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# **J D College of Engineering & Management, Nagpur**

**(An Autonomous Institute )**

(Affiliated to Dr. B. A. Technological University of Maharashtra State)

**Exam Manual 2019-20**



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# **CHAPTER 1**

## **EXAMINATIONS - IMPORTANT PROVISIONS**

### **1.1 Introduction**

In addition to the provisions in ‘Ordinance and Regulations-2019’ of J D College of Engineering & Management (JDCOEM), related to the Examinations, the Academic Council and Governing Body of the College prescribes the Examination Manual in respect of the different academic undergraduate, Post-Graduate and Ph.D. programs in the College. The details in respect of the Manual issued for UG, PG and PhD Programs are as follows.

### **1.2 Examination Committee**

The Examination Committee shall consist of the Principal, Controller of Examinations (COE), Deputy Controller of Examinations (DCOE), Superintendent and other faculties nominated by the Principal and clerks.

Following are the functions of the examination committee.

- a. To formulate the policies of the examination and evaluation
- b. To act as an advisory body of the matters relating to the conduct of examinations.

### **1.3 Examination Cell**

In accordance with the guidelines of the University Grants Commission to autonomous Colleges, there will be an examination cell headed by the Controller of Examinations (COE) who will be a permanent faculty appointed by the principal on the basis of the potential of the person and in accordance with statutory norms if any. The Controller of Examinations will create his/her own team with the approval of the Principal.

The team may consist of a Deputy COE nominated depending on the quantum of work in the examination cell. Teachers working in the College shall be nominated to the examination cell for tenure of 3 years. They will continue doing their teaching work as scheduled by the College. There shall be a team of Superintendent, office assistants, computer programmers, data entry operators and other helpers in the examination cell. Examination cell will have adequate infrastructure & technical solutions for generating question papers and maintaining confidentiality of sensitive data/ materials.

All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being carried out by them apart from their usual work. Such honoraria shall be fixed for time to time by the Board.

Remuneration for examination work should be decided by the Finance Committee and should be approved by the Board. In no case it should be less than that is paid by the parent University for similar work.

### **1. 3.1 Brief Details of the Exam Cell, its Powers and**

#### **Duties A. Controller of Examinations**

The Controller of Examinations shall be responsible for the conduct of all examinations of the College and it shall be his/her duty to make necessary preparations, scheduling, conduct of examinations of the College and all other contingent matters connected with the examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties. The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar and result of end semester examinations will be declared within 15 days after completion of the last exam.

The responsibilities of the Controller of Examinations shall include:-

1. He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters concerned to the examinations.
2. He/she must have control over the examination wing including examination cell, examination confidential wing, examination stores, examination computer section and records.
3. Taking decision on all matters related to examinations falling within his powers.

4. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the College, documents, certificates etc. by the officers under whom such documents are kept.
5. He/she shall convene meetings and issue notices to the Boards of Examiners and committees appointed by the examination cell and conduct official communications thereof.
6. He/she shall keep the minutes of the Boards of Examiners and all committees appointed by the said Boards.
7. Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the College.
8. Taking quick decisions on case to case basis.
9. Exercising control over the space allotted for the examination wing including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc are well in order / prepared to conduct the examinations.

#### **B. Deputy Controller of Examinations**


The major role of the Deputy Controller of Examinations is to assist the COE in carrying out all his responsibilities. In case COE is absent due to any reason, he need to carry out all the said tasks of COE.

#### **C. Faculties**

The faculties deputed in Examination section are required to carry out the task as specified by the COE time to time. They are the representatives of their respective department.

#### **D. Superintendent**

The Superintendent shall manage the sections allotted to him/her by the Controller of Examinations / Principal.

  
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His / her duties shall include: –

1. Membership in examination committee
2. Supervise the office staff of COE's office and manage the assistants and casual labors posted to assist the office works, involving physical exertion as and when needed.
3. Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.
4. Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution
5. Preparation and printing of answer booklets for various examinations.
6. Make sure that the question papers are ready before the examinations are scheduled.
7. Helping COE in all his activities (finding question paper setters, examiners, actual organization and implementation of examination system)
8. Make sure that the forms relating to examinations are ready in time (applications, hall tickets, challans etc.).
9. Make sure that the list of remuneration chart and allowances for all examination related activities are prepared in advance.
10. All other tasks required for the conduct of evaluation process.


#### **E. Examination Assistants**

It shall be the duty of the assistants to carry out all the works assigned to them by the senior officers of the examination cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for: -

1. Providing assistance for the preparation and printing of answer booklets for various examinations
2. Providing assistance for the preparation of all concerned forms and registers relating to applications, question paper setting, scrutiny, valuation, tabulation, and mark list in consultation with the Controller of Examinations and Superintendent.
- 3.



4. Maintaining registers for inward and outward communications.
5. In charge of typing / data entry section attached to the examination cell where all examination related typing /data entry works will be carried out.
6. Ensuring timely completion of the typing/ data entry work, comparing with the draft and if required making appropriate corrections and putting up files properly in consultation with the senior officers.
7. Processing of applications for registration to examinations and preparation of nominal rolls.
8. Preparing and dispatching of hall tickets only for students appearing in supplementary examinations.
9. Ensuring that the question paper packets are ready for examinations.
10. Preparing a list of remuneration chart and ready reckoner for all examination related activities (question paper setters, invigilators, revaluation, recounting, supplementary examinations etc.)
11. Making arrangements for Board meetings of examiners as and when required and ensure that the minutes are recorded.
12. Preparing tabulation registers, mark lists etc.
13. Assisting the senior officers in the transit of files, communications and stationery.
14. Making sure that the examination office, computer desks and typing pool are neat and clean.
15. Keeping examination related records safe and maintaining their confidentiality.
16. They shall discharge duties entrusted to them by superior officers from time to time. They shall also ensure that unauthorized persons do not enter the examination section.

  
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## **CHAPTER 2**

### **PREPARATION FOR THE**

#### **EXAMINATIONS 2.1 Constitution of Various Boards**

The following Boards shall be constituted by the Controller of Examination (COE) with the approval of the Principal to facilitate the smooth conduct of examinations.

1. Board of Question Paper Setters
2. Scrutiny Board
3. Board of Examiners
4. Viva Voce Board , if necessary

#### **2.2 Board of Question Paper Setters**

The COE shall, constitute for each semester, a Board of question paper setters consisting of required number of question papers setters. There shall be separate Boards of question paper setters for PG and UG programs. The duties of the Board of question paper setters shall be to set the question papers for the subject. They must ensure that the questions are of prescribed standard and the scope of the questions is within the prescribed syllabus. A question bank for each course shall be prepared by the Board of question paper setters consisting of equal proportion of internal and external experts. The COE's office shall generate a question paper in the prescribed format for each course.

The following guidelines shall be followed in the constitution of Board of question paper setters if question papers are set by outside question paper setters: -

1. There shall be separate panel of question paper setters for each subject of various programs.
2. The panels of question paper setters are to be prepared by the Chairman, Board of Studies (BoS) of the concerned subject and shall be submitted to the Chairman, Academic Council for approval. After approval the copy has to be submitted to COE.
3. The panel prepared by the Chairman, BoS shall be treated as highly confidential and shall not be included in the minutes of the meeting of the BoS or the department. He/she shall handover the panel to the COE personally in a sealed envelope in the personal name.




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4. There shall be a minimum of five members in the panel of question setters for each course (paper) and the tenure of the panel shall be for two years.
5. Every two years, the existing panel available with the COE shall be forwarded to the Chairman of the BoS for revision.
6. The COE shall select the required number of persons from the panel for consideration for appointment as question paper setters. Communications are sent to all such persons to obtain their consent to serve as question paper setters according to the terms and conditions of the Autonomous College. If any person declines the nomination, another person selected by the COE from the panel is addressed and his/her consent is obtained. When adequate number of persons is available for a subject, a formal order of appointment is issued to them by the COE.
7. The appointment of Question Paper Setters shall be made by the COE in the first month of each semester.
8. Question Paper Setters shall be appointed for one year and shall be eligible for reappointment for successive years following the year of first appointment.
9. The period of appointment of all paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
10. Copies of all communications from the examination cell, which have relevance in the conduct of examinations, shall be maintained in the office of the COE.

### **2.2.1 Qualifications of Question Paper Setters**

1. A person engaged in teaching with not less than three years of experience in relevant subject in any University, Research Institute or College affiliated to Universities shall be appointed to set question papers.
2. If question paper setters are not available as mentioned in the above clause, for special subjects such as Technology, Engineering etc., persons with five years of practical experience in relevant areas, could be considered.
3. The COE shall be competent to approve appointments as Question Paper Setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Chairman, Academic Council.



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### 2.2.2 Instructions to Question Paper Setters

Question Paper Setters should strictly comply with the following instructions.

1. All Question Paper Setters are required to keep their appointments strictly confidential.
2. Question papers can be sent to the COE preferably in the form of manuscripts where the questions must be legibly written in the Paper Setters' own handwriting and shall contain no alterations, additions, or erasures as far as possible. (In writing questions, care shall be taken to see those words or phrases peculiar to India, and technical terms and proper names are clearly written in Block letters to prevent the possibility of mistakes. Abbreviations of any kind shall be avoided). Special care must be taken in the delineation of mathematical signs and index figures. Password protected mails shall be accepted in exceptional cases.
3. Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper and special directions, if any. A proforma shall be forwarded from the COE's office. In the case of question papers which are common to two or three examinations, it will be mentioned in the heading itself. The marks assigned to each question shall be noted against the question concerned on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper. Marks for subdivisions of questions shall also be indicated.
6. All the question papers shall be complete in respect of headings and directions to the candidates, if any, and in form ready for print.
7. All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g. 1/3, 2/3, 3/3 where 1, 2 etc refers to the numbers of pages and 3 the total number of pages.
8. No question shall be set calling for a declaration of religious or political belief on part of the candidate.
9. Questions must be set with relation to the prescribed course of study and the books recommended by the BoS of the College and must confirm to the standard and syllabi laid down by the College. Question Paper Setters shall preserve the top secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept with the



same care and secrecy as question papers themselves. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the COE. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the COE.

8. No question shall be vague, or farfetched, or beyond the standard prescribed and shall be evenly distributed over the whole course of study and the books prescribed.
9. The papers shall be such that a candidate of decided ability well prepared in the subject can reasonably be expected to answer the paper completely within the allotted time and secure full marks.
10. The special attention of Question Paper Setters is drawn to the instruction that question papers shall be so set as to allow optional questions to be selected by the candidates. More questions shall be set than the candidates are required to answer so as to permit choice of questions.
13. Information regarding drawing sheets, graph papers, tables and charts, if any, to be supplied to the candidates may be mentioned along with the question paper itself. These details may also be furnished to the COE separately.
14. The question papers of the previous year (in the case of examinations conducted during the previous year) shall be supplied to the question Paper Setters. Comments, if any, made on such papers will also be sent with the papers for information and guidance.
15. Questions shall not be a mere reproduction from standard text books or other question papers set for earlier examinations in this or in other Universities.
16. No Paper Setter shall undertake or shall have undertaken private tuition in the subject of his/her paper for any candidate who appears for the examination in the subject concerned during the academic year immediately preceding the examination for which he/she accepts appointment.
17. Question Paper Setters after finishing the work of setting question papers shall send to the COE the memorandum showing the work done by them and their remuneration bills at the earliest. The remuneration shall be paid after receiving the question paper as per the set norms.



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### 2.2.3 Appointment of Question Paper Setters and their Duties

Appointment of Question Paper Setters is considered as the most important responsibility of the College, so also its confidentiality.

1. The Controller of Examinations appoints question paper setters from the panel of question paper setters submitted by board of studies and select one chairman among them.
2. The Chairman, BOS shall distribute the work among the setters according to their preference. No member shall ordinarily be assigned for more than three question papers at a time.
3. It shall be the duty of the Chairman, BOS (also the Chairman of Board of question paper setters) to assign duties to the members of the respective Boards and give such instructions that are necessary for the efficient conduct of the works related to that Board. He is also responsible to give such information, assistance and advice to Question Paper Setters as may be necessary for determining the precise character of question papers required in each subject.
4. Members of the Board of question paper setters shall be responsible for setting the question papers for the subjects allotted to them by the COE.
5. A meeting of the Board of Question Paper Setters may be held for clearing any doubts or clarifications. Travelling and halting allowances will be paid to the external members of the Boards of Question Paper Setters for attending meetings of the Boards convened for passing question papers as per TA/DA rules of JDCOEM, NAGPUR.
6. The paper setters are required to set 2 sets of question papers for each course, one for use in the ensuing examination and one for the next session (if applicable). The following materials are to be sent along with the request.
  - a. Copy of the guidelines for question paper setters
  - b. Syllabus of the concerned course /courses
  - c. Model question papers
  - d. Text Books prescribed, if language papers are to be set



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- e. Facing sheet and additional sheets for writing questions
  - f. Bill forms for remuneration and TA/DA as applicable
  - g. Covers required for sending question papers
  - h. Any other items to suit particular requirements, if necessary.
8. The Question paper setters shall send the question papers to the COE before the last date intimated.
  9. The COE shall, if required, request Question Paper Setters or Chairman BOS to correct proofs of papers set by the Boards, in which case, they shall return the corrected proofs and the original manuscripts promptly in sealed covers in accordance with the instructions issued in this regard.
  11. The proceedings of the Boards of Question Paper Setters shall be treated as strictly confidential.
  12. Copies of the communications from the examination cell, registers and files for monitoring the schedule of meetings of the various Boards of question paper setters, minutes of such meetings and other documents, if any, which have relevance in the conduct of examinations, shall be maintained in the office of the COE.

### **2.3 Board of Moderators**

The questions / question papers received from the setters shall be scrutinized by the Chairman of Board of Moderators (BOS) in his office or the office of the COE confidentially.

The objectives of this board shall be to ensure that the questions are:

- a. In conformity with the prescribed syllabus and scheme of examinations
- b. Has maintained the required standard
- c. Free of typographical and grammatical errors
- d. Marks allotted are in accordance with the direction issued in the scheme and as per the model question paper supplied.
- e. Questions must follow the Outcome based pedagogy.

The Chairman shall make necessary modifications, if required, in the question papers to achieve the objectives mentioned above.

After scrutiny, the Chairman shall hand over personally all the question papers in a subject after affixing the seal, to the COE in a sealed envelope supplied by the College for this purpose.

The details of the questions / question papers received by the COE shall be entered in a register and will be sent to the Question Bank for printing as the case may be. The bills for remuneration and TA/DA received from the setters will be transferred to the section dealing with the appointment of paper setters for arranging payment.

## **2.4 Board of Examiners**

### **2.4.1 Constitution of Board of Examiners**

The categories of examiners and their duties shall be decided by the Academic Council, from time to time. The panel of examiners, both internal and external as per requirement for each course shall be prepared by the BOS and shall be forwarded to the COE in the prescribed format. It shall consist of names of not less than 20% in excess of the probable numbers required for each subject for a period of three years.

The COE is competent to constitute Committees of Board consisting of the Chairman and Chief Examiners in the same or different subjects.

### **2.4.2 Term of Appointment of Examiners**

Examiners shall be appointed for odd or even semesters and shall be eligible for reappointment. This may be waived in special cases by the Chairman, Academic Council, provided that the number of new examiners appointed in any semester who have not previously been examiners shall not exceed one half of the total number appointed to a Board.

### **2.4.3 General Conditions for Appointment of Examiners**

1. Ordinarily, a person with a minimum teaching experience of three years in a college or University Department is eligible for first appointment as examiner. However, this may be waived by the Academic Council in special cases.

Persons having five years of practical experience in industries shall be considered for appointment as examiner in areas such as Technology, Engineering etc.



2. For selecting new examiners, the first preference shall be given to those who have had five years or more of teaching experience and who have not been appointed so far.
3. No person above the age of 60 shall be appointed or allowed to continue as an examiner. However this can be waived by the Chairman, Academic Council in special cases.


#### **2.4.4 Duties of the Board of Examiners**

1. The appointment of examiners for each semester shall be made and confirmed before 30 days of the commencement of the examination for both theory and practical.
2. Only persons having the prescribed qualifications and at least three years of teaching/ research experience at the appropriate level shall be included in the panel. Persons having five years of practical experience in the field shall be eligible for appointment as examiner in areas such as Technology, Engineering etc.
3. The Academic Council shall review the panel of examiners once in 3 years. In case, any examiner is found inefficient or indulging in misconduct, malpractice, negligence or disobedience, the COE shall report the names of such persons to the Chairman, Academic Council who may disqualify such persons from being examiner / paper setter in future.
4. The period of appointment of all examiners or paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
5. The COE shall constitute a Board of Examiners, for each subject for odd and even semesters. All examiners appointed to value the answer books relating to the examinations coming under the Board will be the members of the Board. Every Board constituted, as above shall have a Chairman who will be appointed by the COE. All examiners shall be required to attend meetings, if any, convened by the College. In case, a member does not turn up for the meeting(s) without sufficient reasons, the COE may remove him/her from the panel of examiners.

6. It shall be the duty of the Chairman, Board of examiners, to assign duties to the members of the respective Boards and give such instructions that are necessary for the efficient conduct of work relating to that Board.
7. The Chairman, Board of Examiners, in case of need, can review the scripts valued by the examiners and suggest ways and means to achieve objectivity in valuation. The Chairman will also scrutinize the work done by the examiners and forward to the COE with all necessary documents such as valued answer papers, mark books, remuneration bills of members countersigned by him etc., as the case may be on or before the dates specified by the College. If the number of Chief examiners is less than three, the senior most Chief examiner shall officiate as the Chairman. There shall be a Chief examiner for a group of 1-5 examiners.

#### **2.4.5 Appointment of Examiners**

- a. Appointment of examiners shall be governed by the rules and regulations framed for the purpose by the Academic Council. The appointment of examiners shall be made by the COE from the panel of examiners recommended by the Chairman, Academic Council
- b. Each Board, together for theory and practical examinations, will have a Chairman from among the Board of Examiners. The appointment of Chairman need not always be based on seniority alone. Senior teachers may be appointed as Chief Examiners. Separate Boards may be constituted for Undergraduate and Postgraduate examinations. The Board of Examiners for Postgraduate examinations shall be teachers who are experienced in teaching the subject at postgraduate level.
- c. The appointment of the Chairman and members of the Board of Examiners shall be communicated to them. The envelope for sending communications to the examiners shall be marked 'CONFIDENTIAL'. Similarly, all communications from the examiners shall be addressed to the Controller of Examinations in his/her personal name in covers marked "Examination Confidential". The appointment as Chairman shall first be communicated to obtain his/her consent to act as Chairman of the Board so that the name of the Chairman can be communicated to all examiners.

  
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- d. The examiners shall be directed to contact the Chairman and inform their preference of subject for valuation of answer papers and conduct of practical examinations. A copy of the “Instruction to the Examiners” shall be sent to each examiner and his/her acceptance shall be obtained in the prescribed form.
- e. The Internal Examiner shall not decline the duty assigned under any circumstances unless exempted by the Principal on valid grounds. Teachers who decline to serve as examiners shall forth will be asked to furnish their explanation in writing for doing so and the matter may be reported to the Chairman, Academic Council for appropriate action.

#### **2.4.6 Allotment of Work.**

The Chairman of the Board of Examiners shall be provided with the approximate number of candidates appearing in the examination for distribution of the valuation work according to the norms fixed by the Academic Council. The statement of distribution of work received from the Chairman shall be handed over to the COE’s office for necessary action. The name of Chief Examiner shall be mentioned in the covering letter sent to Additional Examiners.

Examinations for which centralized valuation are conducted, the list of examiners and distribution of work are prepared and handed over to the section dealing with the conduct of centralized valuation.

A copy of the list of examiners shall also be forwarded to the section dealing with the payment of remuneration to examiners immediately after the publication of the results of the examinations.

The rate of remuneration for examination works (End Semester Examinations) for the external examiners shall be applicable for the internal examiners also.

#### **2.4.7 Memorandum of Instructions to Examiners**

The examiners shall comply with the following instructions.

1. All routine correspondence relating to examinations shall be addressed to the COE, JDCOEM by designation and not by name. In all correspondence, by letter or by e-mail, full details of the examiner shall be given below the examiner's name to enable easy identification of the examiner and also for prompt action. Urgent matters, if any, may be communicated over the mobile or telephone as shown in the communication.

- a. Examiners are appointed by the JDCOEM for valuing answer books and/or for conducting Viva-voce and/or practical examinations at the College held during any session. Examiners appointed for any session of examinations shall hold office for that particular session only.
  - b. Examiners who having accepted the appointment and declined the work later without assigning reasons acceptable to the JDCOEM and thus cause inconvenience to the College and dislocation of the time schedule, are liable to be removed from the panel for a period of two years.
3. All examiners are required to keep their appointments and the marks/grades awarded by them strictly confidential.
4.
  - a. The appointment of examiners is offered on the distinct understanding that such persons have had no connection with any tutorial college or coaching institution during the two years previous to their appointment and that they will not acquire any such connection or undertake any private tutorial or coaching work during the period of their examinership in the autonomous college.
  - b. In case any member of the examiner's family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the COE giving the name and roll number of the candidate. Such examiners will not be assigned the said task.
  - c. All examiners shall be required, as a condition of their appointment, to attend meetings, if any, convened for instructions to be issued.
5.
  - a. Every examiner engaged in the valuation of answer books shall furnish in the prescribed form sent to him/her together with the answer books, the correct number of answer books received for valuation and return it to the COE after all the answer books allotted to him for valuation have been received by the examiner.
  - b. He is responsible for the answer books issued to him/her. He/she should count them on receipt and verify them with the entries in the accompanying statement. Any discrepancy observed must be reported to the COE immediately.



6. a. All examiners in a subject should do their best to secure uniformity of marking/grading. Answers to questions and subdivisions of questions should be separately marked against them and the marks/grades awarded to each question shall be shown on the cover page of the answer book only.
- If the answer books have been rechecked by the Chief Examiner, the rechecked marks/grades whether there is any difference from the original marks or not shall be shown in green ink and be duly signed.
- b. Answers must be checked a second time to verify that no answer to a question or a sub division has been left out in the evaluation.
- c. If there are grave defects in the valuation, totaling of marks/grades or entering of the marks, or inefficiency in the discharge of duties entrusted to them, without prejudice to any other action that may have been taken against him/her, the examiners who default by entering wrong grades/marks, by giving wrong totals and by not valuing answers to questions shall be removed from the panel for a period to be decided by the Chairman, Academic Council.
- d. All valued answer books shall be returned by the examiners to the COE. The answer books should be kept in the safe custody of the office of the COE for a period of one year after the publication of the results. The marks scored by the students will be recorded in the examination section.
- e. Before publication of result, photocopy of the answer books shall be shown to the candidate on request and if required a student can make a challenge by filling a challenge form by submitting it to the respective Head of the Dept.
7. The scheme of valuation along with answers shall be provided by the Chairman of Examination Board for facilitating the evaluation process.
8. a. Practical Examinations will be held at the College fixed from time to time. The work at practical examinations will be prescribed by the Chairman of the Board of Examiners. Science subjects shall have the same Board for the evaluation of theory and practical examinations.

  
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- b. The answer books and also the mark/grade books of the practical examinations shall be sent to the COE for scrutiny immediately after all the practical examinations are over.
  - c. In the case of answer books of practical, there will be no revaluation but there shall be provision for scrutiny.
9.
  - a. Marks/grades should be carefully entered in the mark/grade books supplied by the COE in the serial order of the registered numbers of the candidates as given in the answer books. Fractions of marks in the total of each paper should be brought to the next integer, which alone should be entered in the mark books. In no case, should a candidate be given more marks/grade than the maximum.
  - b. Examiners should take special care to see that there is no erasure, correction or overwriting of marking in the mark/grade books as far as possible. If correction becomes necessary, it must be attested with full signature.
  - c. Marks should be written in words also. The word 'only' should be added in the case of marks awarded in round numbers such as 10,20,30 etc. and also in the case of single digit marks. In the case of grades, grade point shall be clearly written in the space provided for the same in the grade sheet.
  - d. Every examiner should prepare two copies of the mark/grade books and send one copy marked 'original' to the Chief Examiner/Chairman and the other copy marked duplicate to the COE personally. Every examiner should sign on the mark/grade books he/she has prepared not only on the cover page, but also on each page of the mark book where entries are made. The word 'Original' or 'Duplicate', as the case may be, should be noted on the mark book. This rule applies to all examiners including Chiefs and Chairmen. Violation of this rule will result in the remuneration being withheld fully or partially.
10. It shall be the duty of the Chairman to scrutinize and pass the marks/grades awarded by the examiners to each candidate in each paper or portion of a paper valued by them and to forward the mark/grade books to the COE on or before the date fixed, together with a statement containing any remarks or suggestions, which he/she may consider deserving of attention.
11.
  - a. A Board of Examiners may award moderation of marks/grade only for the following reasons: (1) unusual difficulties in the question paper and/or

- (2) deviation of the question paper from the prescribed syllabus or standard.
- b. The arbitrary award of additional or grace marks/ moderation is strictly forbidden. Such marks must not be given for the purpose of benefiting a particular candidate or class of candidates or merely with a view to raising the percentage of passes in any subject/s.
  - c. a. Travelling Allowance as per rules will be allowed for external examiners for attending examinations and meetings of Boards of Examiners.
  - d. Travelling and halting allowance will be paid only after receiving the T.A. bills and admitting claims. No advance of T.A. will be paid. Examiners are required to submit their T.A. bills in time to enable the College to settle the claim expeditiously.
14. Chairman of Boards of Examiners will collect remuneration and T.A. bills of the examiners as soon as the examinations are over and forward them to the COE within a week after the completion of the duties. Bills received late are liable to be rejected.
15. Examiners who have sufficient reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate with the COE immediately through the Chairman forwarding all material evidence available. The nature and possibly the punishments inflicted for will depend largely upon the evidences furnished.
16. Attempts made by candidates or other interested persons to influence the examiners with regard to the valuation of any of the answer books shall be reported to the COE.

#### **2.4.8 Instructions to Chairman and Chief Examiners**

- 1. Subject to such directions as may be issued from time to time, by the Controller of Examinations, the Chairman and the Members of the Board of Examiners in any subject or group of subjects shall be responsible for the proper valuation of the answer-books of candidates. For this, it shall be the duty of the Board of Examiners subject to the rules contained in these instructions, to make such arrangements as may appear necessary for the efficient conduct of the examination and evaluation for which it is responsible,
- 2. e.g. to devise methods to ensure the uniformity of standard in the valuation of answer-books, to provide for the issue of instructions to Additional Examiners

and for the supervision and control of their work, for the distribution of marks between different parts or subjects treated in a paper, to fix dates for the completion of marks-books by examiners to the Chairman and by Additional Examiners to the Chief Examiner as per schedule fixed by the COE. It shall be permissible for a Board of Examiners to delegate to the Chairman or a Committee or an individual member of the Board, any part of the work of the Board which may be more conveniently and efficiently performed.

2. It shall be the duty of the Chairmen of Boards of Examiners to arrange for the division among the examiners of the work of valuing answer books of candidates and also of conducting the oral and practical examinations. The detailed statements including the names of all additional examiners for each paper should be submitted by the Chairmen as soon as the distribution has been made. Such distribution of work among the Chief Examiners and Additional Examiners shall be made with a view to allot, as far as possible, equal number of papers and remuneration among them so as to avoid the payment of unnecessary travelling allowance.
3. The dates for receipt of mark lists or tabulated results sheets from the Chairmen of Boards will be fixed by the COE and intimated to them. The Chairmen, in their turn, will fix suitable dates for the receipt of mark lists from Chief/Additional examiners with due regard to the dates fixed by the COE and inform the examiners under them, of these dates. Chief Examiners and Additional Examiners shall adhere to the schedule of dates fixed by the Chairmen and co-operate with the COE in publishing the results of the examinations in time on the dates fixed by the College. For examinations where Chief Examiners are not separately appointed, the Chairman of the concerned examination shall attend to all the items of work detailed above as to be done by the Chief Examiner.
- 5.a) COE shall maintain minutes of the meeting held by the Boards, recording the names of the members present and the resolutions passed.
- b) Travelling allowance at the rates prescribed in the College travelling allowance rules shall be allowed to external examiners for attending meetings of Board of Examiners.

  
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6. Each Chief Examiner shall be responsible for the maintenance of quality/standard in his/her subject. He/she shall issue written instructions to his/her additional examiners regarding valuation of answer papers immediately after the meeting of the Board of Examiners/Chief Examiners convened to prepare the scheme of valuation of answer papers.
7. The Chief Examiner shall direct each additional examiner to value five or ten numbers of answer-books and on completion of such preliminary valuation, the valued answer books shall be forwarded to the Chief examiner for scrutiny. The Chief Examiner shall then give such further instructions to them for standardizing the evaluation.
8. It is the further duty of each Chief Examiner to select and revalue not fewer than 20% of answer books valued by each of his/her additional examiners selected at random or based on certain criterion and to satisfy himself that proper standard of valuation has been maintained throughout, before submitting the result of the whole valuation to the Chairman of the Board. In case of continued unsatisfactory valuation by an additional examiner, the Chief Examiner shall bring the facts immediately to the notice of the Chairman of the Board. The Chairman after getting prior approval from the COE shall recall the answer-books and arrange for their revaluation by the same or by a different examiner. The matter shall be reported to the Principal for further action.
9. In the revaluation of the Chief Examiner, if 50% of rechecked papers show a variation of 15% of marks, the entire bundle of answer scripts shall be rechecked.
10. The Chief Examiners for all examinations must collect all the mark/grade books of their assistants and send them to the Chairman. In the case of subjects for which there is no Chief Examiner, the Chairman of Boards concerned will collect the mark/ grade-books. Each mark-book should bear the name and counter signature of the Chief Examiner and of the Chairman concerned
11. The tabulation work shall be done in the office of the COE. Chairman of the Board of Examiners shall collect the grade/mark-books from the Chief examiners and forward them in lots to the COE. In the case of subjects for which there are no Chief Examiners, the Chairmen shall collect the mark-books from the examiners and forward them to the Controller of Examinations.

12. It shall be the duty of the Chief Examiner to scrutinize all valued answer books under his/her charge, and in particular, should personally verify in the case of each answer book valued whether;
- a. All questions and sub-divisions of questions have been marked/graded without omission by the additional examiner;
  - b. The totaling of the marks/grades is correct and no arithmetical error has been done;
  - c. The total marks/grades carried over to the mark/grade book with reference to each register number on the answer book are correct;
  - d. The additional examiner has written his/her name and put his/her full signature on the cover of the mark book and on each sheet of the mark book on which there are entries.
13. The Chief Examiner is authorized to make whatever correction is found necessary in any answer book or mark book in respect of items (a) to (d) of clause (12) above. If the additional examiner has failed to put his/her signature on the sheets of the mark book on which there are entries, the Chief Examiner, after scrutiny of the entries, shall affix his/her own signature each on these sheets. The Chief Examiner should forward to the Chairman of the Board along with the mark/grade books collected from his/her additional a certificate of scrutiny in the prescribed form and the Chairman, in turn, shall transmit the certificates of all the Chief Examiners under his/her Board when he/she forwards the original mark/grade lists to the COE's office.

## **2.5 Viva Voce Board**

It shall be competent for the BoS and Chairman, Academic Council to decide whether a particular subject needs viva-voce/oral examination. The COE shall refer to the minutes of the meetings of the Academic Council and BoS for this purpose. The Viva-voce Board shall have a Chairman and two senior most Chief examiners of the subject.

## **2.6 Result Section**

When the tabulation of an examination is completed, the COE shall convene a meeting of the Result Section constituted for each subject.

1. There shall be a separate Result Section for every subject of UG and PG for a semester. The Board shall consist of the Chairman and one senior most examiner of the subject. The meeting of the Result Section shall be held to finalize the results of PG and UG examinations.
2. The Chairman shall be given a consolidated statement of marks/ grades of all candidates by the COE before the commencement of the meeting. The statistics of the results shall also be presented to the Board for consideration. The Board will be competent to call for any answer book which they consider as demanded for revaluation at the Board meeting, or which has given rise to points of doubts to be cleared at such a meeting, especially when the Chairman observes great disparity in the marks for the different papers of a candidate.
3. The Result Section take decisions on the moderation of marks or grade to normalize the results in comparison to the result of previous years with sufficient justification. The moderation shall be in accordance with the guidelines issued by the Academic Council.
4. The minutes of the Result Section shall be put up for approval by the COE. The minutes shall be recorded and signed by the members present and the Chairman of the Result Section in the minutes book available with the office of the COE. The minutes of the meetings of the Result Section shall contain the following details:
  - a. Time, day, date, venue and place of the meeting.
  - b. Names and signatures of the members present.
  - c. A brief statement regarding consideration and approval of the results.
  - d. The percentage or marks of moderation, if any, recommended by the Board.
  - e. Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies, etc. should be unambiguously recorded.
  - f. Any other remarks relevant to the conduct and results of the examination.
  - g. The concluding time of the meeting.
  - h. Signature of the Chairman.

The minutes book shall be kept under safe custody of the COE.



5. The COE shall submit the results to the Chairman, Academic Council for approval or shall issue orders to publish the results subject to approval by the Chairman, Academic Council.
6. The results shall be announced only after circulating a note to the Chairman, Academic Council with the details of the results and requesting approval of the Academic Council for publishing the results.



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## CHAPTER 3

### CONDUCT OF EXAMINATIONS - PART I

The COE shall prepare the examination calendar for every academic year/ semester, well in advance, and shall publish the same on the College website. The information regarding the same shall be passed to Heads of all Departments.

All examinations of the year/semester shall be conducted as per the examination calendar. No separate notification shall be issued.

#### 3.1 Issue of Time Table of the Examinations

The COE shall issue the time table of various examinations in every semester, one month before the commencement of the End Semester Examinations.

#### 3.2 Registration to the Examination

- a. All students admitted in a programme (UG & PG) with remittance of prescribed fee are eligible for the forthcoming semester examinations.
- b. Online application for registration to the various End Semester Examinations shall be forwarded to the COE along with prescribed fee for each course in prescribed format.
- c. The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course shall be issued the hall tickets. The electronically generated hall tickets shall be uploaded to the College website and the superintendent shall download their hall tickets from the website.
- d. The mode of fee remittance shall be through the prescribed bank.
- e. The following schedule for exam form submission will be followed, (subjected to change time to time)

B.Tech / M.Tech	Last Date with Exam Fees only	Last date with Exam Fees + Fine of Rs. 100/-	Last Date with Exam Fees + Fine of Rs. 500 + Rs. 50/- per day
Odd Sem	31 <sup>st</sup> August	10 <sup>th</sup> Sept	20 <sup>th</sup> Sept
Even Sem	31 <sup>st</sup> Jan	10 <sup>th</sup> Feb	20 <sup>th</sup> Feb
Note: If exam forms are not submitted within above time frame, it will not be accepted later. However, genuine cases may be considered by the Principal.			

### **3.3 Scrutiny of Applications**

#### **3.3.1 Verification of Applications**

The applications shall be verified for the following:-

**a. Correctness of the Application**

The columns and spaces must be correctly and legibly filled up. No space shall be kept unfilled.

**b. Remittance of Prescribed Fee.**

Applications not accompanied by the documents to prove remittance of fee shall not be entertained. In cases of short remittances where the deficiencies are negligible, the question whether such applications need be considered for provisional admission may be decided in consultation with the supervisory officers.

**c. Certificates of Qualifying Examinations.**

Application of the candidate who is not qualified as mentioned above shall be rejected and the matter may be communicated to the Principal and the candidate. In the case of candidates who apply for registration for the first year/semester of JDCOEM examination, the certificates of the qualifying examination passed by the candidates should be verified to ensure that: -

- a The qualifying examinations passed by the candidates are included in the category of minimum qualification prescribed by the University for admission to the course of study undergone by the students.
- b The qualifying examinations passed by the candidates from Universities other than the JDCOEM have to be recognized by the DBATU as equivalent to the corresponding examinations of this University. (University order granting recognition of qualifying examination should be enclosed along with the application), Recognition of qualifying examination is to be obtained by each candidate in respect of the qualifying examination passed by the candidate. Every student taking admission in PG program must

produce migration certificate from his parent University if he is not graduated from DBATU.

- c The name entered by the candidate in the application is the same as the name entered in the qualifying certificate.
- d In cases where minimum marks are prescribed for admission to a particular course, the mark list of the qualifying examination shall be verified to ascertain eligibility of the candidates for admission to the course of study.


The list of eligible candidates shall be prepared subject-wise and in alphabetical order. In case of failure in submitting relevant certificates in time, such candidates shall be provisionally admitted by issuing a provisional hall ticket and the candidate concerned shall be directed to rectify the defects in stipulated time. Otherwise, his /her examination will be cancelled.

### **3.3.2 Preparation of Nominal Roll**

A nominal roll showing the name of examination, month and year of examination, name and Unique Identification number (roll number) allotted shall be prepared for each examination. The names and register numbers shall be given under separate categories such as regular/ supplementary/old scheme etc. on the last page of the roll, details such as total number of candidates registered, number of regular students, number of supplementary / improvement candidates may be given for easy reference whenever required.

### **3.3.3 Preparation of Hall Tickets**

The hall ticket of the candidates appearing in Supplementary examinations shall be generated in the COE's office with name, roll number and recent photograph of the candidate. The hall ticket shall contain the details of the courses with codes and titles for the concerned semesters.

  
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### 3.4 Preparation of Answer Books


- a. The main answer books and additional answer books to be supplied in the examination shall be prepared well in advance with specific format and different serial codes / Bar Codes.
- b. Required number of blank answer books shall be handed over to the Superintendent of the examinations.

### 3.5 Question Paper Handling

1. The manuscript/ soft copy of required question papers shall be submitted to the COE/ Assistant COE by concerned Chairmen packed in a sealed covers with details regarding the name of examination, the month and year of examination, name of the subject, date and time of examination. A question paper statement in prescribed format shall be prepared in the office of COE and full confidentiality will be maintained. Office of COE will be responsible for maintaining the secrecy of question papers till the examinations starts.
2. Before start of the exam the question paper will be uploaded on to the Examination server and can be downloaded by the Officer- in - Charge (OIC) thirty minutes before the start of the examinations. The different courses of which the examination question papers are to be prepared will be identified by the subject codes.
3. Safe custody of the system containing Question paper will be done at the office of COE.
4. Conduction of examination will be the responsibility of the Examination Cell.

### 3.6 Dispatch of Time Table, Nominal Roll and Instruction to Candidates

Time table, nominal roll and instruction to candidates shall be sent to the Superintendent of examinations at least two days before the commencement of the concerned examination.



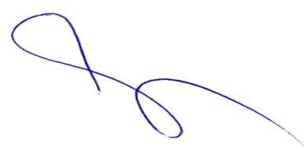
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### **3.7 Preparation of Tabulation Register**

Tabulation register shall be designed and printed according to the scheme of examinations prescribed for the course in consultation with examination committee of the College. Tabulation register is a permanent record. It shall contain the seal of the College, details of the examination taken by the candidate and the marks awarded to the candidate.

### **3.8 Cancellation of Hall Tickets**

The Principal can cancel the hall ticket issued in the name of any candidate for misconduct or if it is found out that he/she is ineligible to take the examination, after providing an opportunity to the candidate to present his/her case.



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## CHAPTER 4

### CONDUCT OF EXAMINATIONS – PART –II

#### 4.1 Methods of Examinations

- i. Unless otherwise provided for, Examinations shall be conducted by one or more of the following methods:-
  - a) Written      b) Practical      c) Oral      d) Computer assisted tests
- ii. Candidates must answer question papers in English, unless otherwise stated therein.

#### 4.2 Prohibition of Religious Belief or Profession or Political Views

No question shall be put at any examination calling for a declaration of religious belief or profession or political views on the part of the candidates and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession or political views.

#### 4.3 Instructions to Assistant COE and superintendent

The COE is responsible for the efficient conduct of examinations at the venue. The **Assistant COE and superintendent** will assist him in conducting the examinations. The following guidelines may be followed for the smooth conduct of the examinations.

1. Ensure that
  - (a) The list of candidates appearing for the examination is prepared correctly.
  - (b) Required number of answer books are made available and
  - (c) All the stationery required for conduction and packing answer books are received at the venue at least 3 days prior to the commencement of examinations.
2. OIC or the concerned officer should download the question papers available online on examination server with correct codes with at least 30 min before the start of examinations and must made available the requisite number of copies of the same.
3. The following arrangements are made for the conduct of the examination.
  - a. Seating arrangement for the candidates
  - b. Examination room is clean, properly lighted and that no writing is there on the desks/walls or board.



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- c. Room/ hall wise seating plan for candidates are displayed at a prominent place in the portico of the College.
- d. Selection of appropriate number of invigilators from among the faculty members, well in advance as per norms, in this regard.
4. See that the examination hall is opened only 15 minutes before the commencement of the examination. The students are to be instructed to occupy their seats at least 10 minutes before the commencement of the examination.
5. In an unforeseen event of late commencement of examination, the time lost should be compensated. Any such instance should be immediately reported to the Principal telephonically. However, late commencement of examinations beyond 30 minutes is not permitted, at any circumstances.
6. Ensure that the invigilator for each room collects the answer books and other printed material 15 minutes before the commencement of examination and that they proceed to the examination room.
7. Mobile phones, programmable calculators and other electronic gadgets should not be allowed in the examination room even if they are switched off. If any student brings in such materials to the examination room, they have to be taken into custody by the invigilator and submitted to the Examination Section at the earliest.
8. Allow only i-card, hall-ticket, pen, pencil, eraser and ordinary calculator in the Examination room. Hand bags should not be permitted inside the examination room.
9. Keep utmost vigil throughout the examination process. The COE/ ACOE may frequently visit the examination hall and ascertain that the invigilators are doing their duties and are not engaged in conversation, standing on the veranda, reading or writing inside the examination hall.
10. A candidate shall not be allowed to write the examinations, if he/ she does not have a valid i-card and/or hall ticket. However, if a student reports that his/her i-card/ hall ticket is lost, the Superintendent, after receiving a written request from him/her along with required fees, shall forward it to the COE for issuing a duplicate hall-ticket or to the HOD for issuing duplicate i-card. Or else, if there is a system of downloading duplicate hall-tickets from the College website, the Superintendent may be permitted to issue a duplicate hall-ticket to the candidate, after charging the required fees. This can be allowed only if his/ her name is included in the nominal roll issued by the College.



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11. All used answer books should be packed within 1 hour after the examination is over. The name of the subject, semester, branch name and number of students present / absent along with date of exam should be mentioned on all packets.
12. All packets should be sealed using the seal of the institution.
13. Unused answer books shall be counted and kept in safe custody and a stock register should be kept for this purpose. The COE/ ACOE shall go through the 'Instructions for the invigilators' and give necessary directions as and when required.
14. In case of using answer papers of different series; the COE shall decide which series of answer books should be issued on a particular session/day.
15. The OIC is responsible for keeping proper accounts for the stock and use of the main answer books and' additional sheets.
16. Additional sheets shall not be used for any purpose other than answering questions including doing calculations by the candidates in the examination hall.
17. Blank main and additional book shall be kept in the safe custody of the COE.
18. The invigilators shall be provided with proforma of paper accounts along with the blank main and additional books and shall return them to the COE duly filled, at the end of the session together with the scripts and unused answer books.
19. The blank main or additional book shall not be used for any other purpose.
20. **Consolidated Absentee Statement** - The consolidated list of absence should be prepared and forwarded as per the direction contained in the printed instructions. They should be forwarded at the end of each category of examinations without fail to the Controller of Examinations.

#### 4.4 Instructions to the Invigilators

Invigilation is one of the most important tasks required to be performed during the conduct of an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high. A set of guidelines for the invigilators are given below.

1. Report to the Superintendent in Examination cell at least half an hour before the commencement of the examination.

2. Collect correct number of question booklets and answer books from the Assistant COE and ascertain that the question papers pertain to the examination scheduled for that day.
4. Candidates need to be admitted only if they have valid i-card and/or hall ticket. If not, direct them to the COE for necessary guidelines.
5. Help the candidates to locate their seats. If any of the candidates is in possession of mobiles phones, programmable calculators, or digital diary or any other electronic equipment instruct him/her to keep it outside the examination hall.
6. Verify the identity of the candidate through the photograph on the i-card and mark the attendance of the candidates.
7. Distribute the answer book 10 minutes before the commencement of the examination and direct them to fill in the roll number and other entries in appropriate places. The invigilator shall mark the sign on the answer book after verifying that the details are filled in by the candidate is correct.
8. Distribute the question paper at the mentioned starting time and ask the candidates to start writing.
9. Ten minutes before the closing of examination, announce 'last ten minutes' and do not allow any candidate to leave the room. At the end of examination ask the candidates to stop writing and put their pens down.
10. Collect the answer books and arrange them in the order of register numbers and hand over the same with attendance list and unused answer books to the Superintendent. Invigilators shall leave the examination premises after permission of the COE/ ACOE.
11. No candidates shall be allowed to leave the examination hall till the expiry of an hour after a question paper has been given out.
12. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and roll numbers written on them to the invigilator and the candidate(s) may collect them back after the examination from control room, if they so desire.
13. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall.

## Important Notes

1. No Candidate should be allowed without valid i-card and/or hall ticket.
2. Candidates shall be admitted to the examination room 10 minutes before the scheduled time.
3. No student shall be admitted to the examination hall 30 minutes after the commencement of the examination.
4. See that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
5. Do not give any clarifications to the students regarding mistakes in question paper, mode of answering etc. If any, the invigilator will send it in writing to the COE.
6. Allow the use of logarithm tables, calculators etc. only if the use of these are permitted as per the instructions given in the question paper.
7. Do not allow mobile phones or any electronic equipment in the examination hall.
8. Keep alert, vigil and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and make a report to the COE.
9. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
10. Do not allow refreshments for the candidates in the examination hall.
11. Do not make any correction in the roll number written by a candidate on his/her answer book. In any such cases ask him/her to correct it and then counter sign it.
12. Candidates should not be allowed to leave the hall before the expiry of an hour from the commencement of the examination.
13. See that candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination surrender their question papers with their name and register number written on them.
14. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examinations on subsequent days and the matter may be reported to the Controller of Examinations.
15. Permit the candidates to leave the examination hall only after handing over the answer book to the invigilator.



#### 4.5 Instructions to Candidates

1. Every student shall register for the College examination of the relevant semester in which he/ she is studying for obtaining promotion to the next semester.
2. Every student who is eligible to write the examination should submit his/ her application through the Principal / Director / HODs.
3. The candidates should ensure that they receive their hall tickets at least two days prior to the examinations. (Supplementary Examinations only)
4. The candidates should bring their i-card / hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
5. If the hall ticket/ i-card is lost, they should immediately submit an application for a duplicate hall ticket to the COE through the HOD.
6. The candidate should enter the examination room at least 10 minutes before the commencement of examination and shall not leave the room during last minutes. In exceptional cases the COE/ Deputy COE may permit.
7. Candidates are permitted to use only blue or black ink pens for writing examinations.
8. No materials except, writing materials and hall ticket / i-card are allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect, with the permission of the invigilator.
9. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc. are liable to be punished as per rules.  
(See Annexure 1)
10. The candidates should write their roll numbers / stick the bar code, name of examination etc in appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed.



11. They should not write anything in the question paper other than their names and roll numbers. Last page of the main question booklet can be used for rough work.
12. Strict silence should be maintained in the examination room. Candidates are not allowed to get clarifications from other students. In case of any doubt, they can seek the help of the invigilator.
13. They should return all answer books and unused additional sheets before leaving the room. The candidates are not permitted to leave the examinations room without the permission of the invigilator during the course of examination.
14. The candidates are forbidden to ask questions of any kind during the examination. Invigilators are instructed to refuse to answer any inquiries what so ever, relating the question papers whether an explanation of the meaning or the correction of typographical errors. Candidates are not allowed to write anything except the PRN / roll numbers and names on the question papers supplied to them.
15. Candidates shall take their places in the examination hall at least 10 minutes before the time fixed for giving 'out the question papers. Candidates presenting themselves more than half an hour after the commencement of the examination should not be admitted for the examination of that day.
16. The candidates should not be allowed to leave the hall before the expiry of an hour from the commencement of the examination.
17. No candidates shall be allowed to leave the examination hall with Question Paper till 30 minutes before the end of exam time.
18. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and register numbers written on them to the Invigilator and the candidate(s) may collect them back after the examination, if they so desire.
19. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take examinations on subsequent days and the matter may be reported to the Controller of Examinations.



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20. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books in their seats.

#### **4.6 Exclusion of Candidates on Account of Disease**

Any candidate shall be excluded by the COE from an examination, on being satisfied that he/she is suffering from any infectious or contagious disease. Such cases shall immediately be reported to the Principal.

#### **4.7 Exclusion of Candidates for Misbehavior**

Candidates taking an examination shall be under the disciplinary control of the COE, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the COE/ ACOE /Invigilator or behaving insolently towards the Invigilator, without prejudice to any other action that may be taken against him/her, the candidate may be excluded from the day's examination and if he/she persists in his/her misbehavior he/she may be excluded from the rest of the examinations by the COE. In all such cases the matter shall be reported to the Principal and Board. The Board, after affording an opportunity to present his/her case may according to the gravity of the offence, ratify the action taken by the COE/ Principal or further punish the candidate by cancelling the examination taken by him either in whole or in part or debarring him from appearing for any examination in the College for a specified period or permanently.

#### **4.8 Debarring Candidates and Quashing Results**

If at any time after the publication of results, it is found that a candidate was not eligible for taking the examination, as per the regulation/norms/orders issued by the College relating to the course concerned or that he/she has secured admission to the course or the examination, on production of false information in the application form or that he/she has used unfair means at an examination, the Board shall have power to quash the results of the examination, taken by the candidate, and cancel the registration and / or debar him/her from appearing for any examination of the College permanently or for a specified period considering the gravity of the offence committed by the candidate, pending an enquiry into the same. In all such cases,



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before taking final decision by the Board, the candidate shall be given an opportunity to present his/her case.

#### **4.9 Punishment for Malpractice**

If the Governing Body is satisfied after an enquiry that there had been malpractice in the examinations, the body, after providing an opportunity to present his/her case, may punish befitting the level of malpractice. (See Annexure 1)

#### **4.10 Bundling of Written Answer Books**

The COE and his team shall make sure that the written answer papers are bundled properly immediately after the examination. The bundles shall be kept in the COE's office. The bundles should have the following details:-

1. Serial number
2. Title of the paper code /name of subject/scheme/semester/ branch etc.
3. Date of examination
4. Number of candidates registered
5. Number of answer books in the bundle
6. Initials of the OIC

The details of the bundles received in the COE's office shall be noted in a register with the date of receipt.



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## CHAPTER 5

### VALUATION OF ANSWER SCRIPTS


#### 5.1 Valuation of Answer Scripts

- The valuation of answer scripts of the theory examinations shall be in Spot Valuation Center (SVC) and there shall be a single valuation or double valuation of all the answer scripts of UG and PG as decided by the Academic Council.
- The valuation by arranging the SVC can be started immediately after the examination. The first valuation can be done by the internal examiner and the second valuation shall be done by an external examiner.
- Both valuations must be based on the scheme of valuation prepared by the question paper setter or by the Board of examiners of the concerned examination.
- There may be only single valuation for UG examinations. For paper evaluation, the Chairman will be assisted by Chief examiners and additional examiners to carryout valuation work. If the number of Chief examiners is less than two, the senior most Chief examiner shall officiate as the Chairman. There shall be a Chief examiner for a group of 2-5 examiners.
- One Chief examiner will be appointed for 1-5 examiners. If there are less than 5 examiners in a particular Board, the Chairman will act as the Chief examiner.
- The Chief examiners are required to recheck the entire answer books and shall revalue at least 20% of answer books assigned to the examiners under him/her randomly.
- The examiners shall prepare and submit the properly prepared mark sheet counter signed by the Chief examiner and Chairman
- Principal shall appoint a senior faculty as SVC In-charge for the smooth conduct of the centralized valuation of various subjects.
- SVC In-charge will exercise overall control of the center and shall be responsible for the proper conduct of the valuation.

The Examination Cell shall maintain appropriate registers, records and accounts relating to the SVC.

#### 5.2 Double Valuation of Answer Books

- In the case of the answer books having double valuation, the entry of marks shall be done only on the facing sheet / separate sheet provided.



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- For double evaluation, the first valuation shall be done by the internal examiner and the second evaluation by the external examiner. The final mark is taken as the average of the above two marks. Any decimal in this case shall be rounded off to the next higher integer.
- If the variation in marks exceeds 15%, a senior internal/external examiner for a third evaluation may be invited. In such cases the final mark will be calculated as the average of the third valuation mark and the one nearest to it from the two earlier evaluations.
- In case the third evaluation score is equidistant between the first two evaluations, the third valuation mark will be retained as the final mark. There will be no further revaluation.
- The valued answer papers of all ESE of UG and PG will be preserved for a period of one year by the Controller of Examinations, after the announcement of the results.



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## CHAPTER 6

### TABULATION AND PUBLICATION OF RESULTS

#### 6.1 Tabulation Register

The whole process of calculating the final marks shall be automated using computer programme. Raw results shall be printed department wise for analysis by the Exam Section. Score sheet shall be printed in the COE's office. The section officer shall check all entries, grace marks if any awarded and classification of results and put his signature on all pages of the tabulation register.

#### 6.2 Preparation of Grade Score Sheet

Computerized grade cards shall be prepared semester wise after successful completion of the semester.

#### 6.3 Examination Section

The section dealing with the examination shall prepare a statistics of the result with details such as:-

1. Name of examination with month and year.
2. Number of candidates registered for the examination.
3. Number of candidates appeared for the examination.
4. Number of candidates secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and the number of candidates in each class.
5. Percentage of pass.

These statistics shall be furnished by the Exam Cell for finalizing the results. The meeting of the Exam Section constituted by the COE for each examination shall pass the results as such or the Section may pass the results with moderation, if any, as it may decide. The minutes of the Section shall be put up to the COE for approval. The COE shall issue orders to publish the results after consulting the Chairman of Academic Council.

#### 6.4 Publication of Results

The final approved result of the concerned semester examination shall be published. A list of candidates who have secured the first three ranks in each branch of

examination shall be published along with the final result of the courses, if the ranking is practiced. The results approved by the Examination Cell and Chairman Academic Council shall be posted on the website. The students can download the semester score sheet from the website within the stipulated time as decided by the Academic Council.

### **6.5 Issue of Consolidated Statement of Marks**

All candidates who have appeared for an examination conducted by the College shall be issued a computerized consolidated statement of marks/ grades irrespective of the result of the examination. The fees for the mark sheet shall be collected along with the examination fee.

### **6.6 Challenging Valuation**

There shall be provision of challenging the valuation. After completion of the evaluation of answer books, the marks will be submitted to the COE along with the answer books. After recording and verification of the marks the answer books will be issued to the faculty in charge of the subject. The concerned students will be notified and they will personally go through their evaluated answer books. If a student feels that there is a scope of improvement in marks, then he will meet the HOD and submit the challenge form with relevant details. The HOD will submit these 'Challenge Forms' to COE, who in turn will carry out the revaluation by another examiner (different from the one who has done valuation). Better of the two shall be the final marks. Student is not required to pay any fees for challenging valuation

Any candidate (UG & PG) can challenge valuation.

### **6.7 Remedial Examinations**

After 10 days of declaration of regular examination results, students ready to take Remedial examination can apply by paying requisite fees.

### **6.8 Supplementary Examinations**

Candidates shall write the supplementary examinations conducted by the College along with regular examinations in Winter and Summer. Outgoing students (UG & PG) can appear for the supplementary examination in Nov/Dec, if they have a to complete the degree.

  
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## CHAPTER 7

### MISCELLANEOUS

#### 7.1 Incentive credits to the students participating in Technical/ NCC/NSS / Games & Sports / Cultural Activities.

The students admitted to the B.Tech. programme participating in NCC / NSS / Games & Sports / Cultural Activities / Technical competitions at University/State/ National/ International level and other activities prescribed by the University will be treated as additional courses and shall be awarded grades as per the provisions in 'JDCEM - ORDINANCE/REGULATIONS - 2019' as under:

##### *R7. Incentive credits to the students participating in Technical/ NCC / NSS / Games & Sports / Cultural Activities*

The grades must be submitted to COE by the respective HODs and Section Heads one week before the start of the examination.

#### 7.2 Condonation of Shortage of Attendance

(Please refer R 14 of JDCEM - ORDINANCE/REGULATIONS - 2019 for Attendance, Absence, Leave Rules and Dismissals)

Candidate can seek condonation of shortage of attendance only once in a 2 year course and twice in other courses of longer duration. Following are the rules regarding attendance requirement: -

1. Every candidate is to secure 75% attendance of the total duration of the course.
2. A candidate having a shortage of 10% can apply for condonation of shortage in prescribed form on genuine grounds. Condonation of shortage of attendance if any should be obtained at least 7 days before the commencement of the concerned semester examination.
3. It shall be the discretion of the Principal to consider such applications and condone the shortage on the merit of each case in consultation with the concerned guardian teacher and HOD.
4. Unless the shortage of attendance is condoned, a candidate is not eligible to appear for the examination.

#### 7.3 Improvement Examinations

1. A candidate can improve his/her marks once by appearing again for the examination with the subsequent batch or Make up Examination with the remittance of prescribed fee.



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In such cases the better of the two marks shall be taken as the marks awarded to him.

2. Internal assessment marks shall be carried over to the subsequent semester examination.
3. There shall not be any provision for improving internal assessment marks.

#### **7.4 Promotion to the Next Higher Semester**

A candidate shall be eligible for promotion from one semester to the next higher semester if:-

- a. He / she secured a minimum 75 % attendance and registered for the End Semester Examination of course which he/she is studying.

His / her progresses of study and conduct have been satisfactory during the semester completed, as per the assessments recorded by the course teacher and the Head of concerned Department.

#### **7.5 Certificates**

1. Diploma and Degree certificates will be issued by the Dr.Babasaheb Ambedkar Technological University, Lonere as per the act and statues of the University on the submission of the consolidated mark / score cards of the students by the College.
2. A consolidated mark / score card shall be issued to the candidates after the publication of the results of the final semester examination taken by the candidate.
3. A Course Completion Certificate with marks & grades shall be issued to students till the Degree certificate is issued by the university.

#### **7.6 Register of Candidates**

The COE's office maintains a Register of Candidates in respect of all examinations.

The register shall contain the following details:

Register number, name of the candidate and date of birth, programme and year of admission, religion/community, fee remitted, particulars of examination taken, results and remarks etc.

#### **7.7 Important Registers to be maintained in the COE's Office**

1. Inward registers

  
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2. Dispatch registers
3. All Registers related to the planning, question paper setting and conduct of examinations.
4. Registers relating to valuation of answer scripts
5. Mark tabulation registers
6. Grade point calculation record
7. Semester mark score sheets
8. Other registers specifically directed to be maintained in COE's office.

## 7.8 Annexure - 1.

**Different Types of Malpractices and the Punishments for students are mentioned below**

Sr. No.	Kind of Malpractice	Punishment
1.	Finding of any material relevant to the examination carried wilfully in the examination hall or resistance in surrendering such objectionable material.	Debarring from one or two subsequent attempts.
2.	Caught copying from illegal materials / adding anything illegal to the answer book/ Copying from the neighbour's answer scripts/ Using filthy language in the answer scripts.	Debarring for three chances depending on the gravity.
3.	Forgery in the hall ticket/i-card.	Debarring for six chances and report to the Police.
4.	Manhandling or threatening the invigilator/ officers or any authority of the College.	Debarring for six chances.
5.	Impersonation in the examination hall.	Permanent debarring and Report to Police. Registration in program gets cancelled.
6.	Tampering the seating arrangement in the exam hall / Sitting at wrong seat and writing the examination	Debarring for two to four Chances.
7.	Threatening the neighbour to show the answer Script.	Debarring for two chances.
8.	Stealing answer books, additional sheets, smuggling question papers outside the examination halls.	Student registration cancelled and report to Police.
9.	Threatening the invigilator, peons or office staff.	Debarring for three Chances.
10.	Shouting answers from outside	Debarring for two chances.
11.	Disturbing the candidates from outside	Debarring for two chances.
12.	Breaking /opening the closed doors of the examination hall/center	Immediate suspension and report to the police. registration as a student may be cancelled
13.	Tampering with answer books of neighbors.	registration as a student may be cancelled.
14.	Willful tampering of mark list to promote own	Debarring for 6 chances to

	interests such as getting admission, etc.	permanent debarring and report to the police.
15.	Tampering of mark list which was used for procuring admission.	Permanent debarring and withdrawal of pass certificate/degree/ diploma awarded. Report to the Police.



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## POLICY FOR SCRIBE IN EXAMINATION

### GUIDELINES FOR SCRIBE ALLOTMENT:

1. The applicants who are visually or orthopedically challenged or whose writing speed is adversely affected for a variety of reasons are eligible to request for a scribe as per the following guidelines.
2. Applicants are required to submit the DECLARATION and relevant certificate(s) as a proof for confirming that he/she is eligible for taking the services of a scribe. In case the applicant fails to produce the Person with Disability (PWD) or relevant medical certificate he/she will not be eligible for taking the services of a scribe.
3. The applicants will have to arrange scribe at their own cost.
4. The Scribe should be from a different academic stream. A person acting as scribe for one candidate cannot be a scribe for another candidate. In addition, the scribe arranged by the candidate should not be a candidate for the same examination.
5. Scribe should not have the qualification higher than or relevant to the examination the disabled student is going to write.
6. Eligible applicant, who wishes to use the services of a scribe in the examination, should submit an application in the Academic Section (Examination Section) at least one week before the beginning of examination.
7. Both, the applicant as well as the scribe will have to give a suitable undertaking confirming that they fulfil all the stipulated eligibility criteria for a scribe. Further, in case it is revealed later that they have suppressed any facts; the candidature of the applicant will stand cancelled, irrespective of the result of the examination.

COE



PRINCIPAL

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## The 2<sup>nd</sup> Meeting of Academic Council held on dated 25/01/2020

<b>Item No. 1</b>	<b>To confirm the minutes of FIRST meeting of Academic Council.</b>
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The Minutes of First Meeting with relevant annexure were pre circulated amongst all the members of Academic Council. No query or suggestion were received, hence the Minutes were confirmed by the house unanimously.

<b>Item No. 2</b>	<b>To bring on table the Action Taken Report of 1<sup>st</sup> Meeting of Academic Council held on 4<sup>th</sup> September'2019.</b>
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The Action Taken Report of the 1<sup>st</sup> Meeting of Academic Council was pre circulated. The Member Secretary informed the Actions Taken on previous minutes. In the wake of the same, the Chairman of the Academic Council stated that the copies of First Ordinances, Rules and Regulations were send to DBATU on 4<sup>th</sup> October'2019.

<b>Item No. 3</b>	<b>To approve the list of examiners AND to suggest and approve the decisions of Board of Studies.</b>
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- a) The house approved the list of external examiners for IInd Sem B.Tech practical subjects proposed by the Board of studies of Basic Sciences and Humanities. (Annexure-I)
- b) After rigorous brainstorming with the eminent educationist and BOS Chairmen, the house approved the inclusion of the "Research Methodology" in 6<sup>th</sup> Semester. Lot of insights were given by Prof. Dr. Awate from IIT Mumbai and Prof. Dr. Vimlesh Soni from NIT Bhopal. Since Analytics is gaining demand, Research Methodology as a subject in Engineering is certainly a welcome move, was opined by Dr. Vimlesh Soni. The placement of the subject as Audit Course or Choice Based or Open Elective etc will be decided by BOS in a judicious manner. The Chairman of the Council assured to retain the seriousness towards the subject, irrespective of the placement of the subject.
- c) To start the courses in nine emerging areas viz.- Artificial Intelligence (AI), Internet of Things (IOT), Block chain,, Robotics, Quantum Computing, Data Sciences, Cyber security, 3D Printing and Design, AR/VR (Augmented Reality and Virtual Reality) which are recommended by AICTE, were also approved by the house. Modalities will be decided by the BOS in due course of time.
- d) The house also unanimously agreed upon encouraging students to acquire certifications in Entrepreneurship, Skill Development and other employability enhancement modules as the industry looks upon private institutions as the provider of requisite pool of manpower, stated the Chairman of Academic Council.

<b>Item No. 4</b>	<b>To amend the few clauses of Ordinances and Regulations 2019 of JDCOEM.</b>
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The Sub-Clauses (i) & (ii) of Clause R.26(VII) of Ordinance and regulations of JDCOEM-2019 were subjected for minor corrections. The relevant changes were approved by the house and Sub-Clauses (i) & (ii) of Clause R.26(VII) have been modified as under:

- i. Satisfactory (For Grade Point  $\geq 5.0$ )
- ii. Unsatisfactory (For Grade Point  $< 5.0$ )



**Item No. 9 To approve the external supervisors for PhD Program under various Boards.**

The Chairman of the Academic Council proposed the names of external supervisors as Co-Guides for PhD Program. The candidatures of the prospective supervisors who had applied in relevant format within the given timelines are approved by the house. It has also been decided to strengthen the pool of supervisors by respective Board of Studies in due course of time, subject to approval of Academic Council from time to time.

(Annexure IV).

**Item No. 10 To seek the permission of the Governing Body to appoint/promote the teaching staff of JDCOEM as per the provision in the clause 3.9 of Gazette of Autonomy published on 12<sup>th</sup> Feb'2018.**

The Chairman of the Academic Council presented the detailed Vacancy Report before the house. The house agreed to forward the same to the Governing Body for approval and for further process so as to maintain requisite cadre ratio ahead of NBA inspection.

(Annexure V)

**Item No. 11 To approve the Examination Manual submitted by Controller of Examination.**

The Controller of Examination presented the Examination Manual before the house and also stated that the recent 1<sup>st</sup> Semester Examination of B.Tech was conducted as per the processes laid down in Examination Manual. The Chairman of Academic Council urged all the BOS Chairmen to develop rapport and linkages with other institutions so as to generate the useful resource persons for paper setting etc. The Examination Manual is approved with minor changes by the house.

(Annexure VI)

**Item No. 12 Any other matter with the permission of the Chair.**

The Chairman of the Academic Council urged all the members to get the insights on various academic issues from the esteemed educationist present for the meeting. The members asked Dr. Awate about Internships at IIT. He stated that the role of teachers is pivotal in getting the internships for the students in industries. If industry is not able to accommodate students, then the various labs of IITs also seek interns in Summer and Winter Break. The teachers should be pro-active in providing internships to the students. In the wake of Entrepreneurship Development, he shared that, in IIT Bombay, ED is carried out through Wadhwani Foundation and active interaction with industry.

Dr. Awate was enquired about the conduct of Open Book Test. The questions should be open ended. He also stated that the industrial problems are based on various socio-economic and technological scenarios prevailing during a particular period of time. While designing Open Book Test, the teachers should ensure that the questions are not stereotypes. The syllabus should be based on real life multi-dimensional industrial problems. Teacher needs to refer high quality teaching material.

The Chairman of the Academic Council summed up the deliberations followed by Vote of Thanks to the members from outside and the members present by the Member Secretary.



Chairman,

(Academic Council)





# The 3<sup>rd</sup> Meeting of Academic Council held on dated 24/07/2020



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VISION	MISSION
1. To be a center of excellence imparting professional education satisfying societal and global needs.	1. Transforming students into lifelong learners through, quality teaching, training and exposure to concurrent technologies. 2. Fostering conducive atmosphere for research and development through well equipped laboratories and qualified personnel in collaboration with global organizations.

All Board of studies has recommended keeping one subject for online mode of learning and examination. Admission process of B. Tech. 1<sup>st</sup> semester & Direct Second Year always get late and date of online registration of courses will get lapsed, hence it is not possible for 1<sup>st</sup> & III<sup>rd</sup> sem students to enroll for online courses. The house has accepted the need of online courses which was also recommended by AICTE and UGC; hence appreciate the policy and the relevant guidelines (Annexure-IX).

<b>Item No. 8</b>	<b>Amendment under R-37 and to prepare the guidelines for the clause R-37 regarding B. Tech. Honor and B.Tech. with Minor degrees to students.</b>
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The Ordinances, Rules and Regulations were framed by the team of senior faculties and the Principal of JDCOEM and prepared a Book for ready reference for all stake holders. Presently in R-37, the total credits mentioned for B. Tech. Honor and B. Tech. with Minor degree is 20, the AICTE has mentioned 18-20 credits in its guidelines for the said degree. If the student's earn 18-20 credits through **online mode** (As per the guidelines of said degree) then student will be awarded with B. Tech. (Hons.) & B. Tech. Minor respectively. Accordingly amendment under R-37 and guideline for the clause R-37 regarding B. Tech. Honor and B. Tech. with Minor degrees was tabled before the house. It was approved unanimously by the members present in the house (Annexure-X).

<b>Item No. 9</b>	<b>Mapping of existing courses of all UG programs with the courses offered through MOOCs by SWAYAM NPTEL</b>
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AICTE has already published mapping of online courses. The list of the mapping of courses has been kept before the house for approval. It was accepted by all members of house.

<b>Item No. 10</b>	<b>To approve the marking scheme for II<sup>nd</sup> sem under COVID situation.</b>
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Unfortunately we all are going through COVID situation, in which it was not possible to conduct End Semester Examination. Hence as per government guidelines (UGC & Affiliated University i.e. DBATU) we decided to give 50% weightage to internal marks and 50% weightage to previous semester marks for all subjects. The house agreed on the present COVID situation and approved the marking scheme for 2<sup>nd</sup> Sem (Annexure-XI).

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VISION	MISSION
1. To be a center of excellence imparting professional education satisfying societal and global needs.	1. Transforming students into lifelong learners through, quality teaching, training and exposure to concurrent technologies. 2. Fostering conducive atmosphere for research and development through well equipped laboratories and qualified personnel in collaboration with global organizations.

As per the regulation of UGC one member is to be nominated on Governing Body from the State Government. The college has received a letter from Higher & Technical Education Department, Government of Maharashtra about the nominee wide letter no.1111/(47/20)/-2 dated 16<sup>th</sup> March 2020. Government has nominated Joint Director, RO, DTE Nagpur on Governing Body of JDCOEM. The nomination is noted by the house (Annexure-XIV).

**Item No. 16 To approve End Semester Examination fee of higher Semester UG & PG.**

Presently regular exam fee is Rs. 3200/- for UG & Rs. 2600/- for PG First Semester. Controller of Examination (COE) has proposed the same fee for higher semester of UG & PG. He also proposes the fee of Rs. 1000 (fixed) + 300 per course head for make up examination. The house accepted the fees (Annexure-XV).

**Item No. 17 Any other matter with the permission of the Chair.**

- The officiating Principal/Chairman of the Academic Council has proposed the names of external supervisors as Co-Guides for Ph.D. Program. The candidatures of the respective supervisors who had applied in relevant format within the given timelines have been approved by the house (Annexure-XVI).
- In context with global pandemic and as per the guidelines of clause no. F.2, F.# & F.4 of "OFFICE ORDER FOR IMPLEMENTATION", dated 12/06/2020 by the affiliating university i.e. DBATU, 2-3 opportunities shall be given to the students of UG & PG for clearing their backlog subjects. The COE has suggested that due to global pandemic problem, all the students under autonomy are getting promoted to next class/semester and as per guidelines from DBATU we should provide 2-3 opportunities for clearing the backlog subjects. The house has unanimously agreed and approves the same (Annexure-XVI).
- Dr. V. Soni enquired about online classes. Which platform has been used for online classes? And so on. He also suggested to start recording the video lectures and generate E-contents for the respective subjects of the college faculty.

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**AMENDMENT IN JDCOEM ORDINANCE AND REGULATION  
WITH EFFECT FROM 1<sup>ST</sup> AUGUST, 2020**

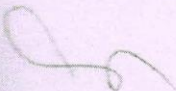
**Academic Council Meeting Date: 24<sup>th</sup> July 2020**

1. Presently in R-37 regarding the B. Tech. Honor and B. Tech. with Minor degrees to students it is mentioned as "A student will be eligible to get B. Tech. degree with Honors or additional Minor Engineering, if he/she completes an additional 20 credits. These could be acquired through MOOCs."

It will modify as "A student will be eligible to get B. Tech. degree with Honors or additional Minor Engineering, if he/she completes an additional 18 to 20 credits. These could be acquired through MOOCs."

2. In 2<sup>nd</sup> meeting of the house the said notification for admission to Ph. D. program was presented and house suggested including in Ordinance & Regulation Book.

Now the said regulation is included in the book of "Ordinance & Regulation - 2019" of JDCOEM R-38. It is read as "R-38: Admission to Ph. D. Program".



Principal  
(Dr. S. V. Sonekar)  
JDCOEM, Nagpur



**Principal**  
J. D. College of Engineering & Management  
Khandala, Katol Road  
Nagpur-441501



## NOTE SUBMITTED TO THE PRINCIPAL

Date: 1/7/2020

**Sub: Consideration of Finalization of Examination Fees for Higher semesters of B. Tech & M.Tech. under Autonomy.**

Respected sir,

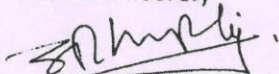
I request you to kindly consider and approve the following policies related to Examination Section (ES) of JDCOEM.

- a) ES is proposing that the End Sem Examination fees of Rs. 3200/- (Three Thousand and Two Hundred only) charged for B.Tech I-Sem, W-2019 shall be applicable to the End Semester Examinations of Higher semesters of B.Tech programs under Autonomous JDCOEM from academic session 2020-21 onwards.
- b) For I - Sem M.Tech Winter-2019, the End Sem Examination fees of Rs. 2600/- (Two Thousand and Six Hundred only) was charged and shall be applicable to the End Semester Examinations of PG Programs running under Autonomous JDCOEM from academic session 2020-21 onwards.
- c) The **Makeup Exam/ Supplementary Exam fees** for both B.Tech & M. Tech will be minimum of Rs. 1000 + 300 x (Number of Theory or Practical subjects) **or** the regular exam fees. This will be applicable for the Makeup & Supplementary examinations of all the semesters of UG & PG programs running under Autonomous JDCOEM from session 2020-21 onwards.
- d) In all the above cases if a student does not submit the examination form before the last date given, there will be a fine of RS. 100/- and Five more days can be given to submit the Exam form. **(Total Examination Fees with fine will be, Regular Examination Fees + Rs. 100/-)**. Student can fill Examination form after this deadline by paying late fees of Rs. 1000/- and Rs. 50/- per day. Additional 10 days period can be given. **(Total Examination Fees with fine will be, Regular Examination Fees + Rs. 1000 + Rs. 50/- per day)**.

After this deadline examination form will not be accepted in general. However, few genuine cases can be considered after permission from the Principal.

Thanking you,

Your's sincerely



Prof. S R GUPTA  
COE, JDCOEM, NAGPUR



**Principal**  
J.D. College of Engineering & Management  
Khandala, Katol Road  
Nagpur-441503



## NOTE SUBMITTED TO THE PRINCIPAL

Date: 1/7/2020

**Sub: Consideration and approval of marks finalization strategy for computation and declaration of Results of B.Tech & M.Tech II-SEM & Promotion Scheme, SUMMER -2020 under Autonomy.**

Respected sir,

I request you to kindly consider and approve the following policies related to Examination Section (ES) of JDCOEM.

Under the prevailing pandemic situation, when Colleges are unable to conduct the S-2020 Regular Examinations, we are awarding the CA, MSE and End sem Marks to students of B.TECH II, IV & VI SEM and M.TECH II-SEM based on the following guidelines.

- i. UGC Guidelines on Examinations Notification and Academic calendar in view of Covid-19 Pandemic dated 29th April 2020.
- ii. "OFFICE ORDER FOR IMPLEMENTATION" dated 12/6/2020 by DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE.
- iii. Government of Maharashtra Guidelines No. UNI/2020/Baithak/Vishi1/4131A dated 8 May 2020.

The marks finalization, grading system and promotion scheme (Summer 2020) up to pre-final year students for all programs is as follows:

1. End semester examinations Summer 2020 shall not be conducted for the students of intermediate semesters of B.TECH & M.TECH. These students shall be promoted. (means allowed to take admission in next semester ) irrespective of backlogs, if any, till the current Even Semester (2019-20) to the next semester/year (2020-21) based on their composite score in Continuous Assessment & Mid semester Examination (50%) and previous semester result (50%).
2. All students of intermediate semesters including Discontinued (DC) students shall be promoted to the next semester/year. However such students shall be required to appear for the examination for the courses(s) from the previous semester including current Even Semester (2019-20), in which he/she has failed /detained/remained absent, whenever the examination are held next.



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3. **Under DBATU curriculum** for B.TECH IV & VI Semester students, under, Theory and Practical marks are calculated as follows,

- a. **In Theory**, CA (20 marks) & MSE (20) marks are calculated based on the performance of student in the assessment conducted in current semester. It is uploaded on DBATU Portal and rest of the marks will be awarded by the University based on individual student's performance in last semester.
- b. **In Practicals** all CA1(30), CA2(30) & External Exam(40) marks are awarded by the teachers on the said assessments carried out in the current semester only.
- c. For M.TECH IV-Sem students, the Seminar – II marks (Out of 100 marks) will be awarded based on the Project work carried and presented by the student to the respective guide.

4. **Under Autonomy**, we have B.TECH II-SEM & M.TECH II-SEM. Theory and Practical marks will be calculated as follows,

- a. In Theory, 50% marks will be calculated based on the performance of student in the assessment (CA & MSE) carried out in the current semester. Remaining 50% marks will be awarded based on the marks scored by the student in previous semester (I-SEM).

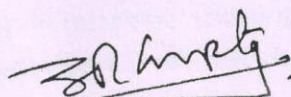
For example,

Let us assume that the percentage of marks scored by the student in last sem is 66%. Hence, 50% of that is 33. So, while calculating the remaining 50 marks of every theory subject in current semester college will award 33 marks.

- b. In Practicals, all CA1(30), CA2(30) & External Exam(40) marks will be awarded by the teachers on the basis of assessments carried out in the current semester only.

Thanking you,

Your's sincerely



Prof. S R GUPTA  
COE, JDCOEM, NAGPUR



Principal  
J.D. College of Engineering & Management  
Khandala, Katol Road  
Nagpur-441503



# The 5<sup>th</sup> Meeting of Academic Council held on dated 15/12/2021



JAIDEV EDUCATION SOCIETY'S  
**J D COLLEGE OF ENGINEERING AND MANAGEMENT**  
KATOL ROAD, NAGPUR  
Website: www.jdcoem.ac.in E-mail: info@jdcoem.ac.in  
An Autonomous Institute, with NAAC "A" Grade



## VISION

"To be a Department providing high quality & globally competent knowledge of concurrent technologies in the field of Electronics and Telecommunication."

## MISSION

1. To provide quality teaching learning process through well-developed educational environment and dedicated faculties.
2. To produce competent technocrats of high standards satisfying the needs of all stakeholders.

mandatory course of one credit in 6<sup>th</sup> semester. The house agreed to include CRT as a mandatory course in 6<sup>th</sup> semester and approved the syllabus of it (Annexure-VIII).

**Item No. 9 To include survey based mini project with one credit in second semester.**

Presently we have a survey based mini project of one credit in second semester but its execution will be in the vacation of 2<sup>nd</sup> semester & its credit was reflected in 3<sup>rd</sup> sem grade card of the students. Now for proper execution of the mini project we want this has to be started in 1<sup>st</sup> sem vacation and duly credited and reflected in 2<sup>nd</sup> sem grade card of the students. The house unanimously approved to include the survey based mini project/internship in second semester (Annexure-IX).

**Item No. 10 To update the syllabus of Physics, Chemistry and Mathematics.**

Looking into execution and requirement updating was done in the syllabus of Physics and Chemistry. The house approves the modified syllabus of the said subjects (Annexure-X).

**Item No. 11 Amendment in Ordinance of JDCOEM under various clauses.**

1. In Introduction under department and table include following row (Annexure-XI)

16	Artificial Intelligence	AI
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Under program Offered and under graduate programs include following row (Annexure-XII)

7	Artificial Intelligence	Course Title	7	Eligibility Criteria as laid down by the competent authority from time to time
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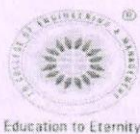
In "TABLE-I: UG PROGRAMMES LEADING TO B.TECH. DEGREE" removes row number 4 and include last row as follow. (Annexure-XIII)

7	Artificial Intelligence	B. Tech. (Artificial Intelligence)	AI
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2. Presently in R 16.8, it is mentioned that Forego facility is available for "FF (stands for examinee fails but complete course requirement)" and "Z (stands for non completion of course requirement)" grades of undergraduate program. We propose, Forego facility to the examinee who has "FF" grade only and not for "Z" grade.(Annexure-XIV)

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Education to Eternity

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1. To provide quality teaching learning process through well-developed educational environment and dedicated faculties.
2. To produce competent technocrats of high standards satisfying the needs of all stakeholders.

3. In the same clause R 16.8, it is mentioned that "for the examinee opting for forego, his/her marks in continuous assessment shall be ascertained proportionately on the basis of his/her marks in the end semester theory examination of that course and equal proportion on the basis of his/her marks in practical examination". Since theory subject has both Continuous assessment (CA) & Mid Sem Exam (MSE), here is only clarification about continuous assessment is mentioned and not for Mid Sem Exam.

Since in theory subjects CA and MSE are of 20 marks each, we propose that when a student is applying for forego with the Supplementary Exam form, he will be awarded 75% of the Supplementary exam marks proportionately in (CA + MSE) .(Annexure-XIV).

For example, if a student has requested for forego of internal marks in a particular subject & he scores 30 marks out of 60 in the Supplementary exam. Then in CA out of 20, he will be awarded 7.5 (rounded off to 8) marks. Similarly in MSE out of 20, he will be awarded 7.5 (rounded off to 8) marks.

4. Presently in R 17.4 mentioned that "For computation of Standard Relative Grades, for the evaluation of the academic performance of an examinee in a course, in Makeup Examination, the Mean and the Standard Deviation would be the same as the Mean and Standard Deviation in the End Semester Examination for which the Makeup Examination was conducted.

It should be "For computation of Standard Relative Grades, for the evaluation of the academic performance of an examinee in a course, in Makeup Examination and Supplementary Examinations, the cutoff would be the same as the cutoff in the End Semester Examination for which the Makeup and Supplementary Examination was conducted." The matter is placed before the house for acceptance. (Annexure-XV)

5. Presently in R19 under Award of Degree mention that "The Degrees shall be awarded by Dr. Babasaheb Ambedkar Technological University along with the name of College on the degree, on the recommendations of the Academic Council/ Governing Body."(Annexure-XVI)

Below this add the following.

The degree will be awarded in B. Tech. & M. Tech. with any of the following class,

Passed in First class with Distinction (CGPA  $\geq$  7.5)

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 Khandala, Katol Road  
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MISSION

1. To provide quality teaching learning process through well-developed educational environment and dedicated faculties.
2. To produce competent technocrats of high standards satisfying the needs of all stakeholders.

Passed in First class ( $6 \leq \text{CGPA} < 7.5$ )

Passed Class ( $5 \leq \text{CGPA} < 6$ )

6. Presently in R 21.2 it is mentioned that, "a student, who has earned all the credits for the degree but fails to obtain the minimum specified CGPA for this purpose (As given in the Teaching & Examination Scheme of respective program), shall take additional courses or repeat the courses mentioned in program till the minimum CGPA is attained subject to maximum duration of program as specified in R 15.4 and R 22".

Kindly read it as "a student, who has earned all the credits and pass the audit subjects & other courses as prescribed in the scheme but fails to obtain the minimum 5.0 CGPA after the VIII sem B. Tech. and IV sem M. Tech., shall take additional courses or repeat the courses mentioned in program till the minimum 5 CGPA is attained subject to maximum duration of program as specified in R 15.4 and R 22". (Annexure-XVI)

This is for kind approval of house.

7. Presently in R31 (a) under Improvement of Grade/CGPA while undertaking a Program mentions that "The facility for improvement of grades will be available to the students having CGPA below 6.0". It would be modified as "The facility for improvement of grades will be available to all students irrespective of any CGPA who are not satisfied with his/her performance". This is for kind approval of the house (Annexure-XVII).

8. Presently in R31 (b) under Improvement of Grade/CGPA after successful completion of a Program mentioned that "The facility of improving CGPA at Bachelors' Degree Level through re-appearance shall be available only to the candidates who have earned all credits offered in the program and have secured not less than 5 CGPA. Similarly at Masters' Degree Level through re-appearance shall be available only to the candidates who have earned all credits offered in the program and secured not less than 6 CGPA".

It should be "The facility of improving CGPA at Bachelors' Degree Level through re-appearance shall be available to all the candidates who have earned all credits in the program but not satisfied with his/her performance. Similarly at Masters' Degree Level through re-appearance shall be available to all the candidates who have earned all credits offered in the program but not satisfied with his/her performance (Annexure-XVII)..

This is for kind approval of the house.

Principal

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VISION	MISSION
"To be a Department providing high quality & globally competent knowledge of concurrent technologies in the field of Electronics and Telecommunication."	1. To provide quality teaching learning process through well-developed educational environment and dedicated faculties. 2. To produce competent technocrats of high standards satisfying the needs of all stakeholders.

9. As per our Ordinance, R37 - The title of the table is "TABLE-2 (STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE (UG)". But it is applicable for Grading in both UG and PG, and hence it would be "TABLE-2 (STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE (UG & PG)". This is for kind approval of house. (Annexure-XVIII)

10. As per our Ordinance, R37- TABLE-2 (STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE (UG) Grade 'I' means "Incomplete course requirement due to absent in End Semester Examination".

We wish to extend the meaning of grade 'I' as "Incomplete course requirement due to absent in End Semester Exam (ESE) or Supplementary Exam". This is for kind approval of house. (Annexure-XVIII)

11. In the Ordinance we adopted 7 Grade point systems as shown in R37- TABLE-2 (STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE (UG). Where 'DD' Grade (Grade Point-4) is applicable for Theory subjects only. Practical subjects are having minimum Grade 'CD' (Grade Point- 5).

We propose to make 'CD' Grade as the lowest passing grade in Theory subject also. This is for kind information and approval. (As per the Ordinance, for award of degree of B. Tech, student must score minimum CGPA of 5). (Annexure-XVIII)

The issue is kept before the house and house accepted and permits to make the changes in the Book of "Ordinance & Regulation 2019".

**Item No. 12 Any other matter with the permission of the Chair.**

The officiating Principal listed the achievement of college with respect to patents, publications, awards etc. The house appreciates it.

The officiating principal summed up the deliberations followed by Vote of Thanks to the members from outside and the members present by the Dean academics, Dr. S. L. Haridas.

Chairman  
Academic Council  
JDCOEM, Nagpur.

Principal  
J. D. College of Engineering & Management  
Khandala, Katol Road  
Nagpur-441501



**AMENDMENT IN JD COEM ORDINANCE AND REGULATION  
WITH EFFECT FROM 1<sup>ST</sup> JANUARY, 2022**

**Academic Council Meeting Date: 15<sup>th</sup> December 2021**

1. In Introduction under department and table include following row.

16	Artificial Intelligence	AI
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**Departments**

The various Departments and their two-letter codes are given below:

S.No.	Name of Department	Department Code
1	Computer Science and Engineering	CS
2	Information Technology	IT
3	Electronics and Telecommunication Engineering	ET
4	Mechanical Engineering	ME
5	Civil Engineering	CE
6	Electrical Engineering	EE
7	Mathematics	MA
8	Physics	PH
9	Chemistry	CH
10	Management Studies	MP
11	Humanities	HU
12	Physical Education	PE
13	Capacity Building	CB
14	Counselling	CN
15	Work Shop	WS
16	Artificial Intelligence	AI

2. Under program Offered and under graduate programs include following row

7	Artificial Intelligence	Course Title	7	Eligibility Criteria as laid down by the competent authority from time to time
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**Under Graduate Programs:**

**Bachelor of Technology : (B.Tech.)**

Sr. No.	Department	Course Title	Course Code	Eligibility for admission
1	Computer Science and Engineering	CS	1	Eligibility Criteria as laid down by the competent authority from time to time
2	Information Technology	IT	2	
3	Electronics and Telecommunication Engineering	ET	3	
4	Mechanical Engineering	ME	4	
5	Civil Engineering	CE	5	
6	Electrical Engineering	EE	6	
7	Artificial Intelligence	AI	7	

3. In R 16.8, it is mentioned that Forego facility is available for "FF (stands for examinee fails but complete course requirement)" and "Z (stands for non completion of course requirement)" grades of undergraduate program.

**Read it as, Forego facility is available for "FF (stands for examinee fails but complete course requirement)" grades of undergraduate program.**

4. In the same clause R 16.8, it is mentioned that "for the examinee opting for forego, his/her marks in continuous assessment shall be ascertained proportionately on the basis of his/her marks in the end semester theory examination of that course and equal proportion on the basis of his/her marks in practical examination".

**It is treated as "When a student is applying for forego with the Supplementary Exam form, he will be awarded 75% of the Supplementary exam marks proportionately in (CA + MSE) and equal proportion on the basis of his/her marks in practical examination".**

5. In R 17.4 mentioned that "For computation of Standard Relative Grades, for the evaluation of the academic performance of an examinee in a course, in Makeup Examination, the Mean and



**Principal**

**J.D. College of Engineering & Management  
Khandala, Katol Road  
Nagpur-441501**



the Standard Deviation would be the same as the Mean and Standard Deviation in the End Semester Examination for which the Makeup Examination was conducted.

It should be "For computation of Standard Relative Grades, for the evaluation of the academic performance of an examinee in a course, in Makeup Examination and Supplementary Examinations, the cutoff would be the same as the cutoff in the End Semester Examination for which the Makeup and Supplementary Examination was conducted."

6. In R19 under Award of Degree mention that "The Degrees shall be awarded by Dr. Babasaheb Ambedkar Technological University along with the name of College on the degree, on the recommendations of the Academic Council/ Governing Body."

Read it as

"The Degrees shall be awarded by Dr. Babasaheb Ambedkar Technological University along with the name of College on the degree, on the recommendations of the Academic Council/ Governing Body."

The degree will be awarded in B. Tech. & M. Tech. with any of the following class,

Passed in First class with Distinction ( $CGPA \geq 7.5$ )

Passed in First class ( $6 \leq CGPA < 7.5$ )

Passed Class ( $5 \leq CGPA < 6$ )

7. In R 21.2 it is mentioned that, "a student, who has earned all the credits for the degree but fails to obtain the minimum specified CGPA for this purpose (As given in the Teaching & Examination Scheme of respective program), shall take additional courses or repeat the courses mentioned in program till the minimum CGPA is attained subject to maximum duration of program as specified in R 15.4 and R 22".

Read it as "a student, who has earned all the credits and pass the audit subjects & other courses as prescribed in the scheme but fails to obtain the minimum 5.0 CGPA after the VIII sem B. Tech. and IV sem M. Tech., shall take additional courses or repeat the courses mentioned in program till the minimum 5 CGPA is attained subject to maximum duration of program as specified in R 15.4 and R 22".

8. Presently in R31 (a) under Improvement of Grade/CGPA while undertaking a Program mentions that "The facility for improvement of grades will be available to the students having CGPA below 6.0".

It is modified as "The facility for improvement of grades will be available to all students irrespective of any CGPA who are not satisfied with his/her performance".



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Khandala, Katol Road  
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9. Presently in R31 (b) under Improvement of Grade/CGPA after successful completion of a Program mentioned that "The facility of improving CGPA at Bachelors' Degree Level through reappearance shall be available only to the candidates who have earned all credits offered in the program and have secured not less than 5 CGPA. Similarly at Masters Degree Level through re-appearance shall be available only to the candidates who have earned all credits offered in the program and secured not less than 6 CGPA".

It should be "The facility of improving CGPA at Bachelors' Degree Level through reappearance shall be available to all the candidates who have earned all credits in the program but not satisfied with his/her performance. Similarly at Masters' Degree Level through re-appearance shall be available to all the candidates who have earned all credits offered in the program but not satisfied with his/her performance.

10. As per our Ordinance, R37 - The title of the table is "TABLE-2 (STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE (UG))".

It would be "TABLE-2 (STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE (UG & PG))".

11. As per our Ordinance, R37- TABLE-2 (STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE (UG) Grade 'I' means "Incomplete course requirement due to absent in End Semester Examination".

Read it as TABLE-2 (STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE (UG) Grade 'I' means "Incomplete course requirement due to absent in End Semester Exam (ESE) or Supplementary Exam".

12. In the Ordinance we adopted 7 Grade point systems as shown in R37- TABLE-2 (STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE (UG). Where 'DD' Grade (Grade Point-4) is applicable for Theory subjects only. Practical subjects are having minimum Grade 'CD' (Grade Point- 5).

**TABLE 2: STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE (UG)**

Academic Performance	Grades	Grade Points
Outstanding	AA	10
Excellent	AB	9
Very Good	B	8
Good	B	7
Above Average	BC	6
Average	CC	5
	CD	5





Pass	DD	4
Poor	FF	0
Incomplete	I	Subsequently to be changed into the grade earned.
Withdrawal	W	
Non completion of course requirement	Z	
Extension (in projects only)	X	

It is modified as 'CD' Grade as the lowest passing grade in Theory subject also.

TABLE 2: STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE (UG & PG)

Academic Performance	Grades	Grade Points
Outstanding	AA	10
Excellent	AB	9
Very Good	BB	8
Good	BC	7
Average	CC	6
Pass	CD	5
Poor	FF	0
Incomplete	I	Subsequently to be changed into the grade earned.
Withdrawal	W	
Non completion of course requirement	Z	
Extension (in projects only)	X	

Principal  
(Dr. S. V. Sonekar)  
JDCEM, Nagpur



Principal  
J.D. College of Engineering & Management  
Khandala, Katol Road  
Nagpur-441501



## Note Submitted to the Principal

15/12/2021

**Sub:** The modifications in JDCOEM Ordinance to be included for approval in the Academic Council meeting in Oct, 2021.

Respected sir,

I am proposing the following points for consideration in the forthcoming Academic Council meeting

1. As per our Ordinance, R37 - The title of the table is TABLE-2(STUCTURE OF GRADING OF ACADEMIC PERFORMANCE(UG). But it is applicable for Grading in both UG and PG. and hence it would be TABLE-2(STUCTURE OF GRADING OF ACADEMIC PERFORMANCE(UG & PG).
2. As per our Ordinance, R37- TABLE-2(STUCTURE OF GRADING OF ACADEMIC PERFORMANCE(UG) Grade 'I' means "Incomplete".  
We wish to extend the meaning of grade 'I' as "Incomplete/ Absent in END Semester Exam (ESE) or Makeup Exam or Supplementary Exam".
3. In the Ordinance we adopted 7 Grade point systems as shown in R37- TABLE-2(STUCTURE OF GRADING OF ACADEMIC PERFORMANCE (UG). Where 'DD' Grade (Grade Point-4) is applicable for Theory subject only. Practical subjects are having minimum Grade Point 5 (Grade 'CD').  
We propose to make 'CD' Grade as the lowest pass grade in Theory subject also.
4. As per Ordinance R 16.8, an Examinee can opt for forego of his/her marks in Continuous Assessment.  
Modification is as follows,  
In Theory subjects CA and MSE are of 20 marks each. When a student is applying for forego in with the Supplementary Exam form, he will be awarded 75% of the Supplementary marks proportionately in (CA+MSE).  
For example, If a student has requested for forego of Internal marks in a particular subject & he scores 30 marks out of 60 in the Supplementary exam. Then in CA out of 20, he will be awarded 7.5 ( rounded off to 8) marks. Similarly in MSE out of 20, he will be awarded 7.5 ( rounded off to 8) marks.
5. The B.Tech degree will be awarded to those students who scores all the credits and pass the audit and other courses as prescribed in the scheme and achieve minimum 5.0 CGPA after the VIII-Semester exam.
6. The degree will be awarded in B.Tech & M.Tech with any of the following class,
  - a) Passed in First class with Distinction( CGPA  $\geq 7.5$ )
  - b) Passed in First class (  $6 \leq \text{CGPA} < 7.5$ )
  - c) Passed Class( $5 \leq \text{CGPA} < 6$ )



Principal

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## Note Submitted to The Principal

15/12/2021

Sub: Points to be included in the Academic Council.

Respected sir,

I am submitting the following points

1. Amendment in the R.16.3 of the Ordinance:

- a. The content to be corrected is, "A student who remains absent for End Semester Examination, shall be awarded zero marks in end sem examination. If a student is eligible for "FF" or "I" grade shall be allowed to appear for the Make-up Examination."

"I" Grade means Incomplete course requirement due to absence in End Semester Examination.

The corrected statement will be "A student who remains absent for End Semester Examination, shall be awarded zero marks in end sem examination. If a student is eligible for "FF" grade shall be allowed to appear for the Make-up Examination."

- b. The Grade applicable to students in make- up examination will be one level below the actual grade obtained by the students in make-up exam. It is applicable in Theory courses only.

2. Addendum to Ordinance are as follows,

- a. Graduation Requirement:


In order to qualify for B.Tech / M.Tech degree of the University, students must qualify all the theory courses with minimum DD grade, the practical courses with minimum CD grade, Training & Audit Courses with "SF" grade and if any other course introduced with minimum prescribed grade.

- b. Class is awarded based on CGPA after Eighth semester of B.Tech Program / Fourth Semester of M.Tech Program

CGPA for Pass is minimum 5	
CGPA < 5.5	Pass Class
$5.5 \leq \text{CGPA} < 6.0$	Second Class
$6.0 \leq \text{CGPA} < 7.5$	First Class
$7.5 \leq \text{CGPA}$	First Class with Distinction
[Percentage of Marks = CGPA * 10.0]	

Prof. S R GUPTA  
COE, JDCOEM

Enclosure: Front 4- pages of DBATU Course Structure & Detailed Syllabus For B.Tech (IT)

  
Principal  
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# The 7<sup>th</sup> Meeting of Academic Council held on dated 24/03/2023



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Website: www.jdcoem.ac.in E-mail: info@jdcoem.ac.in  
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VISION	MISSION
1. To be a center of excellence imparting professional education satisfying societal and global needs.	1. Transforming students into lifelong learners through quality teaching, training and exposure to concurrent technologies. 2. Fostering conducive atmosphere for research and development through well equipped laboratories and qualified personnel in collaboration with global organizations.

1. In Introduction; under departments, table which was amended in 5<sup>th</sup> meeting of the house include following row.

17	Computer Science & Engineering (Data Science)	CSE (DS)
----	---	----------

2. Under program Offered and under graduate programs, table was amended in 5<sup>th</sup> meeting of house include following row

8	Computer Science & Engineering (Data Science)	CSE (DS)	8	Eligibility Criteria as laid down by the competent authority from time to time
---	---	----------	---	--

The issue is kept before the house and house accepted and permits to make the changes in the Book of "Ordinance & Regulation 2019" (Annexure-XIII).

<b>Item No. 12</b>	<b>Amendment in Exam manual of JDCOEM under clause "1.3 Examination Cell".</b>
--------------------	--

Presently in Exam manual of JDCOEM under clause 1.3 Examination Cell mentioned that "In accordance with the guidelines of the University Grants Commission to autonomous Colleges, there will be an examination cell headed by the Controller of Examinations (COE) who will be a permanent faculty appointed by the Principal on the basis of the potential of the person and in accordance with statutory norms if any".

Now it is read as "In accordance with the guidelines of the University Grants Commission to autonomous Colleges, there will be an examination cell headed by the Controller of Examinations (COE) who will be a full time regular faculty nominated by the Principal on the basis of the potential of the person and in accordance with statutory norms if any" (Annexure-XIV). The issue is kept before the house and house accepted and permits to make the changes in the "Exam Manual" (Annexure-XIII).

<b>Item No. 13</b>	<b>To extend the term of controller of Examination COE</b>
--------------------	--

Our autonomy was started from 2019-20 and as per the Exam manual of JDCOEM the term of controller of examination COE is of three years. So the first term of COE is ended in 2022-23.

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College wants to extend his tenure & giving one more term of three years to COE, Mr. S. R. Gupta. The house unanimously accepts it (Annexure-XV).

**Item No. 14 To approve the Academic Calendar for the session 2022-23 Even Sem.**

Academic Calendars are prepared for all semester (4<sup>th</sup>, 6<sup>th</sup> & 8<sup>th</sup> sem). It is approved by the house (Annexure-XVI).

**Item No. 15 To approve the Result of 2022-23 ODD sem.**

3<sup>rd</sup>, 5<sup>th</sup> & 7<sup>th</sup> semester exams of 2022-23 were conducted & result of 5<sup>th</sup> & 7<sup>th</sup> sem are declared. The result is accepted & appreciated by the house (Annexure-XVII, XVIII).

**Item No. 16 To approve the guidelines for Valuer.**

For valuation of answer sheets guidelines are prepared for the Valuer. Since it is for uniformity in the valuation house approved the guidelines (Annexure-XIX).

**Item No. 17 To approve the Internship policy.**

BOS of ME, CE & EE suggested internship for B. Tech. students in 8<sup>th</sup> sem., accordingly scheme has been modified and all students of these programs are doing internship at various industries. So we prepare a guideline for execution & valuation of this internship. The house was agreed for such type of activity & policy for getting industrial culture to students and approved the policy (Annexure-XX).

**Item No. 18 To approve the Continuous Assessment Rubrics from the session 2022-23.**

College follows the activity based learning; to promote it we modified our continuous assessment rubrics. It is approved by the house (Annexure-XXI).

**Item No. 19 To approve the guideline for MOOC.**

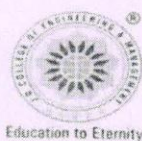
To promote online learning college has decided that students should complete at-least two MOOC courses during his/her B. Tech. duration. It will be a credit course. Credit will be considered in 4<sup>th</sup> sem & 8<sup>th</sup> sem. For successful implementation guideline is prepared. The house appreciates & approved the guideline (Annexure-XXII).

**Item No. 20 To approve the merging of Diploma program into J D College of Engineering & Management.**

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# The Special Meeting of Academic Council held on dated 19/07/2023



JAIDEV EDUCATION SOCIETY'S  
**J D COLLEGE OF ENGINEERING AND MANAGEMENT**  
KATOL ROAD, NAGPUR

Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere  
Website: [www.jdcoem.ac.in](http://www.jdcoem.ac.in) E-mail: [info@jdcoem.ac.in](mailto:info@jdcoem.ac.in)

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## VISION

To be a center of excellence imparting professional education satisfying societal and global needs.

## MISSION

1. Transforming students into lifelong learners through, quality teaching, training and exposure to concurrent technologies.
2. Fostering conducive atmosphere for research and development through well equipped laboratories and qualified personnel in collaboration with global organizations.

3	Master of Business Administration (MBA)	MB	3	Eligibility Criteria as laid down by the competent authority from time to time
4	Master of Computer Applications (MCA)	MC	4	Eligibility Criteria as laid down by the competent authority from time to time

3. As per the Ordinance R16.3, the "Grade applicable to students in make-up examination will be one level below the actual Grade obtained by the student in make-up examination".

We propose to make it clear that the above practice of "awarding one Grade below is adopted only for Theory and Elective Subjects and not for Practical, Audit Course, Seminars, Projects, CRT, Training courses etc" (Annexure-IX).

4. As per the Ordinance R 8, for an Elective course to start "Minimum 20 students are required". Now there are certain B. Tech. programs where the Intake is reduced to 30 hence we propose the minimum condition for offering an Elective subject is minimum 33% of the total strength in that class (Annexure-X).

5. Presently in R 26 (ii), it is mentioned that "In case of subject where the number of students offering a given elective is less than 30, the grades will be awarded as per absolute grading system". However, we propose to adopt the "Relative Grading system for Grade calculation in all the programs irrespective of the number of students appearing in the Theory/ Elective/Practical Subjects" (Annexure-XI).

6. There is a course CRT included in B. Tech. VI-Sem and has assigned a weightage of Credit 1. The assessment is done for 50 marks by the Training and Placement cell. We suggest conducting this assessment by the same cell under the head of "College Assessment" (CA) for 25 marks and "End Semester Evaluation" of CRT for remaining 25marks.

7. The ordinance O.2, Constitution of Governing body as per the UGC guidelines shall be modified as (Annexure-XII)

Number	Category	Nature
5 Members	Management	Nominated by the Parent Body as per its constitution or bye-laws
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Administrative Staff of the College	Administrative Officer/Senior administrative staff
1 Member	Educationist or industrialist	Nominated by the management

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**AMENDMENT IN JD COEM ORDINANCE AND REGULATION  
WITH EFFECT FROM 1<sup>ST</sup> AUGUST, 2023**

**Special Academic Council Meeting Date: 19<sup>th</sup> July 2023**

1. In Introduction; under departments, table which was amended in 5<sup>th</sup> and 7<sup>th</sup> meeting of the house modify row number 10 and include row number 18 as follows

10	Management Studies	MS
18	Computer Applications	CA

Departments

The various Departments and their two-letter codes are given below;

S.No.	Name of Department	Department Code
1	Computer Science and Engineering	CS
2	Information Technology	IT
3	Electronics and Telecommunication Engineering	ET
4	Mechanical Engineering	ME
5	Civil Engineering	CE
6	Electrical Engineering	EE
7	Mathematics	MA
8	Physics	PH
9	Chemistry	CH
10	<b>Management Studies</b>	<b>MS</b>
11	Humanities	HU
12	Physical Education	PE
13	Capacity Building	CB
14	Counseling	CN
15	Work Shop	WS
16	Artificial Intelligence	AI
17	Computer Science and Engineering (Data Science)	CSE (DS)
18	Computer Applications	CA

2. Under program Offered and under post graduate programs, include following row

3	Master of Business Administration (MBA)	MB	3	Eligibility Criteria as laid down by the competent authority from time to time
---	---	----	---	--



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4	Master of Computer Applications (MCA)	MC	4	Eligibility Criteria as laid down by the competent authority from time to time
---	---------------------------------------	----	---	--

### Post Graduate Programme

Masters: M.Tech., MBA, MCA

Sr. No.	Department	Course Title	Course Code	Eligibility for admission
1	Electronics Engineering	EN	1	Eligibility Criteria's laid down by the competent authority from time to time
2	Computer Science and Engineering	CT	2	
3	Master of Business Administration (MBA)	MB	3	
4	Master of Computer Applications (MCA)	MC	4	

3. As per the Ordinance R16.3, the "Grade applicable to students in make-up examination will be one level below the actual Grade obtained by the student in make-up examination".

**Here it is clear that the above practice of "awarding one Grade below is adopted only for Theory and Elective Subjects and not for Practical, Audit Course, Seminars, Projects, CRT, Training courses etc".**

4. As per the Ordinance R 8, for an Elective course to start "Minimum 20 students are required". Now there are in certain B. Tech. programs where the Intake is reduced to 30.

**Hence it is modified as "the minimum strength of student for starting an Elective subject is minimum 33% of the total strength in that class".**

5. Presently in R 26 (ii), it is mentioned that "In case of subject where the number of students offering a given elective is less than 30, the grades will be awarded as per absolute grading system".

**It is modified as use "Relative grading system for Grade calculation in all the subjects irrespective of the number of students appearing in the Theory/ Elective/Practical Subjects".**

6. There is a course CRT included in B. Tech. VI-Sem and has assigned a weightage of Credit 1. The assessment is done for 50 marks by the Training and Placement cell.

We suggest conducting this assessment by the Training and Placement cell under the head of "College Assessment" (CA) for 25 marks and "End Semester Evaluation" of CRT for remaining 25 marks.

7. The ordinance O.2, Constitution of Governing body as per the UGC guidelines shall be modified as

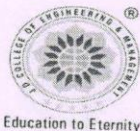


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# The 8<sup>th</sup> Meeting of Academic Council held on dated 13/10/2023



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VISION	MISSION
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Board of Studies of MBA has prepared the scheme and 1<sup>st</sup> year MBA syllabus. The scheme and syllabus has been placed in-front of house and the house unanimously approved it.

**Item No. 8 To approve the scheme and syllabus of first year MCA.**

College has applied for Master of Computer Applications (MCA) for 1<sup>st</sup> division (60 students). This new course has been approved by AICTE from 2023-24 onwards.

Board of Studies of MCA has prepared the scheme and 1<sup>st</sup> year MCA syllabus. The house unanimously approved the scheme & syllabi of 1<sup>st</sup> year of MCA.

**Item No. 9 To approve to conduct B. Tech. VII and VIII-Sem Winter 2023 (Supplementary) examinations little earlier in Sept-Oct 2023.**

The first batch of B. Tech. under Autonomous JDCOEM is passed out in Summer-2023. It is observed that few students could not complete the degree because of backlog of VIII-Sem or previous semesters. Few students approached and requested to schedule the said examinations little earlier as they require the degree either to join the Companies or to apply for the job (Private & Govt). We analyzed our record and found that around 30 students are there who are having backlog of either VII-sem or VIII-sem. Hence we conducted the supplementary exam in the month of September. House accepts the situation and considered the conduction of examination in the month of Sep-Oct 2023 (Annexure-VI).

**Item No. 10 To provide Grace Marks Facility to students.**

Sometimes it is observed that a student fails the semester by one or two marks and that too in a single subject. Many times students and parents approached and requested us to do something so that their academic year loss can be avoided but unfortunately there is no any alternative available currently.

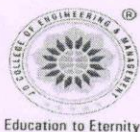
To avoid the academic year loss on a humanitarian ground we thought that the Grace Mark facility should be provided to students. House was agreed to provide the grace mark facility of "5 marks per semester" to students (Annexure-VI).

**Item No. 11 Amendment in Ordinance of JDCOEM under various clauses.**

1. In Preamble; it is written as "JDCOEM is affiliated to Dr. Babasaheb Ambedkar Technological University (DBATU) of Maharashtra State for all Technical programs. With Excellence as its mission and Merit as its motto, JDCOEM is fast evolving as one of the best

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- his/her serial number and MB--- Master of Business administration.
4. CA180001MC; where, CA--- Computer Application, 18- Year of admission 2018, 0001--- his/her serial number and MC--- Master of Computer Applications.
16. Presently in R 10.5 it is mentioned that "For admission to III Semester the student must have earned 60% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. I & II Semester put together) failing which he/she shall not be eligible for admission to III semester.

For admission to V Semester the student must have earned all the credits of I and II semester (i.e. He/ she shall have to secure passing grade in all the courses offered in I and II semester) and at least 60% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. III & IV Semester put together) OR student must have earned 80% credits of I, II, III and IV semester put together if he/she has backlog of First and Second years both, failing which he/she shall not be eligible for admission to V semester.

For admission to VII Semester the student must have earned all the credits of I, II, III and IV semester (i.e. He/she shall have to secure passing grade in all the courses offered in I, II, III and IV semester) and at least 60% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. V & VI Semester put together) OR student must have earned 85% credits of I, II, III, IV, V and VI semester put together if he/she has backlog of First, Second and Third year(s) both. Failing which he/she shall not be eligible for admission to VII semester.

For direct second year admitted students for Third year admission student must have obtained 60% credits of Second year. For Fourth year admission student must have cleared second year and atleast 60% credits of third year (OR obtained atleast 80% credits of second and third year put together if he/she has backlog of second and third year) (Annexure-XVI).

It is modified as "For **provisional** admission to III Semester (**UG & PG**) the student must have earned 60% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. I & II Semester put together **in regular or make-up examination**) failing which he/she shall not be eligible for admission to III semester.

For **provisional** admission to V Semester (**UG**) the student must have earned all the

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credits of I and II semester (i.e. He/ she shall have to secure passing grade in all the courses offered in I and II semester **in regular or make-up or supplementary examination**) and at least 60% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. III & IV Semester put together **in regular or make-up examination**) OR student must have earned 80% credits of I, II, III and IV semester put together if he/she has backlog of First and Second years both (**in regular or make-up examination**), failing which he/she shall not be eligible for admission to V semester.

For **provisional** admission to VII Semester (UG) the student must have earned all the credits of I, II, III and IV semester (i.e. He/she shall have to secure passing grade in all the courses offered in I, II, III and IV semester **in regular or make-up or supplementary examination**) and at least 60% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. V & VI Semester put together **in regular or make-up examination**) OR student must have earned 85% credits of I, II, III, IV, V and VI semester put together if he/she has backlog of First, Second and Third year(s) both (**in regular or make-up examination**). Failing which he/she shall not be eligible for admission to VII semester.

For direct second year admitted students for Third year **provisional** admission student must have obtained 60% credits of Second year (**in regular or make-up examination**). For Fourth year admission student must have cleared second year and at least 60% credits of third year (OR obtained at least 80% credits of second and third year put together if he/she has backlog of second and third year).

**Eligibility for Examination**

For II semester (UG & PG) candidate should have completed the term of I semester and filled the examination form of I semester. For IV semester (UG & PG) candidate should have completed the term of III semester and filled the examination form of III semester. For VI semester (UG) candidate should have completed the term of V semester and filled the examination form of V semester. For VIII semester (UG) candidate should have completed the term of VII semester and filled the examination form of VII semester.

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17. Presently in R 11.1 it is mentioned that "The students from previous University/Institute/Autonomous College pattern, desirous of seeking admission to III, V and VII semester in autonomous pattern, has to fulfill the prevailing ATKT norms of the College, to become eligible for admission (Annexure-XVI)."

It is updated as "The students from previous University/Institute/Autonomous College pattern, desirous of seeking admission to III (UG & PG), V (UG) and VII (UG) semester in autonomous pattern, has to fulfill the prevailing ATKT norms of the College, to become eligible for admission.

18. In regulation R 15.4 (Annexure-XVII) add the following "The maximum duration for completion of a PG degree program will be four years. In case, a student is absorbed in autonomy from university, the maximum duration for completion of a PG degree program will be two years more than the remaining duration of the program."
19. In regulation R 16 it is mentioned that "In a semester a student shall be evaluated for his/her academic performance in a theory (Lecture / Lab/ Tutorial) course through Continuous Assessment, Mid Semester Examinations and End Semester Examination (Annexure-XVII)."

It is modified as "In a semester a B. Tech. and M. Tech. student shall be evaluated for his/her academic performance in a theory (Lecture / Lab/ Tutorial) course through Continuous Assessment, Mid Semester Examinations and End Semester Examination. In a semester a MBA and MCA student shall be evaluated for his/her academic performance in a theory (Lecture / Lab/ Tutorial) course through Continuous Assessment and End Semester Examination.

20. In regulation R 16.1 (Annexure-XVIII) add the following points.

For MBA & MCA

- Continuous assessment of students' performance shall be done on the basis of any four heads such as projects, home assignments, tutorials, open book tests, seminars, group discussions, quizzes etc. The course coordinator shall declare the two heads chosen for each course, within the date prescribed by the Dean Academics.
- End Semester Examination shall be conducted as per schedule in academic calendar. End semester examinations will be of three-hour duration. The duration of examination may vary as per the need of the theory course. Valued answer books shall be shown to the students within six working days after the last day of the theory examination. The concerned course coordinator will obtain the signature of the student in lieu of having

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seen the answer paper by the student. Grievances, if any, shall be addressed by the HOD on application of the students within next two days. Correction in marks, if any, should be communicated to the office of COE in the format prescribed within ten working days after the day of examination.

21. In regulation R 16.8 it is mentioned that "An examinee securing 'FF' or 'Z' grade in any course of an examination of an Under Graduate program shall have an option to forego his/her continuous assessment marks in a course or courses. (Annexure-XIX)"

It is updated as "An examinee securing 'FF' or 'Z' grade in any course of an examination of an Under Graduate and Post Graduate program shall have an option to forego his/her continuous assessment marks in a course or courses."

22. I regulation R 19 it is mentioned as "The Degrees shall be awarded by Dr. Babasaheb Ambedkar Technological University along with the name of College on the degree, on the recommendations of the Academic Council/ Governing Body (Annexure-XX)."

It is modified as "The Degrees for B. Tech., M. Tech. and MCA shall be awarded by Dr. Babasaheb Ambedkar Technological University along with the name of College on the degree, on the recommendations of the Academic Council/ Governing Body."

"The Degrees for MBA shall be awarded by Rashtrasant Tukadoji Maharaj Nagpur University along with the name of College on the degree, on the recommendations of the Academic Council/ Governing Body."

23. Remove the regulation R 21.2 (Annexure-XX).
24. Title of regulation R 28 is "Guidelines for Project Evaluation"; it will be modified as "Guidelines for Project Evaluation for B. tech. and M. Tech. (Annexure-XXI)"
25. With respect to MBA program add the following in R 37 (Annexure-XXII).

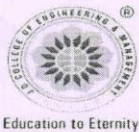
Every student admitted to the MBA program has to successfully complete ONE massive Online Open Courses available on SWAYAM/NPTEL portal. Similarly, a student can opt for transfer of credits by successfully completing the course recognized by the 'Department of Lifelong Learning & Extension' of Rashtrasant Tukadoji Maharaj Nagpur University to become eligible for the award of MBA degree. Alternatively, student may acquire certifications from NISM, NCFM, Udemy, Coursera etc.

The mechanism for transfer of credits earned through these courses to be adhered is as mentioned here:

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**J D COLLEGE OF ENGINEERING AND MANAGEMENT**  
KATOL ROAD, NAGPUR  
Website: [www.jdcoem.ac.in](http://www.jdcoem.ac.in) E-mail: [info@jdcoem.ac.in](mailto:info@jdcoem.ac.in)  
An Autonomous Institute, with NAAC "A" Grade



VISION	MISSION
1. To be a center of excellence imparting professional education satisfying societal and global needs.	1. Transforming students into lifelong learners through, quality teaching, training and exposure to concurrent technologies. 2. Fostering conducive atmosphere for research and development through well equipped laboratories and qualified personnel in collaboration with global organizations.

- The credit points of MOOCs earned by a student shall be transferred in the Marklist of Semester IV. The student has the liberty to complete this course any time during the MBA program after his/her admission and it is not restricted to any specific semester. However, the student has to successfully complete the MOOC course before the end semester examination of 4th Semester.
- Successful completion of ONE MOOC course of 2 credits is mandatory for every student to become eligible for the award of degree.
- The student is free to opt for any course available on the portal during a particular semester provided the course has minimum 2 credits (minimum 8 weeks duration).
- If a student has completed a MOOC carrying more than 2 credits, then only 2 credits shall be considered and be shown in the mark list of 4th semester against such course.
- In case, a student is not able to complete 1 MOOC course before the commencement of End Semester Examination, he/she shall be marked absent in that subject and their result of Semester IV will be declared fail. To complete the degree of MBA, these students will have to fill fresh examination form of subsequent examination. Their results will be declared successful only when they complete MOOC course along with other backlog subjects of previous exams.
- The examination fee for MOOC is to be paid and borne by the student separately.

The issue is kept before the house and house accepted and permits to make the changes in the Book of "Ordinance & Regulation 2019".

<b>Item No. 12</b>	<b>Achievement of JDcoem in 2022-23.</b>
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Following achievements are highlighted in the meeting.

1. Shikshan Samman Award for three teachers (Mr. Hemant baitule, Mr. Mirza Baig, Mrs. Vaishnavi Dhok).
2. Dr. S. V. Sonekar worked as a Reviewer for book "Operating System".
3. NPTEL Domain and Motivator Certification for Dr. S. L. Haridas.
4. Active SPOC certificate for JAN-APR 2022-23 Session
5. 19 faculty & 206 students successfully completed NPTEL Certificate courses.
6. UTTARA NARESH PAITHE featured in category NPTEL\_BELIEVERS under NPTEL STARS
7. 4 SCI/SCOPUS paper published, 6 submitted.
8. 14 books are in publishing process.

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**AMENDMENT IN JDCOEM ORDINANCE AND REGULATION  
WITH EFFECT FROM 1<sup>ST</sup> NOVEMBER, 2023**

**8<sup>th</sup> Academic Council Meeting Date: 13<sup>th</sup> October 2023**

1. In Preamble; it is written as "JDCOEM is affiliated to Dr. Babasaheb Ambedkar Technological University (DBATU) of Maharashtra State for all Technical programs. With Excellence as its mission and Merit as its motto, JDCOEM is fast evolving as one of the best institutions in the region."

Now it will read as **"JDCOEM is affiliated to Dr. Babasaheb Ambedkar Technological University (DBATU) of Maharashtra State for all Technical programs & Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU) for MBA. With Excellence as its mission and Merit as its motto, JDCOEM is fast evolving as one of the best institutions in the region."**

2. In Introduction; it is written as "The College, on an average, annually admits around 480 candidates for UG programs and around 48 candidates for PG programs."

Now it is modified as **"The College, on an average, annually admits around 480 candidates for UG programs and around 288 candidates for PG programs."**

3. In Introduction; it is written as "Typically, the 1st semester (Odd Semester) starts in July and ends in December; the 2nd Semester (Even Semester) starts in January and ends in June."

Now it is modified as **"Typically, the Odd Semester starts in July and ends in December; the 2nd Semester Even Semester starts in January and ends in June."**

4. Under Program offered; it is written as "JDCOEM Nagpur offers academic programs namely Engineering and Technology at UG and PG levels also MBA as PG in Management program. Admitting Students for UG will have completed 10+2 schooling while for all postgraduate programs students must have obtained at least a college level Bachelor's degree in respective stream. Admission to all these programs is based as per the eligibility criteria lay down by the competent authority."

It is modified as **"JDCOEM Nagpur offers academic programs namely Engineering and Technology at UG and PG levels also MBA as PG in Management Studies program and MCA as PG in Computer Application. Admitting Students for UG will have completed 10+2 schooling. For M. Tech. postgraduate programs students must have obtained at least a college level Bachelor's degree in respective stream. For MBA & MCA postgraduate programs, students must have obtained at least a college level Bachelor's degree in any stream. Admission to all these programs is based as per the eligibility criteria lay down by the competent authority."**

5. Under the title Definition point number xxxviii; it is written as "'Student" shall mean a student registered for UG or PG program for studies for the award of B. Tech. or M. Tech. degree course offered by the College.

It is modified as **"Student" shall mean a student registered for UG or PG program for studies for the award of B. Tech., M. Tech., MBA or MCA degree course offered by the College."**



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6. Under the title Definition point number xxxxi; it is written as "University" shall mean the affiliating University, Dr. Babasaheb Ambedkar Technological University (DBATU), Lonere.  
It is modified as **"University" shall mean the affiliating University, Dr. Babasaheb Ambedkar Technological University (DBATU), Lonere or Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur."**
7. As per the Ordinance O.19, "A student may be granted such scholarship/assistantship/stipend, etc. and awarded medals as may be specified in the regulations or in accordance with the directions of the Government and / or the decision of the Governing Body from time to time. The overall topper (s) amongst all branches shall not be declared. However, on the basis of CGPA individual branch toppers may be declared as per norms.  
It is modified as **"A student may be granted such scholarship/assistantship/stipend, etc. and awarded medals as may be specified in the regulations or in accordance with the directions of the Government and / or the decision of the Governing Body from time to time. The overall topper (s) amongst all branches shall not be declared. However, on the basis of CGPA individual branch toppers in B. Tech. & M. Tech. and program toppers in MBA & MCA may be declared as per norms."**
8. In the Regulation R 4.1, add following clause  
**"Multidisciplinary courses are introduced which enables the students to take up a group of courses other than the same discipline."**
9. In the regulation R 4.2, remove "ANNEXURE-I".
10. In the regulation R 4.3, it is mentioned that "The curriculum of each program is designed to have credits of 150 to 160 for the award of the degree. In case of direct second year diploma student, credits shall be calculated from second year onwards.  
It is modified as **"The curriculum of each program is designed to have credits of 160 to 180 for the B.Tech degree, 80 to 90 for M. Tech., 104 for MBA and 80 to 90 MCA for the award of degree. In case of direct second year diploma student for B. Tech., credits shall be calculated from second year onwards."**
11. In the regulation R 6 under Major project it is mentioned that **"Major Project: One project hour will be assigned half credit."**  
However it is modified as **"Major Project: One project hour will be assigned half credit for B. Tech. and one credit for all PG courses."**
12. In the regulation 7, under Incentive credits to the students participating in Technical/ NCC / NSS / Games & Sports / Cultural Activities; it is mentioned that "The students admitted to the B. Tech. program participating in NCC / NSS / Games & Sports / Cultural Activities / Technical competitions at University/State/ National/ International level and other activities prescribed by the University will be treated as additional courses and shall be awarded marks and grades as shown below."  
Implement for PG students also, hence it is modified as **"The students admitted to the B. Tech. and PG program participating in NCC / NSS / Games & Sports / Cultural Activities / Technical competitions at University/State/ National/ International level**



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and other activities prescribed by the University will be treated as additional courses and shall be awarded marks and grades as shown below.”

13. In the regulation R 8 under Major project it is mentioned that “A curriculum shall contain (3+6) a 9-credit component of project seminar and major project, offered in the seventh (3 credits) and eighth semester (6 credits) of the UG program. Not more than four students may carry out the major project together in UG program.”

It is modified as “A curriculum shall contain 4 credits offered in the 7 & 8<sup>th</sup> sem of the B. Tech. and 4<sup>th</sup> sem in PG program. Not more than 5 students may carry out the major project together in UG program.”

For MBA Project shall be compulsory for each student appearing at the Semester IV examination. The allotment of Guide shall be carried out by the department. One copy of Project report (printed hard bound) shall be submitted to the Department at least one month before commencement of MBA Semester IV End Semester Examination for evaluation purpose.

Following documents must be attached with the project report -

- i. A certificate from the Supervisor to the effect that the candidate has satisfactorily completed the Project work for not less than one session and that the Project work is the result of the candidates own work and is of sufficiently high standard to warrant its presentation for examination.
  - ii. A declaration by the candidate that the Project is the result of his/her own research work and the same has not been previously submitted to any examination of this University or any other University. The Project shall be liable to be rejected and /or cancelled if found otherwise.
  - iii. A pre-approved and duly signed synopsis should be attached at the end of the project report.
14. In the regulation R 8 under offering an Elective it is mentioned that “An elective course in UG program in a department shall run through classes, only if minimum 20 student register for it in a regular semester. However, students will have choice to opt the subject of his/her own interest under electives through MOOCs platform. Students have to inform the Head of the Department for the opting subject at the commencement of the semester.”

It is modified as “An elective course in UG and MCA (PG) program in a department shall run through classes, for 120, 90 and 60 intake programs, minimum 33% of student register for it in a regular semester. Whereas for 30 intake program minimum 50% of student register for it in a regular semester.”

For MBA PG program a specialization will be offered only if minimum 20% students register for it in a regular semester. Course under a specialization will be offered only if minimum 20 students register for it.

15. In the regulation R 10.1 it is mentioned that “DD: Code for UG or PG (either BT or MT), nn: indicates year of admission, xxxx: Indicates serial number of registered student and PP: Indicates program.”

Example, BT180001EE; where, BT--- Bachelor of Tech., 18- Year of admission 2018, 0001--- his/her serial number and EE--- program in which admitted.

It is now read as “DD: Code for UG or PG (either BT or MT or MS or CA), nn : indicates



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year of admission, xxxx: Indicates serial number of registered student and PP: Indicates program.

Example,

1. BT180001EE; where, BT--- Bachelor of Technology, 18- Year of admission 2018, 0001--- his/her serial number and EE--- B. Tech. Electrical Engineering.
  2. MT180001CT; where, MT--- Master of Technology, 18- Year of admission 2018, 0001--- his/her serial number and CT--- M. Tech Computer Science and Engineering.
  3. MS180001MB; where, MS--- Management Studies, 18- Year of admission 2018, 0001--- his/her serial number and MB--- Master of Business administration.
  4. CA180001MC; where, CA--- Computer Application, 18- Year of admission 2018, 0001--- his/her serial number and MC--- Master of Computer Applications.
16. Presently in R 10.5 it is mentioned that "For admission to III Semester the student must have earned 60% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. I & II Semester put together) failing which he/she shall not be eligible for admission to III semester.

For admission to V Semester the student must have earned all the credits of I and II semester (i.e. He/ she shall have to secure passing grade in all the courses offered in I and II semester) and at least 60% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. III & IV Semester put together) OR student must have earned 80% credits of I, II, III and IV semester put together if he/she has backlog of First and Second years both, failing which he/she shall not be eligible for admission to V semester.

For admission to VII Semester the student must have earned all the credits of I, II, III and IV semester (i.e. He/she shall have to secure passing grade in all the courses offered in I, II, III and IV semester) and at least 60% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. V & VI Semester put together) OR student must have earned 85% credits of I, II, III, IV, V and VI semester put together if he/she has backlog of First, Second and Third year(s) both. Failing which he/she shall not be eligible for admission to VII semester.

For direct second year admitted students for Third year admission student must have obtained 60% credits of Second year. For Fourth year admission student must have cleared second year and atleast 60% credits of third year (OR obtained atleast 80% credits of second and third year put together if he/she has backlog of second and third year)."

It is modified as "For provisional admission to III Semester (UG & PG) the student must have earned 60% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. I & II Semester put together in regular or make-up examination) failing which he/she shall not be eligible for admission to III semester.

For provisional admission to V Semester (UG) the student must have earned all the credits of I and II semester (i.e. He/ she shall have to secure passing grade in all the courses offered in I and II semester in regular or make-up or supplementary



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examination) and at least 60% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. III & IV Semester put together in regular or make-up examination) OR student must have earned 80% credits of I, II, III and IV semester put together if he/she has backlog of First and Second years both (in regular or make-up examination), failing which he/she shall not be eligible for admission to V semester.

For provisional admission to VII Semester (UG) the student must have earned all the credits of I, II, III and IV semester (i.e. He/she shall have to secure passing grade in all the courses offered in I, II, III and IV semester in regular or make-up or supplementary examination) and at least 60% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. V & VI Semester put together in regular or make-up examination) OR student must have earned 85% credits of I, II, III, IV, V and VI semester put together if he/she has backlog of First, Second and Third year(s) both (in regular or make-up examination). Failing which he/she shall not be eligible for admission to VII semester.

For direct second year admitted students for Third year provisional admission student must have obtained 60% credits of Second year (in regular or make-up examination). For Fourth year admission student must have cleared second year and atleast 60% credits of third year (OR obtained atleast 80% credits of second and third year put together if he/she has backlog of second and third year)."

#### Eligibility for Examination

For II semester (UG & PG) candidate should have completed the term of I semester and filled the examination form of I semester. For IV semester (UG & PG) candidate should have completed the term of III semester and filled the examination form of III semester. For VI semester (UG) candidate should have completed the term of V semester and filled the examination form of V semester. For VIII semester (UG) candidate should have completed the term of VII semester and filled the examination form of VII semester.

17. Presently in R 11.1 it is mentioned that "The students from previous University/Institute/Autonomous College pattern, desirous of seeking admission to III, V and VII semester in autonomous pattern, has to fulfill the prevailing ATKT norms of the College, to become eligible for admission."

It is updated as "The students from previous University/Institute/Autonomous College pattern, desirous of seeking admission to III (UG & PG), V (UG) and VII (UG) semester in autonomous pattern, has to fulfill the prevailing ATKT norms of the College, to become eligible for admission."

18. In regulation R 15.4 add the following "The maximum duration for completion of a PG degree program will be four years. In case, a student is absorbed in autonomy from university, the maximum duration for completion of a PG degree program will be two years more than the remaining duration of the program."



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19. In regulation R 16 it is mentioned that "In a semester a student shall be evaluated for his/her academic performance in a theory (Lecture / Lab/ Tutorial) course through Continuous Assessment, Mid Semester Examinations and End Semester Examination."
- It is modified as **"In a semester a B. Tech. and M. Tech. student shall be evaluated for his/her academic performance in a theory (Lecture / Lab/ Tutorial) course through Continuous Assessment, Mid Semester Examinations and End Semester Examination. In a semester a MBA and MCA student shall be evaluated for his/her academic performance in a theory (Lecture / Lab/ Tutorial) course through Continuous Assessment and End Semester Examination."**
20. In regulation R 16.1 add the following points.
- For MBA & MCA**
- Continuous assessment of students' performance shall be done on the basis of any four heads such as projects, home assignments, tutorials, open book tests, seminars, group discussions, quizzes etc. The course coordinator shall declare the two heads chosen for each course, within the date prescribed by the Dean Academics.
  - End Semester Examination shall be conducted as per schedule in academic calendar. End semester examinations will be of three-hour duration. The duration of examination may vary as per the need of the theory course. Valued answer books shall be shown to the students within six working days after the last day of the theory examination. The concerned course coordinator will obtain the signature of the student in lieu of having seen the answer paper by the student. Grievances, if any, shall be addressed by the HOD on application of the students within next two days. Correction in marks, if any, should be communicated to the office of COE in the format prescribed within ten working days after the day of examination.
21. In regulation R 16.8 it is mentioned that "An examinee securing 'FF' or 'Z' grade in any course of an examination of an Under Graduate program shall have an option to forego his/her continuous assessment marks in a course or courses."
- It is updated as **"An examinee securing 'FF' or 'Z' grade in any course of an examination of an Under Graduate and Post Graduate program shall have an option to forego his/her continuous assessment marks in a course or courses."**
22. I regulation R 19 it is mentioned as "The Degrees shall be awarded by Dr. Babasaheb Ambedkar Technological University along with the name of College on the degree, on the recommendations of the Academic Council/ Governing Body."
- It is modified as **"The Degrees for B. Tech., M. Tech. and MCA shall be awarded by Dr. Babasaheb Ambedkar Technological University along with the name of College on the degree, on the recommendations of the Academic Council/ Governing Body."**
- "The Degrees for MBA shall be awarded by Rashtrasant Tukdoji Maharaj Nagpur University along with the name of College on the degree, on the recommendations of the Academic Council/ Governing Body."**
23. Remove the regulation R 21.2.
24. Title of regulation R 28 is "Guidelines for Project Evaluation"; it will be modified as **"Guidelines for Project Evaluation for B. tech. and M. Tech."**



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25. With respect to MBA program add the following in R 37.

Every student admitted to the MBA program has to successfully complete ONE massive Online Open Courses available on SWAYAM/NPTEL portal. Similarly, a student can opt for transfer of credits by successfully completing the course recognized by the 'Department of Lifelong Learning & Extension' of Rashtrasant Tukadoji Maharaj Nagpur University to become eligible for the award of MBA degree. Alternatively, student may acquire certifications from NISM, NCFM, Udemy, Coursera etc.

The mechanism for transfer of credits earned through these courses to be adhered is as mentioned here:

- The credit points of MOOCs earned by a student shall be transferred in the Marklist of Semester IV. The student has the liberty to complete this course any time during the MBA program after his/her admission and it is not restricted to any specific semester. However, the student has to successfully complete the MOOC course before the end semester examination of 4th Semester.
- Successful completion of ONE MOOC course of 2 credits is mandatory for every student to become eligible for the award of degree.
- The student is free to opt for any course available on the portal during a particular semester provided the course has minimum 2 credits (minimum 8 weeks duration).
- If a student has completed a MOOC carrying more than 2 credits, then only 2 credits shall be considered and be shown in the mark list of 4th semester against such course.
- In case, a student is not able to complete 1 MOOC course before the commencement of End Semester Examination, he/she shall be marked absent in that subject and their result of Semester IV will be declared fail. To complete the degree of MBA, these students will have to fill fresh examination form of subsequent examination. Their results will be declared successful only when they complete MOOC course along with other backlog subjects of previous exams.
- The examination fee for MOOC is to be paid and borne by the student separately.

  
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(Dr. S. V. Sonekar)  
JDCEM, Nagpur

  
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**Proposed amendments or Introduction of new policies in Examination System in 8<sup>th</sup> Academic Council Meeting.**

10-10-2023

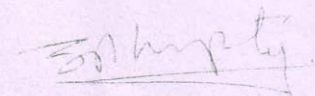
1. Sometimes it is observed that a student fails to pass the semester by one or two marks and that too in a single subject. Many times, students and parents approached and requested us to do something so that their academic year loss can be avoided but unfortunately there is no any alternative available currently.

To avoid the academic year loss on a humanitarian ground we thought and discussed about the Grace Mark facility. First time we are proposing to adopt the Grace Mark facility in our Autonomous Examination system and will be applicable only if a student is likely to pass the semester. It is proposed to be implemented as follows,

- a) Maximum Backlogs for which Grace is applicable in a semester: Two Theory Subjects (If, any student has more than 2 backlogs (including all courses) in a semester, he is not eligible for the award of Grace).
- b) Maximum Total Grace Marks: 05 (Five) marks in a semester.
- c) Maximum Grace Marks applicable to one subject: 03 (Three marks)
- d) However, Grace mark is not applicable for Courses such as Audit, Practical, Seminar, Projects, Dissertation, Internship, Online Courses (courses whose credit is to be acquired by online Certifications such as MOOCS, NPTEL) etc.

2. Proposal submitted by from Controller of Examinations (COE) for Permission to conduct B.Tech. VII and VIII-Sem Winter 2023 (Supplementary) examinations little earlier in Sept-Oct 2023.

With respect to the request issued from COE regarding conduction of B.Tech. VII and VIII-Sem Winter 2023 (supplementary) examination prior to its regular schedule of time. Meeting was conducted by the Examination Committee under the Chairmanship of the Principal (Chairman, Examinations Committee) with the members on 01/09/2023 and after discussions, decision is taken that Examination section may conduct B.Tech. VII and VIII-Sem Winter - 2023 (Supplementary) examination from 16th Sept.2023 onwards.



Prof. S R GUPTA  
Controller of Examinations, JDCOM



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## R 26. Guidelines for Award of Grades

Following are the general guidelines for the award of grades:

- (i) In general standard relative grading system will be followed.
- (ii) In case of subject where the number of students offering a given elective is less than 30, the grades will be awarded as per absolute grading system.
- (iii) For each student, evaluation in different components of a course shall be done in absolute marks considering the weightage in the scheme.
- (iv) The marks of various components shall be added to get total marks secured on a 100-points scale. The rounding off shall be done on the higher side, if greater than/equal to 0.5.
- (v) The provisional grades shall be awarded by the Examination Committee. The grades shall be finalized within fifteen working days after the End Semester Examination.
- (vi) If required, the grades so awarded shall be moderated by a Grade Moderation committee within next three working days. This committee will finalize the grades and display a copy of the grades awarded on the Notice Board of the Department. All the final grades shall be communicated to the Controller of Examinations within three working days from the date of display of grades.  
The procedures for evaluation and award of grades for project, training, seminar and group discussion shall be decided by the respective DFB.
- (vii) In case of audit courses the students would be awarded grades as follows
  - i. Satisfactory
  - ii. UnsatisfactoryThe grades shall be awarded by the course coordinators and communicated to the controller of examinations. The course coordinator shall decide and declare the mode of evaluation for the audit courses within the date prescribed by the Dean Academics.

## R 27. Standard Relative Grading System

Computation of Standard Relative Grades

The Mean and Standard Deviation would be calculated for the course based upon the marks obtained by the students in that course

Formula for Mean  $\bar{X}$

$$\bar{X} = \frac{(\sum_{i=1}^n Xi)}{n}$$

Where, n is the total number of students appeared for the examination.

Formula for standard Deviation ( $\sigma$ )



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$$\sigma = \sqrt{\frac{\sum_{i=1}^n (X_i - \bar{X})^2}{n-1}}$$

For UG Courses having 30 or more students

Grades	Grade Points	Range for Grade Calculation
AA	10	$\geq X + 1.5 \sigma$
AB	9	$< AA \text{ and } \geq X + 1 \sigma$
BB	8	$< AB \text{ and } \geq X + 0.5 \sigma$
BC	7	$< BB \text{ and } \geq X$
CC	6	$< BC \text{ and } X - 0.5 \sigma$
CD	5	$< CC \text{ and } X - 1.0 \sigma$
FF	0	$< X - 1.5 \sigma$

### Guidelines for Moderation of Grades (if required)

Following are the general points can be considered for the moderation of grades (However the application of these guidelines varies from subject to subject and it may happen that by application of a following guidelines the grades are moderated reasonably in one subject but it cannot solve the problem in another subject hence we need to be flexible while applying these guidelines.):

1. Number of students in Grade "AA" should be 5 to 10% of total students.
2. Number of students in Grade "FF" should be less than 10% of total students at the most. However it's not mandatory to fail the student.
3. In pandemic situation, for theory subject cut-off of 'FF' Grade should be approximately 45 (In the range of 42 – 48) if calculated cut off of same grade is more than 50 and in practical subject cut-off of 'CD' Grade should be approximately 55 (In the range of 52 - 58) if calculated cut off of same grade is more than 58.
4. While deciding cut-off consider the makeup & supplementary exams and marks to be scored by the absorption student to pass the subject in future.
5. In audit / field training/ industrial visit, minimum cut-off should be approximately 50% of maximum marks obtained by the student in the subject.
6. Range of marks need not be constant.
7. After grade calculation, plot the bar graph.
8. A bell curve is a symmetric curve centered on the mean, or average, of all the data points being measured. The width of a bell curve is determined by the standard deviation—68% of the data points are within one standard deviation of the mean, 95% of the data are within two standard deviations, and 99.7% of the data points are within three standard deviations of the mean.



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Education to Eternity



## **J D College of Engineering & Management**

**(An Autonomous Institute )**

(Affiliated to Dr. B. A. Technological University of Maharashtra State)

**At. Khandala. Post : Valni, Near Hanuman Temple, Kalmeshwar Road,  
Nagpur - 441 501 (M.S.)**