



COLLEGE OF ENGINEERING PUNE
(AN AUTONOMOUS INSTITUTE OF GOVERNMENT OF
MAHARASTRA)

“Permanently Affiliated to Savitribai Phule Pune University”
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Rules and Regulations

for

Examination and Evaluation System of

U.G. and P.G. Programmes

With effect from Academic Year 2017-18

Dr. Vahida Z Attar
Controller of examinations

Preamble

College of Engineering Pune is an Institute par excellence with a strong privileged history of above 160 years since 1854. It has been producing series of famous alumni who are recognized internationally with honour starting from none other than the most towering and illustrious engineers, Bharat Ratna Sir M. Visvesvarayya, in whose honor "Engineers Day" is celebrated, followed by Thomus Kailath, B. G. Shirke.... to ...Leena Poonawala, H. K. Firodiya.

The institute is permanently affiliated to Savitribai Phule Pune University and approved by AICTE. The institute has accredited by NAAC / NBA

The Mission of institute is "To pursue excellence in all facets of institute functioning". As COEP works diligently to realize its mission of providing the best learning, teaching and research opportunities to students and academicians alike, it continues to supply students with the basics of modern knowledge and high values. Amongst students' creativity, collective work and competition domestically, regionally and internationally thrive. COEP stands committed to the practice of academic freedom and encourages cultural diversity as it continues to attract students and faculty.

1.2 Examination System

Both UG and PG examinations are planned according to 'B. Tech Regulations' & 'M. Tech Regulations' displayed separately on the website. Various modules in syllabi and model question are designed on the basis of approved curriculum. Whereas Ph.D Programme will remain under the direct supervision and control of Savitribai Phule Pune University (SPPU) and will not come under autonomy.

The evaluation of Theory/Practical/oral and Project/Dissertation shall be carried out in three parts.

- 1) Test – 1 Assessment (T1-20%)
- 2) Test – 2 Assessment (T2-20%)
- 3) End Semester Examination (ESE-60%)

The evaluation of Practical/oral & Project/Dissertation shall be carried out in two parts.

- 1) Term-work: 50 Marks
- 2) Oral: 50 Marks

The examination cell will conduct ESE examination and issue grade cards. Savitribai Phule Pune University (SPPU) will confer the final degree certificate.

Continuous Assessment will be conducted in the department and end sem examination(Theory) will be conducted centrally.

End semester external examination for practical / oral papers (Lab courses) and project / dissertation viva will be conducted at department by HOD whenever necessary. It will be conducted as per the requirement of the course or program or both.

Student Registration process: -

Refer to Information about Student Registration in MIS

Appointment of Paper Setters and Examiners::

Depending on the courses floated by departments – optional selected by and allotted to students a department wise course list is derived from MIS data base in MS Excel format. This list is sent to the respective departments to suggest the names of external examiners after commencement of Test-1.

Departments update the names of missing courses (if any) and the names of external examiners, and send the hard copy duly signed by HOD along with the soft copy to Exam cell. This becomes the external examiner panel list. (See **annexure-1**)

External examiner panel list, (refer 2.4) is presented before honorable Director. The honorable Director then marks his selection of external examiners along with his short signature for at about 20-30% courses.

The selected external examiners are sent a confidential letter(See **annexure-2**) along with the syllabus, question paper format (See **annexure-3**) and advance receipt of honorarium(See **annexure-4**), requesting them to set a question paper and send the sealed envelope to exam cell. They are also asked to declare whether answer book evaluation will be possible for them or not. If not possible to the external examiner then it is done by internal examiner.

The Following guidelines shall be followed for setting the question paper by paper setter.

- The question paper format with common instructions printed on it will be provided to the question paper setter.
- The question paper for ESE will normally be of 60 marks and 3 hours durations.
- The paper setter will have to submit two sets of question paper in a standard envelope meant for question papers. Evaluation scheme if any, will be submitted in a separate standard envelope meant for solution.
- The nature of question paper should be precise. Paper setter should design the question paper in such a way that the questions:

- i. Are unambiguous
 - ii. Are written in simple and meaningful word.
 - iii. Are asked for appropriate marks
 - iv. Cover the entire syllabus prescribed for the course.
- Question should be set in such a way that it should test the skill of applying the knowledge acquired, rather than testing the memory. Question should not be based on merely book information.
 - The questions will be serially numbered as 01, 02, 03, 04, 05 & 06.
 - The number of sub questions, if any, will be numbered as a, b, c, d and so on.
 - Marks allotted to question or sub-question will be indicated on the right side of that question or sub-question.
 - Diagrams or sketches, if any will be drawn in black ink with black ball pen.
 - The evaluation scheme will be prepared by the paper setter for the guidance of examiner, assessing the answer books. (not mandatory)
 - In evaluation scheme, distribution of marks for different stages should be mentioned.
 - The paper setter will specifically mention the charts, tables, other document/standards/coded data books etc. The use of which will be permitted during the actual conduct of the examination. Preprinted data sheet may be provided as per need, to be used by students during the examination.
 - Question paper setter after finishing the work of paper setting will submit hard copy of question paper along with solution, if any, in the separate standard envelopes duly sealed and clearly labeled as prescribed on it.

COE appeals to the internal examiners on email to submit the question papers and declares the last date for submitting the same.

Time Table preparation:

The dates of commencement of examinations shall be as indicated in the academic Calendar of the institute. The detailed timetable of end semester examination would be sent to web site 3 weeks prior to the commencement of the examination.

Seating arrangement:

Seating arrangement shall be made centrally as per the master plan for seating arrangement. All rooms and benches therein will be counted in a physical verification survey. Arrangements for shifting the benches where ever necessary will be made with help of admin. / Security staff
Course wise student count to be obtained from MIS. Depending on count & room capacity a branch wise semester wise seating arrangement will be prepared.

Room wise attendance list preparation

Prints of room wise attendance list will be generated from MIS well before the multi copying is started.

Preparation of invigilation duties

For assignment of invigilation duties, a total number of duties is counted from time table scheduled as per sitting arrangement. The total count is then divided as per number of teachers, probable invigilators per department. As such count of each department is arrived (let us lable it as count 1). Then HODs & DCEs are requested to give a list of probable invigilators along with the count to be assigned to each of them comprising to a total matching to the count 1 of their department. Such lists of invigilators are collected from departments at Exam Cell.

Exam cell staff then assigns duties as detailed by departments to each invigilator and communicate the schedule of invigilation to all concern.

This will be declared before 8 days of the commencement of ESE .Attendance sheet is printed and displayed on the issue table for the signature of next day's exam invigilator's

i There shall be one invigilator for a block of 25- 35 (maximum up to 40) students subject to maximum two per class room.

ii Reliever: One reliever per five class rooms subject to maximum two

iii Invigilators, additional invigilator, and relievers shall be appointed centrally among the faculty of all departments.

- **Format of the invigilation duties - See annexure-5**

Answer book block wise bunch preparing

Bunches of answer books as per block wise student count will be kept ready before 2 weeks of commencement of ESE .

Preparation of cap register

1. CAP register will be printed in duplicate and kept ready from the subject lists.

(Format of the Cap Register - See annexure-6)

Multi copying Question Papers

The Multicopying officer's team will consist of 2 faculties. They will strictly adhere the following procedure while multicopying the question papers.

Take a copy of Time table, printing and sealing sheet of question paper, from exam cell along with necessary stationary and tools

- Take sealed envelopes of required question papers as per printing schedule
- Take Big green envelopes stapled with required attendance copies as per printing schedule

Confirm the availability of all above before you start Task – 1

Task – 1

- Confirm the seal of question paper Envelop.
- Take a single xerox copy and confirm readability of texts and diagrams
- Check subject code and subject name appears correctly and format is as we specified.
- Total of marks assigned to each question should amount to 60 or as applicable to the special case if any. Check whether Date, time and duration is noted on the question paper, if not note it with the help of suitable rubberstamp and/or pen/sketch pen
- If you find any discrepancy, bring it the notice of COE and take suitable corrective action in consultation with COE. Paper setter / subject co-ordinator may be called if needed.
- Note down the discrepancies and corrective actions taken in the column provided for this purpose
- Sign in column of Task – 1 as token of successful completion of Task – 1.

Task – 2

- Note the number of students as per attendance sheets stapled to Big Green Envelops
- Confirm the block wise figures of question papers to be inserted in each envelop
- You may insert 5 to 7 extra copies in each envelop to avoid 11th hour rush and run
- Ask the xerox operator to take the copies in the amount of block wise figures given by you
- Keep a watchful eye on number of copies being accurate as per block wise requirement
- Insert the copies in big size green envelop and seal it. Put your signatures on each seal.
- File the original copy of the question paper along with the envelop and 2 xerox copies
- Sign in column of Task – 2 as token of successful completion of Task – 2.

Detaining students

Students having attendance less than a specific percentage (Normally 75%) and / or having serious misbehaviors will be communicated to exam cell by HODs on the dates mentioned for this in the academic calendar in the specific format. (see Annexure 7)

The names of detained students are scratched from the attendance lists.

Numbering the benches as per seating arrangement.

All of the benches in exam halls are marked with the students PRN number indicating his seat for writing the examination. The printed stickers are used for this purpose. It is ensured that all halls are ready with the numbering on the previous day of the start of examination.

The printed attendance sheets are displayed outside the hall for students information.

Backlog students numbering is done daily for next sessions.

Ensure the readiness

2 days before commencement of exam Controller of Examinations take a review whether all Pre-examination processes are completed successfully

- On the previous day of commencement each successive day of exam, Exam cell staff ensures following

- All the answer book bunches for both the sessions of next day's exam are ready along with accomplishment of course specific special requirements and placed on issue table
- All question paper envelops for both the sessions of next day's exam are ready along with attendance sheets marked with detentions
- All invigilators, Class III persons, squad, relievers, deputed from other departments have been communicated about their assignments
- Attendance sheet is printed and displayed on the issue table for the signature of next day's exam invigilator's
- Exam cell staff ensures every cupboard and door is sealed properly before retiring for the day

Flying Squad.

The Department Co-ordinators of Examination (DCE) work as flying squad. Squad duty chart is prepared and emailed to them for their information and attendance on the assigned duties.

Duties of Squad

1. The group of squad members forms 2 teams of 2 persons each. Say Team –A and team –B.
2. These teams take one round each of south and north campus in 3hours session.
3. When team – A goes to South campus, the team – B covers the north campus and then they go to the opposite sides of each other.
4. As such, each exam hall gets 2 different visits of the squad members in a single round of each person.
5. The squad members are requested to keep sufficient time gap between 2 visits of squad and ensure following.
6. Malpractices and usage of unfair means does not take place in any exam hall. If found it is reported in writing.
7. No student is using and / or belonging mobile phones and / or any electronic gadgets.
8. Invigilators services are being rendered seriously and they are not engaging themselves in other activities in the exam hall like answer book evaluation, using laptops, talking on mobile phone and so on.
9. Provisions of lights fans ventilation are in proper place and students are provided with sufficiently comfortable environment so as to write the exam peacefully. Discrepancies are reported in writing.
10. Students are being provided with necessary stationary, drawing sheets, graph paper, etc. to answer the questions correctly.
11. Drinking water is provided to the students.

Take proper decisions to resolve the unforeseen mishaps like sickness of students, etc. and arrange to fulfill shortcomings lacunas observed if any.

See the annexure -8 – Format of squad report

COE sends email to Invigilators for guidelines of invigilation duties (see annexure-9)

COE sends email to students for instructions towards appearing for examinations (see annexure-10)

MALPRACTICE:

In case of copy case and / or malpractices, usage of unfair means observed by invigilators/squad members / answer book evaluators the respective answer book is sealed along with the concerned material belongings in a green envelop with the undertaking noted by students and backside by invigilator / squad member (**see annexure -11**). Such sealed envelope is to be labeled in specific format (**see annexure -XX**) and submitted to Exam Cell. All submitted envelopes are filed and stored in lock and key for presenting it to the disciplinary committee.

Disciplinary committee meeting held as and when required to address the cases of copying/using unfair means and or adopting mal practices during the conduct of examinations. Committee calls every accused student to listen them. Every accused is given a chance to plead the arguments in his defense.

After listening to all arguments committee decisions are noted and communicated to the students and MIS team and/or other officials who may be involved in the implementation of such decisions to act upon.

Srl. No.	Nature of Malpractice	Quantum of punishment
1.	Belonging Mobile phone while exam whether in on or off condition	Mobile is confiscated – fine of Rs. 500/- Mobile will be returned after last date of scheduled exams in the timetable – No need to be present before disciplinary committee
2	Found belonging programmable calculator	Programmable and answer-book is confiscated – fine of Rs. 500/- defense before disciplinary committee – half written answer-book to be evaluated and result declared accordingly
3	Copying from Mobile	Mobile and answer-book is confiscated – fine of Rs. 500/- defense before disciplinary committee – to be detained in the said course
4	Copying from chit / book / notebook /written material on writing pad or body parts	Answer-book along with cheating material is confiscated – defense before disciplinary committee – to be detained in the said course
5	Copying from other students answer book	As per point 4

6	Allowing to copy from self answer-book or being careless to hide self answers.	As per point 4
7	Chitchatting / talking with or without the purpose of sharing answers.	As per point 4
8	Replaced Answerbooks	Marked Failed and not allowed for reexam in the subject concerned
9	Forgery - Replaced original answerbooks with another answer books bearing false signature of teacher	Marked Failed and not allowed for reexam in the subject concerned also suggested counseling
10	Forgery - submitted application bearing false signature of Dean Academics	Parents were called - students to undergo mandatory counseling program of 3 weeks and work as volunteers
11	Attempt to destroy evidences of copying	As per point 3 (if mobile is involved) & else As per point 4
12	Found writing answers from answer sheet of another student Mr. Yash Aahire while showing answer sheets after evaluation	As per point 4
13	Found his answer sheet with another student who tried to copy answer while showing answer sheets after evaluation	As per point 4
14	Found increasing marks while showing evaluated answer book of ESE Nov Dec 2015	Marked failed in the concerned course and not allowed to re-register in this year
15	Appeared and written the exam even after knowing that he was detained	Detained in the said course for 1 sem and Apology to be obtained in writing with undertaking for not to repeat such mistakes
16	Found video shooting the exam premises from corridor with the mobile phone of another student	fined Rs. 500/- and deleted the 9 minutes clip
17	Forgotten to submit the scripted answerbook and carried away in his bag almost for 45 minutes after completion of exam	Detained in the said course for 1 sem

Disciplinary committee for Examinations

A Disciplinary Committee for Examinations will be formed with permanent members and other invitees.

The Dean (Academics) - Chairman,

The Dean (Students Affairs) -	Member
Dr. N. R. Rajhans Madam -	Member
Controller of Examination -	Secretary

Students not belonging I-cards in exam hall

Such students give the undertaking (**see annexure-12**) promising to pay fine for this mistake @ Rs. 100/- and continue the examination. Such students are listed separately for further reference.

If they fail to pay the fees, Semester grade reports are withheld till payment.

Evaluation & Grading System

Answer books along with the enclosed supplements will be evaluated and marks obtained to each question will be noted on the cover page of the answer book with it's total. (**see annexure-13 & 14**). The evaluated answerbooks are shown to students.

The students then at a specified date and time will gather to see their answer books duly evaluated and endorse their concurrence with their signature on the answer book and return the same.

For the detailed rules of Evaluation & Grading System Refer to B.Tech Rules and Regulations Evaluation & Grading System

Result Declaration

The teacher enter the marks in MIS software from their individual login after it is shown to students. The reports are generated with the calculations and award of letter grades.

The course wise results will be presented (**see annexure-15**) to DUPC / DPPC for approval. These reports are crosschecked with soft copies of MIS mark entries.

Once it is approved the final result will be processed centrally in the MIS system for calculations of SGPA/CGPA.

The final result derived from MIS will then be declared by exam cell and published on website & Students individual login.

The Result of the end Semester Examination shall be published on the date indicated in the academic calendar for the same.

Queries of Students

The students submit the discrepancies found by them in the declared result on exam cell window. These queries then verified and corrected if found to be true.

Conduct of Re-exam / summer

The failed students will register for Re-exam after payment of fees @ Rs. 500/- per-course. The absent students due to medical reasons and other special cases permitted by Dean(Acad) will register for Re-exam without payment of fees.

A supplementary Summer semester will be arranged after completion of even semester for the first year. Students can register @ Rs. 1000/- per course.

Online payment of fees is available for students.

'Procedure for e-payment for amounts related to exam cell'

Through "STATE BANK COLLECT" facility of SBI

1. Please visit State Bank website <https://www.onlinesbi.com/>
2. Find and click STATE BANK COLLECT, the 5th option from left hand side on the first horizontal bar.
3. Click Check Box to proceed for payment
 I have read and accepted the terms and conditions stated above.
4. You will be prompted to proceed further
5. After accurately acting upon all the steps prompted further, you can make following payments related to Exam Cell department, COEP, Pune.
 1. RE-EXAM FEE Rs. 500/- per subject
 2. SUMMER TERM FEES Rs. 1000/- per subject (maximum only 3 Subjects)
 3. EXAM IDENTITY CARD FINE Rs. 100/-
 4. EXAM MOBILE PHONE FINE Rs. 500/-
 5. CHARGES FOR DUPLICATE SEMESTER GRADE REPORT (Rs. 200/- per document)
 6. OTHER EXAM RELATED PAYMENTS
6. Please choose the option of your requirement and act correctly as prompted.
7. Take the printout of the receipt for further references. And use it to submit where ever required.

Re-exam exam will be conducted by departments as per the academic calendar. Exam cell will arrange to supply the answer books and other stationery. The course teachers will come to exam cell for multi copies of question paper. Exam cell staff will keep a record of second copies used for re-exam. After conduct of re-exam the answer books will be assessed and marks will be entered to MIS.

MIS will process the updated data. Result will be declared accordingly. A * (star mark) will appear with the letter grade awarded in re-exam.

The star mark will not appear in the SGR of those students who would have completed all semester sincerely and were absent in ESE for medical reasons and / or specially permitted by Dean(Acad).

Summer Term

The summer term of 6 weeks is arranged for failed students of first year B. tech. students can opt for a maximum of 3 subjects for this term on payment of fees at the rate of Rs. 1000/- per subject.

The End Semester exam of this summer term is conducted by exam cell. The time table is displayed on website by exam cell.

The separate Semester grade report is issued for summer term performance.

Printing and Distribution of Semester Grade Reports.

After MIS has processed all the result then Semester Grade Reports (**see annexure-16**) will be taken for printing.

The final year Semester grade reports are sent to departments for issue after confirming no dues. All other Semester Grade Reports are issued on exam cell windows.

Graduation ceremony

List of pass out students is presented before Board of Governors for approval.

After the BOGs approval, Graduation Ceremony is arranged to award Passing Certificates (**see annexure-17**) to the students. This is celebrated as good as the convocation of the universities. Now it has become the tradition of the graduation ceremony that it is chaired by the president of Board of Governors and Vice-chancellor of SPPU becomes the chief guest of the ceremony.

The Topper of each department is awarded a Gold Medal

The Rank certificate(**see annexure-18**) is awarded to first 5 rank holders of the departments, However, incase of Mechanical department 10 rank holders are given Rank certificate and Instrumentation department for 3 rank holders.

Sending Result to SPPU

A Xerox copy of passout students will be taken on green Xerox paper. This bunch then will be sent for binding which further will be submitted to the SPPU for award of degree certificates.

SPPU then confers the Degree certificates and issue it to the students.

Transcript and Verification of student's credentials.

Since October 2013, Student Education Verification facility and Issue of official Transcript is made available online by this institute. One may follow the following steps for such needs.

1. Please visit our website www.coep.org.in
2. Find academics tab on the horizontal bar
3. Go to the Exam Cell from the dropdown list.
4. Choose the option for Transcript /Student Verification Information.
5. You will be prompted to proceed further.

After accurately acting upon all the steps prompted further, any difficulties, clarifications, queries, questions, complaints, suggestions may please be communicated on email to support@truecopy.in . The email will promptly be answered.

Even for hard copies of official transcripts from COEP, that are sealed, for applications of higher education abroad , placements and /or any other purpose likewise, the said email ID is useful.

No-conversion certificate was applicable before 2015-16. **(see annexure-19)**

However from 2015-16 a conversion formula has been introduced as

Percentage of Marks =[CGPA-0.5]x10 (applicable to the batches Admitted in First year From Academic Year 2015-16 on wards

Preservation of Documents related to Examination Cell

Refer to **(see annexure-20)**

Issue of Hall Ticket has been introduced from April May 2019

Refer to **(see annexure-21)**

The honorarium of oral practical exams are processed thru examcell. For formats of honorarium receipt and summery their of please see **(Annexure-22)** & **(Annexure-23)** respectively

Dr. Vahida Z Attar
Controller of examinations