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

(Revision 2.1)

for Examination & Evaluation

Undergraduate Degree Programs

(B. Tech.)

A.Y. 2026 - 27

(With effect from - Academic Year 2026 - 27)

(Applicable to 2026 Pattern, 2025 Pattern and 2024 Pattern)

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.

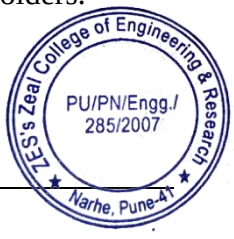
In line with this, the college promotes continuous assessment, which involves regular evaluations throughout the academic year. This approach ensures that students receive ongoing feedback, helping them to track their progress and identify areas for improvement, ultimately fostering their academic and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



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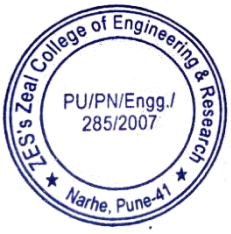
1. ABBRIVATIONS AND DEFINITIONS

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 or uploaded in ERP.
2. **Random Selection:** One of the sealed envelopes containing the question papers or uploaded in ERP will be selected at random by the Controller of Examinations (CoE) or their nominee not less than Asst. CoE, whose nomination has been approved by the Director.
3. **Delivery to Printing Section:** The selected sealed envelope containing Question paper will then be sent to the printing section, ensuring that the seal on the envelope remains intact until the examination process begins and then it will be handover to the Senior Supervisor.

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 are evaluated centrally using the Central Assessment Program (CAP). The process will follow these steps:

1. **Masking and Coding**: For offline evaluation each answer booklet will first be masked (to maintain anonymity) and then coded. For online evaluation, the first page of the answer book will not be made available to the evaluator for evaluation.
2. **Evaluation**: Examiners will receive the coded answer booklets for evaluation, ensuring that the assessment is unbiased.

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3. **Decryption and De-masking**: For offline evaluation after the evaluation is completed, the answer booklets will be decrypted and de-masked.
4. The Chairman / champion of each course will be expected to conduct a meeting of the course team before commencement of the assessment of answer sheets for respective courses.
5. The minutes of the meeting, thus conducted, will have to be submitted to the office of the Controller of Examinations. The assessment of the question paper shall also be done and errors if any shall be minuted along with corrective actions. The answer sheets will be allocated for assessment only after the receipt of Solution of Question Paper and Minutes of Meeting.
6. It shall be mandatory for every faculty member to assess the answer books of his/her assigned course or any other course allotted by the CAP Director, strictly as per the prescribed solution and marking scheme, within **7 days** from the date of allotment. This requirement shall be mandatory irrespective of any reason or personal unwillingness. Failure to comply with the prescribed timeline or instructions shall invite strict disciplinary action as per the applicable rules and regulations.
7. 100% moderation of the answer book shall be carried out where a candidate fails by 10% of the marks of the aggregate marks of that paper. If the marks awarded by the moderator differ from those awarded by the original examiner, the marks awarded by the moderator shall be treated as final.
8. The marks will be fetched from the system for result processing.

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 Examination Committee shall establish a robust vigilance mechanism, including the deployment of sitting squads and additional squads, as deemed necessary.

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. R. S. Talware	Director BEE, SPPU, Pune.	Member - SPPU
3.	Prof. S. M. Godase	Campus Head, ZCOER Off Campus, Induri	Member
4.	Dr. K. Sujatha	Head – Artificial Intelligence & Data Science	Member
5.	Dr. P. P. Walvekar	Head – Civil Engineering	Member
6.	Prof. S. M. Dudhani	Head – Computer Engineering	Member
7.	Dr. D. A. Shahakar	Head – Electrical Engineering	Member
8.	Prof. S. P. Kurlekar	Head – Electronics & Telecommunication	Member
9.	Prof. B. A. Chougule	Head – Information Technology	Member
10.	Prof. A. R. Suryavanshi	Head – IQAC & Mechanical Engineering	Member
11.	Prof. Y. R. Ingole	Head – Robotics & Automation Engineering	Member
12.	Dr. D. K. Shende	Head – Artificial Intelligence & Machine Learning	Member
13.	Dr. M. S. Navale	Head – Electronics and Computer Engineering	Member
14.	Dr. S. S. Chavan	Head – Master of Business Administrations	Member
15.	Prof. S. S. Borade	Controller of Examination	Member Secretary
16.	Prof. S. S. Adewar	Deputy Controller of Examination	Asso. Member Secretary
17.	Prof. T. D. Sutar	Deputy Controller of Examination, ZCOER Off Campus, Induri	Member
18.	Prof. N. V. Bhalerao	Assistant Controller of Examination	Member

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3. EXAMINATION SCHEME AND EVALUATION

The examination scheme is based on a yearly bi semester pattern for undergraduate (UG) programs. The evaluation of a student for his/her academic performance in a course shall be based on his/her performance in Theory and Practical heads. 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. The Theory component includes Continuous Internal Evaluation (CIE), End Term Examination (ETE) and the Practical component includes TW/OR/PR 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.

Continuous Internal Evaluation 1 (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/Exam Section.
- 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. Re-examination of CIE-1 shall not be permitted, irrespective of the student's performance, including on medical grounds.

Continuous Internal Evaluation 2 (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.

The student must earn minimum of 40% marks in the CIE (CIE 1 + CIE 2) head as a separate passing criteria.

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.

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- 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.

The student must earn minimum of 40% marks in the ETE head as a separate passing criteria.

c) **TW/OR/PR:**

- The evaluation of Term Work (TW) shall be a continuous evaluation process conducted by the Course Teacher throughout the semester.
- 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.

The student must earn minimum of 40% marks in the TW/OR/PR head as a separate passing criteria.

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

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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. Examination based on Unit 1 and Unit 2 of a course for 1 hr or 1.30 hr	20	**End Term Examination (ETE)** of 60 Marks Examination based on the syllabus from units 3 to 6 of a course for 2 hours or 2.30 hr	60	100
		Continuous Internal Evaluation 2 (CIE 2) of 20 Marks. Ex. 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. **Marks for the TW will be as per the Evaluation Scheme mentioned in the syllabus**	100	NA	NA	100

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3.	Laboratory/ Termwork (TW)	Experiment/ Assignment/ case study etc. report for each Experiment/ Assignment **Marks for the TW will be as per the Evaluation Scheme mentioned in the syllabus**	100	NA	NA	100
4.	Laboratory – OR/PR	Oral/practical examination	50	Oral/Practical examination	50	100
5.	Project –TW	Project Reviews (Minimum 3) Rubric based Evaluation	100	NA	NA	100
6.	Project – OR	Oral examination	50	Oral examination	50	100
7.	Internship - TW	Rubrics based evaluations along with report.	100	NA	NA	100
8.	Internship - OR	Oral examination	50	Oral examination	50	100
9.	MOOCs courses	Based on submission of assignment and performance	70	Certification	30	100

3.2 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/Exam Section.
- 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 mark 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.

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- Continuous Internal Evaluation 2 (CIE 2) is based on all units.
- The rubrics based 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 the Laboratory Course shall be carried out on a continuous basis throughout the semester, considering the following components:

1. **Continuous Assessment:** Evaluation of the student's performance in all prescribed experiments, assignments, case studies, and other laboratory activities conducted during the semester.
2. **Attendance and Participation:** Assessment of regular attendance, active participation, discipline, and involvement in laboratory activities.
3. **Performance and Understanding:** Evaluation of practical skills, conceptual understanding, and individual performance through experiments, mock viva-voce, group discussions, quizzes, presentations, and other appropriate assessment methods.
4. **Laboratory Journal/Report:** Evaluation of the laboratory journal/report based on completeness, accuracy, observations, analysis, results, interpretation, and timely submission.
5. **Overall Practical Competency:** The final laboratory course assessment shall reflect the student's overall practical knowledge, application of concepts, problem-solving ability, and laboratory skills demonstrated throughout the semester.

- 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:**

- A senior supervisor will be appointed for conduction of all the theory examinations. The senior supervisor will conduct all the examinations across the Institute. The senior

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supervisor and his team will be appointed by the Director/CoE.

- End Term Examination (ETE) which is a summative examination at the end of semester shall be conducted for external evaluation.

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.
- End Semester practical examination/ presentations/ Viva voce shall be conducted as per the schedule declared by the individual Department within the specifies span mentioned in the academic calendar. In case of emergency or due to some unavoidable circumstances the examination dates may be rescheduled with the approval of the BOE.
- Final examination (OR/PR) for laboratory courses will normally be held after conclusion of teaching as per Academic Calendar.
- The Departmental Examination Coordinator shall act as coordinator for conducting practical examinations and various examination related activities of the concerned department. He / She shall be responsible for the proper conduct of practical examination / presentation / Viva voce. He /She shall take the services of the staff of his/her department for this purpose.
- These oral/practical examinations will be conducted in the presence of an External Examiner appointed by competent authority.
- 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.
- The appointment orders of Examiners from Industry / Academics for the end semester evaluation of UG project shall be issued by the Departmental Project Coordinator/Examination Coordinator based on the approval by COE.

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 8 days' prior permission with proofs 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).

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b) For Theory course having CIE and ETE; to earn credits for a course, the candidate shall

earn a minimum of 40 percent marks in **CIE** and minimum 40 percent marks in End-Term Examination (ETE) separately and minimum 40 percent of total marks (CIE+ETE). *(Reference: SPPU Circular No. 26-2026)*

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 CIE 2 (20 marks) and/or ETE Re-examination (60 marks), for subsequent courses. The marks of CIE 1 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 Courses (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.

f) In the event of an emergency, including natural disasters, man-made disasters, pandemics, or any other unforeseen circumstances, the prescribed examination pattern may be modified, with the approval of the competent authority/Board of Examinations (BoE), as deemed necessary.

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

3.6 Special Examination

Special Examination Modes shall be governed by the provisions specified in the approved Special Examination document. The document covers eligibility, examination schemes, evaluation, approval procedure, and application requirements. It shall form an integral part of these Rules and Regulations and shall be applicable to eligible students as prescribed therein.

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4. REGISTRATION FOR EXAMINATION, DETENTION, TEMPORARY BREAK OF STUDY/GAP IN THE PROGRAM

4.1 Semester Registration

Each student shall be required to register for Examination on Exam ERP at the commencement of each semester. The Examination Registration on the notified date may be permitted for late registration after payment of an additional fee decided by the authorities of the Institute.

Each student shall fulfill the following conditions at the time of registration for course work in any semester:

a. Each student of the First Year shall register for all the courses in the first two semesters. Similarly, Direct Second Year students will also register for all courses in the third and fourth semester.

b. A student who has been detained or has failed must re-register for the course when it is next offered. It is also mandatory to register for pending courses in addition to the regular semester courses.

c. After the prescribed last date, including the late fee period, no examination forms shall be accepted under any circumstances.

d. Student who fails to fill the exam form shall not be eligible to appear for the Examination in that Semester. Such student shall be required to register for the examination and submit the Examination Form when the concerned examination is offered again.

e. Any errors or corrections in the Hall Ticket shall be the sole responsibility of the student.

4.2 Detention

The practice of course wise detention will be continued in the current academic year. The detention will be based on;

a. Non fulfillment of 75 percent attendance in each course head (Theory/Practical).

b. Non completion of Continuous Internal Evaluation (CIE) and / or continuous assessment of Laboratory (TW).

The detained student will have to re-register for the courses in the next academic year; for odd semester courses in odd semester and even semester course in even semester only.

4.3 Temporary break of study/Gap in the program

- A student is normally not permitted to take a gap. However, if a candidate is unable to continue the programme for valid reasons, he/she shall apply to the Principal/Director for approval along with supporting documents. The institute shall examine such an application and if it finds the case to be genuine, the student may be permitted to temporarily withdraw from the program. Such permission is accorded to only those who do not have any outstanding dues at the college including tuition fees, any other fees, library material etc.
- The student must re-join the semester after the break from the commencement of the respective semester as and when it is offered.
- The total period for completion of the program is calculated from the commencement of the semester to which the candidate was first admitted and shall not exceed the maximum period as specified in Clause 16.9. The maximum period includes the break period.

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5. RE-EXAMINATION AND GRADES FOR RE-EXAMINATION

5.1 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 Theory (CIE + ETE) examination heads.
- The re-examination for Odd Semester courses shall be conducted after the declaration of the results of the Odd Semester End-Term Examination (ETE). Similarly, the re-examination for Even Semester courses shall be conducted after the declaration of the results of the Even Semester ETE.
- Odd Semester courses shall not be permitted to be attempted during the Even Semester re-examination, and Even Semester courses shall not be permitted to be attempted during the Odd Semester re-examination. The candidate shall appear for the re-examination only for the courses belonging to the respective semester.

a) Re-examination for F grade:

- Re-examination of CIE 2 & ETE shall be conducted for the candidates failing in a course.
- The schedule of the re-examination of ETE will be declared by the examination cell.
- The marks obtained in CIE 1 shall be retained as it is.
- The student can appear for CIE 2 which will be conducted by the concerned course teacher of the department. The department need to plan for one-week makeup classes for the same.
- The marks obtained in re-examination shall be allotted for ETE.
- In this case, the candidate has to suffer one grade penalty.

b) Re-examination for Absentee Candidates:

- 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.

IMPORTANT: Students found guilty of malpractice during an examination shall not be permitted or considered eligible to appear for the Re-Examination for the concerned course/paper.

5.2 Award of Grades for Re-Examination

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.

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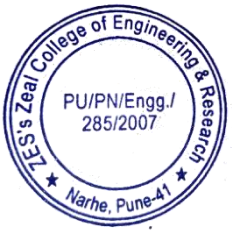
Table 5.1: Grade Table for Re-Examination

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

After discussion and deliberation on this point in the BOE meeting held on 28/01/2026, the following amendment (Ref. No. ZCOER/AD/EXAM/2025-26/280A) has been made to the Grade Table, as detailed below:

Table 5.2 Revised 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
40 - 49	**P**	**04**	**Pass**
< 40	**F**	**00**	**Fail**



6. ANSWER SHEET VIEWING AND RE-EVALUATION

6.1 Procedure for Showing of Answer Sheets

- 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 reviewing the ETE examination answer sheet**,** if a student identifies any discrepancy or issue, such as missing marks, incorrect grade allocation, absence of internal marks, or any other discrepancy, the student may submit a query through the Query Form available on the Institute Website: https://zcoer.in/forms-applications. The student shall submit the Query Form along with supporting documents, such as the Grade Card, relevant documentary evidence, previous records, or any other proof supporting the claim, wherever applicable.
- If the student is not satisfied with the evaluation of the ETE answer sheet, he/she may apply for **Revaluation** by paying the prescribed fee within the stipulated time.

6.2 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.

Ex. In a theory paper of 60 marks, 5% of the maximum marks is 3 marks (60 × 5%). Hence, the benefit of revaluation shall be given only if the marks obtained after revaluation exceed the original marks by 3 marks or more.

c) If change is negative, original marks are retained as it is.

d) Revaluation will be available for ETE examinations only.

e) No provision for photocopy of the answer book or re-evaluation shall be applicable to candidates appearing under the Re-examination Scheme as an additional benefit

Important Note:

The Answer Sheet Viewing and Re-evaluation facility is restricted to Regular Examination attempts only. Students appearing for Re-examination, irrespective of the reason for such appearance, shall not be permitted to avail themselves of this facility.

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7. 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/Y.D. as per amendment No. ZCOER/AD/EXAM/2026-27/35.

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 ≥ 5. The candidate shall satisfy other requirements of the said program, if any

Table 7.1: Summarized Vertical Progression

	FY	SY	TY	B. Tech
FY to SY	≤ 60% Credits	Year Down		
	≥ 60% Credits	Promoted with ATKT		
	100% Credits	Promoted		
SY to TY	100% Credits	≤ 60% Credits	Year Down	
		≥ 60% Credits	Promoted with ATKT	
		100% Credits	Promoted	
TY to B. Tech	100% Credits	100% Credits	≤ 60% Credits	Year Down
			≥ 60% Credits	Promoted with ATKT
			100% Credits	Promoted
B. Tech Degree Completion	100% Credits	100% Credits	100% Credits	100% Credits

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8. 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 3rd semester onwards.
5. SGPA, CGPA.
6. Result of the academic year.

c) Semester grade cards shall not indicate class or division or rank.

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

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

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

$$\text{SGPA} = \frac{\sum_{i=1}^{n} (G_i \times C_i)}{\sum_{i=1}^{n} C_i}$$

Where:

- Gi = Grade Point earned in the ith course
- C_i= Credits assigned to the ith course
- n = Number of courses in the 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.

$$\text{CGPA} = \frac{\sum_{i=1}^{n} (\text{Grade Points Earned x Credits of a Course})}{\text{Total credits across all semesters}}$$

$$\text{CGPA} = \frac{\sum_{i=1}^{N} (G_i \times C_i)}{\sum_{i=1}^{N} C_i}$$

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Where:

- Gi = Grade Point earned in the ith course
- C_i= Credits assigned to the ith course
- N = Number of courses in the semester
- $\sum C_i$ = Total credits considered across all semesters

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

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

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 8.1: 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
6.	Less than 5	No Class

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9. AWARD OF DEGREE

The following rules prevail for the award of degree.

a) A candidate has registered and passed all the prescribed courses as per the requirement of the department and the institute.

b) A candidate has obtained CGPA ≥ 5.0.

c) A candidate has to pay all the dues and satisfy all the requirements prescribed by the institute.

d) A candidate has no case of indiscipline pending against him/her.

e) 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:

1. B. Tech with Multidisciplinary Minor = 170 credits
2. B. Tech with Multidisciplinary Minor and Honors = 170 + 18 credits
3. B. Tech with Multidisciplinary Minor and Honors by Research = 170 + 18 credits
4. B. Tech with Multidisciplinary Minors (Double Minor) = 170 + 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 9.1.

Table 9.1: Multiple Entry and Multiple Exit Options

Level	Qualification Title	Credit Requirements	Semester	Year
4.5	One Year UG Certificate in Tech.	42	2	1
5	Two Years UG Diploma in Tech.	86	4	2
5.5	Three Years Bachelor's Degree in Vocation (B. Voc.) or B. Sc. (Tech.)	130	6	3
6	4-Years Bachelor's degree (B. Tech. or Equivalent) in Tech. with Multidisciplinary Minor	170	8	4

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10. CGPA IMPROVEMENT POLICY FOR AWARD OF DEGREE

a) 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.

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. For the purpose of reappearance, the corresponding/equivalent courses from the current/ongoing academic pattern shall be assigned.

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.

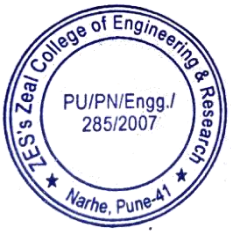
f) No additional classes or counselling will be organized for these candidates. Examination of these candidates will be conducted along with those of regular candidates.

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.

j) The student shall be required to pay the examination fee prescribed by the Institute for the CGPA Improvement Scheme.



11. 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 https://exam.unipune.ac.in/Pages/Ordinances.html

Ordinance 1 Grace Marks for Passing in each head of passing

The examinee shall be given the benefit of grace marks only for passing in each head of passing, (Theory/Practical/Oral) in External or Internal examinations as follows:

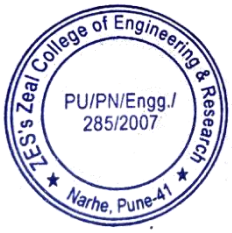
Table 11.1 Grace Marks for Passing

Head of Passing	Grace marks upto
Upto- 50	2
51-100	3
101-150	4

Provided that benefit of such gracing marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination. Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, ccrn, NCTE, UGC etc.

Ordinance 4 Condonation

If a candidate fails in only one head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that 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 up to 10 marks only.



12. ISSUANCE OF ACADEMIC AND EXAMINATION DOCUMENTS

12.1 Issuance of Duplicate Grade Card to Students

If the original Grade Card is lost, damaged, or mutilated, the candidate shall submit the following documents for issuance of a Duplicate Grade Card:

a) A duly filled application form along with an affidavit on ₹100/- stamp paper, stating details such as PRN Number, Month and Year of Passing, Programme/Course, Branch/Specialization, and the circumstances under which the original Grade Card was lost or the reason for requesting a duplicate copy.

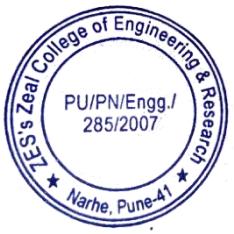
b) The prescribed fee as decided by the Board of Examinations (BoE) from time to time.

c) Acknowledgement/receipt of the complaint lodged with the Police regarding the loss of the original Grade Card

d) The Duplicate Grade Card shall be issued to the applicant with a clearly identifiable "DUPLICATE" stamp.

12.2 Issuance of Transcript

- Candidates may apply for transcripts by submitting the prescribed application form, photocopies of the relevant Grade Cards, the name of the University/Institution to which the transcript is to be submitted, and the prescribed fee. The fee prescribed by the Institute from time to time shall be applicable.
- For obtaining multiple copies of the transcript, the candidate shall be required to pay an additional fee for each additional copy, as prescribed by the Institute from time to time.



13. MALPRACTICE

A. Every student appearing for the Examination is liable to be charged with committing malpractice(s) / use of unfair means, if he / she is observed as committing any of the following acts:

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) Writing on the Bench/ Wall/ Board/ Question Paper/ Admit Card/ Hall Ticket & or passing on any type of written paper to the other student(s) in the examination Hall

g) Supply of copy materials.

h) Smuggling of answer sheets or inserting paper written outside the examination hall into the answer book.

i) Tearing of answer sheets.

j) Impersonation or making any other person to appear in the examination in place of the candidate.

k) Making requests for help, making threats or reporting for bribery to any officials of the college or institution for favors in the examination.

l) Having any written matter on scribing pad, calculator, palm, hand, leg, handkerchief, socks, instrumentation box, identity card, hall ticket, scales, mobile etc.

m) Possession of electronic gadgets like Smart phones, Smart watches, Smart glasses, Bluetooth headset, Programmable calculator, Smart Calculator, pen-drive or such other storage devices in the Examination Hall.

n) Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favour in the examination.

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o) Bringing mobile phones or any other communication/messaging system in the examination hall.

p) Taking the answer book, written or blank, while leaving the examination hall.

q) Attempting to use any unfair means.

o) Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination Hall. Notwithstanding anything contained above, any other activity in which the student has indulged and which in the opinion of the authorities of ZCOER constitutes malpractice/ use of Unfair means will be construed as malpractice/ use of Unfair means.

p) Making any appeal in the answer paper for more marks.

q) Misbehavior with officials / using unfair means / creating nuisance / using obscene and or abusive language / violence any kind of rude behaviour / threat at the centre to the person involved in conduct of examination etc. or any other kind of rude behavior in or near the Examination Hall

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.

B. Procedure for Imposing Penalties & Punishments

Examination Sub-committee (Unfair means committee) appointed by the Board of Examination consisting of the Controller of Examinations (COE) as member secretary, Chairman and other members shall be constituted to inquire into the Unfair means cases during the Examinations and to recommend the action to be taken on the cases to the Examination department.

i. The above committee shall meet after the conclusion of each End Semester examination on the dates fixed by the COE and inquire on all matters connected with the students Caught using unfair means. After detailed inquired, the committee shall prepare a report giving its recommendation on the penalties and punishments to be imposed for the consideration of the Examination committee.

ii. In the case of failure by the student to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and punishments.

iii. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.

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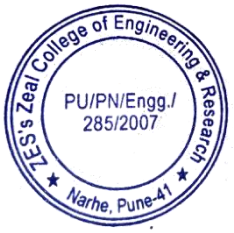
iv. The student is awarded punishment only once though he may have indulged in unfair means in several papers. This punishment will be decided taking into consideration all unfair means during the End Semester examination.

v. The Unfair means committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged unfair means. After ascertaining the severity of the case, the unfair means committee shall recommend suitable penalties or punishments on the student. The severity of the case shall be categorized based on Possession of electronic gadgets without any material(s) or matter, materials(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are not relevant to the paper the student is writing.

vi. While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is caught using Unfair means shall be taken in to consideration to decide the severity of the case.



14. 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 at least 8 days prior to the commencement of the examination.
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 Fifteen minutes for per one-hour question paper to handicapped, blind and learning disabled students.
9. In such cases, the Sr. supervisor shall ensure that an appropriate stamp (Handicap Candidate) is affixed on the first page of the answer sheet to clearly identify candidate's case.

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 issued by a doctor holding an MBBS degree confirming the need for a writer.

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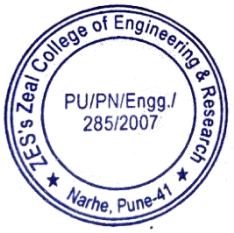
2. The examinee shall apply to the Controller of Examination (CoE), in a prescribed format for permission to use a writer at least 8 days prior to the commencement of the examination.
3. Controller of Examination (CoE) shall verify the background of the writer with the help of required documents like 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 Fifteen minutes for per one-hour question paper to such candidates.
10. In such cases, the Sr. supervisor shall ensure that an appropriate stamp is affixed on the first page of the answer sheet to clearly identify and record the candidate's case on medical grounds.



15. CONDUCT DURING EXAMINATION

a) Timing:

1. The candidates are required to be present outside the examination hall exactly 30 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 for any reason.
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.

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. Invigilator/Jr. Supervisor is responsible to ensure full compliance with such requirements. Failure to comply with these instructions may result in strict disciplinary action against the concerned Junior Supervisor for negligence in the discharge of invigilation/supervision duties.
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. Candidates may leave the examination hall to use the washroom only on medical grounds and with the prior permission of the Invigilator. Candidates must strictly follow all instructions given by the Invigilator while leaving and re-entering the examination hall.
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.

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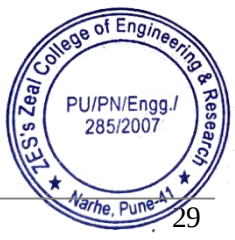
4. If there are any queries regarding the exam questions the students must ask the invigilators who will contact the course teacher through the proper channel.

5. Students shall be solely responsible for any incorrect entry, improper barcode pasting, or other errors on the answer sheet.

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, writing pad, 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.
6. If any electronic gadget is found in the possession of a student during the examination, it shall be treated as a case of malpractice, and the student's entire semester performance shall be cancelled.
7. Students are strictly prohibited from carrying, bringing, possessing, or consuming alcohol, tobacco, cigarettes, gutkha, vaping products, narcotic drugs, or any other intoxicating/substance that may cause intoxication (nasha) within the examination premises. Any student found in possession of or using such prohibited substances/materials shall be subject to strict disciplinary action as per the applicable rules and regulations of the Institute.
8. Students are strictly prohibited from carrying or bringing any sharp objects or such materials into the examination hall, including knives, kada (metal bangles/bracelets), blades, or any other similar items. Any student found carrying or possessing such prohibited items in the examination hall will be treated as a serious violation of examination rules and may be dealt with as a criminal offence, as applicable under the relevant laws and regulations. Strict disciplinary action will be taken against the student.



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.

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16. Other Examination Matters

16.1 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 per Grade Card as prescribed by the Institute time to time will be levied by the institute.

16.2 Unfair Means Suspected During Valuation of Answer Scripts

The examiners shall, if he/ she suspects use of unfair means while valuing the answer scripts or other material such as insertion of answer sheet, revealing of identity or enclosure, such as currency, shall return the answer script with reasons in writing to the controller of examination and by name desist from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished.

16.3 Lapses by Examination Personnel

Any lapse, negligence, or misconduct by Paper Setters, Examiners, Moderators, Referees, Teachers, or any other person connected with the conduct of the Institute Examination shall be dealt with as per the separate guidelines issued by the Examination Section.

16.4 Questions Out of Syllabus / Wrong question / Question with Incomplete data

This matter shall be placed before the Controller of Examinations. The COE shall get the question paper examined by the Chairman, BOS concerned. On the report of the Chairman, BOS, the COE shall either reject the representation or direct the examiner to allot full marks to those students who have attempted such question. The Chairman, BOS may take opinion of the course expert.

16.5 Leakage of a Question Paper

The Director/COE shall cancel the examination of a course on the leakage of a question paper. The examination of this course will be conducted after the last paper of schedule of the examination. A high-level Enquiry committee constituted by the Director shall examine the causes, the reasons and the person(s) responsible for leakage of the question paper. There after the Enquiry Committee shall submit the report to the Director for necessary action.

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16.6 Disposal of Answer sheets

The answer sheets of any examination during the academic year shall be preserved for one year after declaration of results of that particular examination. The process of disposal of answer sheets of previous academic year examinations shall be initiated and carried out under the supervision of the COE.

16.7 Amendment of Results

As per Ordinance 7 of Savitribai Phule Pune University,

A) Due to errors

In any case, where it is found that results of examinations are affected by any following errors, the 'Controller of examinations on the behalf of BOE have the power of amending such result, in such manner, as shall be in accordance with the true position and to make such declaration as is necessary, 'with the necessary approval of COE on the behalf of Board of Examinations, provided the errors are detected within 3 months from the date of declaration of results. Errors detected thereafter, shall be placed before the Board of Examinations.

Errors means:

i) Error in computer/data entry, printing or programming, etc.

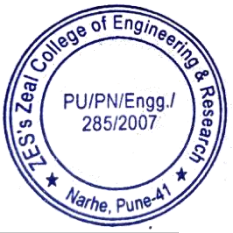
ii) Clerical error, manual or machine error in totaling or entering of marks in ledger/register.

iii) Errors due to negligence or oversight of examiner or any other person connected with evaluation moderation and result preparation.

iv) No claim or objection regarding the result shall be entertained after three months from the date of declaration of the result.

B) Due to fraud, Malpractices, etc.

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by fraud, malpractices, or any other ethical improper conducts where the examinee is benefitted and that such examinee has in the opinion of the Complaint Redressal Committee been the party of privy to or connived at such fraud or malpractices or improper conducts, the board of examinations shall have power, at any time, notwithstanding the issue of the certificate or the award of a prize or scholarship, to amend the result of such examinee and to make such declaration as the board of examinations considers necessary in that behalf.



16.8 Grant of additional marks for extracurricular activities

As per Ordinance 163 of Savitribai Phule Pune University (Circular 75 of 2015 and Circular 44 of 2024) additional credits may be granted to a candidate appearing for the university examination, as an incentive for participation in National Service Scheme (NSS). Additional credits (non CGPA) may be granted to the candidate who has enrolled in NSS in the academic year and has completed the requirements laid out for the same. These marks only considered if required for passing.

A student shall submit a certificate in prescribed format before the date of commencement of his examination for the grant of additional marks along with necessary original certificate/s or copies thereof countersigned by the Head/Principal/Director of the College.

No certificate received after commencement of examination shall be entertained by the Exam Cell.

16.9 Maximum period for completion of B. Tech.

a) As per UGC guideline act 2016 and Savitribai Phule Pune University, Pune Course duration is N the Maximum duration of the course (M). So, M=N+2.

   The duration of undergraduate program leading to the B. Tech degree is eight semesters (four years)

b) However, the academically weaker students will be granted a flexibility to conduct their studies at a slower pace and complete their degree requirements in more than eight semesters. The maximum duration for course completion will be twelve semesters (six years).

c) In any case the student has to complete the programme requirement of 170 credits within 12 semesters. Failure to complete the programme requirements by any student in this period shall lead to cancellation of his/her admission to the college forthwith.

16.10 Terminations from the Program

The admission of a student to the UG program may be terminated and the student may be asked to leave the Institution in the following circumstances:

i) The student fails to satisfy the requirements of the program within the maximum period stipulated for that program.

ii) The student fails to satisfy the norms of discipline specified by the Institution from time to time.

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16.11 Declaration of Blood Relation and Conflict of Interest

Faculty members/staff involved in any examination-related activity shall declare to the Controller of Examinations (CoE) if they have a blood relative appearing for an examination conducted by the Institute.

Such declaration shall be submitted to the CoE in the prescribed format available on website under Exam Cell, preferably before commencement of the examination/evaluation process, to ensure transparency and to avoid any actual or perceived conflict of interest in examination-related matters.

Upon receipt of such declaration, the CoE may take appropriate measures, wherever necessary, to ensure impartiality and confidentiality in examination activities, including question paper setting, moderation, invigilation, evaluation, practical/oral examination, result processing, and other examination-related responsibilities.

The concerned faculty member/staff shall not undertake any examination-related responsibility involving the student where such involvement may result in an actual or perceived conflict of interest, as directed by the CoE.

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17. DISCLAIMER AND IMPORTANT NOTE

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/examcell and to refer the manual therein.

d) WhatsApp messages/groups shall not be considered an official mode of communication. Students are advised to refer to the official Notice Board and the Institute website regularly for all official notices, circulars, instructions, and important announcements. Any communication shared through WhatsApp should be treated only as an additional reminder and not as an official notice.

DIRECTOR

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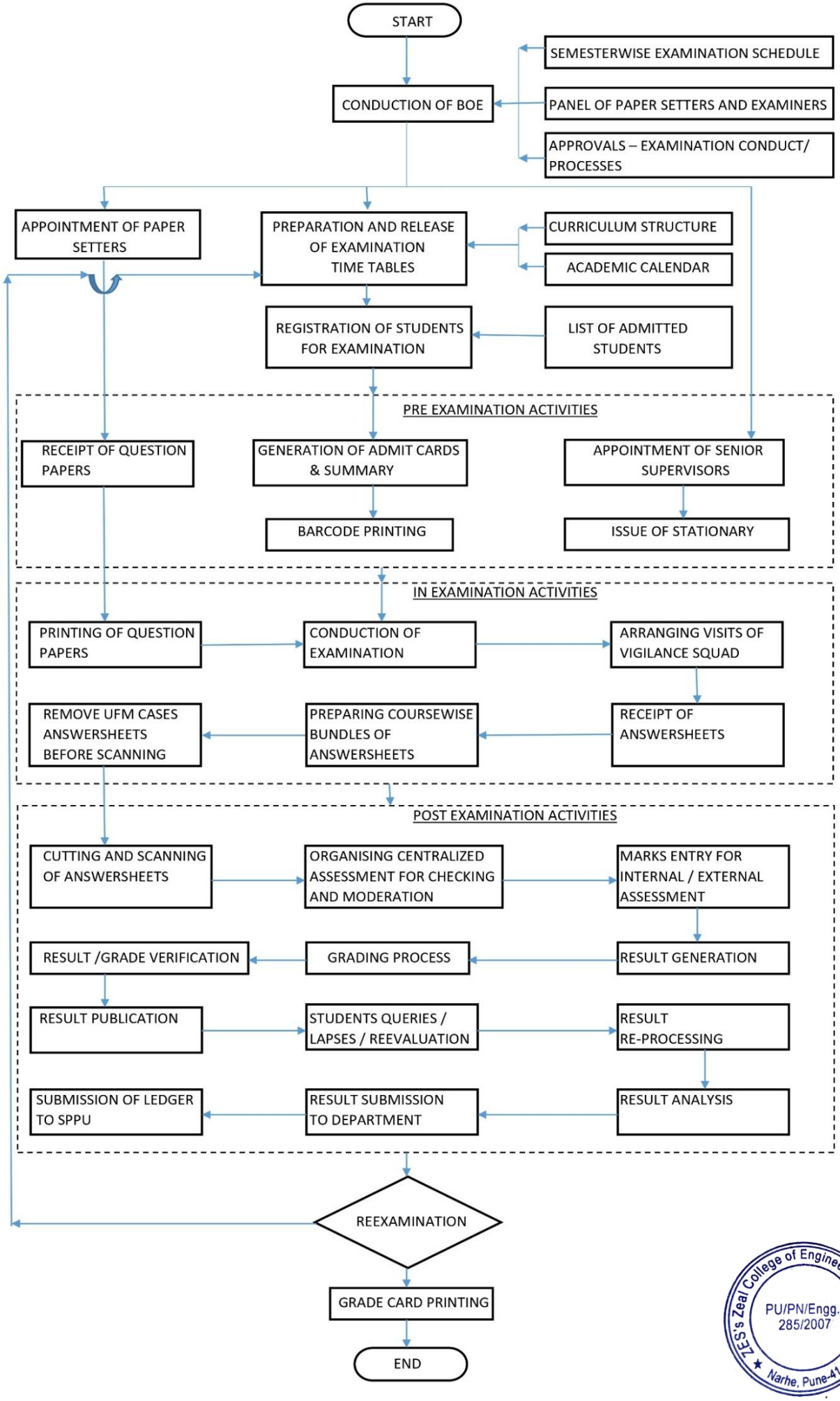

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ANNEXURE-I

The broad categories of unfair means adopted by students at the institution examination and the quantum of punishment for each category thereof.

Sr. No.	Nature of Malpractices	Quantum of Punishment
1.	• Possession of copying material / Actual copying from the copying material / Possession of another student's Answer Book + Actual evidence of copying. • Examinee found talking or communicating with other examinees during examination • Examinee found with copying material related to the paper but having not used the material. • Revealing identity in any form in the answer written or in any other part of the Answer book by the student at the Institution Examination • Student found having written on palms or on the Body, or on the clothes while in the Examination • Examinee possessing mobile phone or any electronics communication gadget or I-pod or any similar device in examination hall.	• Cancellation of the performance of the respective examination in which he/she is appearing • ₹1000/- fine. • Forfeiture of the mobile phone or any electronics communication gadget. • If student remains absent for hearing then fine will be doubled.
2.	• Mutual / Mass copying. • Smuggling out or smuggling in of Answer book as copying material / Attempt to forge / Forging signature of the Jr. Supervisor on the answer book or supplement. • Interfering with or counterfeiting of Institution seal OR Answer books OR office stationery used in the examination. • Insertion of currency notes/ to bribe or attempting to bribe any of the persons/s connected with the conduct of Examination • Using obscene Language / violence / threat at the examination Hall by a student at the Institution Examination to invigilator / examination staff.	• Cancellation of the current performance • Exclusion of the students from institution examination for max. **two additional semester** examinations including Re-examination • ₹1000/- fine. • If student remains absent for hearing, then fine will be doubled.

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3.	• Impersonation at the Institution examination outside the institute. • Leaves the exam hall taking away answer book or intentionally tears off the script or any part thereof inside or outside the examination hall.	• Cancellation of the current performance • Exclusion of the students from institution exam. for max. **four additional semester** examinations. • ₹2000/- fine.
4.	• Possesses any lethal weapon or firearm in the examination hall.	• Cancellation of the current performance • Exclusion of the students from institution exam. for max. **four additional semester** examinations. • ₹5000/- fine. • The case will be reported to Police.
5.	**Repeat Malpractice – Enhanced Punishment** If a student is found guilty of malpractice in a subsequent examination after disciplinary action for a previous offence, **enhanced punishment, up to twice the prescribed punishment, may be imposed.**	
	PRACTICAL / DISSERTATION / PROJECT REPORT EXAMS	
6.	Student involved in malpractices at practical / dissertation / Internship / project report examination shall be dealt with as per the punishment provided for the theory examination.	

OTHER / UNDEFINED UNFAIR MEANS: Any act of unfair means, malpractice, misconduct, irregularity, or violation of examination rules not covered above shall be treated as an unfair means case and shall attract appropriate punishment as determined by the Competent Authority/Examination Committee.

NOTE: - For online examinations, the categories of unfair means adopted by students and the corresponding punishment for each category shall be published separately.

