

Zeal Education Society's

**ZEAL COLLEGE OF ENGINEERING & RESEARCH, PUNE – 41**

(An Autonomous Institute Affiliated to Savitribai Phule Pune University)

*NAAC Accredited with A+ Grade / ISO 21001:2018*



# **Rules and Regulations for Examination & Evaluation Undergraduate Degree Programs (B. Tech.)**

**A.Y. 2024 - 25**

**(With effect from - Academic Year 2024 - 25)**

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## **VISION OF THE INSTITUTE**

To be a premier institute in technical education by imparting academic excellence, research, social and entrepreneurial attitude.

## **MISSION OF THE INSTITUTE**

- To achieve academic excellence through innovative teaching and learning process.
  - To imbibe the research culture for addressing industry and societal needs.
  - To inculcate social attitude through community engagement initiatives.
  - To provide conducive environment for building the entrepreneurial skills.

## PREFACE

Zeal College of Engineering and Research, Pune (ZCOER), established in 2007, is a leading institute under the Zeal Education Society. The college is dedicated to providing high-quality and professional education, catering to the diverse needs and expectations of its stakeholders, including students, parents, and the industry.

With a strong focus on delivering state-of-the-art Engineering and Management education, ZCOER ensures a student-centric academic system that promotes holistic development. The institute continually strives to offer every possible opportunity for students to excel academically and achieve their full potential.

ZCOER follows the guidelines of the National Education Policy (NEP) 2020 in its curriculum design, aiming to create an academic system that is flexible, inclusive, and dedicated to the holistic development of students. The philosophy of NEP-2020 encourages continuous growth and lifelong learning, emphasizing the importance of adaptive learning strategies.

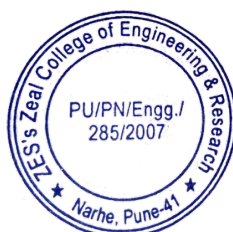
In line with this, the college promotes continuous assessment, which involves regular evaluations throughout the academic year. This approach ensures that students receive ongoing feedback, helping them to track their progress and identify areas for improvement, ultimately fostering their academic and personal growth.

This booklet provides detailed information about the Rules and Regulations governing the B. Tech. Programmes across all branches. These guidelines apply to all undergraduate programmes and are designed to ensure consistent academic standards. The Rules and Regulations are periodically reviewed and approved by the Academic Council, taking into account emerging challenges and developments in education and industry.

The various departments are guided by these regulations, which aim to foster academic excellence. It is strongly advised that all stakeholders, especially students and their parents/guardians, become thoroughly familiar with the institute's academic system. Students should be aware of the rules related to academic requirements, evaluation and assessment policies and the grading system.

These regulations may be revised periodically to enhance the learning experience and address the evolving needs of the global industry. Such revisions are made in alignment with the directives of the UGC, AICTE, DTE, and BoS. The final approval of these Rules and Regulations rests with the Academic Council, and they are binding on all concerned parties.

This booklet aims to bring transparency to the institute's academic processes, including examinations and evaluations, for students, faculty members, administrators, parents, and other stakeholders.



**INDEX**

<b>Sr. No.</b>	<b>Title</b>	<b>Page No.</b>
1	Abbreviations and Definitions	1
2	Board of Examination (BoE)	2
3	Examination and Evaluation	4
4	Re-Examination	9
5	Award of Grades for Re-Examination (For Failed Candidates)	9
6	Showing Answer Sheets to Students	9
7	Re-Evaluation	10
8	Vertical Progression (Promotion to Next Academic Year)	10
9	Semester Grade Report	10
10	Award of Degree	12
11	CGPA Improvement Policy for Award of Degree	12
12	Ordinances for Passing (Grace Marks)	13
13	Correction in Grade Card	13
14	Issue of Duplicate Grade Card	14
15	Malpractice	14
16	Provision for the Appointment of a Writer (An Amanuensis) for a Disabled Candidate Appearing for Examination	15
17	Conduct During Examination	16
18	Disclaimer	18
19	Important Note	18

## 1. ABBRIVATIONS AND DEFINITIONS

AC	Academic Council
BoG	Board of Governance
BoS	Board of Studies
BoE	Board of Examinations
AICTE	All India Council of Technical Education
B. Tech.	Bachelor of Technology
CGPA	Cumulative Grade Point Average
SGPA	Semester Grade Point Average
ATKT	Allowed To Keep Term
CIE	Continuous Internal Evaluation
ETE	End Term Examination
CDC	College Development Committee
DAB	Department Advisory Board
PAQIC	Program Assessment and Quality Improvement Committee
IQAC	Internal Quality Assurance Cell
NBA	National Board of Accreditation
NAAC	National Assessment and Accreditation Council
SPPU	Savitribai Phule Pune University
UGC	University Grant Commission
ZCOER	Zeal College of Engineering and Research

## 2. BOARD OF EXAMINATION (BoE)

As per UGC regulations, the **Board of Examination (BoE)** includes the following persons.

1. Director / Principal - Chairman
2. Controller of Examinations - Member Secretary
3. Dy. Controller of Examination - Associate Member Secretary
4. Heads of all departments (HoDs) – Members
5. Director - Board of Examinations and Evaluations (BOEE) of SPPU or his nominee not below the rank of Deputy Registrar - University Nominees.

### 2.1 Responsibilities of Board of Examinations:

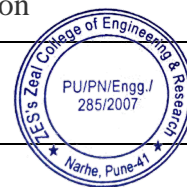
- a) The Board of Examinations (BoE) shall:
  1. Ensure that the institute's examinations and assessments are well-organized, covering all aspects such as evaluation, tabulation, and declaration of results.
  2. Appoint examiners, moderators, and paper-setters from a panel selected by the relevant Board of Studies (BoS).
  3. Oversee the implementation and experimentation of examination reforms to improve the assessment process.
- b) BoE shall follow the following procedure for handling examination question papers:
  1. **Collection of Question Papers:** The relevant course paper setters shall provide three sets of examination question papers, each sealed in an envelope.
  2. **Random Selection:** One of the sealed envelopes containing the question papers will be selected at random by the Controller of Examinations (CoE) or their nominee, whose nomination has been approved by the Director.
  3. **Delivery to Printing Section:** The selected sealed envelope will then be sent to the printing section, ensuring that the seal on the envelope remains intact until the examination process begins.
- c) The Board of Examinations (BoE) shall prepare the examination timetable and the dates for the declaration of results at the beginning of each term which can be included in Academic Calendar. Once finalized, this schedule will be notified to all relevant parties, ensuring that students, faculty, and staff are informed well in advance.
- d) All examination answer booklets will be evaluated centrally using the Central Assessment System (CAS). The process will follow these steps:
  1. **Masking and Coding:** Each answer booklet will first be masked (to maintain anonymity) and then coded.
  2. **Evaluation:** Examiners will receive the coded answer booklets for evaluation, ensuring that the assessment is unbiased.

3. **Decryption and De-masking:** After the evaluation is completed, the answer booklets will be decrypted and de-masked.
4. **Result Preparation:** The moderator or evaluator will then create the result sheet based on the evaluated answer booklets.
- e) The Board of Examinations (BoE) shall form a subcommittee. This subcommittee will be responsible for investigating and taking disciplinary action in cases of malpractices or lapses committed by candidates, paper setters, examiners, moderators, faculty members or any other individuals involved in the conduct of examinations.
- f) The Board of Examinations (BoE) will review the recommendations made by the subcommittee and decide on the appropriate disciplinary action, if any. For the decision to be valid, all members of the BoE must be present during the meeting.
- g) To prevent the use of unfair means during the examination process, the committee will establish a robust system of vigilance.

Following table 2.1 shows Board of Examination (BoE) Committee.

**Table 2.1 Board of Examination Committee**

Sr. No.	Name	Designation	Category
1.	Dr. A. M. Kate	Director, ZCOER, Pune.	Chairman
2.	Dr. Mahesh Kakade	Director BEE, SPPU, Pune.	Member - SPPU
3.	Prof. D. D. Sarpate	Head – Artificial Intelligence & Data Science	Member
4.	Dr. P. P. Walvekar	Head – Civil Engineering	Member
5.	Prof. A. V. Mote	Head – Computer Engineering	Member
6.	Dr. Devkumar Rai	Head – Electrical Engineering	Member
7.	Dr. V. A. Mane	Head – Electronics & Telecommunication	Member
8.	Prof. B. A. Chougule	Head – Information Technology	Member
9.	Prof. S. M. Godase	Head – Mechanical Engineering	Member
10.	Prof. Y. R. Ingole	Head – Robotics & Automation Engineering	Member
11.	Prof. P. S. Kamble	Head – Engineering Sciences	Member
12.	Prof. V. N. Nayakwadi	Head – Artificial Intelligence & Machine Learning	Member
13.	Prof. B. H. Pansambhal	Head – Electronics and Computer Engineering	Member
14.	Dr. Muskan Singh	Head – Master of Business Administrations	Member
15.	Dr. P. B. Magade	Controller of Examination	Member Secretary
16.	Prof. S. S. Borade	Deputy Controller of Examination	Asso. Member Secretary



### 3. EXAMINATION AND EVALUATION

The examination scheme is based on a yearly bi semester pattern for undergraduate (UG) programs. There shall be continuous evaluation of students. For awarding grades, there shall be internal and external evaluation. For the undergraduate program, the evaluation of a student shall be done on the basis of examination heads such as Continuous Internal Evaluation (CIE), End Term Examination (ETE) and TW/OR/PR etc. as a single head or combination of heads.

#### 3.1 Components of Examination Scheme:

##### a) Continuous Internal Evaluation (CIE):

There will be two parts of Continuous Internal Evaluation such as CIE 1 and CIE 2.

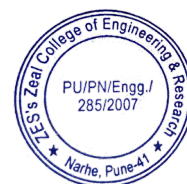
**CIE 1:** CIE 1 is a summative examination which will be conducted within the duration allocated for CIE 1 examination. It is based on first two units of a course, having equal weightage of each unit. The examination shall be of 1 hr. or 1 hr. 30 min. depending upon the course. CIE 1 shall be conducted by the respective department. No Institutional/Departmental level activities shall be scheduled during the examination period. CIE 1 is compulsory for all students. No passing criteria for CIE 1.

**CIE 2:** CIE 2 shall be conducted by the course teacher throughout the semester. The CIE 2 shall include evaluation of performance of students throughout the semester via various tools such as activity based assignments, open book tests, quizzes, problem solving, group tasks, presentations, group discussion, seminars, mini-projects and such other academic evaluation tools. The course teacher should announce the evaluation tools with the weightages at the beginning of semester. CIE 2 is compulsory for all students.

**b) End Term Examination (ETE):** End Term Examination is a summative examination which will be conducted within the duration allocated for end term examination. It is based on the syllabus from units 3 to 6 of a course, with each unit having equal weightage. The examination shall be of 2 hrs or 2 hr. 30 min. depending upon the course. ETE shall be centrally conducted by examination cell. No Institutional/Departmental level activities shall be scheduled during the examination period. ETE is compulsory for all students.

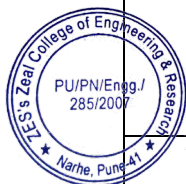
**c) TW/OR/PR:** The evaluation of Term Work (TW) is a continuous evaluation process throughout the semester. The evaluation shall be done by the course teachers. Oral (OR) and Practical (PR) evaluation shall be done by internal and external examiner for equal weightages. Final evaluation shall be based on a combination of both internal and external examiner's evaluation.

Evaluation scheme based on exam head with weightage is mentioned in table 3.1.



**Table 3.1: Scheme of Evaluation with Weightages**

Sr. No.	Category	Method of Internal Evaluation	Internal Evaluation Weightages (%)	Method of External Evaluation	External Evaluation Weightages (%)	Total (%)
1.	Theory (CIE+ETE)	Continuous Internal Evaluation 1 (CIE 1) of 20 Marks for 1 hr or 1.30 hr based on Unit 1 and Unit 2 of a course.	20	End Term Examination (ETE) of 60 Marks for 2 hours or 2.30 hr based on the syllabus from units 3 to 6 of a course.	60	100
		Continuous Internal Evaluation 2 (CIE 2) based on activity based assignments, open book tests, quizzes, case studies, problem solving, group tasks, seminars, poster presentation, mini-projects and such other academic evaluation tools.	20			
2.	Theory/ Tutorial (TW)	Activity based assignments, open book tests, quizzes, case studies, problem solving, group tasks, seminars, poster presentation, mini-projects and such other academic evaluation tools.	100	NA	NA	100
2.	Laboratory/ Termwork (TW)	Experiment/ Assignment/ case study etc. report for each Experiment/ Assignment	100	NA	NA	100
3.	Laboratory – OR/PR	Oral/practical examination	50	Oral/practical examination	50	100



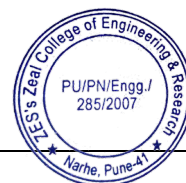


4.	Project – TW	Project Reviews (Minimum 3) Rubric based Evaluation	100	NA	NA	100
5.	Project – OR	Oral examination	50	Oral examination	50	100
6.	Internship - TW	Rubrics based evaluations along with report.	100	NA	NA	100
7.	Internship - OR	Oral examination	50	Oral examination	50	100
8.	MOOCs courses	Based on submission of assignment and performance	70	Certification	30	100

### 3.2 Continuous Internal Evaluation:

Continuous Internal evaluation (CIE) shall be done continuously by faculty over a span of semester. Structured evaluation will be done for all courses as per the schedule mentioned in the academic calendar.

- a) Continuous Internal Evaluation 1 (CIE 1) for Theory Courses:** The Continuous Internal Evaluation 1 (CIE 1) of courses under Basic Science, Engineering Science, Program Core, Program Elective, Open Electives, and Multidisciplinary etc. shall be conducted at department level. CIE 1 is a summative examination based on Unit 1 and Unit 2 of a course and the duration of examination shall be 1 hr or 1 hr. 30 min. The weightage of CIE 1 examination is of 20 marks, but the question paper of a course is set for 30 marks. The marks obtained out of 30 is converted to marks obtained out of 20.
- b) Continuous Internal Evaluation 2 (CIE 2) for Theory Courses:** The continuous internal evaluation of courses under Basic Science, Engineering Science, Program Core, Program Elective, Open Electives, and Multidisciplinary etc. shall be conducted at department level by the respective course teachers. Continuous Internal Evaluation 2 (CIE 2) is based on all units. The various evaluation tools shall be used such as activity based assignments, open book tests, quizzes, case studies, problem solving, group tasks, seminars, poster presentation, mini-projects etc. The evaluation methodology shall be proposed by course faculty and approved by the HoD at the start of semester. The weightage of CIE 2 is 20 marks.
- c) Continuous Internal Evaluation for Practical Term Work (TW):** The continuous internal evaluation of practical term work shall be done by the course teacher at the department level. The evaluation of laboratory course shall done as follows:
1. Continuous assessment of all the experiments/assignments/case studies conducted.
  2. Attendance and participation in laboratory work.



3. Performance and understanding through performing experiments individually mock viva, group discussion, quizzes, presentations etc.
4. Report through laboratory journals.

It is mandatory for the student to complete all the experiments/assignments as specified in course curriculum for the grant of term-work. It is obligatory to maintain and submit laboratory journals as prescribed by the course instructor before the Term End.

Students shall be detained for incomplete term-work and non-submission of laboratory journals and will require registering the course again.

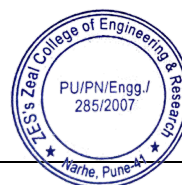
Term work marks assigned for special courses such as mini project shall be evaluated based on parameters proposed by respective department and duly approved by Dean Academics.

- d) Internal Evaluation of Project/Seminar/Internship:** Project/Seminar term work will be evaluated based on reviews scheduled in the semester/s as mentioned in the guidelines. For Internship, rubrics based evaluations along with a report shall be conducted.

### 3.3 External Evaluation:

- a) Theory Courses:** End Term Examination (ETE) which is a summative examination at the end of semester shall be conducted for external evaluation. This End Term Examination (ETE) is based on the syllabus from units 3 to 6 of a course and shall be conducted at Institute level by examination cell. The duration of ETE shall be 2 hrs. or 2 hr. 30 min. The end term examination is of 60 marks.
- b) Practical Evaluation:** Practical/Oral examinations by the internal and external examiners will be conducted for Practical's at the end of each semester as per the schedule in Academic Calendar.
1. Final examination (OR/PR) for laboratory courses will normally be held after conclusion of teaching as per Academic Calendar.
  2. These oral/practical examinations will be conducted in the presence of an External Examiner appointed by competent authority.
  3. Weightage of 50% each for evaluation by internal and external examiner shall be considered.
- c) Project/Internship Evaluation:** A viva-voce will be conducted at the end of the semester/s in the presence of an External Examiner for the ORAL Exam. Weightage of 50% each for evaluation by internal and external examiner shall be considered.

- 3.4 Rules for Passing the Examinations:** Based on the evaluation, a student will be awarded letter grades after combining performance of all (CIE+ETE) evaluations for the respective course. These letter grades will be derived from quantitative and qualitative evaluation converted into a 10-point scale called as grade point for credit courses.



- a) The special examinations (CIE 1/ETE or both) shall be carried out for the candidates representing the institution/ state/university/nation in university/state/national/international level events/competitions. In this case, the candidate is required to take prior permission from the head of the institution. The candidate is also required to submit proof of having attended the event/competition immediately after returning, failing which the candidate shall not be allowed to appear for re-examinations (CIE 1/ETE or both).
- b) To earn credits for a course having CIE and ETE, the candidate shall earn a minimum of 40 percent marks in End-Term Examination (ETE) and minimum 40 percent of total marks (CIE+ETE).
- c) To earn credit for a course having TW and/or OR/PR, the candidate must earn a minimum 40 % of total marks for each head.
- d) The candidate failing in Theory (CIE+ETE) type courses, shall appear for the ETE Re-examination (60 marks), for subsequent courses. The marks of CIE and PR/OR/TW shall be retained as it is, and marks obtained in Re-examination shall be allotted for ETE. Re-examination shall be conducted as per the schedule mentioned in the academic calendar. In this case, the candidate has to suffer a grade penalty.
- e) The candidate failing in Laboratory – OR/PR type course shall reappear for the examination in next semester as per the schedule mentioned in the academic calendar. The marks of CIE and ETE shall be retained as it is.

**3.5 Award of Grades for Regular Examination:** Absolute Grading System, on a 10-point scale is followed in the evaluation of candidate's performance in a course.

- **Marks/Grade/Grade Point:** A grade is assigned to each head, based on marks obtained by a candidate in examination of the course. The marks obtained in CIE, ETE are considered together to calculate the grade of the course and PR/OR/TW, if applicable, are considered separately to calculate the grade of the same course. These grades, their equivalent grade points are given in the table 3.2 which is applicable to UG students from academic year 2024-2025.

**Table 3.2: Grade Table for Regular Examination**

Range of Marks (%)	Grade	Grade Point	Remarks
90 – 100	O	10	Outstanding
80 – 89	A+	09	Excellent
70 – 79	A	08	Very Good
60 – 69	B+	07	Good
50 – 59	B	06	Average
40 – 49	C	05	Pass
< 40	F	00	Fail

#### 4. RE-EXAMINATION

Re-examination shall be conducted after declaration of result of main ETE examination for the candidates who have failed in the regular examination as per rules and regulations. The candidate needs to pay additional examination fees for such re-examination.

There shall not be any re-examination for the course having TW/OR/PR examination heads. It shall be applicable only for the courses having CIE + ETE examination heads.

- a) **Re-examination for F grade:** Re-examination of ETE only shall be conducted for the candidates failing in a course. This re-examination shall be conducted after 15 days from the date of declaration of ETE result. The schedule of the re-examination will be declared by the examination cell. The marks obtained in CIE and/or TW/OR/PR shall be retained as it is and marks obtained in re-examination shall be allotted for ETE. In this case, the candidate has to suffer one grade penalty.
- b) Re-examination of ETE only shall be conducted for the candidates who were absent as per clause 3.4 (a) mentioned above. This re-examination shall be conducted as per scheduled declared by the examination cell. The marks obtained in CIE and/or TW/OR/PR shall be retained as it is and marks obtained in re-examination shall be allotted for ETE. In this case, there is no any grade penalty.

#### 5. AWARD OF GRADES FOR RE-EXAMINATION (FOR FAILED CANDIDATES)

A candidate shall be awarded grade as given in the following table depending upon cumulative marks obtained by him/her in CIE and/or TW/OR/PR and re-examinations. Here a candidate has to suffer a grade penalty by accepting one grade lower as compared with the regular grades.

**Table 5.1: Grade Table for Re-Examination**

Range of Marks (%)	Grade	Grade Point	Remarks
90 – 100	A+	09	Excellent
80 – 89	A	08	Very Good
70 – 79	B+	07	Good
60 – 69	B	06	Average
50 – 59	C	05	Pass
< 50	F	00	Fail



#### 6. SHOWING ANSWER SHEETS TO STUDENTS

The students can see the assessed papers of ETE through exam web portal through student's login. The students can see the answer sheet only after the declaration of result. After going through the answer sheet of the ETE examination, students can apply for Re-verification or Revaluation in prescribed form by paying an appropriate fee.

## 7. RE-EVALUATION

- a) A candidate can apply for re-evaluation of his/her ETE answer book by remitting the prescribed fee within the stipulated time. Revaluation is only for theory subjects.
- b) The benefit of revaluation shall be given to a candidate if the marks obtained after revaluation exceed original marks by 5% or more of the maximum marks of the theory paper(s) and only these marks will be accepted. If the obtained marks difference is in fraction, then it will be rounded off to the next successive higher integer.
- c) If change is negative, original marks are retained as it is.
- d) Revaluation will be available for ETE examinations only.

## 8. VERTICAL PROGRESSION

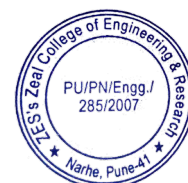
### (PROMOTION TO NEXT ACADEMIC YEAR)

#### Academic Progress Rules (ATKT Rules):

- a) A candidate shall be allowed to register for the courses of the next year's odd semester, if he/she has earned all the credits of the previous year and has earned at least 60% credits of the current year. If the 60% calculation turns out to be a mixed number (integer + fraction) then only the integer part shall be considered for deciding the eligibility for ATKT.
- b) A candidate can register for the third semester (S.Y. B. Tech), if he/she earns a minimum 60% credits of the total of first and second semesters (F. Y. B. Tech).
- c) A candidate can register for the fifth semester (T.Y. B. Tech.), if he/she earns a minimum 60% credits of the total of third and fourth semesters (S.Y. B. Tech.) and all the credits of first and second semesters (F.Y. B. Tech.)
- d) A candidate can register for the seventh semester (B. Tech.), if he/she earns a minimum 60% credits of the total of fifth and sixth semesters (T.Y. B. Tech.) and all the credits of third and fourth semesters (S.Y. B. Tech).
- e) A candidate will be awarded B. Tech. Degree if he/she earns the total credits (combined credits for four years/3 years for DSY students), as specified in the academic structure and has secured minimum CGPA  $\geq 5$ . The candidate shall satisfy other requirements of the said program, if any

## 9. SEMESTER GRADE REPORT

- a) Semester Grade Report reflects the performance of a candidate in that semester (SGPA), and the cumulative performance from the first semester to last semester of his/her study (CGPA).
- b) The semester grade card, issued at the end of each semester to the candidate, shall contain the following.
  1. The courses, with assigned credits, registered for that semester.
  2. The letter grade obtained in each course.



3. The total number of credits earned by a candidate for the first year separately.
  4. The total number of credits earned by a candidate from the 3<sup>rd</sup> semester onwards.
  5. SGPA, CGPA.
  6. Result of the academic year.
- c) Semester grade cards shall not indicate class or division or rank. However, a conversion from grade point index to percentage based on CGPA shall be indicated on the final grade card of the program.

● **Semester Grade Point Average (SGPA)**

It is the performance index of a candidate, for a semester, which is calculated as follows:

$$\text{SGPA} = \frac{\sum_{i=1}^n (\text{Grade Points Earned} \times \text{Credits of a Course})}{\text{Total credits in a semester}}$$

● **Cumulative Grade Point Average (CGPA)**

It is the performance index of a candidate, for all the previous semesters and is calculated at the end of each academic year. For the candidate admitted in first year, CGPA is calculated from first semester to eighth semester and for the candidate admitted in direct second year, CGPA is calculated from third semester to eighth semester.

$$\text{CGPA} = \frac{\sum_{i=1}^n (\text{Grade Points Earned} \times \text{Credits of a Course})}{\text{Total credits in a semester}}$$

e.g.: Suppose in a given semester a candidate has registered for five courses having credits C1, C2, C3, C4, C5 and his / her grade points in those courses are G1, G2, G3, G4, G5 respectively. Then the candidate's SGPA will be

$$\text{SGPA} = \frac{C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1 + C2 + C3 + C4 + C5}$$

CGPA shall be calculated in the same manner as the SGPA.

● **CGPA and Class Awarded:**

The award of the class shall be as per the following table.

**Table 9.1: CGPA and Class Awarded**

Sr. No.	CGPA	Class of the degree awarded
1.	7.75 or more than 7.75	First Class with Distinction
2.	6.75 or more, but less than 7.75	First Class
3.	6.25 or more, but less than 6.75	Higher Second Class
4.	5.5 or more, but less than 6.25	Second Class
5.	5 or more, but less than 5.5	Pass Class



## 10. AWARD OF DEGREE

The following rules prevail for the award of degree.

- A candidate has registered and passed all the prescribed courses as per the requirement of the department and the institute.
- A candidate has obtained CGPA  $\geq 5.0$ .
- A candidate has to pay all the dues and satisfy all the requirements prescribed by the institute.
- A candidate has no case of indiscipline pending against him/her.
- Institute authorities shall recommend affiliating University for the award of B. Tech. degree to a candidate who is declared to be eligible and qualified as per above norms. However, the final degree shall be conferred by Savitribai Phule Pune University (SPPU), Pune.

A candidate can opt for any of the following as per the rules and regulations given by institute:

- B. Tech with Multidisciplinary Minor = 176 credits
- B. Tech with Multidisciplinary Minor and Honors = 176 + 18 credits
- B. Tech with Multidisciplinary Minor and Honors by Research = 176 + 18 credits
- B. Tech with Multidisciplinary Minors (Double Minor) = 176 + 18 credits

A Candidate will have the flexibility to enter a program in odd semesters and exit a programme after the successful completion of even semesters as per their future career needs. Candidates exiting will be awarded provided they secure additional EIGHT credits in skill-based vocational courses.

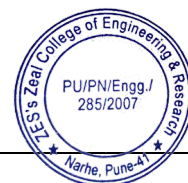
The credit structure for different levels under the Four-year Bachelor's Multidisciplinary B. Tech Program with multiple entry and multiple exit options are as given in table 10.1.

**Table 10.1: Multiple Entry and Multiple Exit Options**

Level	Qualification Title	Credit Requirements	Semester	Year
4.5	One Year UG Certificate in Tech.	46	2	1
5	Two Years UG Diploma in Tech.	92	4	2
5.5	Three Years Bachelor's Degree in Vocation (B. Voc.) or B. Sc. (Tech.)	136	6	3
6	4-Years Bachelor's degree (B. Tech. or Equivalent) in Tech. with Multidisciplinary Minor	176	8	4

## 11. CGPA IMPROVEMENT POLICY FOR AWARD OF DEGREE

- A candidate who has passed the B. Tech. degree examination from the institute wishes to improve his/her grade points and whose CGPA is less than the percentage for first class shall be permitted to reappear for the examination.





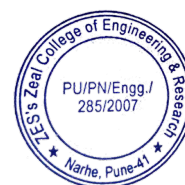
- b) The candidate will be allowed to reappear for the examination, for improvement of grade, within a period of three years from the date of passing the Bachelors examination after paying applicable fees.
- c) A candidate will be allowed to reappear for a maximum of four theory courses of final year.
- d) A maximum of two attempts shall be allowed for grade improvement within the stipulated period of three years.
- e) There will be no provision for improvement of grades in practical / formative assessment/ seminar or project work.
- f) No additional classes or counselling will be organized for these candidates. Examination of these candidates will be conducted along with those of regular candidates.
- g) If the candidate fails to appear for the improvement examination after registration or if there is no up-gradation in the grade after availing the improvement chance, the grade obtained in the first appearance will be retained.
- h) If the grade secured at the improvement examination is improved, it shall be considered as final grade. A new grade card will be issued to the candidate and will be marked as Grade Improvement Examination.
- i) A candidate appearing for improvement of grades shall not be entitled to get the benefit of any prize/scholarship/award.

## 12. ORDINANCES FOR PASSING (GRACE MARKS)

Ordinances shall be awarded to eligible candidates as stated by the affiliating university. Students can access details regarding the ordinances from the document 'Ordinances for Passing' available on [www.zcoer.in](http://www.zcoer.in).

## 13. CORRECTION IN GRADE CARD

The Examinations Cell shall issue a Grade Card after the completion of every examination. Candidates are required to check the grade card for name corrections and any other discrepancy. For any corrections in the grade card, a request by the candidate should be submitted, in the prescribed format along with prescribed fee, to Controller of Examination (CoE), through HOD. Such a request must be supported by original grade card and supporting documents and should be submitted within one month from the issue of the grade card. If the request is made later, an additional penal fee will be levied by the institute.





## 14. ISSUE OF DUPLICATE GRADE CARD

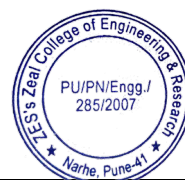
If the grade card is lost or mutilated, for the issue of duplicate grade cards the following documents are to be submitted:

- a) An affidavit on Rs. 100/- stamp paper giving details such as PRN no., Month and Year of passing, Course, Branch and how the original grade cards were lost.
- b) The prescribed fees.
- c) Acknowledgement of the complaint made with the police.

## 15. MALPRACTICE

Any one or more of the following acts, by the candidate during the examination, shall be considered as malpractice.

- a) Possession of any books, portion of a book, manuscript, xerox or any other material pertaining to the course of the ongoing examination or bringing into the examination hall other materials that are not permissible.
- b) Disclosing identity by entering the Roll No./PRN No./Name in the answer sheet while answering.
- c) Copying from any materials to the answer sheet in the examination.
- d) Communication with any other candidate or any other person inside or outside the examination hall to obtain/give help or assistance for writing answers in the examination (both the candidates will be booked for malpractice).
- e) Copying from the material or answer book of another candidate or assisting another candidate to copy from his/her material or answer sheet.
- f) Supply of copy materials.
- g) Smuggling of answer sheets or inserting paper written outside the examination hall into the answer book.
- h) Tearing of answer sheets.
- i) Impersonation or making any other person to appear in the examination in place of the candidate.
- j) Making requests for help, making threats or reporting for bribery to any officials of the college or institution for favors in the examination.
- k) Having any written matter on scribing pad, calculator, palm, hand, leg, handkerchief, socks, instrumentation box, identity card, hall ticket, scales, mobile etc.
- l) Bringing mobile phones or any other communication/messaging system in the examination hall.
- m) Taking the answer book, written or blank, while leaving the examination hall.
- n) Attempting to use any unfair means.



- o) Destroying any evidence of malpractice.
- p) Making any appeal in the answer paper for more marks.
- q) Misbehaviour with the officials or any kind of rude behaviour in or near the examination hall using obscene or abusive language.
- r) Any act enlisted above or such acts committed during examinations, which may be deemed as unjustifiable by the Malpractice Investigating Committee.

All the cases of malpractice shall be placed before the committee constituted for the examination malpractice cases and recommending appropriate punishment to the candidates.

## **16. PROVISION FOR THE APPOINTMENT OF A WRITER (AN AMANUENSIS) FOR A DISABLED CANDIDATE APPEARING FOR EXAMINATION**

**a) For Handicapped, Blind and Learning Disabled Students:** Controller of Examination (CoE) shall be authorized to make the appointment of a writer at an examination for Handicapped, Blind and Learning Disabled Students.

1. The examinee shall apply to the Controller of Examination (CoE) in a prescribed format, for permission to use a writer.
2. The candidate will have to submit the medical certificate of endorsing Civil Surgeon.
3. An application of the student must be received through the Controller of Examination (CoE) to the Senior Supervisor concerned.
4. The writer to be appointed must not have passed the examination at which he is appointed to work for the examination. The background of the writer shall be verified with the help of required documents like mark lists, leaving certificate/s photo identity, current I card etc. Examination office shall take an undertaking from the writer in a prescribed format and issue a permission letter, with photographs of both examinee and writer affixed on it, mentioning list of courses for which this arrangement is permitted, with his/her signature, name in full, stamp and seal of the institute etc. for authentication.
5. The concerned writer should not be first relative with Examinee, i.e. Mother-Father, Sister-Brother, Paternal and Maternal Uncle.
6. The examinee will produce the permission letter during the examination failing which he will not be permitted to appear for the concerned examination.
7. Such candidates, along with the writer shall preferably, be allotted a separate block.
8. Dean - Examination authorized to sanction additional Twenty minutes for per one hour question paper to handicapped, blind and learning disabled students.
9. Answer sheets of such students shall be submitted to CAP Centre in a separate envelope.

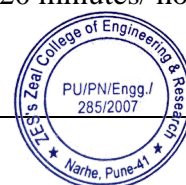


**b) On Medical Grounds:**

1. A writer shall be permitted to a candidate falling in this category. The candidate shall be required to produce a medical certificate from a Registered Medical Practitioner to that effect.
2. The examinee shall apply to the Controller of Examination (CoE), in a prescribed format for permission to use a writer.
3. Controller of Examination (CoE) shall verify the background of the writer with the help of required documents like mark lists, leaving certificate/s photo identity, current I card etc.
4. The writer shall have a qualification lesser than that of the examinee.
5. The writer should not be first relative with examinee, i.e. Mother-Father, Sister-Brother, Paternal and Maternal Uncle.
6. Examination office shall take an undertaking from the writer in a prescribed format and issue a permission letter, with photographs of both examinee and writer affixed on it, mentioning list of courses for which this arrangement is permitted, with his/her signature, name in full, stamp and seal of the institute etc. for authentication.
7. The examinee will produce the permission letter during the examination failing which he will not be permitted to appear for the concerned examination.
8. Such candidate along with writer shall preferably be allotted a separate block.
9. Controller of Examination (CoE) authorized to sanction additional Twenty minutes for per one hour question paper to such candidates.
10. Answer sheets of such students shall be submitted to CAP Centre in a separate envelope.

**17. CONDUCT DURING EXAMINATION****a) Timing:**

1. The candidates are required to be present outside the examination hall exactly 20 minutes before the start of the examination.
2. The candidates will only be allowed to enter the examination hall 15 minutes prior to commencing the examination.
3. The candidates will not be allowed to appear in the examination if they reach the examination centre 30 minutes after commencement of examination.
4. No candidates can leave for 30 minutes after the commencement of the examination.
5. Candidates are not permitted to leave the examination hall during the last 10 minutes.
6. Candidates are responsible for keeping themselves informed about exam dates, as well as the time and place of the examination.
7. Differently abled candidates will be given additional time of 20 minutes/ hour of examination.



**b) Identity check-up:**

1. Candidates will not be allowed into the examination hall without presenting an appropriate photo identity card, Hall ticket issued by the Institute.
2. Invigilators are responsible to ensure full compliance with such requirements.
3. If a candidate forgets his/her Institute Identity Card, the driving license/ other photo identity card will be accepted in place subject to verification by the concerned teacher/ examination coordinator/ head of department concerned.

**c) Breaks:**

1. Breaks for use of the bathroom may be taken only after permission from the invigilator and under the condition that the invigilator's instructions given on the occasion are followed.
2. If a candidate falls ill during the examination and is unable to complete the examination, the concerned candidate should alert the invigilator and senior supervisor in consultation with the concerned head of department to make suitable arrangement for proper medical attention.
3. No candidate shall re-enter the examination hall after leaving it unless he/she was under supervision during the full period of absence.

**d) Question papers and answer sheets:**

1. During an ongoing examination candidates are not allowed to take the examination question paper outside the examination hall. After the examination, the candidate should submit his/her examination answer sheet to the invigilator.
2. Even a blank answer sheet shall be handover to the invigilator.
3. Each answer sheet should contain details as mentioned on the front page.
4. If there are any queries regarding the exam questions the students must ask the invigilators who will contact the course teacher through the proper channel.

**e) Other materials:**

1. Candidates should bring their own pencils, pens, erasers, rulers, non-programmable calculators, and any other tools required for the examination.
2. Candidates are advised not to bring valuables for examination. Candidates shall keep their handbags, cases etc. at identified locations. Candidates are responsible for the safekeeping of all personal belongings they bring to the examination hall. The Institute takes no responsibility for the loss or damage of such belongings.
3. Pencil cases, mobile phones, dictionaries, electronic dictionaries, written or electronic media, digital media, or any other materials are not permitted/ allowed into the examination hall, with the exception of devices used for assisting candidates with hearing visual or other physical difficulties.
4. Exchange of pens, pencils, calculators, study material, etc. is not permitted.

5. Calculators with more than one-line display or with alphanumeric display (programmable calculators) are not permitted into the examination hall unless specified in advance by the examiner.

**f) Disturbance:**

1. During the examination period, there must be no communications among students or between a student and an outsider via any means, such as phones. This rule applies to students in the examination hall and those on supervised breaks for visits to the bathroom/s.
2. No candidate shall leave his/her assigned seat without the permission of the invigilator. It is the invigilator's discretion to decide whether there is enough reason to remove a student from the examination hall owing to disorderly conduct.

### **DISCLAIMER**

The academic policies regarding conduct of U.G program in Zeal College of Engineering and Research, Pune are published in this document. The BoE shall reserve the right to modify these policies, as and when required, from the point of view of achieving academic excellence. Policies are subject to change without prior notice as these are based on the policies/guidelines / rules and Laws of affiliating and regulating bodies for the institute. In case of any dispute, ambiguity or difference of opinion in interpretation of these rules and regulations or any other matter not covered here, the decision of the Chairman of the Governing Body of ZCOER, Pune shall be final and binding.

### **IMPORTANT NOTE**

- a) In case of violation of institute norms and rules and regulations, a student may be prevented from continuing in that semester and/or appearing for the semester examination or expulsion from the course depending on the outcome of the Disciplinary Action Committee report. Ignorance of any rule does not condone any misbehaviour.
- b) These rules and regulations, scheme of examinations and syllabi if found necessary be changed and amended from time to time without prior notice.
- c) For the latest updated version, stake holders are requested to visit [www.zcoer.in](http://www.zcoer.in) and to refer the manual therein.



**DIRECTOR**