.

13.2 The COE shall also grant an additional half hour beyond the regular examination time to paraplegic and orthopedically impaired students who have hand-to-mind coordination difficulties, as well as to visually impaired students. This extension is conditional upon submission and verification of an appropriate Medical Certificate issued by a Civil Surgeon or Orthopedic Surgeon.

13.3 Incentive marks for Divyanga/Differently Abled/Visually Impaired students shall be awarded as per the provisions outlined in ANNEXURE VIII.

14. Assessment of Answer-Books

The Institute follows a systematic, centralized process for the assessment of answer-books through spot valuation, ensuring confidentiality and accuracy by masking and de-masking answer scripts. The Valuation Centre functions under the Deputy Controller of Examination, Post-Exam (Deputy COE 2), who oversees and ensures the smooth and prompt completion of the valuation process for Semester End Examinations (SEE) and Repeat End Semester Examinations (RESE). The Principal or COE may nominate additional faculty members as Valuation Centre In-charges to assist Deputy COE 2 in managing these activities efficiently. Assessment of answer-books shall be done only at the Valuation Centre. Assessment of answer-book will be carried out by following process;

14.1 Receiving and Masking

14.1.1 Answer-books are received from the Officer Incharge, counted, and prepared for masking.

14.1.2 Each answer-book is masked to conceal the examinee's identity.

14.1.3 Masked answer-books are bundled into groups of 40 or 60 per course with completed bundle covers.

14.1.4 Masked bundles are handed over to the Valuation Centre for assessment.

14.2 Assessment of Answer Books

14.2.1 Bundles of 40 or 60 answer-books are issued to evaluators, who are required to complete valuation within one stipulated time.

14.2.2 Evaluators must mark answer-books with red ink, write their name, date and sign each paper after valuation.

14.2.3 Scrutiny of evaluated answer-books includes checking and ensures;

a) All questions and sub-questions are valued.
b) Marks awarded match the scheme.
c) Correct posting of marks on answer book front page.
d) Marks are correctly totaled.
e) Evaluator signatures are present.

14.2.4 Reported discrepancies must be rectified by the original evaluator; no corrections are made independently by scrutiny staff.

14.2.5 Post-correction, transparent adhesive tape is placed over marks for security.

14.2.6 Scrutinizer certifies completion by signing the bundle slip.

14.3 De-Masking

14.3.1 Evaluated answer-books are returned to the Examination Cell for de-masking under strict supervision.

14.3.2 De-masked bundles are transferred to the Tabulation section.

14.3.3 Marks are entered into the College Administrative System (CAS) by authorized personnel (Valuer with the help of exam clerk).

14.3.4 Deputy COE-2 supervises the mark entry to ensure accuracy and result finalization, generating marks foils and result sheets.

15. Photocopy and Re-valuation of the Assessed Answer-Book/s:

The Institute provides photocopies of assessed answer-books and to enhance transparency and credibility in the examination system. Examinees who have grievances regarding their assessment may apply for photocopies of the assessed answer-books by paying the prescribed fees. Also, upon the examinee's request, the answer book may also be re-assessed after payment of the requisite fees. The revised marks, subsequent to grievance redressal, shall be communicated to the

concerned examinee.

15.1 General Rules

15.1.1 Applying for a photocopy of the answer-book and applying for re-valuation are independent processes.

15.1.2 Possession or application for a photocopy of the answer-book is not a prerequisite for applying for re-valuation in the respective subject.

15.1.3 Examinees may apply for photocopy, re-valuation, or both simultaneously, as per their choice.

15.1.4 Applicants must note that marks after re-valuation will be recalculated as per the procedure outlined in ANNEXURE IX and will supersede the original marks obtained in SEE/RESE.

15.2 Rules & Procedure for providing the Photocopy (s) of assessed answer book (s)

15.2.1 The facility of obtaining photocopies of assessed answer-books is extended only for theory papers of SEE/RESE conducted by the Institute in the current academic session.

15.2.2 Examinees must apply for photocopies within five working days from the date of declaration of the SEE/RESE results for the concerned course, using the specified format and paying prescribed non-refundable fee set by the institute. Requests received after this deadline shall not be entertained on any grounds.

15.2.3 Photocopies provided will exclude the front page and are intended solely for the applicant's academic use. Examinees become sole custodians and are prohibited from sharing or using the copies for unauthorized purposes or to challenge assessment validity.

15.2.4 Misuse of photocopies will result in disciplinary action by the Unfair Means Inquiry Committee, and the decision of the authorities, based on the committee's recommendation, shall be final.

15.3 Procedure for the Re-assessment/Re-evaluation of the Answer-book(s)

Examinees dissatisfied with awarded marks may apply for re-valuation within the prescribed timeframe using the official form (online/offline) and pay the required fees.

15.3.1 Re-valuation is available only for theory papers of examinations held in the current semester and applicable only to applications submitted within the stipulated deadline. Applications received after the deadline shall not be accepted under any circumstances by the Examination

Cell

15.3.2 Examinees may apply to re-evaluate answer-books regardless of the original mark obtained, including zero marks.

15.3.3 Re-valuation applications can be submitted for as many courses as the examinee desires.

15.3.4 Upon re-valuation, the examinee must surrender original marks and accept the revised marks, which may be increased, decreased, or unchanged. The rules and procedures for changes in marks after re-valuation, including thresholds for deviation and consequent decisions, are detailed in ANNEXURE IX

15.3.5 A random sample of 5% of assessed answer-books will be selected for moderation of re-valuation by a faculty member other than the original valuer.

15.4 Preservation/Retention of Answer-books

The corrected answer-books of Semester End Examination (CIA, SEE and RESE) are to be retained for a period of one academic year (two consecutive semesters). The right to access the copy of the corrected answer-books of (CIA, SEE and RESE) will not be available beyond the period of one academic year (two consecutive semesters).

16. Finalization of Internal Assessment (Theory & Practical), Grades of the Audit Courses and Incentives:

16.1 Internal Assessment

16.1.1 HOD shall send a copy of internal marks (theory and practical) duly signed by course co-ordinator and HOD to COE. These internal marks shall be used for TR generation in the COE Office

16.1.2 The HOD and respective course teacher shall sign the final copy of internal marks and submit it to the COE office before the notified deadline.

16.1.3 Once submitted to the COE office, no alterations or corrections in internal marks shall be permitted. Any request for change will be considered only in exceptional cases and requires prior approval from the Principal.

16.1.4 For theory courses evaluated through SEE and CIA, combined minimum passing marks shall be considered only when the student obtains a non-zero score in the SEE. Similarly, for practical or term work courses assessed through External Examination (EE) and Progressive Assessment (PA), passing shall be considered only if the student obtains a non-zero score in the EE.

16.2 Grades of the Audit Courses:

16.2.1 A copy of the grades for audit courses, containing the student's name, registration number/roll number, and signed by the concerned course teacher and Head of Department (HOD), shall be submitted to the COE office before the deadline notified by the COE.

16.2.2 Once submitted to the COE office, no alterations or corrections to the audit course grades shall be permitted. Any requests for change will be considered only in exceptional cases and require prior approval from the principal.

16.3 Incentives:

16.3.1 Incentive marks earned from extra-curricular activities, including sports and academic achievements, shall be entered into the College Administrative System (CAS) by the Head of Department (HOD). A signed hard copy of the incentive record shall be submitted separately to the COE office before the deadline notified by the COE.

16.3.2 Once incentives are submitted to the COE office, no alterations or corrections shall be permitted. Requests for change will be considered only in exceptional circumstances with prior approval from the Principal. The awarding of incentive marks for various extra-curricular activities shall be in accordance with the provisions detailed in ANNEXURE IX.

17. Tabulation Register Generation and Results Declaration:

17.1 Tabulation Register Generation

17.1.1 Statement of internal marks (theory and practical) shall be generated through CAS after freezing.

17.1.2 After finalizing ("freezing") the internal marks for theory, practical, seminars, projects, and other components, a consolidated as well as course-wise printout shall be prepared by the Examination Cell. The Controller of Examination (COE) shall forward these printouts to the concerned Head of Department (HOD) for verification and confirmation.

17.1.3 Provisional TR shall be generated through CAS and placed before the Scrutiny Committee for verification of entry of marks.

17.1.4 After corrections, if any, TR shall be placed before Examination Committee for approval.

17.1.5 After approval, Gazette, TR and grade cards shall be

generated through CAS.

17.1.6 Grade report shall have the signature of COE /Head of the Institute.

17.1.7 Result shall be announced from COE Office through CAS and Tabulation Record (TR) shall be sent to the respective departments.

17.1.8 The Institute shall strive to declare the results of every Semester End/ Repeat End Semester Exam conducted by it within thirty days from the last date of the examination for that particular programme and shall in any case declare the results latest within forty-five days thereof: Provided that, if for any reasons whatsoever, the Institute is unable to finally declare the results of any examination and evaluation within the aforesaid period of forty-five days, Controller of Examination and Evaluation shall prepare a detailed report incorporating the reasons for such delay and submit the same to the Principal.

17.2 Declaration of Result

Declaration of result is based on the Semester Grade Point Average (SGPA) earned towards the end of each semester or the Cumulative Grade point Average (CGPA) earned at the completion if all eight semesters of the programme. The computation of SGPA, CGPA and letter grades will be calculated as per ANNEXURE X.

If some candidates exit at the completion of the first, second or third year of the Four years Undergraduate Programmes, with Certificate, Diploma or Basic Degree, Respectively, then the results of successful candidates at the end of the second, fourth, sixth and eighth semesters shall also be classified on the basis of the CGPA obtained in the two, four, six or eight semesters, respectively. A student obtaining Grade F shall be considered failed and will be required to re-appear in the Examination. Based on the above recommendations on Letter grades, grade points and SGPA and CGPA, the Institute will issue the Statement of Grades and consolidated transcript indicating the performance in all semesters.

18. Examination Fees and Remuneration to Examiners:

18.1 Examination Fees: Fees schedule applicable for all examinations and revaluations is provided in ANNEXURE III.

18.2 Remuneration for examiners: Invigilators, and related staff follows standardized rates as mentioned in ANNEXURE XI

19. Grade Moderation Committee

The Grade Moderation Committee for second to final-year students will consist of all course coordinators for the respective classes, with the head of the concerned department serving as the Chairperson, For the first year, the First Year In-charge will act as the Chairperson, and all course coordinators will be members. This committee is responsible for ensuring adherence to the guidelines for grade allocation. The Chairperson of the Grade Moderation Committee will be accountable for submitting the final grades to the Controller of Examinations in the exam section. Additionally, the Chairperson will retain record copies of the marks, grades, and statistical data for all moderated courses.

20. Progression to Higher Classes:

For progression to a higher class (Second, Third, or Final Year), a student who has earned all the required credits in the previous semesters and has a passing result will be directly eligible for progression. Students may also be allowed to keep the term (ATKT) and their eligibility for progression to higher classes shall be as per Table given below:

Table: Eligibility for progression to higher classes

Sr. No.	Admission to	Minimum Required Credits
1	Semester-III	28 credits from all Verticals of Semester-I & II
2	Semester-V	Successful completion of Semester-I & II with all credits and 28 credits from all Verticals of Semester-III & IV
3	Semester-VII	Successful completion of Semester-III & IV with all credits and 28 credits from all Verticals of Semester-V & VI

A student who could not complete a semester satisfactorily or did not keep term will be eligible for re-admission to the same semester. However, re-admission to the semester should be allowed only in regular session of that semester. In such case, the candidate will not be eligible to get admission in higher semester.

20.1 Eligibility for admission to the UG Bachelor's Degree with Double Minor/ Honors / Research as per UGC guidelines:

Minimum CGPA of 7.5 or minimum 75% after second semester for UG Bachelor's Degree with Double Minor/Honors and Minimum CGPA of 7.5 or minimum 75% after sixth semester for UG Bachelor's Degree with Research.

21. Examination Vigilance squad:

21.1 Appointment of Vigilance Squad:

Principal shall appoint a Vigilance Squad comprising the following members:

HOD	Chairperson
Regular Faculty-Male	
Member	
Regular Faculty-Female	
Member	
Non-teaching Staff	Member

The Vigilance Squad shall be constituted with due consideration to gender equality.

21.2 Duties of Vigilance Squad:

21.2.1 When necessary, conduct physical verification of examinees and their belongings (e.g., compass boxes) to ensure that no prohibited items such as mobile phones, Bluetooth devices, books, written or printed papers, or any other unauthorized material are brought into the examination hall. Physical verification of female examinees, if required, shall be conducted exclusively by female faculty members in a private room.

21.2.2 Ensure that examinees do not write on the walls or on the supplied question papers.

21.2.3 Conduct themselves with utmost caution, courtesy, and respect at the examination centre, avoiding any disturbance to examinees.

21.2.4 Avoid causing any harassment to students or examination officials in the examination centre.

21.2.5 Regularly inspect the examination centre and carry out surprise checks to ensure adequate arrangements for smooth conduct of examinations.

21.2.6 Take prompt action to prevent malpractices such as copying or possession of unauthorized materials in accordance with the established rules and guidelines.

21.2.7 Report incidents of malpractice immediately to the Controller of Examination (COE) for necessary disciplinary action.

21.2.8 Perform any other duties assigned by the COE from time to time to facilitate smooth and fair conduct of examinations.

21.2.9 Under no circumstances shall the Vigilance Squad release any press statements or communicate with the media regarding examination matters..

22. Dealing with the cases of Unfair–means:

22.1 Unfair Means Committee will be constituted by the Principal in each academic year to deal with the cases of alleged misconduct and use of unfair means by the students in all the examinations conducted by the Institute. This committee shall consist of Total three senior male and female teachers of the Institute. One of the members of the committee shall be the Chairperson of the Committee.

22.2 As soon as a student is identified having resorted to unfair means, his/her answer- book shall be seized by the invigilator or by the authorized person.

22.3 The papers (hand written/printed/photocopied etc) found in possession of the student shall be signed by the student, Invigilator and Deputy COE and tagged with his answer-book in candidate's presence.

22.4 If mobile phone/any electronic gadget is found in possession of the student, it shall be seized and sealed in an envelope. The envelope shall be signed by the student, Invigilator and Deputy COE (Officer In-charge).

22.5 The Deputy COE shall ask the candidate to make a statement in writing, explaining his/her conduct. In case the candidate refuses to do so, the fact of his/ her refusal shall be recorded by the Deputy COE which should be attested by at least one invigilator on duty.

22.6 In the case of practical tests/performance tests on PCs the act of using unfair means shall be recorded by the internal examiner. Evidence in the form of softcopy/photocopy/photograph etc. shall be submitted along with the statement of the student.

22.7 After completing all above formalities, a fresh answer-book shall be given to the student for completing the examination. He/She shall be informed that he/she need not repeat the questions he/she has solved in seized answer book; he/she may solve the remaining part of the question paper.

22.8 After a particular examination session is over, these answer-books (duly marked I & II with Red ink) and the envelope containing the seized electronic gadget/ mobile phone shall be sent separately to the COE along with the report

22.9 After the examination of all the theory and practical courses, the Unfair Means Committee shall enquire into the cases of attempt of unfair means in the examinations.

22.10 Before two days to the scheduled unfair means committee meeting, Examination Cell shall intimate the concerned students, by SMS/E-mail/CAS/Institute web-site to appear before the committee.

22.11 Unfair Means Committee will cross-examine the student one by

one and identify clearly the category of nature of offence as listed in the ANNEXURE-XII of the Examination Manual.

22.12 If the student fails to report on the specified date and time, committee will take the decision Ex Parte on the basis of available reports/ evidences.

22.13 The Unfair Means Committee shall submit its recommendations to the Examination Committee for consideration and necessary action. The Examination Committee is empowered to finalize the recommendations of the Unfair Means Committee.

NOTE:

i. *Broad categories of unfair means resorted to by students at the examinations and the quantum of punishment for each category thereof is given in the ANNEXURE-XII of the Examination rules and procedure of JDIET.*

ii. *In case any discrepancy arises regarding definitions, only then concerned Ordinance(s) of the Sant Gadge Baba Amravati University shall be referred.*

iii. *Broad categories of negligence/unfair means resorted to by paper setters, examiners, moderators, valuers, teachers or any other persons connected with the conduct of examinations and punitive action thereof.*

23. Award of Degree, Diploma and Certificate

Considering the conferment of autonomous status to JDIET there will be change in nomenclature of award of qualification with respect to SGB Amravati University Notification No. 102/2025 dated 19/07/2025 and JDIET academic regulations 11. The affiliating University will award Four Years Multidisciplinary B. Tech. Degree, Three Years Bachelors Degree in Vocation (B. Voc) or B.Sc. (Engg./Tech.), Two Years UG Diploma in Engg. /Tech. and One-Year UG Certificate in Engg./Tech. based on student's exit.

The Four-year Multidisciplinary B. Tech. Degree Programme allows the students to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minors as per their choices and the feasibility of exploring learning with multiple entry and multiple exit options.

Subject to the conditions prescribed by the Admission Regulating Authority (ARA) and Government of Maharashtra from time to time, for admission in First Year of B. Tech. Degree Programme, the candidate shall be considered eligible after successful completion of HSC/Grade 12 (in 5+3+3+4) Examination or after earning 160 credit points the student gets the qualification level 4.0 with mandatory subjects and minimum marks as prescribed by the ARA and CET Cell.

The student must earn all the prescribed minimum number of credits as specified under the institutional curriculum structure requirements

to acquire qualifications at different levels mentioned in ANNEXURE XIII. Students admitted through direct lateral entry shall be required to earn the prescribed credits for their respective course duration from the year of admission. Student should earn Pass (P) grade for each non-credit course.

The Institute will award Merit Certificates annually to outstanding students, A student who has passed all courses without failing in any course shall be eligible for the Merit Certificate. The merit certificates shall be awarded for each semester to all first, second, third and final year B. Tech students from each programme securing highest CGPA.

24. Academic Bank of Credits (ABC) and Credit Transfer

Academic Bank of Credits, the national-level digital repository established by the UGC for storage, accumulation, transfer, and redemption of academic credits.

24.1 Registration on the ABC Portal

24.1.1 Every student admitted to any programme of this Institution shall, at the time of admission or within 15 days thereof, register on the ABC portal using a DigiLocker account or Aadhaar-linked identity, and obtain a unique ABC-ID.

24.1.2 The student section shall collect the ABC-ID of every admitted student and record it in College Administrative System (CAS) against the student's Registration ID/roll number.

24.1.3 Students who are unable to generate an ABC-ID due to technical or documentary constraints shall report the same to Student Section/College Administrative System (CAS), which shall facilitate resolution.

24.1.4 The ABC-ID, once generated, shall be linked to the student's APAAR-ID, and both shall be reflected on the student's mark sheets, statement of grade, and provisional/final certificates, where the Institution's format permits.

24.1.5 No student shall be permitted to appear in the Semester End Examination of a subsequent semester without a valid, recorded ABC-ID.

24.2 Upload of Records to NAD-ABC Platform and Deposit of Credits

24.2.1 Upon declaration of results of each semester, the Examination Cell shall compile the course-wise and total credits successfully earned by each student, duly verified against the approved curriculum and credit structure of the programme.

24.2.2 The National Academic Depository (NAD) and the Academic Bank of Credits (ABC) operate as a single integrated platform ("NAD-ABC"). The Institution shall accordingly follow a single upload process, and shall not treat NAD and ABC as separate or independent upload obligations, as detailed below:

a. The Examination Cell shall prepare a digital input file

containing, for each student, the APAAR/ABC-ID, enrolment/roll number, course-wise details, and corresponding credit values, duly verified against the approved curriculum and credit structure;

b. The Examination Cell shall upload the said input file to the NAD portal, through the Institution's registered NAD/ABC-participating entity login after the declaration of results;

c. Upon successful validation of the uploaded data by NAD, the corresponding credits shall be reflected automatically in the student's ABC account without requiring any separate or manual entry on the ABC portal. The Examination Cell shall not be required to independently upload the same data a second time on the ABC portal.

24.2.3 The Examination Cell shall maintain a Credit Upload Register/digital log recording the date of upload to NAD, semester, courses, credits, and confirmation status (successful/failed/pending validation) of each upload transaction, and shall verify reflection of the corresponding credits in students' ABC accounts.

24.2.4 In the event of a discrepancy between the credits earned as per Institutional records and the credits reflected in the student's ABC account following a NAD upload, the student may submit a written representation to the Examination Cell, which shall be resolved, including re-upload or correction on the NAD-ABC platform.

24.2.5 Credits obtained through unfair means, malpractice, or in courses not approved by the Academic Council/Board of Studies shall not be certified or included in the input file uploaded to NAD. Any such credit inadvertently uploaded and reflected in a student's ABC account shall be withdrawn/corrected upon detection, and the student shall be informed in writing.

24.2.6 The Examination Cell shall ensure compliance with UGC-notified annual deadlines for upload of mark-sheets, grade sheets, and credit data of each Examination Year on the NAD-ABC platform. As these deadlines are final and non-extendable once notified, the Examination Cell shall complete uploads sufficiently in advance and shall report upload status to the Controller of Examinations on a semester-wise basis.

24.3 Credit Transfer — Incoming

(Credits earned elsewhere, to be recognized by this Institution)

24.3.1 A student seeking transfer of credits earned at another UGC-recognized HEI (including through ODL/Online mode, SWAYAM, or a foreign university with recognized equivalence)

into a programme of this Institution shall submit an application in the prescribed format to the Academic Section/Admission Section, along with:

a. Transcript/certificate of credits earned, duly authenticated by the originating institution;
b. ABC credit statement/proof of deposit in the student's ABC account;
c. Course syllabus/content of the course(s) for which transfer is sought.

24.3.2 The application shall be forwarded to the Board of Studies (BoS) of the concerned Department, which shall examine equivalence of course content, credit weightage, and learning outcomes, and submit its recommendation to the Academic Council.

24.3.3 The Academic Council shall approve or reject the credit transfer request, recording reasons in case of approval or rejection.

24.3.4 The maximum credits eligible for transfer into any programme of this Institution shall not exceed (under the 2025 framework) of the total credits required for that programme, or as prescribed by UGC/regulatory norms from time to time, whichever is lower.

24.3.5 Credits transferred and approved shall be incorporated into the student's academic record by the Examination Cell, with a clear annotation distinguishing "Transferred Credits" from credits earned at this Institution.

24.3.6 No credit shall be recognized for transfer if earned more than [7 years / as prescribed by UGC] prior to the date of application, in line with the validity period of credits stored in the ABC.

24.3.7 Multi-institutional learning permission: The student shall be allowed to earn some elective subject credits from other institutions/colleges with same university provided that student earns all major credits for core subject form JDIET. Students enrolled in the degree programmes may avail of other elective credit from two different colleges affiliated with the same University and /or online courses available within the 40% cap mentioned by UGC. The Academic Council on the recommendations of respective BoS shall approve these Courses.

24.4 Credit Transfer — Outgoing

(Credits earned at this Institution, sought for use elsewhere)

24.4.1 A student who has earned credits at this Institution and deposited the same in their ABC account may seek transfer of such credits to another HEI, subject to the acceptance policy of the receiving institution.

24.4.2 On request, the Examination Cell shall issue an authenticated credit transcript, and confirm the corresponding deposit in the student's ABC account on payment of the prescribed fee, if any.

24.4.3 The Institution shall not be responsible for the acceptance or non-acceptance of such credits by the receiving institution, acceptance being at the sole discretion of the receiving institution as per its own norms.

24.5 Multiple Entry and Exit (MEE)

24.5.1 A student may exercise the Multiple Entry and Exit option as per the credit thresholds notified for the programme, ordinarily:

a. Certificate: on successful completion of [1 year];
b. Diploma: on successful completion of [2 years];
c. Degree (B. Voc): on successful completion of [3 years].
d. Degree (B. Tech): on successful completion of the full [4 years].

24.5.2 A student exiting the programme shall apply to the Examination Cell through concerned department in the prescribed format at least 30 days before the proposed date of exit. The Examination Cell shall verify total credits earned and certified as deposited in the ABC before recommending issuance of the corresponding certificate/diploma.

24.5.3 A student re-entering the programme after an exit shall be permitted to resume from the point of exit, subject to validity of stored credits and availability of seats/programme continuity, as approved by the Academic Council and Competent authorities.

24.5.4 The exit certificate/diploma/Degree (B.Voc) issued shall bear specific mention that it has been awarded under the Multiple Entry-Exit provision of the ABC/NEP 2020 framework.

24.6 Credit Redemption for Award of Degree

24.6.1 A student may redeem credits accumulated in the ABC account — whether earned wholly at this Institution or partly transferred from other recognized HEIs — towards the award of the final degree/diploma/certificate, subject to fulfilment of:

a. Minimum residency requirement at this Institution, as prescribed (e.g., minimum of total credits to be earned at the degree-awarding institution);

b. All programme-specific mandatory course/credit requirements;

c. No pending disciplinary or examination malpractice proceedings.

24.6.2 The Examination Cell shall process credit redemption requests and place them before the Academic

Council/Examination Board for final approval prior to declaration of the student as eligible for the degree.

24.7 Grievance Redressal

24.7.1 Any student aggrieved by a decision relating to credit deposit, transfer, or redemption may submit a written appeal to the Controller of Examinations.

24.7.2 The Controller of Examinations shall communicate the decision to student within 15 days and shall be final, subject to applicable UGC provisions.

NOTE:

In the event of any dispute, difference of opinion regarding the interpretation of these regulations, or matters not covered in these regulations, the decision of the Chairperson of the Academic Council shall be final and binding.

Notwithstanding the provisions outlined in these regulations, the Chairperson of the Academic Council may take necessary actions in urgent situations on behalf of the Academic Council, as deemed appropriate, and will report such actions at the next Academic Council meeting for approval.

In the event of any dispute, ambiguity, procedural difficulty, or matter arising in connection with the conduct of an examination which is not expressly provided for or adequately addressed under the Examination Rules and Procedures of the Institute, the Chairperson of examination committee of the Institute may refer to the Examination Conduction Rules, Regulations, Ordinances, and directives issued by Sant Gadge Baba Amravati University (SGBAU) and make a decision applicable to the student or examiner which shall be final and binding.

Furthermore, Notwithstanding the provisions outlined in these regulations, Chairperson of the Examination Committee has the authority to take decisions on behalf of the Examination committee, as deemed appropriate in case of emergency or urgency and shall subsequently present such decisions for approval or resolution by the Examination Committee.

ANNEXURE I

Assessment Process for CIA and PA

1. Assessment Criteria for Continuous Internal Assessment (CIA) and Progressive
   Assessment (PA) for Semester-I to IV will be conducted as under :

   i. Subjects/Courses [(3-0-0) and (2-0-0)] having Theory Evaluation CIA with maximum 40 or 20 marks.

Assessment Type	Frequency	Mode	Distribution of Marks	
Assignments/Case Studies/ Essay/Article writing	Twice in a month	Written	15	7.5
Class Test	Once in a mid-semester	Written	10	05
Open Book Test	Once in a Semester	Written	10	05
Teacher's Assessment/ Attendance/ Portfolios	Once in a Month	--	05	2.5
Total			**40**	**20**

   ii. Subjects/Courses (0:0:2) and (0:0:4) (VSC) having Progressive Assessment (PA) / Term Work Evaluation with maximum 50 or 25 marks.

Assessment Type	Frequency	Mode	Distribution of Marks	
Lab Work / Problem Solving / Field Assignments	Weekly	Practical/ Integrated	20	10
Viva	Weekly	Oral	20	10
Teacher's Assessment/ Attendance/ Portfolios	Once in a Month	--	10	05
Total			**50**	**25**

   iii. Subjects/Courses (1:0:2) having Progressive Assessment (PA) / Term Work Evaluation with maximum 50 marks.

Assessment Type	Frequency	Mode	Distribution of Marks	
Lab Work / Problem Solving / Field Assignments	Weekly	Practical/ Integrated	20	10
Assignments/Case Studies/ Essay/Article writing	Twice in a month	Written	15	7.5
Viva Exam	Once at Semester end	Oral/ Practical	10	5
Teacher's Assessment/ Attendance/ Portfolios	Once in a Month	--	05	2.5
Total			**50**	**25**

iv. Subjects/Courses (0:0:4) having Progressive Assessment (PA) / Term Work Evaluation with maximum 25 or 50 marks.

Assessment Type	Frequency	Mode	Distribution of Marks	
Field Assignments / Group Discussions / Role Play / Seminars / Co-Curricular	Weekly	Practical/ Integrated	15	30
Viva Exam	Once at Semester end	Oral/ Practical	05	10
Teacher's Assessment/ Attendance	Once in a Month	--	05	10
Total			**25**	**50**

v. Subjects/Courses (2:0:0) having Progressive Assessment (PA) with maximum 50 marks.

Assessment Type	Frequency	Mode	Distribution of Marks
Assignments/Case Studies/Essay/Article writing	Twice in the semester	Practical/ Integrated	30
Viva Exam	Once at Semester end	Oral/ Practical	10
Teacher's Assessment/ Attendance	Once in a Month	--	10
Total			**50**

Note: At the end of the semester, course teacher shall tabulate PA marks allotted to students and enter the same in CAS. Marks once entered shall not be altered without the permission of the Principal.

ANNEXURE II

Proposed Examination Schedule

Exam	Type	First Year		Second Year		Third Year		Final Year	
W-2025	SEE	Sem-I (A)-RS	Sem-I (B)-RS						
W-2025	RESE	Sem-I (A)-ES	Sem-I (B)-ES						
S-2026	SEE	Sem-II (B)-RS	Sem-II (A)-RS						
S-2026	RESE	Sem-I&II (A)-ES	Sem-I&II (B)-ES						
W-2026	SEE	Sem-I (A)-RS+ES	Sem-I (B)-RS+ES	Sem-III - RS					
S-2027	SEE	Sem-II (B)-RS	Sem-II (A)-RS		Sem-IV - RS				
S-2027	RESE	Sem-I&II (A)-ES	Sem-I&II (B)-ES	Sem-III- ES	Sem-IV - ES				
W-2027	SEE	Sem-I (A)-RS+ES	Sem-I (B)-RS+ES	Sem-III - RS+ES	Sem-IV - ES	Sem-V - RS			
S-2028	SEE	Sem-I&II (A)-ES	Sem-I&II (B)-ES		Sem-IV - RS		Sem-VI- RS		
S-2028	RESE	Sem-I&II (A)-ES	Sem-I&II (B)-ES	Sem-III- ES	Sem-IV - ES	Sem-V - ES	Sem-VI - ES		
W-2028	SEE	Sem-I (A)-RS+ES	Sem-I (B)-RS+ES	Sem-III-RS+ ES	Sem-IV - ES	Sem-V-RS+ES	Sem-VI - ES	Sem-VII - RS	
S-2029	SEE	Sem-II (B)-RS	Sem-II (A)-RS		Sem-IV - RS		Sem-VI - RS		Sem-VIII - RS
S-2029	RESE	Sem-I&II (A)-ES	Sem-I&II (B)-ES	Sem-III- ES	Sem-IV - ES	Sem-V - ES	Sem-VI - ES	Sem-VII - ES	Sem-VIII - ES
W-2029	SEE	Sem-I (A)-RS+ES	Sem-I (B)-RS+ES	Sem-III-RS+ ES	Sem-IV - ES	Sem-V-RS+ES	Sem-VI - ES	Sem-VII -RS+ES	Sem-VIII - ES
S-2030	SEE	Sem-II (B)-RS	Sem-II (A)-RS		Sem-IV - RS		Sem-VI - RS		Sem-VIII - RS
S-2030	RESE	Sem-I&II (A)-ES	Sem-I&II (B)-ES	Sem-III- ES	Sem-IV - ES	Sem-V - ES	Sem-VI - ES	Sem-VII - ES	Sem-VIII - ES

W	Winter
S	Summer
SEE	Semester End Exam
RESE	Repeat End Semester Exam
RS	Regular Student
ES	Ex-Student
Sem	Semester
A	Group - A
B	Group - B

ANNEXURE III

Examination Fees and Remuneration to Examiners for Semester End Examination/

Repeat End Semester Examination

a) Examination Fees

Sr. No.	Particulars	Rs.
1	Valuation centre fees	200/-
2	Theory exam per paper	200/-
3	Practical exam per subject For External Exam(EE) of 25 marks	250/-
4	UG Project Examination Per project	500/-
5	On Job Training(Internship/Apprenticeship)	1000/-

Particular (Optional Fees):

Sr. No.	Particulars	Rs.
1	Exit course for certifications at 4.5, 5, 5.5 level (optional) by	
	(a) Two courses at JDIET	1500/-
	(b) Internship / Apprenticeship in Industry	1000/-
	(c) Two MOOC/NPTEL Courses	1000/-
2	Course for Double Minor / Honors Degree per course (Optional Course)	500
3	Course for Honors with Research Degree per project (Optional Course)	1000
4	Transcript Per Copy	1000
5	Duplicate Grade Report Per Semester	300
6	Photocopy of Answer Books Per theory paper	200
7	Re-assessment of Answer kBooks Per Answer book	300

Semester-wise Fees:

Sr. No.	Semester	Rs.
1	Semester I	2250/-
2	Semester II	1750/-
3	Semester IIII	2200/-
4	Semester IV	1900/-
5	Semester V	2400/-
6	Semester VI	2150/-
7	Semester VII	2400/-
8	Semester VIII	1800/-
	Total	16,850/-

Backlog / Re-Exam:

Sr. No.	Particulars	Rs.
1	Exam fees	800/-
2	Valuation centre fees	200/-
3	Ex-candidate fees	200/-
	Total fees theory exam (for all subjects)	**1200/-**
4	Practical exam per subject	250/-
5	**If only practical is back**	
	Exam fees	800/-
	Ex-candidate fees	200/-
	Plus Rs. 250 per practical	

a) Simultaneously if he applies for Backlog/RESE Exam, and re-assessment result is declared as pass then his examination fees for Backlog/ RESE Exam will be refunded.

ANNEXURE IV

Detention policy

4.4.1 A regular student registered for courses who is found guilty in accordance with Clauses 7.9 and 8 of the Academic Regulations (AR) shall be considered a Defaulter Student.

4.4.2 A regular student who is debarred from an examination or rusticated for a specified period by the Institute, pursuant to a final notice issued by the Office of the Principal based on the recommendation of the Disciplinary Committee, shall be considered under this clause.

4.4.3 The debarment or rustication of a student for a specified period from the Institute, based on the recommendation of the Disciplinary Committee, shall be carried out in accordance with Clauses 7.9 and 8 of the Academic Regulations (AR). The Principal shall subsequently issue a notice to all concerned authorities for taking necessary action.

4.4.4 Upon receipt of the notice, the Dean, Student Welfare, shall prepare and issue the debarment/rustication letter in the prescribed format through ERP-CAS, addressed to the respective student and his/her parents/guardians. Copies shall be marked to the Dean Academics, respective HoDs, COE, ERP-CAS Coordinator, concerned clerk of the Students Section, Administrative Officer, and Accounts Department for information and necessary action.

4.4.5 Upon receipt of the copy of letter, the COE shall mark the student as "Debarred/Rusticated" for the respective semester in ERP-CAS. Such a student shall not be permitted to appear in the regular SEE/RESE/EE of the semester in which he/she has been debarred/rusticated. However, the student shall be permitted to appear in the upcoming SEE/RESE for courses in which he/she has failed in the previous semester (backlog subjects), subject to payment of the applicable examination fees.

4.4.6 ERP-CAS shall not generate the Hall Ticket for such a student and shall mark the student as "NE-Debarred/Rusticated-Sem-III-2026-27" in the list of students who have registered for the course or submitted the examination form. Accordingly, ERP-CAS shall generate the examination seating plan excluding such students.

4.4.7 In the Tabulation Report (TR), the status "NE-Debarred/Rusticated", i.e., Not Eligible due to Debarment/Rustication, shall appear against the name of the concerned student.

4.4.8 Upon debarment/rustication of a student, the ERP-CAS Coordinator shall relocate the student's name in ERP-CAS under the Major Head "Back Student" and the appropriate Sub-Head, such as "Debarred/Rusticated-Sem-VI."

A student who is debarred/rusticated in an odd semester shall not be eligible for registration in the subsequent even semester of the same academic session. The student shall be eligible for re-registration/admission in the

corresponding odd semester of the next academic year, subject to payment of the applicable fees. Similarly, a student who is debarred/rusticated in an even semester shall be eligible to take admission in the corresponding even semester of the next academic year, subject to payment of the applicable fees

ANNEXURE V

Instructions to the Paper Setters and Examiners:

ANNEXURE V (A)

a). Guidelines to be followed by the Paper Setters for setting a question paper for Semester End Examination:

i. There shall be a board of two paper setters for each theory paper consisting of Chairperson and
Member.
ii. Syllabus has been divided into units equal to the number of questions to be answered in the paper.
iii. The duration of theory examination shall be of **Two/ Three/ Four hours** as prescribed in the
syllabus / curriculum of the pertinent course.
iv. The Maximum Marks for the Question Paper shall be 30 or 60 or as prescribed in the syllabus.
v. The Question Paper shall consist of Short Answer type and Long Answer type questions.
vi. The Question paper should be set based on the Course Outcomes (COs) defined in the curriculum
and setter shall ensure that all the outcomes are addressed through appropriate questions. Read
and study the Course Outcomes of a paper/subject/course very carefully.
vii. The Questions should help to measure attainment of their in the corresponding Course Outcomes
as prescribed syllabus/curriculum. All questions must be mapped to their related Course
Outcomes.
viii. Questions in paper should try to address the different levels of learning (Bloom's Taxonomy).
ix. Avoid / Minimize the questions-based on First level of learning as per Blooms Taxonomy like
Define, State, Quote, List the steps, Identify, Who Discovered, Name the parts of, Recite the rules
for, etc.
x. All Units mentioned in the course should be covered with equal weightage. The question paper
shall be set so as to cover the entire syllabus of the respective course (paper).
xi. The degree of difficulty of the question paper should be such that a student, who has engaged
himself in the continuous learning process should be able to clear with ease. However, for
scoring further his all- round knowledge and skills should be tested.

xii. It is expected that scheme of marking shall be submitted along with the question paper.

xiii. Please ensure that the total marks for a course/subject/paper should be as prescribed / notified in the scheme/curriculum.

xiv. Avoid Questions like "Write short notes on ..."

xv. The question paper should be precise and should be designed such that the questions,

(a) are written with simple, straight forward and meaningful wordings;

(b) are unambiguous;

(c) are asked for appropriate marks;

(d) should be serially numbered as 01 or 02, 03 or 04, 05 or 06 etc;

(e) sub-questions, if any, shall be numbered as A,B,C,D,... continuously for all Units;

(f) must be ensured that all questions are strictly based in the prescribed syllabus;

(g) the paper setters should specify whether any Charts, Graphs, Tables, Codes, Books etc. are to be provided to the students. The use of which shall be permitted during the actual conduct of the examination.

(h) Diagrams sketches shall be clear and without missing data.

xvi. For Long Answer type questions, make sure that questions starting questions with "who", "what", "when", "where", "name", "list" are avoided as these terms limit the response.

xvii. The paper setter shall submit the paper set(s) maintaining the highest confidentiality in soft form as well as in paper form on or before the due date as mentioned in the appointment letter, as per the following -

(a) Paper Setter shall forward the paper set in pdf format as well as in editable .docx format solely to exam@jdiet.ac.in without any CC or BCC to self or anyone. The setter shall delete the email from the send folder once the paper has been sent to COE on the aforesaid email id.

(b) For forwarding the paper, external setters shall use the same email id specified in the appointment order. Internal setters shall forward the paper using their official jdiet email id.

(c) The format for file name to be used shall be as follows-

<Course Code_Course Name_Set- I/II.pdf> and

<Course Code_Course Name_Set-I/II.docx>

For example: 1SH101BS1_Mathematics-I_Set-I.docx

1SH101BS1_Mathematics-I_Set-I.pdf

xviii. Each theory paper shall be finalized after moderation and submitted by the Chairperson.

xix. The cover sheet supplied shall be filled in by the paper setters appropriately as per these

Instructions.

ANNEXURE V (B)

b). Guidelines to be followed by the Examiners:

Paper Valuation for Semester End Examination (SEE)

i. The Examiners shall maintain strict secrecy regarding their appointment and work in connection with the examinations.
ii. Submit the "Examiners Declaration" form given by Examination Cell.
iii. Check the course name /course code/ bundles of answer books allocated from Dy.CoE / Valuation centre in-charge. If any difference in number of answer books is found, the examiner shall get it clarified immediately.
iv. Only Red color pen shall be used for valuation.
v. Mark must be awarded at question wise in the left margin of answer book.
vi. The examiner shall assess all the answers even if a candidate has answered more than the required number but shall take into account only the required number of questions to be answered to the best advantage of the candidate.
vii. Whenever an answer does not deserve any mark (s) please write "Zero". Cipher "00" is not acceptable.
viii. During valuation of the paper, If any examiner suspects any case of malpractice, it should be brought to the notice of the Dy. CoE / Valuation centre in-charge.
ix. Please verify/check that all answered questions have been valued
x. Question wise marks must be transfer on the front page of the answer book. Fraction, if any, needs to be rounded up to next figure.
xi. Carefully check the grand total for correctness and total marks must be written in words and figure.
xii. The examiner shall put signature with his/her name sign along with date, in the space provided on the front page of the answer book.

Practical Examination Assessment for External Examination (EE)

i. The Examiners shall maintain strict secrecy regarding their appointment and work in connection with the examinations.
ii. The examiners shall not reveal or give hint regarding the results of the concluded Practicals / Viva examinations. Any violation of this shall be viewed very seriously.
iii. Please use only blue or black ball point pen and avoid overwriting.
iv. Examiners shall carry out the assessment in accordance with the scheme of evaluation prescribed for respective course.
v. The Examiner shall enter the marks awarded only in the prescribed sheet or digital system.
vi. The examiners shall seal the valued practical answer scripts, Viva-Voce attendance sheet and Mark sheet/ Green sheet in envelope addressed to the Controller of Examinations and handover it on the same day of the examination.
vii. The examiner shall not enclose along with the marks lists, any other letter, communication or remuneration bill.

ANNEXURE VI

Format for SEE / RESE question paper moderation

Name of the Moderator: _____ Department: _
Course Code and Name: _____

Sr. No.	Guidelines	Remarks (mention corrections made, if any)
1	Check the cover of envelope A and hard copy of the Question paper and ensure that they are not tampered with.	
2	Check the Branch of study, semester/year, Course code, course name, time allotted, number of questions, internal options, marks allotted to each question, total marks, and instructions for students.	
3	Check the repetitions of questions, clarity and readability of the figures.	
4	Check if all necessary corrections are carried out on hard copy of the question paper.	
5	Enclose and seal the moderated question paper in cover D.	

Additional Remarks, if any: _____

Signature of the Moderator with Date

ANNEXURE VII

Instructions for Invigilator

1. Any negligence on the part of invigilator shall be viewed seriously. Use of mobile phone during invigilation duty for talking, reading, typing, watching videos, playing games or any other purpose is strictly prohibited.
2. Neglecting the detection or prevention of unfair means, failure to take due efforts to stop malpractice, or non-reporting of unfair means cases will be treated as serious misconduct.
3. In case of negligence by a faculty member, warning letter will be issued.
4. In case of repeated instance, a show cause notice will be issued and the matter will be recorded in the concerned faculty member's service record.
5. In case of continued/repeated negligence by the same faculty member, appropriate disciplinary action will be initiated by the principal.
6. Invigilator must report 45 minutes before exam time to Control Room and sign attendance register.
7. Invigilator must collect all examination materials such as answer books, supplementary sheets, student's attendance sheet, invigilator's daily diary, seating plan, M-cards etc and verify the same before proceeding to the examination hall.
8. Invigilator should ensure proper seating arrangement in Exam Hall and remove un-authorized materials if found.
9. Invigilator must enter exam hall 15 minutes before commencement of exam, verify student's identity and ensure correct entry of seat number and subject details.
10. Clear instructions must be announced about exam rules.
11. Strict discipline, silence and continuous vigilance must be maintained throughout the examination.
12. The exam hall must not be left un-attended at any time.
13. In case of unfair means, materials must be confiscated and report immediately to Control Room.
14. Answer books must be collected, counted, arranged seat number-wise and all other documents should be submitted to the Control Room without delay after examination.
15. Duty confirmation must be done one day prior.
16. Inability to attend duty must be informed in writing with alternative arrangement to Officer In-charge.
17. Invigilator should thoroughly check the Hall Ticket and College Identity Card of each student and ensure that no student is permitted to appear for the examination without a valid Hall Ticket.

ANNEXURE VIII

Rules for incentive marks, grant of grace marks for passing, and condonation of deficiency of marks in a subject/course for passing the undergraduate semester examination

a) Rule for award of incentive marks for passing the examination and addition in SGPA.

i. Incentive marks for participation in N.S.S., N.C.C., games, sports, and extra-curricular activities shall be awarded to regular students as per the table below:

Sr. No.	Activity	Incentive Marks per activity/event
1.	Participation in N.C.C. and N.S.S.	03
2.	Participation in Inter Collegiate tournaments or events (University Level).	03
3.	Participation in Inter-University Tournaments or events.	05
4.	Participation in cultural activities and competitions at Inter-Collegiate centres recognized by the University.	03
5.	Participation in Inter-University cultural activities.	05
6.	Blood donation (each occasion)	02 (Max 5 marks)

ii. A student may be awarded a maximum of 5 incentive marks in a semester under any one or more of the above activities.

iii. Incentive marks shall be added to the examination marks before the application of Rules 1(b) and 1(c).

iv. Incentive marks shall be added to the examination marks of a subject/course in which the student falls short of the passing marks, provided that the incentive marks so added shall not exceed 5% of the total marks assigned to that subject/course.

v. If a student does not have a deficiency of passing marks in any subject/course, the incentive marks may be added to the total marks and SGPA using the conversion factor of 1 incentive mark = 0.014 SGPA, provided that the SGPA shall not exceed 10.00 after such addition. *(One incentive mark contributes 0.14% to the semester percentage; therefore, on a 10-point scale, it is equivalent to 0.014 SGPA.)*

vi. Incentive marks may be utilized both for making up the deficiency of passing marks in a subject/course and/or for addition to the total marks and SGPA, subject to the provisions of these rules.

vii. Incentive marks earned by regular students during the semester immediately preceding the Semester End Examination

(SEE)/External Examination (EE) shall be considered on the basis of the list and certificates submitted in the prescribed format by the Dean, Students Welfare to the Controller of Examinations (CoE) at least 15 days before the commencement of the examination.

viii. If an examinee passes the examination by availing incentive marks under this rule, symbol "@" shall be entered in the Tabulation Register and reflected in the Statement of Grades. The symbol "@" shall be printed at the bottom of the Statement of Grades with the meaning: "@ – Passed by Incentive Marks."

b) Rule for granting grace marks for passing in each head of passing to pass the examination.

i. The provisions of grace marks under this rule shall be applicable only after the application of Rule 1(a) relating to incentive marks. However, incentive marks under Rule 1(a) and grace marks under this rule shall not be applied simultaneously/together for passing the same subject /course.

ii. If a student fails in one or two subjects/courses due to a shortage of passing marks, grace marks may be awarded in each head of passing, within the prescribed limits, to enable the student to pass the examination.

iii. The admissible grace marks shall be as follows :

ead of passing prescribed marks	ace marks admissible up to
Up to 50	02
51 to 100	03
101 to 150	04
151 to 200	05

iv. The total grace marks awarded under this rule across different heads of passing shall not exceed 1% of the aggregate marks of the examination.

v. The provision of grace marks under this rule shall not be applicable to the candidates who remain absent for SEE/EE.

vi. If an examinee passes the examination by availing grace marks under this rule, the symbol "*" shall be entered in the Tabulation Register and reflected in the Statement of Grades. The symbol "*" shall be printed at the bottom of the Statement of Grades with the meaning:*" * – Passed by Grace Marks."*

c) Rule for condonation of deficiency of marks in one subject/course for passing the Examination.

i. If an examinee fails in only one subject/course after passing all other subjects/courses, the deficiency of marks in that subject/course may be condoned to the extent of 1% of the aggregate marks of the examination or 10% of the total marks assigned to that subject/course, whichever is less.

ii. The maximum condonation permissible under this rule shall not exceed 8 marks.

iii. If the condonation marks calculated under this rule result in a fraction, the fraction shall be rounded up to the next higher whole number.

iv. The provision of condonation marks under this rule shall not be applicable to the candidates who remain absent for SEE/EE.

v. The provisions of condonation marks under this rule shall be applicable only after the application of Rule 1(a) relating to incentive marks. However, incentive marks, grace marks, and condonation marks shall not be applied simultaneously/collectively for passing the same subject /course. Rules regarding incentive marks with grace marks and incentive marks with condonation can be used together for passing semester examination, but grace marks and condonation marks shall not be used together for passing semester examination.

vi. If an examinee passes the examination by availing condonation under this rule, the remark "**" shall be entered in the Tabulation Register and reflected in the Statement of Grades. The symbol ""** shall be printed at the bottom of the Statement of Grades with the meaning:"** – Passed by Condonation Marks."

d) Rule for grant of grace marks to differently abled and physically disabled examinee for passing in subject/course to pass the examination.

i. A differently abled or physically disabled examinee shall be eligible for grace marks equivalent to 3% of the aggregate marks of the semester examination for passing in one or more subjects/courses.

ii. The grace marks equivalent to 3% of the aggregate marks shall first be calculated.

iii. The calculated grace marks shall first be added to the subject/course in which the examinee has obtained the lowest marks. If any balance remains, it shall be added successively to the subject/course with the next lowest marks, and so on, until the entire 3% grace marks have been exhausted.

iv. Where necessary, the provisions relating to incentive marks, and condonation under Rules 1(a), and 1(c), respectively, shall also apply, subject to the conditions prescribed therein.

e) An examinee who passes the examination by availing grace marks or condonation of marks under these rules shall not be eligible for inclusion in the merit list or for the award of any rank, medal, prize, scholarship, or any other distinction based on examination performance.

The provision under these rules shall not apply to Bridge Courses, Exit Courses, Double Minor, Honours, or Honours with Research for passing the course.

ANNEXURE IX

Re-assessment/Re-evaluation Procedure

Following are the rules for change of marks after revaluation.

Sr. No.	Basis of Comparison	Deviation in Marks	Decision on Original Marks	Remarks
1	Marks awarded by subsequent examiner compared with original result	Less than or equal to 4% of total prescribed marks (on either side). i.e. 2/1 marks for 60/30 marks paper respectively (on either side)..	Original marks of the examinee remain un-changed	No change
2	Marks awarded by subsequent examiner compared with original result.	More than or equal to 5% and up to 15 % of total prescribed marks (on either side). i.e. i.e. 3/2 marks to 9/4 marks for 60/30 marks paper respectively. (on either side).	Original marks shall be changed	Marks awarded by the subsequent examiner shall be awarded to the examinee
3	Marks awarded by subsequent examiner compared with original result	More than or equal to 16% of total prescribed marks (on either side). i.e. 10/5 marks or above 10/5 marks for 60/30 marks paper respectively. (on either side).	Answer book(s) shall be reassessed by a second subsequent examiner	Mean of the higher two examiner's marks shall be awarded to the examinee

Note: If there occurs any fraction in calculating percentage of marks or total marks, the fraction
of mark shall be converted into next higher integer.
Reference: As per the Sant Gadge Baba Amravati University Direction No. 16 of 2019, dated 11th of July, 2019

ANNEXURE X

Computation of SGPA and CGPA

a) Letter Grades and Grade Points:

Computation of SGPA and CGPA shall be on the basis of Credits prescribed to Courses and Grade Points obtained by the student based on scale as mentioned in following table:

Table: Letter Grades and Grade Points

% of Marks	Alpha-sign/Letter Garde Result	Grade Point
90.0-100	O (Outstanding)	10
80.0-<90.0	A^+(Excellent)	9
70.0-<80.0	A (Very Good)	8
60.0-<70.0	B^+(Good)	7
55.0-<60.0	B (Above Average)	6
50.0-<55.0	C (Average)	5
40.0-<50.0	P (Pass)	4
Below 40.0	F (Fail)	0 (zero)
-	Ab (Absent)	0 (zero)

b) Computation of SGPA and CGPA:

The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester. The SGPA is based on the grades of the current term, while the Cumulative Grade Point Average (CGPA) is based on the grades in all courses taken after joining the programme of study.

i) Semester Grade Point Average (SGPA) : The SGPA is the ratio of the sum of product of the numbers Credits with the grade points scored by the student in all the courses taken by a student and the sum of the number of Credits of all the courses undergone by a student, i.e.

$$\text{SGPA } (S_i) - \frac{\Sigma(C_i \times G_i)}{\Sigma C_i}$$

Where C_i is the number of Credits of the i^{th} course and $G_i$is the grade point scored by the

student in the i^{th} course.

ii) Cumulative Grade Point Average (CGPA): The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\Sigma(C_i \times S_i)}{\Sigma C_i}$$

Where S_i is the SGPA of the i^{th} semester and$C_i$is the total numbers of the Credits in that

semester.

c) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

d) Equivalence of the conventional Division/Class Equivalence of the conventional division/ class to the corresponding CGPA final semester shall be in accordance with the following table:

Sr. No.	**CGPA**	**Class / Division**
1	7.5 or more than 7.5	First Class with Distinction
2	6.00 or more but less than or equal to 7.49	First Class
3	5.00 or more but less than or equal to 5.99	Second Class
4	4.00 or more but less than or equal to 4.99	Pass

ANNEXURE XI

Remuneration to Examiners

i). Valuation of Answer Books (Semester End Examination / Semester End Re-Examination)

Category	Rate (Rs.)	Remarks
UG Valuation & Tabulation	Rs.12 per answer book for 30 mark paper Rs.20 per answer book for 60 mark paper	Minimum Rs. 300
Redressal	Rs.25per answer book for 30mark paper Rs.40 per answer book for 60 mark paper	

ii). Question Paper Setting (Semester End Examination)

Category	Rate (Rs.)
With Solution	Rs.1200 per paper
Without Solution	Rs.900 per paper

iii). Moderation of Question Papers (Semester End Examination)

Category	Rate (Rs.)
UG Moderation	Rs.200 per paper

c). Practical Examination (Semester End Examination / Semester End Re-Examination)

Particulars	Rate (Rs.)	Remarks
TA for External Examiner	10 Rs/Km	Only for Examiner out of Yavatmal City.
TA for External Examiner	At actual bus/train.	
DA for External Examiner	130 Rs./ Day	
TA & DA for Local External Examiner	500 Rs./ Day	
Practical Exam Conduction for External Examiner	6 Rs/ student	Minimum Rs. 300
Practical Exam Conduction for Internal Examiner	6 Rs/ student	Minimum Rs. 300
Lab Assistant	60 Rs./ Batch	
Lab Attendant	50 Rs./ Batch	
Peon	50 Rs./ Batch	
Subject Expert	200 Rs./ Day	
Clerk	50 Rs. / Subject	Rs. 50/- per Examination per subject per 100 examinees or part thereof.

d). Evaluation of Final Year Project / Dissertation

Particulars	Rate (Rs.)
Evaluation (Semester End Examination / Semester End Re-Examination)	150 per student *Minimum remuneration for Project/Dissertation exam will be Rs 500 for external examiner and Rs. 300 for Internal examiner.*

e). Invigilation Duties (Semester End Examination / Semester End Re-Examination – Theory)

Particulars	Rate (Rs.)	Remark
Invigilator / Reliever	Rs.250 per duty	1 Invigilator for 1 to 35, 2 Invigilator for 36 to 70 examinees & so on. 1 Reliever for 5 to 7 Invigilators, 2 Relievers for 8 to 12 Invigilators, 3 Relievers for 13 to 17 Invigilators & so on.

f). Remuneration to External Examiners

External examiners shall be paid TA/DA as per JDIET policy.

g). Remuneration to Examination Cell Staff

Designation	Rate (Rs.)	Unit
Principal	500	Per day
Controller of Examination	500	Per day
Deputy Controller of Examination	400	Per day
Officer I/C	300	Per shift(Morning/Noon)
Practical Exam In-charge	250	Per day
Supporting Faculty involved	250	Per day
Additional Clerk	150	Per day
Additional Peon	100	Per shift
Masking / De-masking / Scrutiny	2	Per answer book

Note: The proposed fees structure will be applicable after due sanction from the authorities and it may get revised from time to time as and when required.

ANNEXURE XII

BROAD CATEGORIES OF UNFAIR MEANS RESORTED TO BY STUDENTS AT THE EXAMINATIONS AND THE QUANTUM OF PUNISHMENT FOR EACH CATEGORY THEREOF

Category		Punitive Action
Category-A Student is found-		Current examination of this course only will be cancelled.
1	Talking to another student during the examination hours in the examination hall; ignoring the warnings given by the Invigilator	
2	Talking to a person/student outside the examination hall after receipt of the question paper and before handing over the answer book to the invigilator.	
3	Writing question paper on any piece of Paper except the answer-book during the examination.	
4	Changing seat in the examination hall without the permission of invigilator.	
Category-B		Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.
If during the examination hours, i.e. after receipt of the question paper and before handing over the answer-book to the invigilator, a student is found in possession of relevant written or any printed material or notes written on any part of his/her body or clothing or instruments such as set-squares, calculator, scale, mobile phone / electronic gadgets etc. which have relevance to the syllabus of the examination paper concerned or having relevant notes written on chair, table, desk or drawing board, data book etc. during the		

	examination (i. e. possession of copying material).	
Category-C		
1	If during the examination hours, i.e. after receipt of the question paper and before handing over the answer-book to the invigilator, a student is found attempting to copy, caught copying or	Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.
	having copied from any printed material or notes written on any part of his / her body or clothing or instruments such as set-squares, calculator, scale, mobile phone/electronic gadgets etc. or chair, table, desk or drawing board, data book etc (i.e. actual copying from the copying material).	
2	Possession of another student's answer book.	Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course (both students).
3	Possession of another student's answer book and actual evidence of copying there from	Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (both

		students).
Category-D		
1	Replacing an answer book or part thereof during or after the examination.	Current examination of all the courses will be cancelled and punishment can be extended upto cancellation of one additional examination of all the courses.
2	Smuggling-out or smuggling-in of answer book as copying material.	Current examination of all the courses will be cancelled and punishment can be extended upto cancellation of one additional examination of all the courses (all the students who are involved).
3	Having received help from or giving help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution there of to any other Student.	Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (all the students who are involved).
4	Answer book written outside the examination hall.	Current and one additional examination of all the courses will be cancelled and punishment can be extended up to cancellation of one more examination of all the courses (all the students who are involved).
Category-E		
Having received help from or giving help to another candidate through mobile phone or any electronic media pertaining to the Questions set in the paper concerned.		Current and one additional examination of all the courses will be cancelled and punishment can be extended up to cancellation of one more examination of all the courses (all the students who are involved).
Category-F		
1	If a student leaves the examination hall/ room without submitting answer-book.	Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.

2	If a student attempts to tear off or dispose-off the answer book.	Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.
3	Guilty of swallowing or destroying the material such as notes or paper found from him/her or running away with the material with the intention of destroying the evidence of using unfair means or being guilty of causing disappearance or destruction of any such material either by himself /herself or with the assistance of any other person.	Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the course sand one additional examination of the same course.
Category-G		
1	Attempt to forge the signature of the invigilator/examiner on the answer book or any material related with examinations.	Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.
2	Tampering with the written matter/ awarded marks on an evaluated answer book.	Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.
3	Interfering with or counterfeiting of College seal or answer book.	Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence.
4	Tampering with the records of examination.	Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence.

5	A candidate found guilty of seeking admission to the examination by making a false representation pertaining to his/her Eligibility to appear at the examination.	Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (both the students).
6	Impersonating any candidate or getting impersonated by any person for taking the examinations.	Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (both the students).
Category-H Use of obscene language/ force/ threat against Invigilator/ Co-officer/ Officer-in- charge/any other person connected with the conduct of examination or student.		Current examination of all courses will be cancelled and punishment can be extended up to cancellation of one to two additional Examinations of all courses.
Category-I		
Revealing identity in any form in the answers written or in any other part of the answer book by the student in the examination.		Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.
Insertion of currency notes or any ineligible insertion in the answer book.		Current examination of all courses will be cancelled and punishment can be extended up to cancellation of one additional Examination of all courses.
Category-J Cases of mass copying.		Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (all the students who are involved).
Category–K Any other malpractices not covered in category – A to J		Depending on the gravity of the offence, Unfair means committee can recommend the punishment to the concerned students who are involved.

NOTE:

1. If on previous occasion a disciplinary action was taken against a student for malpractice used at 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 students. This enhanced punishment may extend to double the punishment provided for the offence when committed at the second or subsequent examination.
2. Student involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.
3. The term "Cancellation of examination" includes performance of the student at the theory as well as practical examination but does not include performance at term work, project work and dissertation examinations unless malpractices used thereat.

ANNEXURE XIII

Qualifications at different Levels and Credit Requirement

NHEQF/ NCrF Level	Type of Qualification	Qualification Title	Programme Duration [Total Credits]	Additional Credits to be secured for Exit (Optional)
1	2	3	4	5
4.5	Undergraduate Certificate	One-Year UG Certificate in Engg./Tech	1-Year (2-Semester) [44]	08
5.0	Undergraduate Diploma	Two-Year UG Diploma in Engg./Tech	2-Year (4-Semester) [88]	08
5.5	Bachelor's Degree	Three-Year Bachelor's Degree in Vocation (B.Voc.) or B. Sc. (Engg./Tech.)	3-Year (6-Semester) [132]	08
6.0	Bachelor's Degree – Engineering / Technology	4-Years Bachelor's Degree (Engg./Tech. or Equivalent) in Engg./Tech. with Multidisciplinary Minor	4-Year (8-Semester) [174]	--
6.0	Bachelor's Degree – Engineering /Technology (Honours)	4-Years Bachelor's degree (B.E./ B.Tech. or Equivalent) in Engg./ Tech.- Honours and Multidisciplinary Minor	4-Year (8-Semester) [174]	18
6.0	Bachelor's Degree – Engineering / Technology (Honours with Research)	4-Years Bachelor's degree (B.E./ B.Tech. or Equivalent) in Engg./ Tech.- Honours with Research and Multidisciplinary Minor	4-Year (8-Semester) [174]	18
6.0	Bachelor's Degree – Engineering / Technology (Double Minor)	4-Years Bachelor's degree (B.E./ B.Tech. or Equivalent) in Engg./ Tech.- Major Engg. Discipline with Double Minors (Multidisciplinary and Specialization Minors)	4-Year (8-Semester) [174]	18