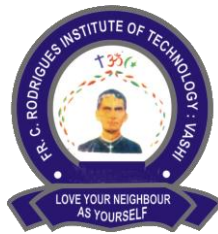


**Agnel Charities'**  
**Fr. C. Rodrigues Institute of Technology**  
Sector 9A, Vashi-400703, Navi Mumbai, MS, India  
[www.fcrit.ac.in](http://www.fcrit.ac.in)

**An Autonomous Institute,  
Permanently Affiliated to the University of Mumbai**



**Academic Handbook**  
**(Rules & Regulations for Academics & Examinations)**  
**(R-2024)**

**Applicable with effect from Academic Year 2024-25**

**(Learner-Centric Autonomy Model)**

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## 1. Short Title and Commencement

- a) These Regulations shall be called the "Agnel Charities' Fr. C. Rodrigues Institute of Technology (FCRIT) Regulations for Academics & Examinations";
- b) They have been evolved, drafted and implemented after deliberations in and approvals from the Academic Council and the Examination Committee of the Institute and are subject to change/modifications from time to time; (major modifications at a frequency of TWO to FOUR years in synchronization with the Curriculum Structure revision and minor changes as and when applicable);
- c) The latest revised version shall be applicable for students enrolling for all the B. Tech Degree Program at the Institute from the Academic Year 2024-25.

## 2. Definitions

- (a) "Institute" means Agnel Charities' Fr. C. Rodrigues Institute of Technology (FCRIT).
- (b) "University" means Mumbai University (MU), Mumbai.
- (c) "Bachelor of Technology" B. Tech means, Undergraduate Degree awarded by MU.
- (d) "Semester" means period in which Academic activities are carried out.
- (e) "Course" means theory/laboratory/project/mini project/tutorial etc.
- (f) "Course Credit" means weightage assigned to a Course.
- (g) "Course Teacher" means Faculty member assigned to teach a Course.
- (h) "Grade" means Single Letter assigned to indicate the Performance of Student in a Course.
- (i) "GC" means Governing Council.
- (j) "Academic Council" means apex Academic Body governing the academic programs & policies in FCRIT.
- (k) "Board of Studies" (BoS) means departmental Academic Body common for UG and PG Program.
- (l) "Examination Committee" (EC) means apex Examination Body responsible for Examination related reforms approved by Academic Council.
- (m) "Grievance Redressal Committee" (GRC) means committee appointed by the Principal to deal with cases of Grievances and Indiscipline of Unfair means/Malpractice/s in Examination.
- (n) "Semester Grade Performance Index (SGPI)" means the weighted average of Grade Point of a Student in a Semester.
- (o) "Cumulative Grade Performance Index (CGPI)" means the weighted average of Grade Points for all the Semesters completed by a Student.
- (p) "CoE" means Controller of Examinations.
- (q) "CIA" means Continuous In-Semester Assessment.
- (r) "MSE" means Mid Semester Examinations.
- (s) "ESE" means End Semester Examinations.
- (t) "SSE" means Summer Special Examination.
- (u) "DTE" means Directorate of Technical Education, Mumbai.
- (v) "AICTE" means All India Council for Technical Education, New Delhi.
- (w) "NBA" means National Board of Accreditation.
- (x) "NAAC" means National Assessment and Accreditation Council, Bangalore.
- (y) "UGC" means University Grant Commission

- (z) "Honours" means a set of courses taken from the verticals of the same program of B. Tech study by a student, over and above the prescribed credits for B. Tech and receiving an additional degree at the end of graduation period.
- (aa) "Minor" means a set of courses taken by a student from another department or interdisciplinary programs, over and above the prescribed credits for B. Tech and receiving an additional degree at the end of graduation period.
- (bb) "Honours in Research" means a research project undertaken by a student over and above the prescribed credits for B. Tech and receiving an additional degree at the end of graduation period.

### 3. Preface

Agnel Charities' Fr. C. Rodrigues Institute of Technology (FCRIT) proudly announces its recent attainment of academic autonomy granted by the University Grants Commission (UGC) and the University of Mumbai, effective from the academic year 2024-25. This book serves as a comprehensive guide, delineating the guidelines and regulations concerning course requirements, academic integrity, grading policies, and disciplinary procedures. It is designed to provide crucial information for students, faculty, and administrators alike, ensuring adherence to academic standards and equitable treatment within our institution.

Aligned with our institution's vision and mission statements, this academic rule book embodies our commitment to fostering excellence in education, innovation, and holistic development among our students. Furthermore, it encompasses the academic and examination calendar meticulously structured to facilitate effective teaching-learning processes and assessments. Adherence to the prescribed calendar ensures the smooth conduct of academic activities and examinations, providing students and faculty with a structured framework for planning and execution.

Our pursuit of academic autonomy is driven by a commitment to revolutionize engineering education. The curriculum crafted for this autonomous status aims not only to impart technical expertise but also to nurture holistic skills essential for success in today's dynamic professional landscape. Aligned with the mandates of regulatory bodies, our curriculum meticulously addresses all 12 attributes of Program Outcomes, embracing the principles outlined in the National Education Policy 2020 through a multidisciplinary approach that offers a diverse range of core and elective courses.

Recognizing the pivotal role of faculty members in shaping the educational experience, our curriculum empowers educators to innovate in teaching-learning methodologies and evaluation techniques, fostering a culture of continual improvement that enriches the learning journey for students. At FCRIT, we prioritize hands-on learning experiences by seamlessly integrating mini and major projects, skill-based labs, and one-semester internship to cultivate innovation and problem-solving skills among students. Furthermore, our curriculum offers additional avenues for customization through the inclusion of value-added courses, Honours/ Minors/ Honours with Research, catering to individual interests and aspirations for a more personalized educational journey. Together, let us shape the future of engineering education and empower the next generation of leaders and innovators.

It is important to note that the degrees conferred upon our graduates are awarded by the prestigious Mumbai University, underscoring the academic rigour and credibility of our programs. This affiliation reaffirms our commitment to upholding academic excellence and ensures that our graduates receive qualifications recognized and respected both nationally and internationally.

#### 4. Abbreviations

List of Abbreviations	
AEC	Ability Enhancement Course
BSC	Basic Science Course including Mathematics
BSC-LC	Basic Science Laboratory Course
ELC	Experiential Learning Course
ESC	Engineering Sciences Course
ESC-LC	Engineering Sciences Laboratory Course
HSSM	Humanities Social Sciences & Management Course
IKS	Indian Knowledge System Course
INTR	Internship
LC	Laboratory Course
LLC	Liberal Learning Course
MDM	Multidisciplinary Minor Course
MJP	Major project
MP	Mini Project
OE	Open Elective Course
PCC	Program Core Course
PE	Program Elective Course
SBL	Skill Based Laboratory
SEC	Skill Enhancement Course
VEC	Value Education Course



*Part A*  
*General Information*

## 01. Institute Profile

- Vision

To evolve and flourish as a progressive center for modern technical education, stirring creativity in every student leading to self-sustainable professionals, through holistic development; nurtured by strength and legitimate pride of Indian values and ethics.

- Mission

- a) To provide industry-oriented quality education.
- b) To provide holistic environment for overall personal development.
- c) To foster relationship with other institute of repute, alumni and industry.

- Brief Profile

Agnel Charities' Fr. C. Rodrigues Institute of Technology (FCRIT) stands as a testament to the pioneering efforts of the Agnel Ashram Fathers in the realm of Technical Education. Established in 1994 with an unwavering commitment to excellence, FCRIT is a Christian minority and self-financed institute affiliated with the University of Mumbai, strategically located in the heart of Vashi-Navi Mumbai, Maharashtra. Approved by the AICTE, New Delhi, FCRIT's sprawling 6.8-acre campus hosts a diverse array of undergraduate, postgraduate, and doctoral programs, including B. Tech in Computer, Mechanical, Electronics & Telecommunication, Electrical, and IT, M. Tech in Machine Design and Power Electronics & Drives, and Ph.D. in Mechanical, Electrical Engineering, and Electronics & Telecommunication.

In a remarkably short span, FCRIT has emerged as a premier engineering college within Mumbai University, renowned not only for its high-quality, value-based technical education but also for its lush campus and extensive facilities. Embodying the philosophy of "Vasudhaiva Kutumbakam," FCRIT's proximity to various religious sites underscores its secular ethos.

Committed to achieving excellence in technical education aligned with industry demands, FCRIT cultivates globally competent engineers instilled with social and ethical values. It fosters a holistic environment that nurtures well-rounded and well-grounded citizens, facilitated by a dedicated faculty comprising highly motivated, experienced professionals from reputed institutes. Recognized for their research contributions, faculty members have secured grants from esteemed institutions like the Royal Academy of Engineering (UK), Board of Research in Nuclear Sciences (BRNS), AICTE, and Mumbai University.

Acknowledging its exceptional standards, the Government of Maharashtra awarded FCRIT an 'A' grade in its inaugural assessment, while NAAC accreditation and successful NBA Accreditation & Reaccreditation across all departments further validate its commitment to excellence. FCRIT's accolades include the Best College Award under the Urban category by the University of Mumbai in 2022 and consistent placement among the top 250 engineering colleges in the MHRD-approved National Institute Ranking Framework (NIRF).

Our institute stands out as a beacon of academic excellence and holistic development across all departments, as evidenced by consistently commendable end-semester

results, exemplary placement records, and active participation coupled with notable victories in both co-curricular and extra-curricular activities at national, state, and regional levels. The dedication and prowess of our students, supported by the tireless efforts of our faculty members and staff, have propelled us to remarkable achievements in various spheres, affirming our commitment to nurturing well-rounded individuals equipped to excel in both academic and real-world scenarios.

- Bachelor's Degree Program Offered & National Board of Accreditation (NBA) Status

Upon admission, students will be registered at FCRIT for the foundational degree titled Bachelor of Technology (B. Tech) which will include multidisciplinary courses.

Alongside this core degree, students have the opportunity to select B. Tech with Honours / Minor / Honours in Research degree paths based on their preferences and upon fulfilling specific criteria. Students who achieve a CGPI of 7.5 upto fourth semester are eligible to pursue an additional 18 credits from the fifth to eighth semesters to qualify for a B. Tech degree with Honours/ Minors/ Honours in Research designation.

Table A.1.1 gives the details about various undergraduate courses offered at FCRIT, current intake, and NBA accreditation details. The total duration of an academic program is Four years for B. Tech and Three years for the students who join B. Tech under the lateral entry scheme.

Table A.1.1: UG Courses Offered at FCRIT

Sr. No.	Name of the Course (Nomenclature)	Year of starting	Current intake	Accreditation status
1	Computer Engineering (CE)	1994	120	<ul style="list-style-type: none"> <li>• In 2006 for 3 years</li> <li>• In 2012 for 2 years</li> <li>• In 2019 for 3 years</li> <li>• In 2022 (based on compliance report) till 30-06-2025</li> </ul>
2	Electrical Engineering (EE)	1994	60	<ul style="list-style-type: none"> <li>• In 2006 for 3 years</li> <li>• In 2012 for 2 years</li> <li>• In 2018 for 3 years</li> <li>• In 2022 (based on compliance report) till 30-06-2025</li> </ul>
3	Mechanical Engineering (ME)	1994	120	<ul style="list-style-type: none"> <li>• In 2006 for 3 years</li> <li>• In 2012 for 2 years</li> <li>• In 2018 for 3 years</li> <li>• In 2022 (based on compliance report) till 30-06-2025</li> </ul>
4	Electronics & Telecommunication Engineering (EC)	1994	60	<ul style="list-style-type: none"> <li>• In 2006 for 3 years</li> <li>• In 2012 for 2 years</li> <li>• In 2018 for 3 years</li> <li>• In 2022 (based on compliance report) till 30-06-2025</li> </ul>
5	Information Technology (IT)	2001	60	<ul style="list-style-type: none"> <li>• In 2012 for 2 years</li> <li>• In 2019 for 3 years</li> </ul>

## 02. Admission and Scholarships

- **Admission Process**

The first-year undergraduate course intake at FCRIT stands at 420 students. Of this total, 80% are enrolled through the Centralized Admission Process (CAP) overseen by the Admission Regulating Authority, as mandated by the Directorate of Technical Education (DTE), Maharashtra. The remaining 20% gain admission via the Institute level quota. As a Minority Institute, 51% of CAP seats are earmarked for the Christian community, leaving 29% for the open category for the candidates from the state of Maharashtra.

FCRIT also has the opportunity to admit additional students under various government initiatives such as the Prime Minister's Scholarship Scheme (PMSS), Government of India Quota, and Tuition Fee Waiver Scheme (TFWS) for economically disadvantaged sections. This inclusive admission approach ensures a diverse student body, comprising individuals from varied backgrounds and skill sets.

- **Scholarships**

Table A.2.1 shows various scholarships available for the students.

Table A.2.1: Scholarships Available for the Students.

Sr. No.	Category	Scholarship
01	OBC	Government of India Post Metric Scholarship Scheme: 50% of the Tuition Fees Waived
02	SC/ ST	Government of India Post Metric Scholarship Scheme: Tuition fees + Development fees Waived
03	NT/ DT / SBC/ VJ	Government of India Post Metric Scholarship Scheme: 100% of the Tuition Fees Waived
04	EBC	Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Yojana: 50% of the Tuition Fees Waived
05	Minority	Scholarship for Students of Minority Communities Pursuing Higher and Professional Courses: Scholarship Amount INR 50000/-

### 03. Curriculum Design

- Curriculum Design Process

Figure A.3.1 illustrates the process of drafting the curriculum by individual departments, which was informed by extensive engagement with diverse stakeholders, analysis of prevailing industry trends, adoption of best practices from esteemed Higher Education Institutions (HEIs), and adherence to the principles of Outcome Based Education (OBE).

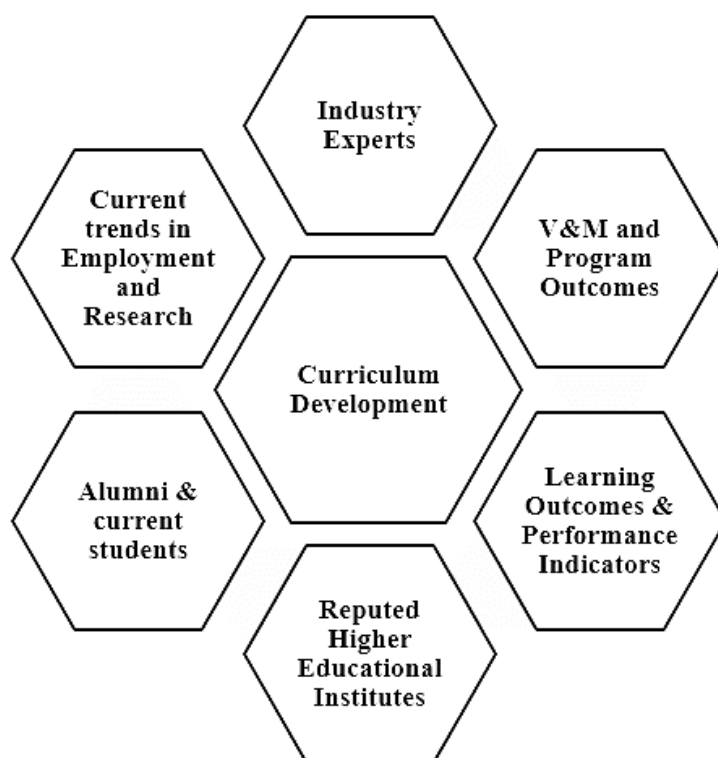


Figure A.3.1: Inputs from Stakeholders while Draft Curriculum Design

The methodology employed in crafting the content for each course is outlined in Figure A.3.2.

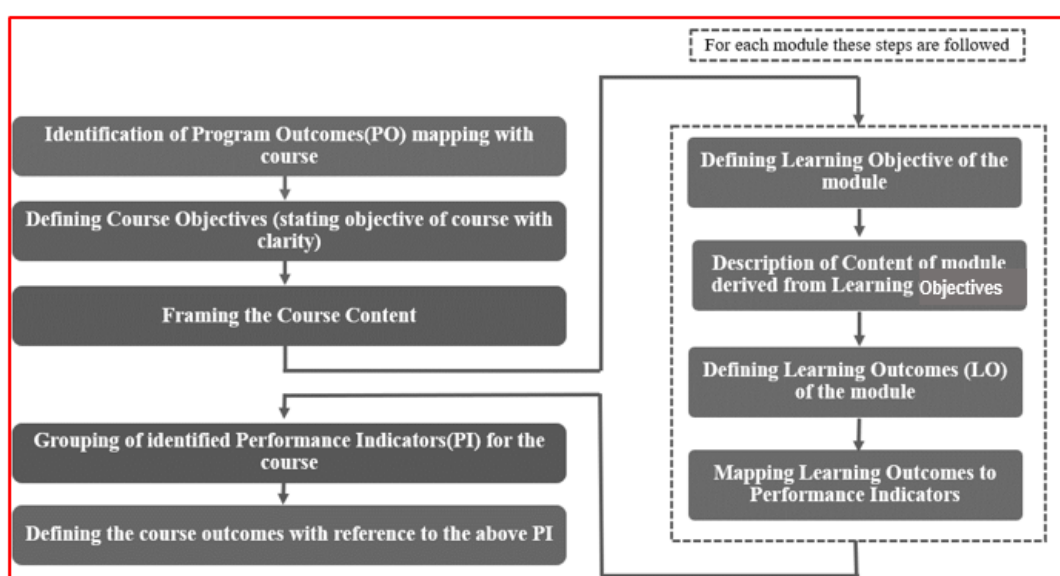


Figure A.3.2: Methodology for Course Content Development

Figure A.3.3 delineates the quality assurance process for the developed course content, wherein individual authorities conducted thorough reviews before the submission of

the syllabus to the respective Board of Studies (BoS).

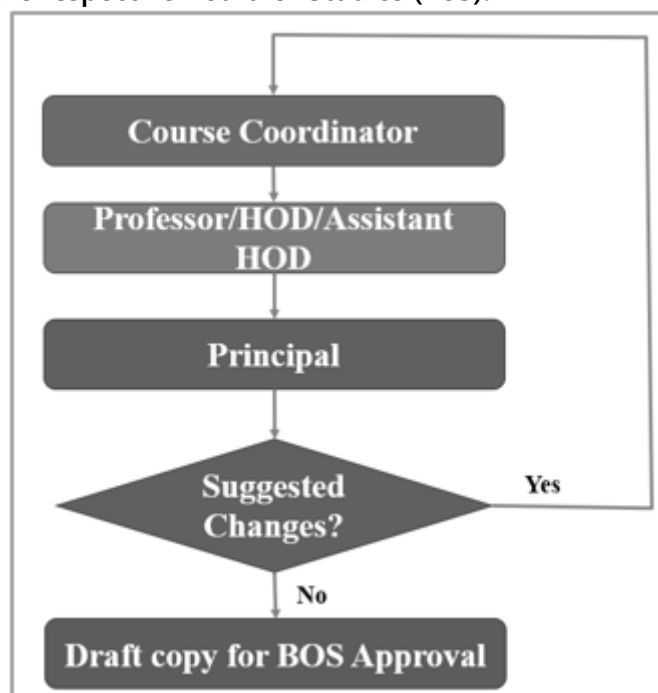


Figure A.3.3: Quality Check by Individual Authorities

- **Salient Features of Curriculum**

On the philosophy of National Education Policy 2020

- Learner-centric Flexible curricula with multidisciplinary approach
- Outcome Based Education (OBE) philosophy integrated in curriculum development
- More emphasis on hands-on learning in labs with continuous evaluation
- Project-based learning right from the second year of the program
- Mandatory one-semester internship during 8<sup>th</sup> semester
- Internship opportunities in every summer break
- Holistic development of the learner through courses and activity based Liberal Learning
- Curricula comprising of 21st century skills

- **Credit Specification**

Each course shall have a certain number of credits assigned to it depending upon the academic load of the course assessed based on weekly contact hours. The number of credits of a course in a semester shall ordinarily be calculated as under:

- ❖ Theory: 1 Credit = 1 contact hour per week
- ❖ Laboratory: 1 Credit = 2 contact hour per week
- ❖ Tutorial: 1 Credit = 1 contact hour per week
- ❖ Internship: 1 Credit = 2 weeks OR 36 to 40 hrs. of engagement
- ❖ Projects: 1 Credit- = 30 hrs. of contact time along with 15 hrs. of activities including preparation, report writing, independent reading etc.

- **Credit Structure**

The Four-year Bachelor's Degree Program offers students a comprehensive and multidimensional educational experience, alongside specialized study in their chosen Honours/ Minors/ Honours in Research specialization. Below (Table A.3.1) are the minimum and maximum credit requirements for various stages within the Four-year Bachelor's UG Program, which provides multiple entry and exit options. Figure A.3.4 shows Flexible learning path available for students admitted to B.Tech program

Table A.3.1 Minimum and Maximum Credit Requirements

Levels	Qualification Title	Credit Requirements			Semester	Year
		Minimum	Maximum	At FCRIIT		
4.5	One Year UG Certificate in Technology	40	44	43	2	1
5.0	Two Years UG Diploma in Technology	80	88	91	4	2
5.5	Three Years Bachelor's Degree in Vocation (B. Voc.)(Technology)	120	132	129	6	3
6.0	Four Years Bachelor's Degree (B. Tech) in Technology	160	176	165	8	4
6.0	Four Years Bachelor's Degree (B. Tech) in Technology with Honours	180	194	183	8	4
6.0	Four Years Bachelor's Degree (B. Tech) in Technology with Minors	180	194	183	8	4
6.0	Four Years Bachelor's Degree (B. Tech) in Technology with Honours in research	180	194	183	8	4

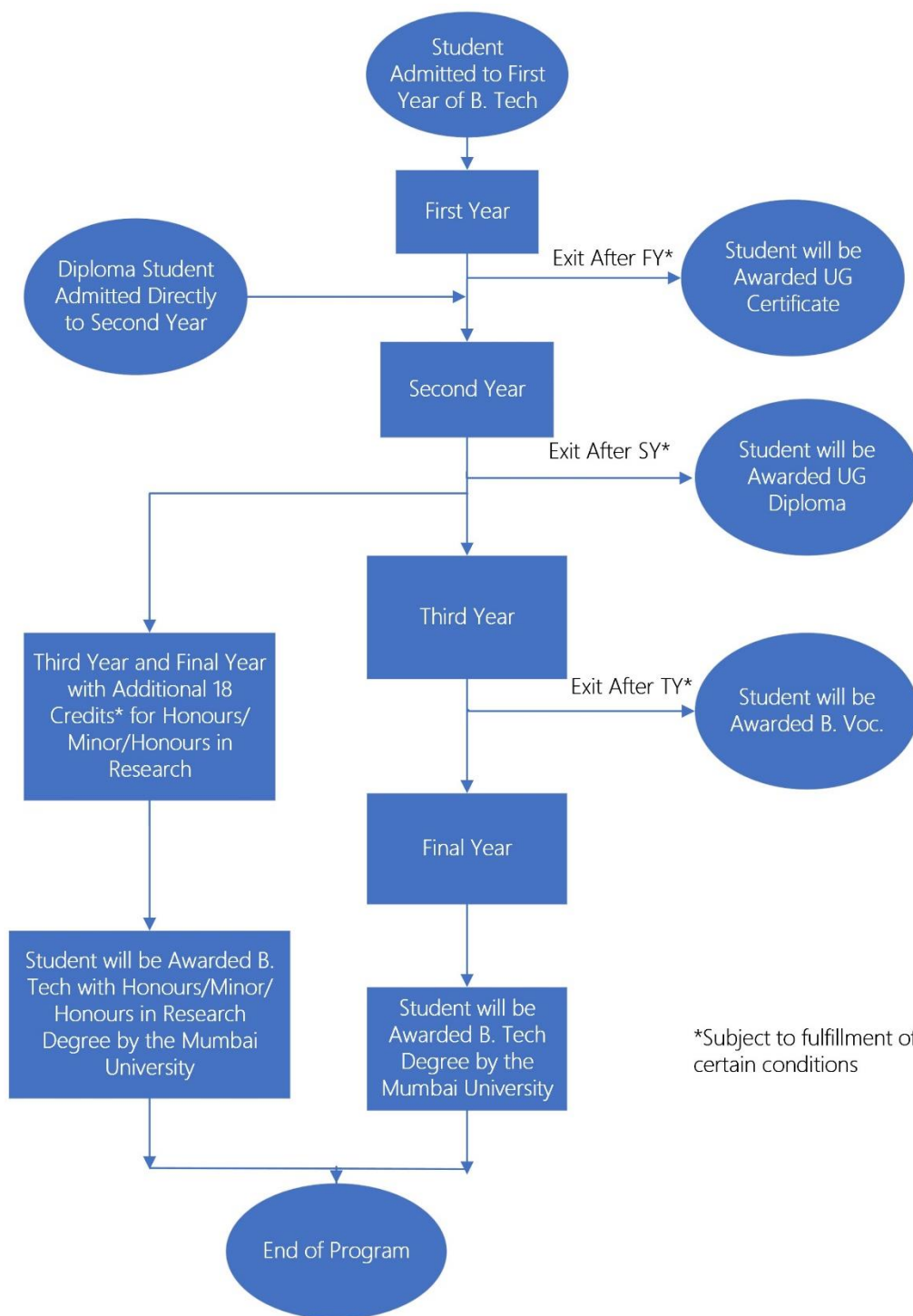


Figure A.3.4 : Flexible learning path available for students admitted to B.Tech program

- **Credit Distribution**

Table A.3.2 provides an overview of the credit distribution across semesters I to VIII for the B. Tech degree in technology with a Multidisciplinary Minor. It outlines different categories of courses, each briefly described below.



Table A.3.2 Credit Distribution from Semester I to VIII

B. Tech in _____											
Type of Course	Semester-wise Credit Distribution									FCRIT Credit Distribution	DTE Credit Distribution
	I	II	III	IV	V	VI	VII	VIII	Total		
BSC	08	08	-	-	-	-	-	-	16	18	14-18
BSC-LC	01	01	-	-	-	-	-	-	02		
ESC	05	02	-	-	-	-	-	-	07	16	12-16
ESC-LC	04	05	-	-	-	-	-	-	09		
PCC	-	-	14	13	06	03	03	-	39	51	44-56
LC	-	-	02	03	03	02	02	-	12		
PE	-	-	-	-	03	03	06	03	15	15	20
MDM	-	-	03	03	03	03	--	-	12	12	14
OE	-	-	-	-	-	-	03	03	06	06	08
SEC	01	01	-	-	-	-	-	-	02	08	08
SBL	-	-	02	02	-	02	-	-	06		
AEC	-	03	-	-	02	-	-	-	05	05	04
HSSM	-	-	02	-	02	-	02	-	06	06	04
IKS	-	02	-	-	-	-	-	-	02	02	02
VEC	02	-	-	02	-	-	-	-	04	04	04
ELC	-	-	-	-	-	02	-	-	02	02	04
MP	-	-	01	01	01	01	-	-	04	10	04
MJP	-	-	-	-	-	-	02	04	06		
INTR	-	-	-	-	-	-	-	08	08	08	12
LLC	-	-	-	-	-	02	-	-	02	02	04
Total Credits	21	22	24	24	20	18	18	18	165	165	160-176

- i. Humanities Social Sciences and Management (HSSM) and Ability Enhancement Courses (AEC): Includes technical English, employability skills, engineering ethics and human values, communication skills, and management related courses.
- ii. Basic Sciences Course (BSC) and Engineering Science Course (ESC): Include Mathematics, Physics, Chemistry, Mechanics, etc.
- iii. Program Core Course (PCC): Include the core theory courses relevant to the chosen specialization/branch.
- iv. Laboratory Courses (LC): The laboratory courses relevant to the chosen specialization/branch and other branch.
- v. Program Elective Course (PE): Include the elective courses relevant to the chosen specialization/branch or other branch.
- vi. Multidisciplinary Minor Courses (MDM): Technical courses other than chosen branch.
- vii. Open Elective Course (OE): Include the technical and management courses not relevant to the chosen specialization/branch which are open for all the students at Institute level.
- viii. Skill based lab (SBL): Include the courses offered by faculty in the emerging areas of various discipline, to impart value to the knowledge & skills of the students & promote self-learning.
- ix. Major & Mini Project Courses (MJP/MP): Includes courses involving project work

- by student or group of students relevant to the chosen branch.
- x. Liberal Learning courses (LLC): Includes courses offering a diverse array of holistic education providing students with essential life skills and knowledge to thrive in various aspects of their lives.
  - xi. Internship (INTR): Includes a semester long internship during 8<sup>th</sup> semester either from industry or at FCRIIT.

Table A.3.3 displays the credit distribution spanning from semester I to VIII for the foundational B. Tech degree, along with additional Honours/ Minors/ Honours in Research, degrees available at FCRIIT.

Table A.3.3 Credit Distribution Spanning from Semester I to VIII for Various B. Tech Degrees

Degree / Semester	I	II	III	IV	V	VI	VII	VIII	Total
B. Tech	21	22	24	24	20	18	18	18	165
B. Tech with Honours	21	22	24	24	23	21	24	24	183
B. Tech with Minor	21	22	24	24	23	21	24	24	183
B. Tech with Honours in Research	21	22	24	24	22	20	24	26	183

#### 04. Support Services

- Library

Central Library acquires, collects, develops, stores and disseminates library resources and helps the users in their academic and extra-curricular activities. The reference section is comprised of books section, periodical section, project report section, Newspaper Section and Indian Standards section with a system of open access to all users which can be used by 150 students at a time.

We have a state-of-the-art collection of print as well as non-print resources that includes books over 24000 Volumes, 2108 e-books, 2062 National and International Journals in print and non-print media, along with non-print media CD-ROMs, DVDs, Conferences & Seminars proceedings, Synopsis and Project Reports.

The library is a hub of academic activities and remains open for 15 hrs. a day. It has embarked in a planned manner for its growth, development and modernization in the areas of internet, digitalization, resources sharing, website development, online library services, library staff training & development and library infrastructure development

- Mentors & Professional Counselor

Students in a group of 22-24 are allotted to a faculty adviser/Mentor to monitor their regular progress during a semester. The mentors interact at least twice a semester. Students are free to discuss their day-to-day activities, syllabus coverage, grievances related to academics, academic progress and personal problems if any. With reference to interaction, the mentors initiate corrective steps, if it comes to their preview, or inform the HOD to take necessary steps in accordance with the institute policies. A professional counselor is accessible at the to heed special cases.

- **Boys and Girls Hostel**  
 There are 48 rooms available on campus, with a total capacity to accommodate 163 boys. The rooms are well furnished with a bed, a table and chair, a cupboard and a fan for each hostelite. There is a recreation room consisting of a TV, a TT table and a carom board. There are 3 guests' rooms for visiting parents.  
 The girl's hostel is located on the 2nd & 3rd floor of the block for faculty quarters. There are two well-furnished apartments on each floor with provision for 10 girls in each.
- **Medical Center**  
 A campus with a large population certainly calls for self-sufficiency in all spheres including medical facilities. With this philosophy in mind a Medical Centre has been created in the campus with facilities for first aid, pathology, radiology in-patient arrangements and a panel of Consulting Doctors from various specializations. The unique feature of this Medical Centre is the future plan for extending these facilities to the poor and needy at a very nominal and concessional rate as an expression of the commitment towards the charitable acts.
- **Meditation Center**  
 Need a place to close your eyes and find your true self and connect with your spiritual side? Visit the "Meditation Centre". It is located at the Balbhavan ground floor. It has an area of 1570 sq. feet with centralized air conditioning and the right ambience for meditation and prayer meets. It has a state-of-the-art surround sound system with a processor capable of storing up to 200 thousand bhajans and spiritual songs which the users can select and play through a modern computer as per their taste.
- **Canteen**  
 The spacious newly constructed canteen caters not only to the hostelites and Balbhavan students but also to non-residential students and staff for the entire complex. The choice of food ranges from snacks to a Thali of Indian or Chinese Cuisine. Chilled soft-drinks and ice-cream help beat the heat.
- **Sports Facilities**  
 The sporting needs of the entire Complex is met by the Fr. Agnel Gymkhana vide its various facilities available to all the students of the complex in football, basketball, volleyball, handball, hockey, badminton, chess, athletics, gymnastics, kabaddi, kho-kho, and swimming pool.

*Part B*  
*Academic Rules and Regulations*

## ABC, Multiple Entry and Exit Path, and Lateral Entry

### RA 2401.1 Enrollment of Students on ABC

Every student at FCRIT is required to possess a unique student identity known as the Automated Permanent Academic Account Registry (APAAR). APAAR also serves as a gateway to Digilocker, a digital platform enabling students to securely store essential documents and achievements, such as exam results and report cards.

Furthermore, students are granted the opportunity for multi-institutional learning, allowing them to earn credits from other institutes with whom FCRIT has signed Memorandums of Understanding (MoUs) for credit transfer.

### RA 2401.2 Multiple Exits

The multiple entry and exit option adheres to the Government of Maharashtra Resolutions and the rules of the affiliating University of Mumbai, as applicable. FCRIT implements this option in line with the spirit and intent of NEP 2020, allowing students to tailor their academic journey according to their future career needs. Students may enter a program in odd semesters and exit after successfully completing even semesters.

For instance, students completing the First Year program with a minimum of 43 credits will be awarded a UG Certificate in the relevant discipline, provided they secure 8 credits in work-based vocational courses or internships/apprenticeships during summer vacation in addition to 4 credits from skill-based courses earned during the first and second semester. Similarly, those exiting the Second Year Program after securing a minimum of 91 credits will receive a UG Diploma in the relevant discipline, with an additional 8 credits in skill-based vocational courses.

Upon completing the three-year UG program with a minimum of 129 credits, students will be awarded a B. Voc. in the relevant discipline/subject, supplemented by an additional 8 credits in skill-based vocational courses.

Exit options are provided with Certification, Diploma, and B. Voc. degrees at the end of the second, fourth, and sixth semesters, respectively, in the four-year degree program. Upon successful completion of all eight semesters, either continuously or with opted exits and re-entries, students will receive a Bachelor's degree. Additionally, those earning an extra 18 credits will receive a Bachelor's degree with Honours/ Minors/ Honours in Research.

### RA 2401.3 Re-entry or Lateral Entry

Students who opt to exit at any level will have the opportunity to re-enter the program from the point they left, as per the existing Mumbai University norms. They must complete the degree program within the prescribed maximum period as per the existing Mumbai University norms. Re-entry at various levels for lateral entrants into academic programs will be determined by the earned and valid credits deposited and accumulated in the Academic Bank of Credits (ABC) through Registered Higher & Technical Education Institutions (RHTEI), along with proficiency test records. Lateral entry into programs leading to UG Diploma/B. Voc./UG Bachelor's Degree/UG Bachelor's Degree with Honours/ Minors/ Honours in Research, will be contingent upon the validation of prior learning outcomes achieved and subject to availability based on

intake capacity.

A student who discontinues an academic program for any reason and later rejoins shall be subject to the rules, regulations, courses of study, and syllabi in force at the time of rejoining the program.

#### RA 2401.4 Eligibility for Admission to Honours/ Minors/ Honours in Research

The eligibility criteria for admission to the additional degree with Honours, Minor or Honours in Research, as per UGC guidelines, entail achieving a minimum CGPI of 7.5 upto the fourth semester.

#### 02. RA 2402.1 Course Registration for Honours/Minor/ Honours in research and audit courses

Course registration is a vital component for the additional degree in Honours/Minor/ Honours in research and audit courses, ensuring that students are officially enrolled in the courses they intend to undertake. Without proper registration, no credits will be awarded for Honours or Minor courses, and participation in Audit courses will not be acknowledged on the grade sheet. Registration for each semester's said courses occurs according to a predetermined schedule. Students are mandated to complete the registration procedure through the web-based system.

It is compulsory for students to register, adhering to the dates specified in the Academic Calendar, until they complete their program. Failure to register without prior authorization from the Head of Department (HOD), Dean of Academics, or Principal may lead to the cancellation of the student's enrollment. In cases of illness or absence during the registration period, students must notify their HOD and Dean of Academics. Re-registration for courses that have already been passed is not permitted. Additionally, all student registrations must be approved by their faculty adviser.

Upon enrollment at the Institute, each student is paired with a Faculty Adviser/Mentor. Students can proceed with course registration for the additional degree in Honours/Minor/ Honours in research and audit courses in respective semester based on the curriculum provided for their respective discipline and in accordance with guidance from their Faculty Adviser/Mentor. The Faculty Adviser/Mentor plays a pivotal role in advising students on selecting appropriate program-level electives or open electives or Honours/Minor tracks aligned with their areas of interest. It is expected that the Faculty Adviser/Mentor will engage in discussions with students regarding their academic performance in the preceding semester, subsequently determining the number and type of courses suitable for registration within the institute's approved guidelines.

#### RA 2402.2 Registration Procedure

The Institute employs an online registration system, with registration scheduled for the initial two days of each semester. The registration timeline is communicated through the Academic Calendar. It is imperative that registration is finalized by the designated last date for registration under all circumstances. Students with outstanding dues to the Institute or hostel will be ineligible for registration.

#### RA 2402.2.1 Late Registration

Late registration may be allowed until the date indicated in the Academic Calendar, but

only for valid reasons, and upon payment of a late registration fee.

#### RA 2402.2.2 Registration for Elective Courses

In order to register for Institute-level Open Elective courses, Program-level elective courses, and Honours/Minor tracks, students are required to consult with their Faculty Advisor. Selection of courses should be based on the student's domain of interest and academic goals.

#### RA 2402.2.3 Course Modification for PEs, OEs, and Honours/Minor Specialization

The Academic Calendar sets aside a particular date, typically one week after the semester begins, for Course Modification. Before this deadline, students have the opportunity to adjust their selections for PEs and OEs, provided seats are available in the desired courses. Any changes to PE courses must be done in collaboration with the Faculty Adviser.

#### RA 2402.3 Minimum/ Maximum Students Registration

Elective courses will be conducted if a minimum of 15 students register for the course, a condition verified on the last date for course enrollment. Courses failing to meet this minimum enrollment requirement will be cancelled. Students previously registered for these courses will be deregistered, with an additional day provided for them to add an alternative course in place of the cancelled one. A maximum of 80 students can register for each elective course including Honours/Minor Specialization per semester based on his or her latest available merit (CGPI).

### 03. Teaching Learning Process

#### RA 2403.1 Semester Duration

An academic year comprises two semesters, referred to as the Odd semester and Even semester of the year. Typically, the Odd semester, marking the beginning of the academic year, spans from July 15th to November 30th, while the Even semester commences from January 15th to May 31st. Additionally, there exists a summer and winter break of six weeks between the Even and Odd semesters, providing students with the opportunity to engage in internships or industry training programs. Moreover, reexaminations are scheduled after 3 weeks from declaration of result of regular examination. The summer special examination is for students who were unable to clear regular examinations in the Odd or Even semesters. Figure B.3.1 presents a week-based academic calendar for a semester.

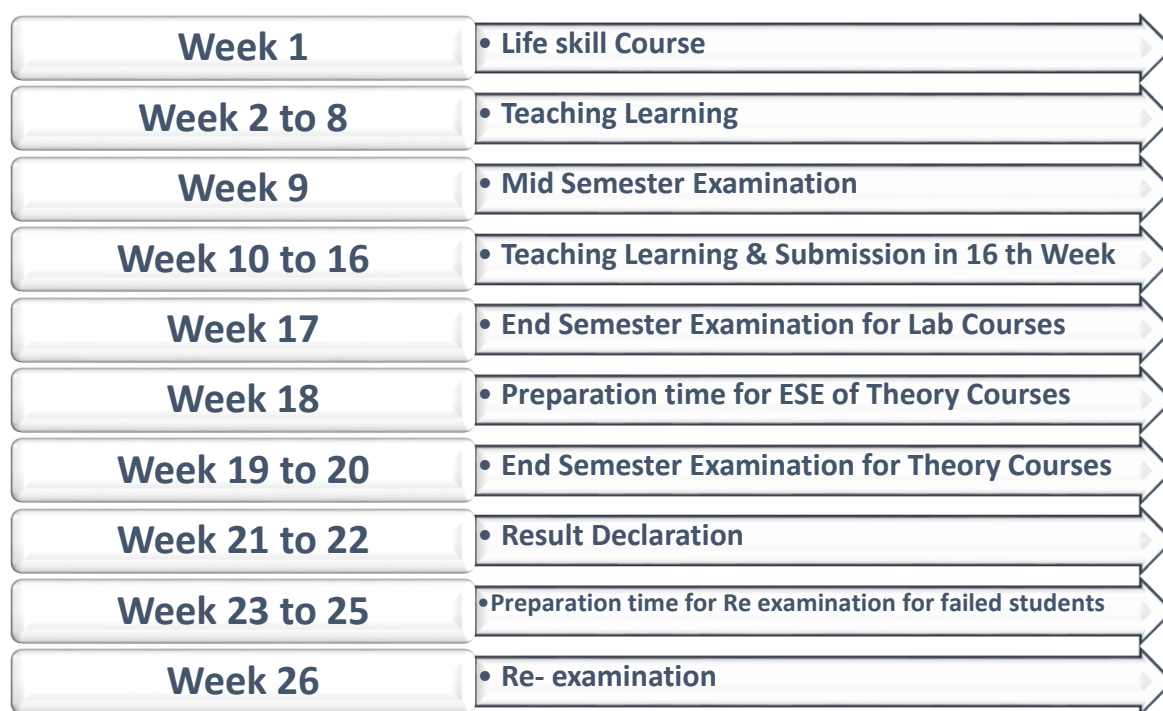


Figure B.3.1 Academic Calendar

#### RA2403.2 Teaching-Learning Process

During syllabus design, course coordinators have dedicated significant efforts to ensuring the effective delivery of course content and the evaluation of students. Departments prioritize learning-centric teaching methods that adhere to outcome-based teaching and learning principles. Meticulous action plans are crafted for the seamless implementation of the designed curriculum. At the onset of each semester, comprehensive plans encompassing theory courses, lab sessions, co-curricular and extra-curricular activities, as well as feedback mechanisms, are devised. The quality of teaching and learning is consistently enhanced through meticulous planning and execution of these activities.

The institute meticulously prepares its academic calendar, listing all pertinent activities. Co-curricular and extra-curricular events such as industrial visits, technical seminars, professional body engagements, cultural, sports and social activities are meticulously planned and executed according to the calendar. Furthermore, schedules for in-semester assessment, end-semester assessment and oral and practical assessments are meticulously devised and circulated among internal stakeholders, adhering strictly to the planned timeline. This proactive approach facilitates students in adequately preparing for examinations well in advance. Continuous feedback on teaching and learning is solicited from students throughout the semester and parents during Parent-Teacher Interaction (PTI) meetings, precisely planned by the academic calendar.

#### Teaching Methodologies:

- Conventional Methods
  - Chalk and Board
  - Teach with teaching Aids. (models, charts etc.)
  - Teach with PPTs



- Sample Innovative Methods
  - Project-based teaching
  - Seminars by students
  - Smart Classroom
  - Flipped Classroom
  - Invited Lecture Series
  - Video Lecture

#### RA 2403.3 Academic Audit

To maintain the standard of teaching and learning, the Department Quality Assurance Cell (DQAC) conducts a departmental audit every semester, while the Institute Quality Assurance Cell (IQAC) conducts an annual audit.

#### RA 2403.4 Attendance Requirements and Regulations

Student attendance and academic progress are closely monitored at both the department and institute levels. Departmental monitoring occurs on a fortnightly basis, while institute-wide assessments take place monthly. The institute's attendance monitoring committee plays a proactive role in overseeing and addressing attendance issues among students who are consistently absent or lagging academically.

The guidelines concerning student attendance during semesters align with those delineated in Mumbai University Ordinance 6086. These attendance regulations apply uniformly to all students, irrespective of their admission category, fee waivers, or scholarships received. Students with attendance-related penalties must resolve them before continuing their studies at FCRIT.

Every bonafide learner shall ordinarily is allowed to keep terms for the given semester in a program of his enrolment, only if he fulfills at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practicals, tutorials etc. wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s. Further it is mandatory for every learner to have min 50% attendance for each course & average attendance has to be 75%.

The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular/co-curricular activity/competition/camp/ workshop/convention/symposium/seminar etc. where the said learner is officially representing the institute/ University/ District/ State/ Country with the permission of the Principal wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in above, shall be deemed to have been attended by the said learner .

#### RA 2403.5 Students Mentoring

Students are grouped into cohorts of 22-24 and assigned to a faculty member, referred to as a faculty adviser/mentor, to oversee their ongoing progress throughout the semester. These mentors engage with their assigned students a minimum of three times per semester. Students are encouraged to freely discuss their selection of courses, Honours and Minor track selection, their daily activities, syllabus coverage, academic

grievances, progress, and personal issues, if any, during these interactions. Mentors take corrective measures themselves if deemed necessary or escalate concerns to the Head of Department (HOD) for appropriate action in line with institute policies. Additionally, a professional counsellor is available to address special cases and provide support as needed.

#### 04 Details of Examinations

##### RA 2404.1 Types of Examinations

The National Education Policy (NEP) 2020 advocates for Higher Education Institutions (HEIs) to transition towards continuous and comprehensive evaluation, departing from high-stakes examinations. This approach encompasses horizontal assessment modes over a singular vertical mode, allowing for a more thorough assessment of student development. Emphasizing critical thinking, problem-solving skills, appropriate application of knowledge, and ethical adherence, continuous and comprehensive evaluation aligns with NEP 2020's vision. The policy recommends a criterion-based grading system, focusing on assessing student achievement based on program-specific learning goals. Criteria, derived from program outcomes, define the traits or characteristics to be evaluated, enabling a more meaningful assessment.

FCRIT has embraced a robust yet adaptable outcome-based evaluation system, aligning with NEP 2020 objectives. This system emphasizes the assessment of modern skills and domain-specific competencies, ensuring evaluation is learner-centric. Curriculum design, instruction and evaluation are all driven by program outcomes, facilitating the identification of competencies and performance indicators. Assessment within this framework aims to test various levels of cognitive attainment, ranging from knowledge and skill acquisition to the creation of sustainable solutions.

Educational research supports the use of diverse assessments to enhance the accuracy of evaluating student learning. Continuous assessment, as recommended by NEP 2020, coupled with a variety of assessment methods, ensures continuous and comprehensive feedback to enhance the learning process.

##### RA 2404.2 List of Examinations

Aligned with the National Education Policy 2020's emphasis on formative and competency-based assessment to foster higher-order thinking skills such as creativity, critical analysis, and problem-solving, FCRIT implements assessments. These assessments aid learners in monitoring and enhancing learning outcomes and approaches, fostering holistic development. Along with Continuous In-Semester Assessment (CIA) which is a continuous assessment of learning outcomes (Please refer to Annexure-1 at the end for a suggested list of tools.) following examinations are conducted during both ODD and EVEN semesters:

1. Mid-Semester Examination (MSE): Conducted midway through the semester.
2. End-Semester Examination (ESE): Held after the semester.
3. Re-Examination: For those students who failed in ESE in that semester.
4. Summer Special Examination (SSE): Arranged for those students who did not pass previous Re-Examinations.

### RA2404.3 Examination Details

RA2404.3.1 Continuous In-Semester Assessment (CIA) entails ongoing assessment conducted by the course instructor throughout the semester. The instructor is responsible for clearly defining the components of CIA in advance, maintaining transparency in its implementation, promptly disclosing evaluation outcomes, and providing students with access to their marks upon completion. Annexure 1 outlines suggested modes and tools for CIA, which are subject to periodic updates following teacher input and approval from the Examination Committee (EC). After the semester, course instructors must submit the CIA marks to the examination cell through the department exam coordinator.

#### RA 2404.3.2 Mid-Semester Examination (MSE)

- MSE is typically held midway through the semester according to the academic calendar.
- Question papers cover 40-50% of the syllabus and are administered by the Examination Cell, typically with a duration of one and a half hours.
- Students listed as defaulters (academic or attendance) by the department are required to appear before the Academic Adherence Committee (AAC) at the institute level which is constituted to take care of special cases related to non-fulfilment of said rules and regulations.

#### RA 2404.3.3 End-Semester Examination (ESE)

- End Semester Examination (ESE) occurs at the conclusion of the semester according to the academic schedule, with syllabus coverage up to the Mid Semester Examination (MSE) carrying 20%-30% weightage, and the syllabus covered from MSE to ESE carrying 70%-80% weightage.
- Question papers, administered by the Examination Cell, typically carry a weightage of 50 marks with a duration of two hours for a course having three credits.
- Students listed as defaulters (academic or attendance) are required to appear before the Academic Adherences Committee (AAC) before the ESE.
- Upon ESE result publication, examinees receive a cumulative grade card reflecting grades, credits earned, SGPI, and CGPI for the semester.

#### RA 2404.3.4 Re-Examination

- Re-Examinations are held for those students who have appeared but failed in the End-Semester Examination (ESE) of the respective semester. As a special case, Re-Examination shall be conducted for those students who remain ABSENT in ESE because of hospitalization of the student or death of first relative of the student. However, in these cases, if the submitted documents are found to be fake, disciplinary action shall be taken.
- The exam paper encompasses the complete syllabus and holds a total value of 100 marks for 3 credit course and 75 marks for 2 credit course, with a minimum passing threshold of 40%. The duration of the exam is three hours for a course carrying three credits and two hours thirty minutes for 2 credit course. In the case of a student taking a Re-examination for a course, all prior In Semester Assessment results are invalidated for that particular course.
- It is the responsibility of the students to fill the examination forms for Re-Examinations. Failure to do so will result in appearing before the Academic Adherences Committee.

#### RA 2404.3.5 Summer Special Examination

- For those students who appear but failed in Re-Examination a special term in Summer for 1.5 to 2 months duration upto 20 hours of teaching will be conducted which is mandatory. After this Special Examination will be conducted. The exam paper encompasses the complete syllabus and holds a total value of 100 marks, with a minimum passing threshold of 40%. The duration of the exam is three hours for a course carrying three credits and two hours thirty minutes for 2 credit course. In the case of a student taking a Summer Special Examination for a course, all prior Re-Examination results, ESE results, and in-semester continuous assessment results are invalidated for that particular course.

#### RA 2404.3.6 Examination Fee Payment

- Refer Examination Rules Regulations in RE 2406 for the examination fees details.
- For Re-Examination (both odd and even semesters), students are given a 7-day period to fill up the Re-Examination form and pay requisite fees. If fees are paid after the 7th day and up to 15 days, a late fee of Rs.100 per course will be charged. If fees are paid after the 15th day until the date of the exam, a late fee of Rs. 250 per course will be charged.

### 05. Course Evaluation

#### RA 2405.1 Passing Criteria

Evaluation will adhere to an absolute grading system, where a student must obtain a minimum of 40% marks for UG courses to pass, considering the cumulative marks from In semester assessment, and ESE. For Re-Examination and Summer Special Examination, a student must obtain a minimum of 40% marks for passing.

#### RA 2405.2 Grade Compilation Guidelines

- The total marks, comprising the sum of CIA, MSE, and ESE scores for a course, will be utilized for the grade compilation process for determining Pass Fail status of the candidate.
- The Grade Compilation Process will adhere to the guidelines outlined in Table B.5.1.

Table B.5.1: Absolute System of Grading

UG Program			
Sr. No.	Letter Grade	Percentage of Marks	Grade Points
1	AA	$\geq 85.00$	10
2	AB	$\geq 80.00$ AND $< 84.99$	9
3	BB	$\geq 75.00$ AND $< 79.99$	8
4	BC	$\geq 65.00$ AND $< 74.99$	7
5	CC	$\geq 55.00$ AND $< 64.99$	6
6	CD	$\geq 45.00$ AND $< 54.99$	5
7	PP	$\geq 40.00$ AND $< 44.99$	4
8	FF	$< 40.00$	0
9	LL	ABSENT	0

#### RA 2405.3 Promotion Policy

A Learner will be permitted to take admission for Second Year if he/she acquires a

minimum of 50 percent of the credits of Sem-I and II together and he/she settles any outstanding fees before the beginning of semester-III.

A Learner will be permitted to take admission for Third Year if he/she acquires a minimum of 50 percent Credits taking the Sem-I, II, III and IV together and he/she settles any outstanding fees before the beginning of semester-V.

A Learner will be permitted to take admission for Final Year if he/she acquires a minimum of 50 percent Credits taking the Sem-I, II, III, IV, V and VI together and he/she settles any outstanding fees before the beginning of semester-VII.

#### 06. RA 2406.1 MOOC SWAYAM/NPTEL courses and Activity based Liberal Learning

In the eighth semester, students have the option to choose NPTEL/ SWAYAM courses for their Program Elective (PE) and Open Elective (OE) courses. This flexibility enables them to undertake a semester-long internship either in an industry setting or within the campus. Additionally, student participation in various technical, social, cultural, or sports activities organized by different clubs within the institute is mandatory.

#### 07. Disciplinary Measures

##### RA 2407.1 Code of Conduct

- General Discipline
  1. Wearing I-Cards on Campus is compulsory.
  2. Reporting on time for morning assembly is a must.
  3. Decency in dress code must be observed.
  4. Ragging in any form is forbidden within or outside the premises of the institute.
  5. Possession/consumption/distribution of alcoholic drinks and drugs is prohibited inside the campus and during official/academic visit outside the campus.
  6. Misbehavior towards girls/boys students, use of threat or violence against members of the staff or fellow students will be considered as a very serious case of misconduct. Strict action will be taken against such misdemeanors.
  7. Usage of internet facility is strictly for academic purposes. Misuse of this facility will lead to disciplinary action.
  8. Students should not communicate any information or write about any matter concerning the Institute to the press or any other external agencies without obtaining prior permission of the Principal of the Institute.
  9. Student cannot post derogatory comments about other individual from the institute on the social media. Indulging in any such activity lead to grave ramification.
  10. Punctuality, discipline and adherence to deadlines in every respect is expected.
  11. Cleanliness should be maintained in classrooms, Computer Labs, Library and Institute premises.
  12. Damage to or destruction of any property of the institute or people associated with the institute is prohibited. Miscreants will be severely punished.
  13. In case of events of academic activities like seminar, paper presentation etc.

which take place outside the Institute, attendance will be granted, upon prior approval of the coordinator.

- During Academic Activities
  1. The students are expected to be in the class 5 minutes before the scheduled time of the session.
  2. A minimum of 75% attendance of lectures and practical session is mandatory.
  3. Use of cell phones in the class rooms/laboratories/seminar hall for speaking, texting, etc. is strictly prohibited.
  4. Academic decorum such as discipline, silence, courtesy, respect etc. must be observed in the class.
  5. Students are not permitted to enter or leave the class during the session without the consent of the faculty.
  6. When the session is in progress, consumption of eatables/beverages is strictly prohibited in the class.
  7. Students are not permitted to either audio or video record of lectures in class rooms/laboratories/seminar hall without prior permission.
  8. Students should take care of the belongings of the class room like projector, CPU and its accessories etc.
  9. Plagiarism in any manner will lead to disciplinary action.
  10. Forging of signature in attendance sheet, journal etc. will lead to disciplinary action.
  11. Disciplinary action will be taken against the students if they come to the Institute in a preplanned uniform attire to draw attention leading disturbance to others.
  12. Leave note is mandatory during the absence of students. In case the leave is due to medical reasons, the student is required to submit a medical certificate along with the leave note.
  13. Mass Bunking is strictly prohibited; action will be taken against the same.
  14. Those students who wish to work late night in the laboratory/project related activities should take prior permission of the concerned people and be responsible for the security and safety of the lab During Co-curricular and Extra-Curricular Activities.
- Organizing Committee
  1. Honesty and Integrity is necessary in organizing any event.
  2. All the participants and organizers of co-curricular and extra-curricular activities should demonstrate self-control and respect for others.
  3. No event can be planned without prior approval.
  4. No approved event can be scrapped without the permission of the higher authorities.
  5. Expenditure for any event should be as per the budget provision.
  6. All funds accrued from registration / sponsorship should be deposited to the respective account.
  7. All events should get over by 7:00 pm.
  8. Three closed quotations need to be collected for any expenditure of Rs. 10,000/- or more.
  9. Requirements for quotations should be prepared and communicated to the vendor clearly.

10. All participants of the event should be treated equally by the organizers without bias or prejudice.
  11. All participants and Organizers are required to follow the instructions given by the teacher Coordinator, H.O.D./ Senior faculty strictly.
  12. In case of conflict the issues must be brought to the notice of higher authorities.
- Participants
    1. Registration should be done well in advance/in time for the events which are mandatory in nature.
    2. All those who are participating and organizing on the co-curricular/extra-curricular activities should demonstrate self-control and respect towards others.
    3. All sports events should begin with greeting each other and end with congratulating to the winning team.
    4. In all sports events, the decision of the officials should be final and should be respected by all.
    5. Accept victory with grace and defeat with dignity.
  - Central Library
    1. Students should wear identity card while using Library facilities.
    2. Bags are not allowed in the reading area (both floors).
    3. Students are not allowed to take reference section books with them.
    4. It is not an open access library, so students are not allowed inside the issue section.
    5. Students should not talk/discuss loudly in library premises; silence must be maintained.
    6. Use of mobile phones is strictly prohibited in library.
    7. Students have to be polite with library staff. Any argument with the staff will invite punitive action.
    8. Any kind of mishandling of Library infrastructure will invite strict punitive action.
    9. Students should not keep any valuables in their bags at the baggage counter. Library staff will not be responsible for any loss/damage/exchange.
    10. Book borrowing timelines must be followed. In case of delays, payment of fine on time will avoid inconvenience.
    11. Books have to be replaced if they are returned in damaged condition.
    12. In case of lost, students have to comply with the library policy of paying fine or replacement as per the decision of the Librarian.
    13. Any kinds of book requests must come through teachers of the department.
    14. Students are encouraged to give suggestions for shortage of any book to the circulation staff who have to keep a record.
    15. Use of multimedia PCs is allowed strictly for academic purpose.
    16. Any kind of unauthorized downloads/browsing/chats/storage will invite strict punitive action.
    17. Use of pen drives is restricted and is allowed with prior permission.
    18. Use of printing facility is restricted only for academic purpose at the rate fixed by the Librarian.
    19. The LAN cables/printer interfaces/keyboard cables/mouse cables etc should

not be removed or manhandled.

- Training and Placement The code of conduct for the training and placement students is applicable in two aspects in below mentioned points. The first aspect involves conduct of students during the training and registration for placement process. The second aspect involves the conduct of students during campus placement process.
- During Training and Registration Process
  1. Candidate should follow all the instructions provided by the Training and Placement Cell (TPC).
  2. It is mandatory for students to register for the company to participate in the placement process of the company. Any Student not registered is not eligible for Placement opportunities.
  3. Students interested in going for higher studies can give undertaking during registration process and request the TPC to not to register for the placement process.
  4. Students have to provide their authentic personal details for completing registration in the placement portal. Attempts to deceive this will result into debarring from the placement process.
  5. Attendance for the training sessions is compulsory and students having less than 75% attendance will be issued a warning. Further continuing of defaulter will result into debarring from the placement process.
- During Campus Placement Process
  1. Students have to follow guidelines as mentioned in the placement policy during orientation program at the beginning of academic year.
  2. It is mandatory for all students appearing for any process of campus drive to come in formals. Full Sleeve shirts, formal pants, formal shoes and well-groomed for gents. For Girls - formal clothes, no party wear. Copies of resume and passport photos and pen pencil and calculator should be always available with the students appearing for placement process.
  3. Students must keep their Identity Card with them at the time of Pre-Placement Talk (PPT)/Test/Group-Discussion/Personal Interviews and produce the same when demanded by the visiting team or TPO staff.
  4. Attendance in PPT is mandatory after registration, to be eligible for further placement process.
  5. Students proceeding after the PPT for the next step in the selection process of a Company cannot quit in between. If a student quits in between the process, then he/she will be debarred and will not be allowed to appear in any other future placement event. Student has a fair chance to inform their decision of not continuing for the placement process to TPO, but final decision is with TPO.
  6. All post job-offer communication between student and Company should be channelized only through the placement cell.
  7. Direct communication with the company officials is Not Allowed.
  8. For the Pool campus drives in other college or if the company conducts any round outside the campus, the students who have registered / selected



should compulsorily participate in the process. Students remaining absent in such cases will be debarred for any further placement opportunities.

9. Any kind of misbehavior / complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements.
10. If student is blacklisted, then he/she can approach placement committee to make formal request for removal from blacklist.
11. Students are also requested to forward contacts they have, if any, in different companies so that TPO may formally invite these companies for placement

#### RA2407.2 Anti-Ragging Policy

In terms of the UGC Regulations 2009 on working to menace of ragging in Higher Educational Institutions 2009, FCRIIT has constituted a committee/squad vide our Notice NO. FCRIIT/ARCARS/105/20C7 Dated 7th July 2007 & FCRT/ARC-ARS/15912012 dated 7th July 2012 as per clause 6.3(a) of the said regulations. (The Student Representative changes every year). The Anti-Ragging Committee & Anti-Ragging Squad, which is amended w.e.f. '16th August 2021, is available on college website ([https://www.fcrit.ac.in/student\\_corner](https://www.fcrit.ac.in/student_corner)).

#### RA2407.3 Sexual Harassment

Internal Complaint Committee (ICC) is constituted to deal with complaints of sexual harassment from female employees and girl students. A victim can approach any member of the ICC with a written complaint within a month from the date of incidence. Friends/relative/family/colleagues of the victim also may file the complaint in case the victim's physical/mental inability/death on behalf of the victim.

ICC upon receipt of the complaint send one copy of the complaint to the respondent within a period of seven days of such receipt and respondent shall reply to this. The inquiry will be completed within ninety days from the receipt of the complaint The inquiry report with recommendations if any has to be submitted within 10 days from the completion of the inquiry to the Principal/Managing Director. The Principal shall act on the recommendations of the committee within a period of one month form the receipt of the inquiry report.

*Part C*  
*Examination Rules and Regulations*

## Examination Schedule

The following examinations shall be conducted by the Exam cell of the Institute.

1. Mid Semester Examination (MSE)
2. End Semester Examination (ESE)
3. Re-Examination (RE)
4. Summer Special Examination (SSE)

All examinations will be conducted as per the scheme of the course subjected to the rules and procedures mentioned in the Academic Regulations approved by the Academic Council.

### 01. Rules and Regulations for Appointments and Assessment

All the Rules and Regulations are framed in Accordance with the Ordinances of University of Mumbai.

#### RE 2401.1 Appointment of Paper Setters and Examiners.

- a. The Panel of question Paper Setters (Internal and external) and Examiners of all courses shall be appointed and approved by the BoS of each program and the same should be intimated to exam cell.
- b. The Internal Paper Setter will prepare 3 sets of question papers and the same will be verified by the other external members of the panel for quality audit of question papers.
- c. There should not be more than 20% similarity in question paper sets prepared.
- d. The secrecy of the question paper is to be maintained by the paper setter. Any negligence on the part of the paper setter will invite disciplinary action from the Examination Committee.
- e. The Paper Setters must prepare the Rubrics for assessment and be submitted to exam cell along with the Question Paper.

#### RE 2401.2 Examination Conduction

- a. CoE in consultation with Chairman, EC, shall appoint the Chief Conductor and Senior Supervisors for a smooth conduction of all Examinations.
- b. Question Paper for the examination will be selected by the CoE, randomly on the day of examination, from the Question paper stocks available with the exam cell and handed over to chief conductor one to two hours prior to scheduled examination.
- c. The chief conductor will be overall in charge of all examinations. He/ She will take the required photocopies of the question papers and send them to blocks in sealed envelopes.

#### RE 2401.3 Rules and Regulations for Theory Paper Assessment

- a. Paper assessment of MSE, ESE, Re-examination and SSE shall be conducted centrally. Examiners shall submit the Mark sheet after assessment to exam cell and display a copy of the mark sheet for student's reference.
- b. An open house will be scheduled after the display of MSE, ESE, Re-examination and SSE Marks for students to view their answer papers if they are not satisfied with the marks awarded. It is not mandatory to attend open house for all students. No student will be permitted to see the answer papers on any day other than the open house day.
- c. The faculty who evaluated the answer paper should be present on the day of open house.
- d. No revaluation of answer papers shall be permitted.
- e. After Open House, the faculty members shall submit another mark sheet in the prescribed format to exam cell, if any changes in the marks, with remarks and justification, of the MSE, ESE, Re-examination and SSE. If the change recorded is more than 15% of total marks the same shall be Scrutinized by the CoE before declaring the same.
- f. If there exist any grievances (only for those who attended the open house) regarding the paper assessment after open house, the concerned student should submit grievance Application to CoE in a prescribed form available in Exam cell within 3 days of Open House.
- g. The grievance will be scrutinized by the Examination Grievances committee and appropriate decisions will be taken and recommended to Principal for further action.
- h. The answer papers which secured more than 85% marks will be scrutinized by an expert, if required, appointed by the CoE.

#### RE 2401.4 Rules and Regulations for ESE of Lab Courses

- a. The Examiner for End semester examination for lab courses shall be appointed by the BoS, of respective programs, be either from any University of Mumbai, Affiliated Institute, UGC approved autonomous institute, or from the same Institute.
- b. The examination will be conducted as per the scheme of the course and the marks awarded will be submitted to the exam cell in a sealed envelope with the signatures of the internal and external examiner.
- c. There will not be any open house for practical/oral examination marks.
- d. Once the examination is completed the mark sheets are to be submitted to the exam cell on the same day or the next working day.
- e. No mark sheets are to be kept with the internal examiner once examination is over.

#### RE 2401.5 Rules and Regulations for Mini Project/Major Project Examination

- a. The Panel of Examiners for Mini Project should be from industry preferably an Alumni having minimum 3 to 5 Years of industrial experience/Faculty from reputed UGC approved Institute having 5 years of Teaching Experience.
- b. Panel of External Examiners for major projects should be, preferably, from industry having a minimum of 5 years of industrial experience. In case if not available, Faculty

from reputed UGC approved Institute having 5 years of Teaching Experience also can be considered.

- c. The Examiner for the Mini Project and Major Project has to be appointed by the respective BoS, from the panel of Examiners.
- d. The approved list should be submitted to exam cell well in advance.
- e. At any circumstances, if any examiner name is to be added in the panel, the same can be done with the permission of Chairperson BoS and CoE.
- f. Once the examination is completed the mark sheets are to be submitted to the exam cell on the same day or the next working day. No mark sheets are to be kept with the Internal Examiner once the examination is over.

#### 02. RE 2402 Vigilance Squad

The vigilance squad for the examination will be formed in each examination by the CoE in consultation with the Chairman EC. The squad shall consist of HODs and Deans with a minimum of 3 members.

The squad has to make a surprise visit to examination hall to verify the proper conduction of the examination and the report of the same in a specified format has to be handed over to CoE. The report will be assessed by the Principal and CoE for any necessary action if required.

#### 03. RE 2403 Question Papers and Answer Papers Storage Management

1. All the question papers submitted to CoE will be Coded According to Program, Semester and Course. It will also be recorded in a register kept for the same. The coded question papers will be kept in the safe custody of CoE and will be used as and when it is required as per the rules and regulations stipulated for examination.
2. CoE has been authorized to discard/destroy any question paper randomly when it is required.
3. All Answer papers of MSE and ESE has to be preserved in exam cell for six months after the declaration of results.

#### 04. Result Preparation and Declaration

Exam cell will prepare the result of all the students, program and semester wise and send it for approval of Examination Committee. The results will be declared after the approval of results from the Examination Committee.

The prepared gazette of the result will include the Marks, Grades Awarded for each course, SGPI, CGPI and the final status of the student.

All the Rules and Regulations are framed for processing the Result in Accordance with the Ordinances of University of Mumbai.

#### RE 2404.1 Grace marks in each Head of Passing

Examinee shall be given a grace mark only for passing in each head of passing (Theory (ESE) /Practical/Oral Exam ) is as following.

Sr. No	Head of Passing	Grace Marks
1	Up to 50 Marks	2
2	51 to 100 Marks	3

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

#### RE 2404.2 Grace marks for getting Higher Grade

A Candidate/Learner who passes all Courses in the examination without any Grace Marks or Condonation and whose grade is less by 0.1 to get a Grade Equivalent to First Class or Distinction, shall be given the Minimum Equivalent Higher Grade.

#### RE 2404.3 Grace marks for getting Grade "AA" in a Subject/ Course

A Candidate/Learner who passes all the Heads of Passing in the examination without the benefit of either Grace Marks or Condonation rules and whose total number of marks in the Courses/Subjects Head of Passing falls short by not more than 3 marks for getting Grade "AA"/Distinction in the Course/Subject respected shall be given necessary Grace Marks up to Three (03) in maximum 2 subjects/Courses, subjected to a maximum 1% of the total marks of the head of passing which is more in an examination.

Provided that benefits of above mentioned grace marks shall not be given to candidates only for such examination/s for which provision of distinction in a Course/Subject has been prescribed.

#### RE 2404.4 Condonation

If a Candidate/Learner fails in only one course/head of passing having passed in all other course/head of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% marks of the aggregate marks of the examination or 10% of the total marks of that course/head of passing in which he/she is failing, whichever is less. However, condonation, whether in one head of passing or aggregate head of passing be restricted to maximum of 10 Marks only.

Condonation of deficiency of marks be shown in the Grade Card /Statement of Marks in form of asterisk and Regulation number.

#### RE 2404.5 Grace Marks for NCC, NSS, Sports

Candidates appearing for examination / examinations conducted shall be eligible for the award of maximum 10 marks grace/ 0.1 grade points grace which will be added to SGPI for participation in any one of the activities mentioned below:

- a. Students who have enrolled as members of the N.C.C. and have satisfactorily completed the N.C.C. training program during the academic year, as certified by the Principal.
- b. Students who have participated in N.S.S. program and have satisfactorily completed at least 120 hours of Social Service comprising the time spent in at least

2 types of projects as certified by the Principal and forwarded by the N.S.S. Program coordinator.

c. Students who are one of the members of the team/s representing at inter - collegiate sports competitions or have secured one of the eight places in order of merit in individual sport event conducted by the University or have represented the University in sport events either at the Inter-State/ Zonal level/ National Level or at International Level and have produced the necessary certificate.

#### RE 2404.6 Rules and Regulations for the Assessment of Online Courses

The evaluation of online courses is to be done internally and externally. The weightage of Internal to External Evaluation shall be 60:40. If at any point of time the external evaluation is not available, the internal evaluation component shall be taken as 100% for that course.

#### RE 2404.7 Grace Marks for specially abled students

Institute shall follow Maharashtra Government Higher and Technical Education Department Government Resolution No.:संकीर्ण 2016/ प्र.क्र-302/ विशी-3 regarding providing facilities and concessions in examination to disabled students pursuing higher education. The government circular is attached as Annexure-2.

#### RE 2404.8 Amendments of Results

In case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such results in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, with a necessary approval of Chairman, Examination Committee, provided the errors are reported /detected within 6 months from the date of declaration of Result. Errors detected thereafter shall be placed before the Examination Committee.

#### RE 2404.9 Report Card/Grade Card Printing

The Report Card/Grade Card printing will be done immediately after the results are declared. The Report Card/Grade Card will be made available for students within 2 weeks of the declaration of results. No marks will be printed in the Report Card/Grade Sheet of the student.

Students who are successful in any semester after Re-Examination will be marked the same in the Grade Card for that respective subject/s with an Asterisk sign.

Students who are successful in any semester after Summer Special Examination will be marked the same in the Grade Card for that respective subject/s with a Dollar Sign.

#### 05. RE 2405 Unfair Means/Malpractice at Examination

USE OF UNFAIR MEANS like copying, helping to copy in the Examination Hall or any other means of attempt to copy is a Malpractice. The same is punishable under law. If anyone use any unfair means the same is punishable under MAHARASHTRA ACT No XXXI OF 1982.

The Guide lines and the Norms for Punishment under unfair means/malpractices are mentioned in Annexure-3.

#### 06. RE 2406 Examination Fee Structure

Examination Fee structure is as given below.

Regular Examination	:	Rs. 2000 per Year
Re-Examination	:	Rs. 500 per course
Re-Examination due to unfair means:		Rs. 2000 per Course
Summer Special examination	:	Rs. 5000 per Course

If any student is appearing for Summer Special Examination, Fee paid will be utilized for the conduction of summer class for the said course.

#### 07. RE 2407 Examination Remuneration Structure

Remuneration for Examination Conduction, Theory Paper Assessment, Practical/Oral Examination and the Mini and Major Project Examination will be paid as per the Annexure-4.



## Annexure 1

### Guidelines for Continuous Internal Assessment

a. Theory Courses

i. CIA:20 marks

Tool1	Tool2	Attendance & Active Participation
10 marks	05 marks	05 marks

ii. CIA :15 marks

Tool1	Tool2	Attendance & Active Participation
08 marks	04 marks	03 marks

Select any ONE for TOOL1			
Options	Group A	For CIA:20 marks	For CIA:15 marks
1	{ Numerical Assignment/s (min 20 problems) + Class test based on above numerical assignment	05 marks + 05 marks	04 marks + 04 marks
2	Assignment on live problems/ case studies, wherein problems are given prior. Students are expected to research and collect required resources. They can use the resources and solve the problem on assigned date and time in Institute premises in presence of faculty member. Or Development of Working model for demonstration of concept	10 marks	08 marks
3	{ 01 MCQ test strictly as per GATE exam pattern / level) (Please ensure that all quizzes are conducted offline, not online) + 01 Class test	05 marks +05 marks	04 marks +04 marks
	Or	Or	Or
	02 Class tests	05 marks +05 marks	04 marks +04 marks

Select any ONE for TOOL 2			
Options	Group B	For CIA: 20 marks	For CIA: 15 marks
1	Think-pair-share worksheets/ Mind mapping/Flip classroom/ Team-Pair-Solo	05 marks	04 marks
2	Open book test/ Open notes test	05 marks	04 marks
3	Article reading & summarization/ poster creation	05 marks	04 marks
4	Orals/ Group discussion/ script writing/ public speaking/ technical report writing	05 marks	04 marks

Please consider the following points for inclusion in the assessment plan:

(A) Allocate a few hours of lecture slots for student self-study prior to the assessment activity. This adjustment should be reflected in the lecture plan. (B) The schedule of activities for the semester must be approved by the Head of Department (HOD) to minimize overlapping.

b. Lab Courses

CIA: 25 marks

Lab Performance	Attendance & Active Participation
20 marks	05 marks

c. Skill Enhancement Courses

i. CIA: 50 marks

Job work with Complete Workshop book	Attendance & Active Participation
40 marks	10 marks

d. Skill Based Lab Courses

i. CIA: 50 marks

Practical Test	Continuous assessment by teacher
30 marks	20 marks

e. Mini Project

i. Sem III/V

Topic approval Presentation	Mid Semester Progress Presentation	Project Report & End Semester Internal Presentation
10 marks	15 marks	25 marks

ii. Sem IV/VI

First Progress Presentation	Mid semester Progress Presentation	Final Report
10 marks	15 marks	25 marks

f. Major Project

i. Sem VII

Topic approval Presentation	Mid Semester Progress Presentation	Project Report & End Semester Internal Presentation
10 marks	15 marks	25 marks

ii. Sem VIII

First Progress Presentation	Mid semester Progress Presentation	Final Report
10 marks	15 marks	25 marks

g. Ability Enhancement Courses

Continuous In semester assessment	Attendance & Active Participation
45 marks	05 marks

h. Internship

First Progress Presentation	Mid semester Progress Presentation	Final Report
10 marks	15 marks	25 marks

## Annexure-2

उच्च शिक्षण घेणाऱ्या दिव्यांग विद्यार्थ्यांना  
परिक्षेमध्ये सोयी-सवलती देणेबाबत.

महाराष्ट्र शासन

उच्च व तंत्र शिक्षण विभाग

शासन निर्णय क्रमांक : संकीर्ण-२०१६/प्र.क्र. ३०२/विशि-३

मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,

मंत्रालय विस्तार भवन, मुंबई - ४०० ०३२.

दिनांक :- ०४ मार्च, २०१७.

### प्रस्तावना:-

राज्यातील सर्व उच्च शिक्षण देणाऱ्या संस्थांमध्ये विशेष गरजा असणाऱ्या (दिव्यांग) विद्यार्थ्यांचे अध्ययन, अध्यापन व मुल्यमापनाची पध्दती वेगळी असणे आवश्यक आहे. विशेष गरजा असणाऱ्या (दिव्यांग) विद्यार्थ्यांना शैक्षणिक मुल्यमापनामध्ये गरजेनुसार सोयी सवलती देण्यासंदर्भात धोरण निश्चितीसाठी शासन स्तरावरून समिती गठीत करण्यात आली होती. सदर समितीच्या बैठकीमध्ये सर्व अकृषी विद्यापीठांचे परिक्षा नियंत्रक व दिव्यांगांशी संबंधित असलेल्या विविध संस्थांचे तज्ञ प्रतिनिधी उपस्थित होते. सदरहू बैठकीमध्ये दिव्यांग विद्यार्थ्यांना उच्च शिक्षणामध्ये येणाऱ्या अडचणी व परिक्षा पध्दतीमध्ये त्यांना दिल्या जात असलेल्या व आवश्यक असलेल्या सोयी सुविधांबाबत सविस्तर चर्चा करण्यात आली व त्यानुसार आवश्यक त्या सूचना व अभिप्राय मागविण्यात आले. प्राप्त अभिप्राय व सूचनांचा विचार करून उच्च शिक्षण/विद्यापीठीय शिक्षण घेणाऱ्या दिव्यांग विद्यार्थ्यांना सोयी-सुविधा देण्याबाबतचा शासन निर्णय निर्गमित करण्याचे शासनाच्या विचाराधीन होते. त्यानुसार खाली नमूद केल्याप्रमाणे शासन निर्णय घेत आहे.

### शासन निर्णय:-

विशेष गरजा असणाऱ्या (दिव्यांग) विद्यार्थ्यांची खालीलप्रमाणे वर्गवारी आहे.

१. पूर्णतः अंध (Blindness)
२. अंशतः अंध (Low vision/ Partial Blind)
३. कुष्ठरोग निवारित ( Leprosy Cured Persons)
४. कर्णबधिर (Hearing Impairment - deaf and hard of hearing )
५. लोकोमोटर डिसेबिलिटी अस्थिव्यंगासह (Locomotor Disability including Orthopedic disability)
६. शारिरीक वाढ खुंटणे (Dwarfism)
७. बौद्धिक अक्षम (मतिमंद/गतिमंद) (Intellectual Disability -Mentally challenged/Slow Learners)
८. मानसिक आजार (Mental Illness)
९. स्वमग्न (Autism Spectrum Disorder)
१०. सेरेब्रल पाल्सी (Cerebral palsy)
११. रनायुंची विकृती (Muscular Dystrophy)
१२. मज्जासंस्थेचे तीव्र आजार (Chronic Neurological Conditions)
१३. अध्ययन अक्षम (Specific Learning Disabilities)
१४. बहुविध दृघन अपदयरर (Multiple Sclerosis)
१५. भाषण (वाचा) व भाषा अक्षमत्व (Speech and Language Disability)
१६. थॅलसेमिया (Thalassemia)/ कॅन्सर (Cancer)
१७. हिमोफिलिया (Hemophilia)
१८. सिकल सेल आजार (Sickle Cell Disease)
१९. बहुविकलांग (Multiple Disabilities)

२०. ॲसिड ॲटॅक व्हिक्टिम (Acid Attack Victim)
२१. पार्किंसन्स आजार (Parkinson's disease)

**(१) उपरोक्त सर्व प्रकारातील उच्च शिक्षण संस्थांमधील/ विद्यापीठ स्तरावरील शिक्षण घेणाऱ्या दिव्यांग विद्यार्थ्यांना खालील नमूद समान सोयी-सुविधा व सवलती उपलब्ध करून देण्यात याव्यात :-**

- अ) विद्यार्थ्यांच्या सोयीनुसार जवळचे परीक्षा केंद्र देय राहिल. (शक्यतो विद्यार्थी ज्या महाविद्यालयामध्ये शिक्षण घेत आहे तेच महाविद्यालय किंवा त्याच्या घराजवळचे महाविद्यालय परीक्षाकेंद्र असावे) सर्व प्रकारच्या दिव्यांग विद्यार्थ्यांच्या उत्तरपत्रिका पी.डब्ल्यू.डी. शिक्का मुद्रित करून तपासणी करिता वेगळ्या ठेवण्याची व्यवस्था करावी.
- ब) विद्यार्थ्यांना सर्व प्रकारच्या परीक्षेच्या (Internal, External, Practical) प्रश्नपत्रिका सोडविण्यासाठी प्रति तास २० मिनिटे अधिक वेळ देय राहिल.
- क) अनुत्तीर्ण होणाऱ्या विद्यार्थ्यांना सत्रातील प्रत्येक परीक्षेमध्ये लेखी, तोंडी, प्रात्यक्षिक, अंतर्गत व प्रकल्प संशोधन परिक्षेमध्ये एकूण गुणांच्या ३ टक्के गुणांची सवलत एकाच विषयामध्ये किंवा सर्व विषयांमध्ये विभागून देण्यात यावी.
- ड) परीक्षेसाठी विद्यार्थ्यांना महाविद्यालयाचे प्राचार्य/संचालक यांचे पूर्व परवानगीने लेखनिक घेता येईल. मात्र लेखनिकांची व्यवस्था पालकांनी महाविद्यालयाचे सहकार्याने करावी अन्यथा शक्य झाल्यास महाविद्यालयाने लेखनिकांची यादी ठेवावी व या यादीतून लेखनिक देण्यात यावा. यासाठीचा पत्रव्यवहार परीक्षा आवेदनपत्र सादर करतेवेळी करण्यात यावा. आवश्यकतेनुसार सांकेतिक भाषा विश्लेषक (Sign Language Interpreter) उपलब्ध करून द्यावा.
- इ) जे विद्यार्थी आरोग्य व शारीरिक शिक्षण, समाजसेवा, बालवीर /वीरबाल/ छात्रसेना (N.C.C.) संरक्षण अभ्यास (Defence Studies) / मुलकी संरक्षण व रस्ता सुरक्षा गरत (Civil Defence and Road Safety Patrol) इत्यादी विषय पूर्ण करू शकत नाहीत, त्या विद्यार्थ्यांना या विषयात सवलत मिळण्यासाठी अर्ज दिव्यांग प्रमाणपत्रासह संबंधित महाविद्यालयामार्फत विद्यापीठाकडे पूर्व मान्यतेसाठी पाठवावा किंवा संबंधित विद्यापीठाने अशी सवलत मिळण्याबाबतचे नियम तयार करून सर्व महाविद्यालयांचे निदर्शनास आणावेत.
- ई) सर्व प्रकारच्या दिव्यांग मुलांसाठी स्पेलींग, व्याकरण, विरामचिन्हे याबाबतची गुणदान कमी करण्यात येवू नये.
- उ) यापैकी काही वर्गवारीसाठी विद्यार्थ्यांना परीक्षेसाठी वर्गात आवश्यक असलेली हजेरी/उपस्थिती बंधनकारक राहणार नाही. त्यासाठी संबंधित महाविद्यालयाच्या प्राचार्यांची परवानगी बंधनकारक राहिल.

**वरीलप्रमाणे सर्वसाधारण सोयी-सवलती सर्व दिव्यांग विद्यार्थ्यांना देय राहतील. याशिवाय त्यांचे दिव्यांगत्वाच्या प्रकारानुसार काही विशेष सोयी-सवलती खालीलप्रमाणे देय राहतील :-**

**२. पूर्णतः अंध (Blindness) व अंशतः अंध (Partial Blind) विद्यार्थ्यांकरिता सवलती :-**

- १) परीक्षा कालावधीमध्ये गणितीय पाटीचा (Trailer Frame) वापर करता येईल.
- २) परीक्षा कालावधीत आवाजाच्या गणकयंत्राचा (Talking Calculator) वापर करता येईल.
- ३) अंशतः अंध विद्यार्थ्यांना उत्तरपत्रिका लिहिण्यासाठी रकेचपेनचा व प्रश्नपत्रिका वाचण्यासाठी ग्लास मॅग्नीफायरचा वापर करता येईल.
- ४) अंशतः अंध विद्यार्थ्यांसाठी मोठ्या अक्षरातील (Arial २० size) प्रश्नपत्रिका छापण्यात यावी.

- ५) परिक्षेच्या वेळी गरजेनुसार अॅबॅकस व भूमितीय साहित्य साधनाचा वापर करता येईल. आकृत्या, नकाशे, तक्ते इ. न काढण्याची सवलत देय राहिल, त्याचे गुण त्या विद्यार्थ्याला त्या प्रमाणात देण्यात येतील अथवा आकृत्या, नकाशे, तक्ते इ. प्रश्नांसाठी पर्यायी प्रश्न देण्यात यावेत.
- ६) प्रात्यक्षिक परीक्षेऐवजी या विद्यार्थ्यांना या विषयाची तोंडी परीक्षा/बहुपर्यायी उत्तरे असलेली लेखी परीक्षा (प्रात्यक्षिकांवर आधारित) देता येईल. तोंडी परीक्षेत प्रात्यक्षिकांवर आधारित प्रश्न विचारले जावेत.
- ७) जर एखादया विद्यार्थ्याला संगणकाच्या द्वारे परीक्षा दयावयाची असल्यास स्क्रीन रिडींग सॉफ्टवेअर असलेला संगणक- NVDA Software/तत्सम इतर संगणक प्रणालीचा वापर करता येईल. परंतु त्यासाठी विद्यापीठाची पूर्व परवानगी घेणे आवश्यक राहिल.
- ८) विद्यार्थ्यांना टेपरेकॉर्डरद्वारे प्रश्न देण्यात यावेत आणि त्यांनी प्रश्नांना दिलेली उत्तरे टेपरेकॉर्डवर रेकॉर्ड करण्यात यावीत व त्यांच्या बसण्याची स्वतंत्र व्यवस्था असावी.
- ९) ज्यावेळी दृष्टीहीन मुलगा बऱ्याच वेळेपासून ब्रेलमध्ये लिहित असेल आणि ज्यामुळे त्याला थकवा जाणवत असेल अशावेळी त्यास काही काळ विश्रांती देण्यात यावी, तथापि ही वेळ सवलतीच्या एकूण वेळेपेक्षा जास्त नसावी.
- १०) ज्यावेळी ब्रेलवाचन, लेखन चाचणी असेल अशावेळी ब्रेललिपीतील चुकांबाबत गुण कमी करू नयेत. तसेच गरज असेल अशावेळी मौखिक पध्दतीने प्रश्नांची उत्तरे विचारून त्याला कितपत ज्ञान आहे याबद्दल चाचणी घेण्यात यावी. चित्र/आकृत्या/नकाशे याऐवजी पर्यायी प्रश्न देण्यात यावेत. वस्तुनिष्ठ प्रश्नांसाठी सुस्पष्ट सूचना देण्यात याव्यात.
- ११) ज्यावेळेस निबंधात्मक प्रश्न असतात आणि ते प्रश्न ब्रेलमध्ये लिहितात अशावेळी सदर प्रश्नावर गुणदान करतांना उत्तरे मोठ्या प्रमाणात लिहिलेले आहे हे न पाहता मुख्य मुद्द्यांवर (Key Points) वर लक्ष देण्यात यावे. महाविद्यालयाने याविषयीचा पत्रव्यवहार विद्यापीठाशी करणे अत्यावश्यक आहे.
- १२) प्रकल्पावर आधारित लेखी परिक्षेऐवजी तोंडी परीक्षा घेण्यात यावी.

**(३) कुष्ठरोग निवारित (Leprosy Cured Persons) विद्यार्थ्यांसाठी सवलती :-**

१. ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे.
२. शिकत असलेल्या महाविद्यालयातच शरीराची योग्य स्थिती आणि बसण्याच्या व्यवस्थेसाठी अनुकूल तयार केलेले टेबल, टायपिंग मशीन, खुर्च्या यांची या विद्यार्थ्यांसाठी व्यवस्था करण्यात यावी. यासाठी संबंधित महाविद्यालयाने विद्यापीठाची मान्यता/पूर्वपरवानगी घ्यावी.
३. अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाली ; परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पिटल मध्ये दाखल व्हावे लागले तर अशा प्रसंगी विद्यार्थ्यांच्या भविष्याचा विचार करून त्यास पुनःपरीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.
४. विद्यार्थ्यांना लिहायला सोयीचे व्हावे यासाठी वेगळ्या प्रकारची पेन्सिल, पेन, ग्रीपर, संगणक देण्याची व्यवस्था उपलब्ध व्हावी.
५. गरजेनुसार लेखनिक घेण्याची परवानगी देण्यात यावी.

**(४) कर्णबधिर विद्यार्थ्यांसाठी (Hearing Impairment-deft and hard of hearing) सवलती :-**

- १) प्रश्नाचे उत्तर अपेक्षित शब्दमर्यादेपेक्षा कमी शब्द मर्यादेत लिहिता येईल. दीर्घांतरी प्रश्नांची उत्तरे मुद्यांमध्ये लिहिता येतील. दिर्घांतरी प्रश्नांमध्ये मुख्य मुद्यांच्या अनुषंगाने (Key points) उत्तर लिहील्यास परिक्षकांनी उत्तरामध्ये थोडक्यात विषयाच्या अनुषंगाने माहिती/उत्तरे दिली आहेत का ते तपासून गुणदान करावे.
- २) या मुलांसाठी स्पेलींग, व्याकरण, विरामचिन्हे या बाबतीत गुणदान कमी करण्यात येऊ नयेत.
- ३) सर्व विषयाच्या प्रश्नपत्रिकेमध्ये प्रश्नांची शब्दरचना सरळ व सोपी असावी. मौखिक मुल्यमापनासाठी लेखीचा पर्याय असावा.
- ४) आवश्यकता असल्यास अशा विद्यार्थ्यांना वाचनिक/ सूचक (Prompter) देण्यात यावा.
- ५) गरजेनुसार विद्यार्थ्यांला त्यास हव्या त्या भाषेत पेपरी लिहिण्याची परवानगी देण्यात यावी.

**(५) लोकोमोटर डिसेबिलिटी अस्थिव्यंगासह (Locomotor Disability Including Orthopedic Disability), बहुविकलांगता (Multiple Disabilities) व सेरेब्रल पाल्सी (Cerebral Palsy) विद्यार्थ्यांसाठी सवलती :-**

- १) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत तेच महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे. शिकत असलेल्या महाविद्यालयातच शरीराची योग्य स्थिती आणि बसण्यासाठी अनुकूल असे तयार केलेले टेबल, टायपिंग मशीन, खुर्चा यांची या विद्यार्थ्यांसाठी व्यवस्था करावी लागेल. तथापि, यासाठी संबंधित महाविद्यालयाने विद्यापीठाची मान्यता/पूर्व परवानगी घ्यावी.
- २) ज्या विद्यार्थ्यांना आवश्यकता असेल त्यांना उत्तरपत्रिका टाईप करणे किंवा लिहिण्यासाठी तसेच पूर्ण प्रश्नपत्रिका किंवा प्रश्नपत्रिकेचा काही भाग लिहिण्यासाठी लेखनिक घेण्यास परवानगी देण्यात येईल. जर हे विद्यार्थी स्वतः प्रश्नपत्रिका सोडवत असताना मधेच थकले ; पुढे प्रश्नपत्रिका सोडवू शकत नाही असे वाटल्यास त्यांना महाविद्यालयातील प्रत्यक्ष अध्यापनाशी संबंध नसलेला कोणताही कर्मचारी लेखनिक म्हणून देता येईल. हा कर्मचारी या विद्यार्थ्यांने बोललेली भाषा समजू शकत असावा. या लेखनिकांची काळजीपूर्वक निवड करावी हा लेखनिक बहुविकलांग, सेरेब्रल पाल्सी, लोकोमोटर डिसेबिलिटी विद्यार्थी काय सांगतो ते समजून लिहू शकेल असा असावा.
- ३) आकृत्या, नकाशे, तक्ते इ. न काढण्यासाठी सवलत देय राहिल. याचे गुण त्या विद्यार्थ्यांला त्याचे प्रमाणात देण्यात यावेत.
- ४) प्रात्यक्षिक परीक्षेऐवजी या विद्यार्थ्यांना या विषयाची तोंडी परीक्षा/बहुपर्यायी उत्तरे असलेली लेखी परीक्षा (प्रात्यक्षिकांवर आधारित) देता येईल. तोंडी परीक्षेत प्रात्यक्षिकांवर आधारित प्रश्न विचारले जावेत.
- ५) या मुलांना अतिरिक्त सूचना किंवा संकेताची गरज भासते, तेव्हा परिक्षेच्या वेळी त्यांची बैठकीची वेगळी व्यवस्था करण्यात यावी.
- ६) अशा विद्यार्थ्यांच्या परिक्षासाठी तांत्रिक पध्दतीचा वापर करण्यात यावा.(उदा.संगणक व संगणक प्रणाली Voice Synthesizer)
- ७) प्रश्नाची प्रक्रिया जाणून घेण्यासाठी संप्रेषण बोर्ड (Communication Board) चा वापर करावा.
- ८) अनुकूलनशील साहित्य आणि उपकरणांचा वापर करू देण्यात यावा. उदा.पेन्सिल व ग्रीप्स.
- ९) हे विद्यार्थी जास्त दाब देऊन लिहितात त्यासाठी आवश्यकतेनुसार कागद/उत्तरपत्रिका जाड पानांची देण्यात यावी.

**(६) शारिरीक वाढ खुंटणे (Dwarfism) :-**

- १) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत तेच महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात येईल. शिकत असलेल्या महाविद्यालयातच शरीराची योग्य स्थिती आणि बसण्याच्या व्यवस्थेसाठी अनुकूल तयार केलेले टेबल, टायपिंग मशीन, खुर्च्या यांची या विद्यार्थ्यांसाठी व्यवस्था करावी. तथापि, यासाठी संबंधित महाविद्यालयाने विद्यापीठाची मान्यता/पूर्व परवानगी घ्यावी.
- २) लेखनिक घेण्याची परवानगी देण्यात यावी.
- ३) आवश्यकता असेल तर वाचनिक/सूचक घेण्याची परवानगी असावी.

**(७) बौद्धिक अक्षम (मतिमंद/गतिमंद) (Intellectual Disability-Mentally challenged/ Slow Learners) :-**

- १) विद्यार्थ्यांना आकृत्या, नकाशे, तक्ते इ. न काढण्याची सवलत देण्यात यावी. त्यासाठीचे गुण त्या विद्यार्थ्यांला त्याच प्रमाणात देण्यात यावेत.
- २) विद्यार्थ्यांना उत्तरपत्रिका टाईप करून वा लिहून देण्याची परवानगी प्रदान करण्यात यावी. त्यांना पूर्ण प्रश्नपत्रिका वा प्रश्नपत्रिकेचा काही भाग लिहिण्यासाठी लेखनिक घेण्यास परवानगी देण्यात येईल. हे विद्यार्थी स्वतः प्रश्नपत्रिका सोडवत असताना मध्येच थकले, पुढे प्रश्नपत्रिका सोडवू शकत नाही असे वाटल्यास त्यांना महाविद्यालयातील प्रत्यक्ष अध्यापनाशी संबंध नसलेला कोणताही कर्मचारी लेखनिक म्हणून घेता येईल. हा कर्मचारी या विद्यार्थ्यांने बोललेली भाषा समजू शकत असावा. या लेखनिकांची काळजीपूर्वक निवड करावी. हा लेखनिक अध्ययन अक्षम विद्यार्थी काय सांगतो ते समजून लिहू शकेल असा असावा.
- ३) प्रात्यक्षिक परीक्षेऐवजी त्या विद्यार्थ्यांना त्या विषयाची तोंडी परीक्षा/बहूपर्यायी उत्तरे असलेली लेखी परीक्षा (प्रात्यक्षिकांवर आधारित) देता येईल. तोंडी परीक्षेत प्रात्यक्षिकांवर आधारित प्रश्न विचारले जावेत.
- ४) या गटात मोडणाऱ्या अनेक विद्यार्थ्यांची कारक कौशल्ये अविकसित असतात याचा विचार करून त्यांना वेगळ्या प्रकारची पेन्सिल, पेन, ग्रीपर, गणकयंत्र वापरण्याची परवानगी द्यावी.
- ५) आवश्यकतेनुसार प्रौढ लेखनिक देण्यात यावा.

**(८) मानसिक आजार (Mental Illness):-**

- १) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते महाविद्यालय अथवा घराजवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे.
- २) या विद्यार्थ्यांची परीक्षा वेगळ्या वर्गात घेण्यात यावी.
- ३) विद्यार्थी अचानक आक्रमक/हिंसक बनला तर परिस्थिती हाताळू शकेल असाच पर्यवेक्षक नेमावा.
- ४) लेखी परीक्षेऐवजी ऑडिओ/व्हीडीओ रेकॉर्डर वापरून मौखिक परीक्षा घेण्याची परवानगी देण्यात यावी.

**(९) स्वग्न (Autism Spectrum Disorder) विद्यार्थ्यांसाठी सवलती :-**

- १) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे. त्यांच्या महाविद्यालयातच या मुलांसाठी विशेष तयार केलेले टेबल, टायपिंगमशीन, संगणक, गणकयंत्र, खुर्च्या यांची व्यवस्था करण्यात यावी.



- २) विद्यार्थ्यांना उत्तरपत्रिका टाईप करून वा लिहून देण्याची परवानगी देण्यात येईल. त्यांना पूर्ण उत्तरपत्रिका किंवा उत्तरपत्रिकेचा काही भाग लिहिण्यासाठी लेखनिक घेण्यास परवानगी देण्यात यावी. जर हे विद्यार्थी स्वतः प्रश्नपत्रिका सोडवत असताना मधेच थकले, पुढे प्रश्नपत्रिका सोडवू शकत नाहीत असे वाटल्यास, त्यांना महाविद्यालयातील प्रत्यक्ष अध्यापनाशी संबंध नसलेला कोणताही कर्मचारी लेखनिक म्हणून घेता येईल. हा कर्मचारी या विद्यार्थ्यांने बोललेली भाषा समजू शकत असावा. या लेखनिकांची काळजीपूर्वक निवड करावी. हा लेखनिक ऑटिस्टिक विद्यार्थी काय सांगतो ते लिहू शकेल असा असावा.
- ३) विद्यार्थ्यांच्या सुरक्षिततेसाठी त्याला खात्री वाटेल अशी व्यक्ती परीक्षा वर्गाजवळ उपस्थित रहाण्याची परवानगी देण्यात यावी.
- ४) विद्यार्थ्यांना आकृत्या, नकाशे/तक्ते इ. न काढण्याची सवलत देण्यात येईल. त्याचे गुण त्या विद्यार्थ्यांला त्या प्रमाणात देण्यात येतील.
- ५) प्रात्यक्षिक आणि प्रकल्प परीक्षेस विद्यार्थ्यांना या विषयाची तोंडी परीक्षा/बहुपर्यायी उत्तरे असलेली लेखी परीक्षा (प्रात्यक्षिकांवर आधारित) देता येईल. तोंडी परीक्षेत प्रात्यक्षिकांवर आधारित प्रश्न विचारले जावेत.
- ६) मौखिक मुल्यमापनासाठी लेखीचा पर्याय असावा.
- ७) आवश्यकतेनुसार प्रौढ लेखनिक देण्यात यावा.
- ८) आवश्यकतेनुसार वाचनिक/Prompter (सूचक) देण्यात यावा.
- ९) प्रश्नाचे उत्तर अपेक्षित शब्दमर्यादेपेक्षा कमी शब्द मर्यादेत लिहिता येईल. दिर्घोत्तरी प्रश्नाची उत्तरे मुद्यांमध्ये (Key Points) लिहिता येतील. दिर्घोत्तरी प्रश्नांमध्ये मुख्य मुद्यांच्या अनुषंगाने उत्तर दिल्यास परीक्षकांनी परीक्षेतील उत्तरामध्ये थोडक्यात विषयाच्या अनुषंगाने माहिती/उत्तरे दिली आहेत का ते तपासून गुणदान करावे.
- १०) या विद्यार्थ्यांची परीक्षा वेगळ्या वर्गात घेण्यात यावी.
- ११) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पिटलमध्ये दाखल व्हावे लागल्यास अशा विद्यार्थ्यांच्या भविष्याचा विचार करून त्यांना पुनःपरीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.
- १२) या गटात मोडणाऱ्या अनेक विद्यार्थ्यांची कारक कौशल्य अविकसित असतात. याचा विचार करून त्यांना वेगळ्या प्रकारची पेन्सिल, पेन, ग्रीपर, गणकयंत्र वापरण्याची परवानगी देण्यात यावी.
- ११) अनिवार्य विषयाऐवजी (सायन्स, गणित इ.) विद्यार्थ्यांला त्याला झेपेल असा विषय निवडून परीक्षा देण्याची परवानगी देण्यात यावी.

**(१०) स्नायुंची विकृती (Muscular Dystrophy)/ मेंदू व मज्जापेशी काठीण्य (Multiple Sclerosis) विद्यार्थ्यांसाठी सवलती :-**

- १) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे.
- २) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पिटलमध्ये दाखल व्हावे लागल्यास अशा विद्यार्थ्यांच्या भविष्याचा विचार करून त्यांना पुनःपरीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.

- ३) या विद्यार्थ्यांची बैठक व्यवस्था वेगळ्या वर्गात करावी. वेळ प्रसंगी स्पेशल पर्यवेक्षकाची नेमणूक करावी. परीक्षा विभाग प्रमुख, महाविद्यालयीन अधिकारी यांच्या परवानगीने आवश्यकता असेल तर परीक्षा हॉस्पिटल अथवा विद्यार्थ्यांच्या घरी घेण्यात यावी.
- ४) लेखी परीक्षेऐवजी ऑडिओ/व्हीडीओ रेकॉर्डर वापरून मौखिक परीक्षा घेण्याची परवानगी देण्यात यावी.

**(११) मज्जासंस्थेचे तीव्र आजार (Chronic Neurological Conditions) :-**

- १) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे.
- २) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पिटलमध्ये दाखल व्हावे लागल्यास अशा तर विद्यार्थ्यांच्या भविष्याचा विचार करून त्यांना पुनःपरीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.
- ३) या विद्यार्थ्यांची बैठक व्यवस्था वेगळ्या वर्गात करावी. वेळ प्रसंगी स्पेशल पर्यवेक्षकाची नेमणूक करावी. परीक्षा विभाग प्रमुख, महाविद्यालयीन अधिकारी यांच्या परवानगीने आवश्यकता असेल तर परीक्षा हॉस्पिटल अथवा विद्यार्थ्यांच्या घरी घेण्यात यावी.
- ४) लेखी परीक्षेऐवजी ऑडिओ/व्हीडीओ रेकॉर्डर वापरून मौखिक परीक्षा घेण्याची परवानगी देण्यात यावी.

**(१२) अध्ययन अक्षम (Specific Learning Disabilities) विद्यार्थ्यांसाठी सवलती :-**

- १) विद्यार्थ्यांना आकृत्या, नकाशे, तक्ते इ. न काढण्यासाठी सवलत देण्यात यावी. सदरचे गुण त्या विद्यार्थ्यांला, त्या प्रमाणात देण्यात यावेत.
- २) विद्यार्थ्यांना उत्तरपत्रिका टाईप करून वा लिहून देण्याची परवानगी देण्यात येईल. त्यांना पूर्ण उत्तरपत्रिका किंवा उत्तरपत्रिकेचा काही भाग लिहिण्यासाठी लेखनिक घेण्यास परवानगी देण्यात येईल. जर हे विद्यार्थी स्वतः प्रश्नपत्रिका सोडवत असताना मधेच थकले, पुढे प्रश्नपत्रिका सोडवू शकत नाही असे वाटल्यास त्यांना महाविद्यालयातील प्रत्यक्ष अध्यापनाशी संबंध नसलेला कोणताही कर्मचारी लेखनिक म्हणून घेता येईल. हा कर्मचारी या विद्यार्थ्यांने बोललेली भाषा समजू शकत असावा. या लेखनिकांची काळजीपूर्वक निवड करावी. हा लेखनिक अध्ययन अक्षम विद्यार्थी काय सांगतो ते समजून लिहू शकेल असा असावा.
- ३) प्रात्यक्षिक आणि प्रकल्प परीक्षेस विद्यार्थ्यांना या विषयाची तोंडी परीक्षा/बहुपर्यायी उत्तरे असलेली लेखी परीक्षा (प्रात्यक्षिकांवर आधारित) देता येईल. तोंडी परीक्षेत प्रात्यक्षिकांवर आधारित प्रश्न विचारले जावेत.
- ४) या गटात मोडणाऱ्या अनेक विद्यार्थ्यांची कारक कौशल्ये अविकसित असतात. याचा विचार करून त्यांना वेगळ्या प्रकारची पेन्सिल, पेन, ग्रीपर, गणकयंत्र वापरण्याची परवानगी देण्यात यावी.
- ५) लेखी परीक्षेऐवजी ऑडिओ/व्हीडीओ रेकॉर्डर वापरून मौखिक परीक्षा घेण्याची परवानगी देण्यात यावी.
- ६) आवश्यकतेनुसार प्रौढ लेखनिक देण्यात यावा.
- ७) प्रश्नाचे उत्तर अपेक्षित शब्दमर्यादेपेक्षा कमी शब्द मर्यादेत लिहिता येईल. दिर्घोत्तरी प्रश्नाची उत्तरे मुद्यांमध्ये (Key Points) लिहिता येतील. अशा दिर्घोत्तरी प्रश्नांमध्ये मुख्य मुद्यांच्या

अनुषंगाने उत्तर लिहील्यास परिक्षकांनी उत्तरामध्ये थोडक्यात विषयाच्या अनुषंगाने माहिती/उत्तरे दिली आहेत का ते तपासून गुणदान करावे.

**(१३) मेंदू व मज्जापेशी काठीण्य (Multiple Sclerosis) विद्यार्थ्यांसाठी सवलती :-**

- १) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे.
- २) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पिटलमध्ये दाखल व्हावे लागल्यास त्या विद्यार्थ्यांच्या भविष्याचा विचार करून त्यांना पुनःपरीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.
- ३) या विद्यार्थ्यांची बैठक व्यवस्था वेगळ्या वर्गात करावी. वेळ प्रसंगी स्पेशल पर्यवेक्षकाची नेमणूक करावी. परीक्षा विभाग प्रमुख, महाविद्यालयीन अधिकारी यांच्या परवानगीने आवश्यकता असेल तर परीक्षा हॉस्पिटल अथवा विद्यार्थ्यांच्या घरी घेण्यात यावी.
- ४) लेखी परीक्षेऐवजी ऑडिओ/व्हीडीओ रेकॉर्डर वापरून मौखिक परीक्षा घेण्याची परवानगी देण्यात यावी.

**(१४) भाषण (वाचा) व भाषा अक्षमत्व (Speech and Language Disability) असलेल्या विद्यार्थ्यांसाठी सवलती :-**

- १) ज्यावेळेस निबंधात्मक प्रश्न असतात अशावेळी सदर प्रश्नावर गुणदान करतांना उत्तरे मोठ्या प्रमाणात लिहिलेले आहे हे न पाहता मुख्य मुद्द्यांवर (Key Points) वर लक्ष देण्यात यावे. महाविद्यालयाने याविषयीचा पत्रव्यवहार विद्यापीठाशी करणे अत्यावश्यक आहे.
- २) विद्यार्थ्यांना आकृत्या, नकाशे/तक्ते इ. न काढण्याची सवलत देण्यात यावी. त्याचे गुण त्या विद्यार्थ्यांला त्या प्रमाणात देण्यात यावेत अथवा त्यासाठी पर्यायी प्रश्न विचारण्यात यावेत.
- ३) अनिवार्य विषयाऐवजी (सायन्स, गणित इ.) विद्यार्थ्यांला त्यास झेपेल असा विषय निवडून परीक्षा देण्याची परवानगी देण्यात यावी.
- ४) तोंडी परीक्षा लेखी स्वरूपात स्वरूपाची परवानगी देण्यात यावी.

**(१५) थॅलसेमिया (Thalassemia)/ कॅन्सर (Cancer):-**

- १) महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात येईल. त्यांच्या महाविद्यालयातच या मुलांसाठी विशेष तयार केलेले टेबल, टायपिंग मशीन, खुर्च्याची व्यवस्था करण्यात यावी. तथापि, यासाठी संबंधित महाविद्यालयाने विद्यापीठाची मान्यता/पूर्व परवानगी घ्यावी.
- २) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पिटलमध्ये दाखल व्हावे लागले तर विद्यार्थ्यांच्या भविष्याचा विचार करून त्यांना पुनःपरीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.
- ३) इन्फेक्शनची शक्यता लक्षात घेऊन या विद्यार्थ्यांसाठी बैठक व्यवस्था वेगळ्या वर्गात करावी. वेळ प्रसंगी स्पेशल पर्यवेक्षकाची नेमणूक करावी व परीक्षा विद्यार्थ्यांच्या घरी घेण्यात यावी.
- ४) विद्यार्थ्यांना लिहावयाचे सोयीचे व्हावे यासाठी वेगळ्या प्रकारची पेन्सिल, पेन, ग्रीपर, संगणक देण्याची व्यवस्था उपलब्ध करावी.

- ५) गरज असल्यास त्यांना लेखनिक घेण्याची परवानगी देण्यात यावी.
- ६) विद्यार्थ्यांच्या सुरक्षिततेसाठी त्याला खात्री वाटेल अशी व्यक्ती परीक्षा वर्गाजवळ उपस्थित रहाण्याची परवानगी देण्यात यावी.
- ७) यापेक्षा वेगळ्या सोयी हव्या असतील तर पालक विषय शिक्षक, प्राचार्य व परीक्षा विभाग प्रमुख यांच्या समन्वयाने ठरविण्यात यावे.

**(१६) हिमोफिलिया (Hemophilia):-**

- १) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात येईल. त्यांच्या महाविद्यालयातच या मुलांसाठी विशेष तयार केलेले टेबल, टायपिंग मशीन, खुर्च्याची व्यवस्था करण्यात यावी. तथापि, यासाठी संबंधित महाविद्यालयाने विद्यापीठाची मान्यता/पूर्व परवानगी घ्यावी.
- २) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पिटलमध्ये दाखल व्हावे लागल्यास विद्यार्थ्यांच्या भविष्याचा विचार करून त्यांना पुनःपरीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.
- ३) इन्फेक्शनची शक्यता लक्षात घेऊन या विद्यार्थ्यांसाठी बैठक व्यवस्था वेगळ्या वर्गात करावी. वेळ प्रसंगी स्पेशल पर्यवेक्षकाची नेमणूक करावी व परीक्षा विद्यार्थ्यांच्या घरी घेण्यात यावी.
- ४) विद्यार्थ्यांना लिहावयाचे सोयीचे व्हावे यासाठी वेगळ्या प्रकारची पेन्सिल , पेन, ग्रीपर, संगणक देण्याची व्यवस्था उपलब्ध करावी.
- ५) गरज असल्यास त्यांना लेखनिक घेण्याची परवानगी देण्यात यावी.
- ६) विद्यार्थ्यांच्या सुरक्षिततेसाठी त्याला खात्री वाटेल अशी व्यक्ती परीक्षा वर्गाजवळ उपस्थित रहाण्याची परवानगी देण्यात यावी.
- ७) यापेक्षा वेगळ्या सोयी हव्या असतील तर पालक विषय शिक्षक, प्राचार्य व परीक्षा विभाग प्रमुख यांच्या समन्वयाने ठरविण्यात यावे.

**(१७) सिकल सेल (Sickle Cell Disease):-**

- १) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात येईल. त्यांच्या महाविद्यालयातच या मुलांसाठी विशेष तयार केलेले टेबल, टायपिंग मशीन, खुर्च्याची व्यवस्था करण्यात यावी. तथापि, यासाठी संबंधित महाविद्यालयाने विद्यापीठाची मान्यता/पूर्व परवानगी घ्यावी.
- २) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पिटलमध्ये दाखल व्हावे लागल्यास विद्यार्थ्यांच्या भविष्याचा विचार करून त्यांना पुनःपरीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.
- ३) इन्फेक्शनची शक्यता लक्षात घेऊन या विद्यार्थ्यांसाठी बैठक व्यवस्था वेगळ्या वर्गात करावी. वेळ प्रसंगी स्पेशल पर्यवेक्षकाची नेमणूक करावी व परीक्षा विद्यार्थ्यांच्या घरी घेण्यात यावी.
- ४) विद्यार्थ्यांना लिहावयाचे सोयीचे व्हावे यासाठी वेगळ्या प्रकारची पेन्सिल , पेन, ग्रीपर, संगणक देण्याची व्यवस्था उपलब्ध करावी.
- ५) गरज असल्यास त्यांना लेखनिक घेण्याची परवानगी देण्यात यावी.

- ६) विद्यार्थ्यांच्या सुरक्षिततेसाठी त्याला खात्री वाटेल अशी व्यक्ती परीक्षा वर्गाजवळ उपस्थित रहाण्याची परवानगी देण्यात यावी.
- ७) यापेक्षा वेगळ्या सोयी हव्या असतील तर पालक विषय शिक्षक, प्राचार्य व परीक्षा विभाग प्रमुख यांच्या समन्वयाने ठरविण्यात यावे.

**(१८) ॲसिड ॲटॅक व्हिक्टिम (Acid Attack Victim) विद्यार्थ्यांसाठी सवलती :-**

- १) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे.
- २) शिकत असलेल्या महाविद्यालयातच शरीराची योग्य स्थिती आणि बसण्यासाठी अनुकूल असे तयार केलेले टेबल, टायपिंग मशीन, खुर्च्या यांची या विद्यार्थ्यांसाठी व्यवस्था करण्यात यावी. तथापि, यासाठी संबंधित महाविद्यालयाने विद्यापीठाची मान्यता/पूर्व परवानगी घ्यावी.
- ३) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पिटलमध्ये दाखल व्हावे लागल्यास विद्यार्थ्यांच्या भविष्याचा विचार करून त्यांना पुनःपरीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.
- ४) विद्यार्थ्यांना लिहावयाचे सोयीचे व्हावे यासाठी वेगळ्या प्रकारची पेन्सिल , पेन, ग्रीपर, संगणक देण्याची व्यवस्था उपलब्ध करून द्यावी.
- ५) गरज असल्यास त्यांना लेखनिक घेण्याची परवानगी द्यावी.

**(१९) पार्किंसन्स (Parkinson's Disease):-**

- १) ज्यावेळेस निबंधात्मक प्रश्न असतात अशावेळी सदर प्रश्नावर गुणदान करतांना उत्तरे मोठ्या प्रमाणात लिहिलेले आहे हे न पाहता मुख्य मुद्द्यांवर(Key Points) वर लक्ष देण्यात यावे. महाविद्यालयाने याविषयीचा पत्रव्यवहार विद्यापीठाशी करणे अत्यावश्यक आहे.
- २) विद्यार्थ्यांना आकृत्या, नकाशे/तक्ते इ. न काढण्याची सवलत देण्यात यावी. त्याचे गुण त्या विद्यार्थ्यांला त्या प्रमाणात देण्यात यावेत अथवा त्यासाठी पर्यायी प्रश्न विचारण्यात यावेत.
- ३) तोंडी परीक्षा लेखी स्वरूपाची परवानगी देण्यात यावी.

उपरोक्त नमुद वर्गवारीतील दिव्यांग विद्यार्थी ज्या महाविद्यालयामध्ये शिक्षण घेत आहे त्या महाविद्यालयातील प्राचार्यांनी या शासन निर्णयामध्ये नमुद केलेल्या सर्व सवलती व सुविधा या विशेष गरजा असणाऱ्या विद्यार्थ्यांना मिळतील याची दक्षता घ्यावी. सदर शासन निर्णय राज्यातील उच्च व तंत्र शिक्षण विभागातर्गत येणाऱ्या सर्व विद्यापीठे व त्यांच्या संलग्नीत असणारी सर्व महाविद्यालये तसेच राज्यशासना मार्फत विशेष कायद्यान्वये स्थापन करण्यात आलेल्या सर्व स्वयं अर्थसहाय्यीत विद्यापीठांना लागू राहिल. सदर आदेशाची प्रभावी अंमलबजावणी होईल हे पाहण्याची जबाबदारी सर्व उपरोक्त नमुद विद्यापीठांची राहिल.

सदरहू शासन निर्णयाची तात्काळ प्रभावीपणे अंमलबजावणी करण्यात येत आहे.

सदर शासन निर्णय महाराष्ट्र शासनाच्या [www.maharashtra.gov.in](http://www.maharashtra.gov.in) या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०१७०३०४१३१६२५२३०८ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

**Siddharth  
Kharat**

Digitally signed by Siddharth Kharat  
DN: cn=, o=Government Of Maharashtra, ou=Higher And  
Technical Education Department, postalCode=400032,  
st=Maharashtra,  
2.5.4.20-cf8fcb55012423727bec629d954713c1ec2962af  
ca9b909643170e56321cb24, cn=Siddharth Kharat  
Date: 2017.03.04 17:49:42 +05'30'

**(सिध्दार्थ खरात)**

**उप सचिव, महाराष्ट्र शासन**

**प्रति,**

१. मा.राज्यपाल यांचे सचिव, राजभवन, मुंबई.
२. मा.मुख्यमंत्री यांचे अप्पर मुख्य सचिव, मंत्रालय, मुंबई.
३. मा. मंत्री, उच्च व तंत्रशिक्षण यांचे विशेष कार्य अधिकारी, मंत्रालय, मुंबई.
४. मा. राज्यमंत्री, उच्च व तंत्रशिक्षण यांचे खाजगी सचिव, मंत्रालय, मुंबई.
५. मा. अप्पर मुख्य सचिव, उच्च व तंत्रशिक्षण यांचे स्वीय सहाय्यक, मंत्रालय, मुंबई.
६. सर्व अकृषी विद्यापीठांचे कुलगुरु / कुलसचिव.
७. राज्यातील सर्व स्वयं अर्थसहाय्यीत विद्यापीठांचे कुलगुरु / कुलसचिव.
८. सर्व संचालक, उच्च व तंत्र शिक्षण, महाराष्ट्र राज्य.
९. उप सचिव, (विशि) (मशि) (तांशि) उच्च व तंत्र शिक्षण विभाग यांचे स्वीय सहाय्यक, मंत्रालय, मुंबई.
१०. निवड नस्ती- विशि-३.

## Annexure-3

### Unfair Means/Malpractice: Guidelines and Norms

#### 1. Guidelines

- No student shall use unfair means or indulge in disorderly conduct at MSE or ESE. In case of unfair means / malpractices observed by Invigilator /Vigilance Squad / Course Instructor during the examination, the respective Answer Book shall be sealed along with the concerned material belongings in an envelope with the undertaking signed by the student and overleaf signed by Senior Supervisor/Chief Conductor, Invigilator / Vigilance Squad / Course instructor. Such sealed envelope labelled in specific format shall be submitted to Exam Cell. All submitted envelopes shall be filed and stored in lock and key for presenting to the Disciplinary Committee for Examination and Evaluation.
- The Disciplinary Committee for Examination and Evaluation shall conduct a meeting and call every accused student to listen. After listening to all the arguments and deliberations the student will be asked to give a written statement regarding the incident.
- The committee takes the decisions under the law and recommends the principal or the concerned official who may be involved in the implementation of such decisions to act upon.
- The unfair means / malpractices shall include the following:  
Possession of:
  - a. Any paper, book, note or any other unauthorized material relevant to the syllabus of the examination paper concerned, unless it is allowed for Open Book Examination.
  - b. Mobile Phones or any electronic gadget other than calculator, even in switch off mode, which shall potentially be used for communication or copying.
  - c. Another student's answer sheet.
  - d. Anything written on any other instrument or any kind of furniture or hall ticket of any substance which may have relevance to the syllabus of the examination paper concerned.
  - e. Anything written or signs made on the body of the student or his / her clothes / garments, handkerchief, etc. which may have relevance to the syllabus of the course concerned.
  - f. Anything written on the question paper which may have relevance to the syllabus of the examination of the concerned course.
  - g. Giving or receiving assistance in answering the question papers to or from any other student / person in the examination hall or outside during the examination hours.
  - h. Talking to another student or any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator.

- i. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
- j. Impersonating any student or getting impersonated by any person for taking the examination.
- k. Disorderly conduct or disturbing other students, at or in connection with an examination.
- l. Any other way which may be interpreted or potentially used for copying.

- Norms for Punishment.

It is mandatory that all students shall follow the guideline mentioned above regarding the unfair means practices. The Norms of punishments for any unfair means act are as given in the Table below.

No	Act of Unfair Means	Punishment
i.	If a student is found having in his possession of any material relevant to the syllabus of the concerned course of examination but has not copied from or used it.	The cancellation of the examination of that particular course and the student shall be awarded grade FF in that course. No Re-Examination is permitted.
ii.	However, if the material found in possession of the student is of insignificant in nature or possession of Mobile Phones or any electronic gadget other than calculator, even in switch off mode.	He/ She may be relaxed to the extent that the student shall be given a chance to appear in the Re-examination.
iii.	If a student is found having in his possession the answer paper of another student	The cancellation of the examination of that particular course and shall be awarded grade FF in that course for both the students involved. No Re-Examination is permitted.
iv.	If a student is found during examination / evaluation to have copied from or used the material caught	The cancellation of the examination of that particular course and grade FF shall be awarded.
v.	If the behavior of a student on being caught is unsatisfactory / non-cooperative or the student uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions	The above-mentioned punishments ( i, ii, iii iv) may be enhanced according to the gravity of the offence as deemed fit by the Disciplinary Committee for Examination.
vi.	If a student is found talking to another student or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator	The discontinuation from the examination of that particular course and the grade shall be awarded in that course based on the attempted contents.



vii.	If a student is found reading or possessing some material relevant to the syllabus of the course in corridor, urinal etc. during the wash room break permitted by the invigilator	The cancellation of the examination of that particular course and grade FF shall be awarded in that course. No Re-Examination is permitted.
viii.	If a student is found giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during the examination hours	The cancellation of the examination of that particular course and grade FF shall be awarded in that course. No Re-Examination is permitted.
ix.	If a student is found in damaging / tampering / scratching the answer script or any part of it during examination	The cancellation of the examination of that particular course and he / she shall be awarded Grade FF in that course with all the consequences to follow.
x.	If a student impersonates any other student in connection with the examination or during examination	The cancellation of the examination of both the students of the present semester and both shall be awarded grade FF in all the courses of that semester and a year down of both the students.  If the student is from outside the institute the same should be reported to the nearest police station.
xi.	If a student takes allotted or additional answer script outside the examination hall / replace the allotted answer script with another answer script during examination / replace the evaluated answer script with another answer script while showing answer script to the student after evaluation during open house.	The cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester.
xii.	If a student changes contents of the evaluated answer scripts / adds contents in evaluated answer script / changes marks assessment inside and or outside of answer script / forges signature of Course Instructor / Invigilator, while showing answer script to the student after evaluation during open house	The cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester.
xiii.	For combination/s of unfair means / malpractices from serial No. i to vii or repetition of any unfair means /	The cancellation of the present semester examination and the

	malpractices from serial No. i to vii by a student more than once	student shall be awarded Grade FF in all the courses of that semester and a year down of the student. Also debar the student from placement.
xiv.	For combination/s of unfair means / malpractices from serial No. viii to x or repetition of any unfair means / malpractices from serial No. viii to x by a student more than once	The cancellation of the admission of the student from the said program.
xv.	If mobile phone / Programmable Calculator / any other Electronic Gadgets of a student are confiscated during examination, for any reason which are not included in unfair means act	Fine of Rs. 5,000/- and the confiscated item shall be returned only after the last day of scheduled Semester Examination.

**Guidelines for Imposing Punishment for Malpractices/Lapses by Paper Setter/Examiner/Faculty/Any Other Person involved in exam related work.**

These are indicative in nature and there is any other malpractice/lapses observed then competent authorities can take necessary action depending on the type of malpractice/lapses.

1. Paper setting and Conduction of Examination have to be done with utmost care and responsibility. Negligence in the part of any member due to which the examination is affected cannot be accepted.
2. If occurred, the concerned member should be dealt with disciplinary action after due enquiry. Disciplinary committee will submit the recommendation to Principal/ Examination Committee. The Principal/Examination Committee will take required action subsequently. (The punishment can be a Warning Letter, Memo or Suspension from Service for a period of 15 days.)

Annexure-4

**EXAMINATION REMUNERATION FOR U.G/PG**

**I) Travelling Allowance for Examination Work.**

Sr. No	Title	Rate
1	T.A. (Travelling Allowance)	₹ 200/- (Per Day)
2.	T.A. for Project – Only Industry & IIT/External Member of paper setters panel.	₹ 1000/- (Per Day)

**II) Rates for ESE of Lab courses (F. Y to B. Tech)**

Sr. No	Title	Rate Per Student
1.	Oral (Internal/External)	₹ 10/-
2.	Oral with Practical or Only Practical (Internal/External)	₹ 20/-
3.	Assessment (Per Paper)	₹ 20/-

**III) Rates for Project ESE (Under Graduate F. Y to B. Tech)**

Sr. No	Title	Marks	Rates/Remuneration	Rate
1.	Major Project Oral (Per Project Group)	25	Internal Examiner	₹ 150/-
			External Examiner	₹ 150/-
		50	Internal Examiner	₹ 200/-
			External Examiner	₹ 200/-
2.	Seminar / Oral / Mini – Project Oral	50	Internal Examiner	₹ 200/-
			External Examiner	₹ 200/-
		25	Internal Examiner	₹ 150/-
			External Examiner	₹ 150/-

**IV) Rates for question paper setting of End semester exam:**

Sr. No.	Marks	Remuneration/ question paper set
1	50	₹ 200/-
2	100	₹ 300/-

**V) Rates for question paper Auditing Mid Semester Exam and End semester exam:**

The external member of the paper setters panel will be given a remuneration of Rs.1000/ per course per examination.

**Rates for Examination Conduction:**

Sr. No	Title	Rates/Remuneration per Exam (Rs)
1.	Chief Conductor	400
2.	Senior Supervisor	250
3.	Under Study Supervisors	150
4.	Junior Supervisors	150
5.	Exam cell Peon	60
6.	Floor Peons	40

**Result Processing Remuneration:**

Sr. No	Title	Rate per paper(Rs)
1.	Principal	2 .00
2.	Controller of Examination	1.50
3.	Clerk	1.00
4.	Peon	0.50