



Aldel Education Trust's

St. John College of Engineering and Management, Palghar

(A Christian Religious Minority Institution)

Approved by AICTE and DTE. Affiliated to University of Mumbai MSBTE

St. John Technical Campus, Vevoor, Manor Road, Palghar (E), Dist. Palghar, Maharashtra-401404

NAAC Accredited with Grade 'A+'



Criteria 6- – Governance, Leadership and Management

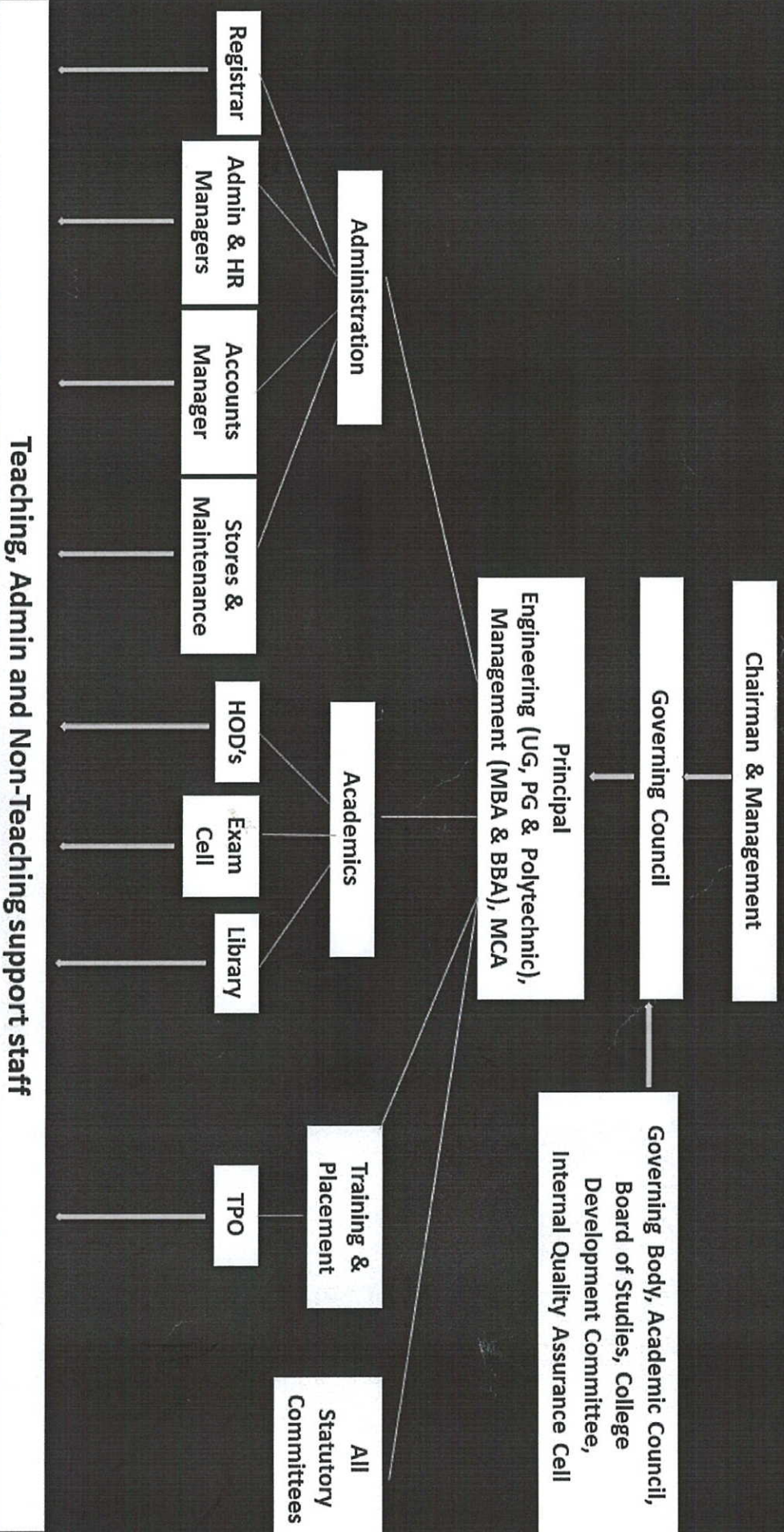
Key Indicator - 6.2 Strategy Development and Deployment

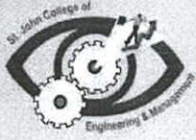
6.2.2 The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

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Organogram – St. John College of Engineering and Management (Autonomous)





St. John College of Engineering and Management

Autonomous Institute

(A Christian Religious Minority Institution)

Approved by AICTE and DTE, Affiliated to University of Mumbai / MSBTE

DTE Code : 3218 AICTE Permanent ID : 1-4790201



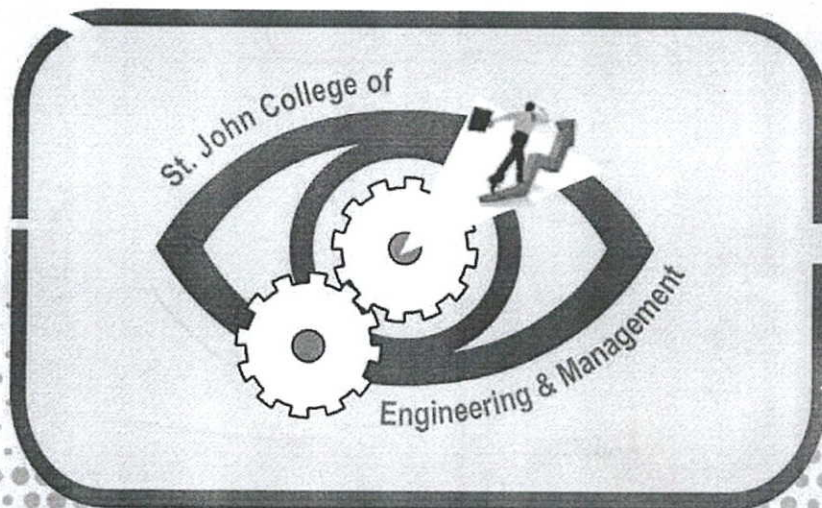
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Rule Book

for

SJCEM

Autonomous Institute



Academic Year 2024-2025





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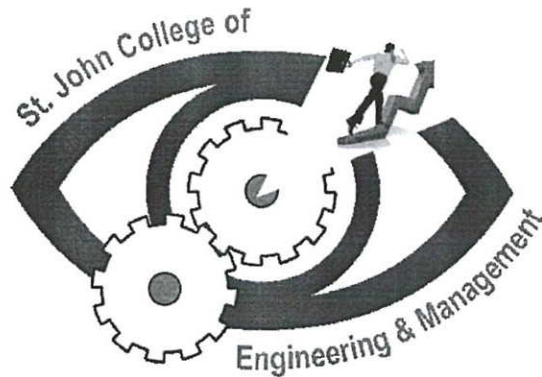
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Adel Education Trust's

**St. John College of Engineering and
Management Palghar - 401404**



**Academic and Examination Rules and
Regulations 2024-25**

Controller of Examinations
Dr. Pandharinath A Ghonge

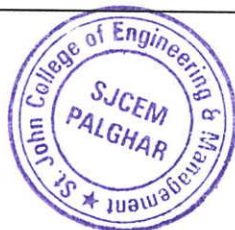


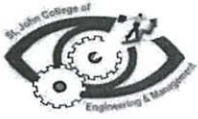
Principal
Dr. Kamal Shah



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I. About SJCEM

St. John College of Engineering and Management (SJCEM) is Established in 2008. It is located in Palghar. It provides facilities for professional education in the rural and tribal area of Palghar District near Mumbai by offering four year Degree Courses in Civil Engineering, Computer Engineering, Electronics and Telecommunications Engineering, IT Engineering, Mechanical Engineering, Artificial Intelligence and Machine Learning, Computer Engineering(Data Science) and Electronics and Computer Engineering and three year Diploma courses in Civil Engineering, Computer Engineering, Electronics and Telecommunications Engineering and Mechanical Engineering. SJCEM also offers two year Post Graduate Degree Course – Masters of Management Studies and Master in Engineering (Computer Engineering). The curriculum is designed to blend theoretical knowledge with practical application, ensuring students are industry-ready upon graduation. The college has been awarded an NAAC A+ Grade with a commendable score of 3.29, underscoring its commitment to high educational standards.

Location

The college is situated within a lush green campus in a serene and quiet ambience at the St John Technical Education Complex, located at Vevoor, Palghar (East), district Palghar in Maharashtra. Palghar is a part of Mumbai Suburban Rail Network which extends up to Dahanu and lies on the Mumbai- Ahmedabad rail route 30 kms north of Virar.

The college is on Palghar- Manor road about 1.5 kms from Palghar Railway station and about 18 kms from Manor (Mastan Naka) on the Mumbai- Ahmedabad Western Express Highway and 105 kms from the Santacruz domestic airport, Mumbai.

Minority Status

SJCEM is a college run by Aldel Education Trust which is a Christian Religious Minority Institution as notified by the Maharashtra State Minorities Development Department vide Order Dtd July 25, 2008 (Ref.: 2008/310/164/2008/1).

Faculty and Research

SJCEM boasts a team of highly qualified and dedicated faculty members who are committed to providing the best educational experience. The faculty is actively involved in research, contributing to advancements in their respective fields and enhancing the learning environment for students.

Facilities

The college campus is equipped with state-of-the-art facilities to support academic and extracurricular activities, including:

- Modern classrooms with advanced teaching aids.
- Well-equipped laboratories for hands-on learning and experimentation.
- A comprehensive library with a vast collection of books, journals, and digital resources.



- Computer centers with the latest software and high-speed internet connectivity. □ Sports and recreational facilities to promote physical fitness and well-being.

Industry Collaboration and Placements

SJCEM Palghar has established strong ties with leading industries and organizations, facilitating internships, workshops, and placement opportunities for students. The dedicated placement cell works tirelessly to ensure students are well-prepared for their careers and can secure positions in reputed companies.

Extracurricular Activities

The college encourages students to engage in various extracurricular activities to develop leadership skills, teamwork, and a well-rounded personality. Cultural events, technical fests, sports meets, and student clubs provide ample opportunities for students to showcase their talents and pursue their interests.

Community Engagement

SJCEM is committed to making a positive impact on society. Through various outreach programs and social initiatives, the college actively contributes to the betterment of the local community and beyond.

II. Preface

Welcome to the academics and examination Rules and Regulations of SJCEM as a supporting reference intended for the students, faculty, support staff and other stakeholders. These RR's can help to streamline the academic and examination related activities in order to enhance quality of education. These RR's are approved by the apex body i.e. Academic Council and academic calendar is prepared to undertake various academic and examination activities during the semesters.

This document is divided into two parts. Part-I is about the Academic Rules and Regulations and Part- II is about the Examination Rules and Regulations.

The RRs shall govern the admission policy, curriculum, course completion requirements, evaluation system and conduct of the examinations, award of degree and dealing with unfair means and lapses. All the stakeholders are required to read, understand and follow the RRs for smooth conduct of all academic and examination activities.



III. Acronyms

Sr. No	Abbreviation	Description
01	College/Institute	St. John College of Engineering & Management (SJCEM), Palghar
02	University / SUK	Mumbai University, Mumbai
03	DTE	Directorate of Technical Education, Maharashtra State
04	AICTE	All India Council for Technical Education
05	UGC	University Grants Commission
06	Academic Council (AC)	Apex academic body governing the academic program and policies in SJCEM.
07	Board of Studies (BOS)	program Departmental academic body common for UG and PG
08	Grievance Redressal and Discipline Committee (GRDC)	Committee appointed by Principal to deal with cases of indiscipline
09	Complaint Redressal Committee (CRC)	Committee appointed by Principal to deal with cases of unfair means/malpractice/s in examination
10	Examination Committee	Apex examination body implementing rules and regulations framed by AC
11	Departmental Advisory Board	Departmental advisory body common for UG and PG program.
12	Department Committee	Departmental academic and advisory body next to BoS and DAB Board (DAB)
13	Academic RRs	Rules and regulations governing academic system of the college
14	Examination RRs	Rules and regulations governing Exam and grading system of the college
15	B. Tech. / M. Tech.	Bachelor of Technology and Master of Technology, respectively.
16	FE, SE, TE, BE	First, Second and Third year respectively
17	PRN/ PID	Permanent Registration Number
18	Program	Entire degree period with specific branch; can be termed as Program
19	Semester	Period in which academic activities are carried out



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20	Summer Term(Odd Semester)	A summer vacation period after even semester examination for approximately 7-8 weeks duration, during which remedial classes, re-examination, industrial training, and soft skill training are conducted
21	Winter Term(Even Semester)	A winter vacation period after odd semester examination for approximately 3-4 weeks duration, during which industrial training, GATE preparation and soft skill training are
22	Course	Theory/laboratory/seminar/project/mini project
23	Course credit	Weightage assigned to a course
24	Grade	Double letter assigned to indicate the performance of student in a course
25	Course Teacher	Faculty member assigned to teach a course
26	LA1, LA2, Lab ESE	Lab Assessment 1,2 and Lab End Semester Examination respectively
27	IAE, ESE	Internal Assessment and End-Semester Examination respectively
28	CPI	Cumulative Performance Index, which is the weighted average of grade points for all the semesters completed by a student
29	SPI	The Semester Performance Index, which is the weighted average of grade points of a student in a semester
30	SGPA	Semester Grade Point Average which is the weighted average of grade points of a student in a semester
31	CGPA	The Cumulative Grade Point Average, which is the weighted average of grade points for all the semesters completed by a student
32	Allowed to Keep Term (ATKT)	Allowed for admission after satisfying minimum credits criterion
33	Examination Committee	Apex examination body implementing rules and regulations framed by AC
34	COE	Controller of Examination
35	DCOE	Deputy Controller of Examination
36	DEC	Department Examination Coordinator





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37	Complaint Redressal Committee (CRC)	Committee appointed by Principal to deal with cases of unfair means/malpractice/s and indiscipline in academics / examination
38	VAPC	Value Added Professional Course
39	VALS	Value Added Life-Skill Course
40	CCE	Centre for Continuing Education
41	GATE	Graduate Aptitude Test for Engineering, which is an eligibility test for post graduate studies and placement in various public sector undertakings.
42	NPTEL	National Program of Technology Enabled Learning 16. "Swayam" means Study Webs of Active-Learning for Young Aspiring Minds



IV. Graduates Attributes (GAs) as per NBA

1. **Engineering Knowledge:** Apply knowledge of mathematics, science, engineering fundamentals and an engineering specialization to the solution of complex engineering problems.
2. **Problem Analysis:** Identify, formulate, research literature and analyse complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences and engineering sciences.
3. **Design/ Development of Solutions:** Design solutions for complex engineering problems and design system components or processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal and environmental considerations.
4. **Conduct investigations of complex problems** using research-based knowledge and research methods including design of experiments, analysis and interpretation of data and synthesis of information to provide valid conclusions.
5. **Modern Tool Usage:** Create, select and apply appropriate techniques, resources and modern engineering and IT tools including prediction and modelling to complex engineering activities with an understanding of the limitations.
6. **The Engineer and Society:** Apply reasoning informed by contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to professional engineering practice.
7. **Environment and Sustainability:** Understand the impact of professional engineering solutions in societal and environmental contexts and demonstrate knowledge of and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of engineering practice.
9. **Individual and Team Work:** Function effectively as an individual, and as a member or leader in diverse teams and in multi-disciplinary settings.
10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations and give and receive clear instructions.
11. **Project Management and Finance:** Demonstrate knowledge and understanding of engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life-long Learning:** Recognize the need for and have the preparation and ability to Engage in independent and life- long learning in the broadest context of technological change.

V. Committees and Functionaries

The academic administration of the college consists of committees and functionaries. The committees shall be AC, ASC, BOE, BoS and DAB. In general, the tenure of all committees shall be 2-3 years.

The frequency of meeting shall depend on nature of the committee. One-third members of the committee shall constitute the quorum.

The functionaries shall be Principal, Vice Principal, Dean Academics, Controller of Examinations, Heads of Department, Department Academic Coordinator, Department Quality Assurance Coordinator, Deputy Controller of Examination DECs and First Year Academic Coordinator.

1. Academic Council (AC):

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the industry, university and the Government. The decisions taken by the Academic Council will not be subject to any further ratification by the Administrative Council or other statutory bodies of the university. The composition and functions of the academic council are given below:

Composition:

1. Principal of the college (Chairperson).
2. All Heads of department in the college.
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts from outside the college representing such areas as industry, education, engineering etc., to be nominated by the Board of Governors (Administrative Council)/Administrative council.
5. Three nominees of the university.
6. Controller of Examination
7. Dean academics (Member Secretary).

Functions and Powers:

1. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it with supporting justification.
2. Make regulations regarding the admission of students to different program of study in the college subject to Government rules and regulations.
3. Advice measures for improving the quality of teaching, study and research, innovative, evaluation and teaching-learning methods.





4. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
5. Recommend to the Administrative Council proposals for institution of new program of study.
6. Recommend to Administrative Council for Institution of scholarship, studentship, fellowships prizes and medals, and to frame regulations for the award of the same.
7. Advise the Administrative Council on suggestions(s) pertaining to academic affairs made by it.
8. Perform such other functions and such other duties as may be necessary and as may be assigned by Administrative Council pertaining to academics.

Academic Standing Committee (ASC):

Composition:

The composition is same as that of AC except external members

ASC shall perform the functions under emergent situations subject to ratification by the AC

2. Board of Studies (BOS)

The Board of Studies is the basic constituent of the academic system of an autonomous college. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system, etc. The composition and functions of the Board of Studies are given below:

Composition:

1. Chairperson: Head of the concerned department
2. Internal members: The entire faculty of each specialization.
3. Academic council nominee: Two domain experts from outside the college nominated by the Academic Council.
4. University nominee: One domain expert nominated by the vice-chancellor from a panel of six recommended by Principal.
5. Industry representative: One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by Principal.
7. Co-opt members: Chairman, Board of Studies, may with the approval of the Principal shall co-opt: Experts from outside the college whenever special courses of studies are to be formulated
8. Member secretary: Department Academic Coordinator

In addition to BoS for departments of various disciplines, there shall be a BoS for Basic sciences, Mathematics and humanities.

Composition of General BoS:

1. Chairperson: First Year Engineering Program Coordinator
2. Internal members: The entire faculty of each specialization.
3. Academic council nominee: Two experts in the subject from outside the college nominated





by the Academic Council.

4. University nominee: One expert nominated by the vice-chancellor from a panel of six recommended by Principal.
5. Industry representative: One representative from industry/corporate sector/allied area relating to placement.
6. Co-opt members: Chairman, BoS, may with the approval of the Principal shall co-opt: Experts from outside the college whenever special courses of study are to be formulated.
7. Member secretary: Nominated by first year Program Co-Ordinator.

Principal shall draw the schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when necessary, but at least once a semester.

The Board of Studies of a Department in the College shall:

1. Review and revision of curriculum keeping in view the VMOs of the college and department, interest of the stakeholders, and national requirement for consideration.
2. Ensure academic standard and excellence of the courses offered by the department.
3. Recommend the curriculum for approval of the Academic Council.
4. Coordinate research, teaching, extension and other academic activities in the department/college.

3. Departmental Advisory Board (DAB):

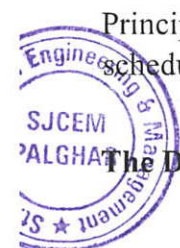
DAB is another basic constituent of the academic system of an autonomous college. The composition and functions of the DAB are given below:

Composition:

1. Chairperson: Head of the concerned department
2. Internal members: Two senior faculty members of department.
3. Industry representative: One/two representatives from industry/corporate sector / allied area relating to placement.
4. One / two academicians outside college.
5. One/two meritorious alumni.
6. One parent.
7. One/two students.
8. Member secretary: DQAC

Principal shall draw the schedule for meeting of the DAB for the departments. The meeting may be scheduled as and when necessary, but at least once a semester.

The DAB of a department in the college shall:





1. Formulate a process to review post-implementation effects of curriculum.
2. Suggest measures to ensure academic standard and excellence of the courses offered sby the department.
3. Suggest methodologies for innovative teaching and evaluation techniques; enhancement of industry-institute interaction.
4. Identify and recommend the need of new program.
5. Review target set for attainment of course outcomes and program outcomes.
6. Guide and provide support to department for enhancing interaction with outside world.
7. Plan strategically to enhance the academic quality of department.
8. Address concerns of stakeholders expressed through feedback.
9. Define and update the Program Educational Objectives (PEO's) and Program Outcomes (PO's) based on the recommendations by departmental academic committee.
10. Study the achievement of PEO's and PO's reported by department academic committee and suggest measures for improvement.

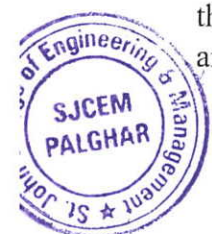
4. Examination Committee:

Composition:

1. Principal: Chairman & Chief Controller of Examinations
2. Controller of Examinations (CoE): Member Secretary
3. Dean Academics
4. Deputy Controller of Examinations (DCoE)
5. Department Examination Coordinators (DEC)
6. CoE of other Autonomous Institute
7. Co-ordinators (Examination, Assessment, Results and Tabulation) **Powers and Duties of**

Examination Committee:

1. The Examination Committee shall;
 - a. Ensure proper organization of Examinations and tests including moderation, tabulation and declaration of the results.
 - b. Appoint Examiners, Moderators, and Paper-setters from amongst the persons included in the panels prepared by the respective Subject Boards.
 - c. Undertake, exercise and experiment in examination reforms.
 - d. Recommend process for conduct of examination to Principal.
2. The Committee shall prepare the time schedule of the examinations and dates of declaration of their results at the beginning of the term and notify the same.
3. The assessment of answer-books for all examinations can be done online/offline centrally through the Central Assessment System. All answer-books of an examination can be masked and then coded. The coded answer-books shall then be assigned to the examiners for assessment



using onscreen marking. After the assessment, all the online evaluated answer books shall be decoded and damasked and the result sheet will be prepared.

4. In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper setters, examiners, moderators teachers or any other persons connected with the conduct of examination, the Committee shall constitute a Sub-Committee consisting of three members of whom one shall be Chairman.
5. The recommendations of the Sub-Committee shall be placed before the Examination Committee, which takes the disciplinary action in the matter as it deems shall fit.
6. The Committee shall arrange for strict vigilance during the conduct of examination so as to avoid the use of unfair means by the students, teachers, invigilators, supervisors, etc.

5. Department Academic Coordinator:

There shall be Department Academic Coordinator (DAC) for UG program. The functions and duties are:

1. Coordination of all academic activities of the UG program viz. curriculum revision, framing of syllabus, time table, BoS meeting as member secretary, re-registration of course/s, display and submission of attendance status.
2. Monitoring academic activities and conduct of classes.
3. Extend necessary help to departmental academic and program evaluation committee.
4. Recording and forwarding all academic related documents to Dean academic Office.
5. Work in association with Dean Academics.

6. Department Examination Coordinator (DEC):

A Coordination for department related examination activities

1. Coordination of submission of ISE/LA marks and question papers.
2. Preparation of department laboratory ESE schedule in coordination with examination cell
3. Recording and forwarding all examination related documents to CoE. 4. Work in association with DCOE and CoE.

7. Deputy Controller of Examination (DCOE):

A Coordination for Institute related examination activities

1. Preparation of schedules of examinations
2. Maintaining examination related documents and platforms
3. Work in coordination with Dean Academic office and CoE

8. Department Quality Assurance Coordinator (DQAC):

There shall be Department Quality Assurance Coordinator (DQAC). The functions and duties DQAC are:

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PALGHAR





1. Coordination to conduct internal academic audit, question paper audit, and departmental advisory board meetings as a member secretary.
2. Conduct course and graduate exit survey, make arrangements for feedback from stakeholders (industry/employer/alumni) and feedback analysis.
3. Monitoring assessment of course outcomes.
4. Computation/assessment/evaluation/achievement of PEOs and POs as per NBA requirements.
5. Compilation of information required for Annual Quality Assurance Report (AQAR) of the Internal Quality Assurance Cell (IQAC) and forwarding it to Dean QA.
6. Extend necessary help to departmental academic and program evaluation committee.
7. Work in association with Dean QA.

9. First Year Engineering Coordinator (FEC):

1. Coordination of all academic activities of first year courses viz. curriculum revision, framing of syllabus, time table, BoS meeting as Member secretary, re-registration of course/s, display and submission of attendance status.
2. Monitoring academic activities and conduct of first year classes.
3. Coordination to conduct student and other feedbacks, internal academic and question paper audit.
4. Provide assessment of course outcomes to concerned departments.
5. FY related SAR criterion completion.
6. Work in association with Dean Academics and MSIQAC/Dean QA.

10. Post Graduate Academic and Quality Assurance Coordinator (PGAQC):

1. Coordination of all academic activities of the program viz. curriculum revision, framing of syllabus, ICC, time table, BoS meeting as member secretary, re-registration of course/s, display and submission of attendance status, and keeping records related to academics for AC meeting, NBA, NAAC etc.
2. Monitoring academic activities and conduct of classes, attendance reports.
3. Communicating academic information to all stakeholders
4. Extend necessary help to departmental academic program evaluation committee.
5. Moodle related activities (course and lab assignment, faculty, student accounts)
6. Work in association with Dean Academics
7. Coordination of Academics of value added courses.
8. Coordination to conduct internal academic reviews and audit, question paper audit, and Departmental advisory board meetings (DAB) as a member secretary.
9. Conduct course and graduate exit survey, make arrangements for feedback from stakeholders (student/industry/employer/alumni) and feedback analysis.
10. Reviewing the attainment of course outcomes.
11. Computation/assessment/evaluation/attainment of POs and PSOs as per OBE/NBA requirements, department NBA coordination.
12. Compilation of information required for Annual Quality Assurance Report (AQAR) of the IQAC, NIRF, AISHE, NAAC, UGC etc.
13. Extending necessary help to departmental academic and program evaluation committee.
14. Work in association with MSIQAC/Dean QA.





11. Faculty Advisor/Mentor (FA):

The faculty Advisor/Mentor will be appointed by the HOD of the parent department, who will be assigned a group (20-25) of students of the concerned parent department, and will be valid throughout their duration of study.

The functions and duties of FA are:

1. Help the students in planning their courses and related activities during their study period.
2. Monitor, guide, advice and counsel the students on all academic matters.
3. Interact with the students occasionally in a semester and maintain the records/minutes of meeting.

12. Course Teacher:

The functions and duties of course teacher are:

1. Conduct classes as per the time table issued by the HOD and maintain all academic records (Attendance on Moodle, Evaluation, and Attainment) for that course.
2. Prepare course delivery and evaluation plan for student performance and distribute to all the students within the first week of each semester.
3. Display students' performance in attendance and evaluation as stipulated in the academic RRs.
4. Report to the HOD on a periodic (monthly) basis, the potential cases of very poor academic performance as well as those of low attendance.
5. Follow all academic and exam related activities as per the schedule in the academic calendar.
6. Document all academic records in the course book in a format specified by Dean Academics and Dean QA necessary for academic audit.





PART – I

Academic Rules & Regulation

01 Introduction

1.1 All Undergraduate & Postgraduate Engineering programs offered by departments (Civil, Mechanical, Electrical, Electronics, Computer Science & Engg.. and Information Technology) shall be governed by the rules and regulations provided in RR/2024-25. The provisions made in this document shall govern the policies and procedures, curriculum, course delivery, evaluation system and conduct of the examinations. The rules and regulations shall be subjected to the amendment made by the Academic Council (AC), based on the recommendations of the BoS. These amendments shall be applicable to all undergoing UG & PG programs and shall be binding on all concerned stakeholders including students, faculty, staff, departments and institute authorities with immediate academic year.

The curriculum of each program is in line with Outcome Based Education (OBE) and provides:

- Breadth knowledge for solving critical engineering problems
- In depth course contents with supporting skill and attitude assessment parameters
- Academic flexibility to ensure quality improvement
- Scope for multi-disciplinary learning activities- Collaborative and Co-operative learning platforms for resolving societal and environmental concerns
- Opportunity for industry oriented projects providing Project Based Learning (PBL)

Apart from the specific program requirements; students shall built up a strong basis of the engineering education with the foundation courses on science, humanities, management economics etc. The stringent evaluation norms shall be followed to maintain quality of the engineering education. The examination system shall be transparent and governed by rules, regulations and time-bound activities.

1.2 The medium of instruction throughout the program shall be in English. In view of NEP-2020 a few number of courses may be dealt in Marathi / Hindi Languages. The class engagement of foreign language shall be made flexible and interactive

1.3 The semester system shall be adopted for academic activities in the college. Normally, all odd semesters shall start in mid of July and shall end in first week of November. All even semesters shall start in January and shall end in last week of April. The start of first semester for B.Tech.



M.E. shall be governed by admission schedules declared by the Government of Maharashtra. Academic calendar shall be prepared and displayed before the start of every academic semester.

2. Academic Program

2.1 Undergraduate Program

At present, SJCEM is offering eight undergraduate academic programs approved by AICTE and are given with SJCEM department/ UG program code as:

1. B.Tech. Artificial Intelligence and Machine Learning (AIML)
2. B.Tech. Civil Engineering (CIVIL)
3. B.Tech. Computer Engineering (COMP)
4. B.Tech. Computer Science and Engineering (DATA SCIENCE)
5. B.Tech.. Electronics and Computer Science (ECS)
6. B.Tech. Electronics and Telecommunication Engineering (EXTC)
7. B.Tech.. Information Technology (IT)
8. B.Tech.. Mechanical Engineering (MECH)

The duration of B. Tech. program is of four years, normally referred as First Year Engineering (FE), Second Year Engineering (SE), Third Year Engineering (TE) and Final Year Engineering (BE). The corresponding eight semesters are referred as Sem-I, Sem-II... up-to Sem-VIII. (e.g.), an oddsemester of SE is the Sem-III and even semester of SE is Sem-IV and so on. The normal duration of these academic program is eight semesters. An extension to this period may be given subjected to approval by AC.

2.2 Postgraduate Programs

SJCEM is offering a post graduate program approved by AICTE and are given with (SJCEM PG program code) as:

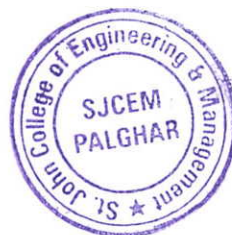
1. M. Tech. Computer Engineering
2. Master of Management Studies (MMS)
3. Master in Engineering (Computer Engineering)

The duration of M.E. Program is normally of two years and consists of First Year Engineering (FE), Second Year Engineering (SE). The corresponding four semesters are referred as Sem-I, Sem-II, Sem III and Sem IV. E.g. an odd semester of SE is the Sem-III and even semester of SE is Sem-IV.

3. Academic Calendar

3.01 Institute Academic Calendar

The academic activities of the Institute shall be governed by academic calendar. It shall be displayed on the Institute website at the beginning of each academic semester. Every department, section, office shall prepare their annual activity calendar considering academic calendar.



I. Academic calendar framework

Usually, there is one semester in every academic calendar; either odd semester or even semester. The odd semester shall normally be of 23 weeks and even semester of 29 weeks. The academic calendar framework is shown in Table 3.1. In general, a semester has 15 weeks of teaching, 4 weeks of examination, totalling to 19 weeks of academics. The odd semester has 4 weeks for department/student activities after the ESE. The even semester has 8 weeks for other department/students activities and 2 weeks for re-examination. The department/student activities can include GATE/employability training, internships, remedial coaching, faculty training etc.

1. Schedule of other activities: All other co-curricular activities should be scheduled by respective sections so as to align with the academic activities.
2. Compensating missed academics: The faculty should ensure timely conduct of lectures and laboratory sessions. However, any missing lecture/lab session needs to be compensated in association with head of the respective department.

Table 3.1 Academic Calendar Framework

Academic Calendar for Odd Semester		
Week No.	Activity	Duration
1-7	Teaching Learning	7
8	MSE for theory Courses, Submission of LA1 marks	1
9-15	Teaching Learning	7
16	Teaching Learning, Submission of marks of Teachers Assessment (ISE) for theory Courses Submission of marks of LA2 for Lab	1
17-18	ESE for theory	2
19	ESE for Lab	1
20-23	GATE training, Internship etc.	4
Total Weeks		23

Academic Calendar for Even Semester		
Week No.	Activity	Duration
24-30	Teaching Learning	7
31	MSE for theory Courses, Submission of LA1 marks	1
32-38	Teaching Learning	7
39	Teaching Learning, Submission of marks of Teachers Assessment (ISE) for theory Courses Submission of marks of LA2 for Lab	1
40-41	ESE for theory	2
42	ESE for Lab	1
43-50	Remedial teaching, Project, GATE training, Internship etc.	8
51-52	Re-Exam	2
Total Weeks		23





4. Admission Process

4.1 Admission Type

The admission process involves following types of admissions.

1. Fresh Admission
2. Admission to the next Higher Class
3. Re-admission
4. Temporary Withdrawal
5. Admission for Re-joining after a Gap

4.1.1 Fresh Admission

1. The fresh admission refers to the admission when a candidate is first time admitted to the Institute.
2. Eligibility and Process: The eligibility and process for admission to a B.Tech, M.Tech. and Ph.D. programs is governed by the norms and procedures of competent authorities such as DTE, Maharashtra State, AICTE, UGC and Mumbai University. The candidate shall be provisionally admitted to a program, subject to the fulfilment of eligibility criteria.
3. Provisional Admission: The candidate who has allotment letter issued by the competent authority, (e.g. Directorate of Technical Education, AICTE etc.), upon payment of prescribed fees; he/she shall be provisionally admitted.
4. Regular Entry: The provisional admission to a B.Tech. Program can be through a Regular Entry or Lateral Entry where, Regular entry refers to provisional admission of students for first, second (excluding lateral entry), third, and final year of the program in odd semesters.
5. Entry from University Pattern: Students admitted to SJCEM in pre-autonomous status and desires of seeking re-admission shall be eligible for admission in autonomous status only in odd (3rd, 5th, and 7th) semesters. Such students should have passed all the courses of previous semesters or fulfil the prevailing ATKT norms of Mumbai University, Mumbai. The students admitted through ATKT norms shall clear backlog courses by appearing for the respective examinations of Mumbai University, Mumbai. Further they shall undergo additional academic requirements (bridge courses) if any as specified by the BoS of the respective department to be at par with SJCEM autonomous curriculum. Students, who have obtained condone in any of the subjects/courses of university curriculum by Mumbai University, Mumbai shall be considered to have cleared that subject/course. Once admitted in autonomous mode, all the rules of autonomous mode shall be applicable.
6. Lateral Entry: Lateral entry refers to the provisional admission of a student for second year directly through diploma qualification.
7. Right to cancel the provisional admission: The Institute reserves the right to cancel the provisional admission of any student and discontinue his/her study at any stage of studentship for unsatisfactory academic performance and/or undisciplined conduct.
8. Personal Identification Number (PID): Each student shall be allotted a unique program Registration Number at the time of first admission and that will be a personal identification





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number. The number shall be valid till the student completes the program or cancels the admission or is removed from the roll.

The number shall consist of, a.

Course

b. Admission Type

c. Year of Admission

d. Branch Code

e. Serial Number

Table 4.1 PID Formation of Undergraduate Course

Course	Admission Type	Year of Admission	Branch Code	Serial Number
Bachelor of Technology Undergraduate (BTU)	First Year (1)	24	CIVIL (1)	001-999
	Direct Second Year (2)	23	COMP (2)	001-999
			EXTC (3)	001-999
			IT (4)	001-999
			MECH (5)	001-999
			AIML (6)	001-999
			ECS (7)	001-999
			DS (8)	001-999

Sample examples for PID Formation of students

Course	Admission Type	Year of Admission	Branch Code	Serial Number
BTU	1	24	1	001
BTU	2	23	1	001
BTU	1	24	6	001

e.g. FE CIVIL (UG Regular): EU1241001 SE

CIVIL (UG DSE): EU2231001

FE AIML (UG Regular): EU1246001

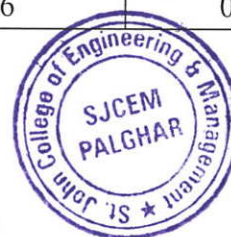


Table 4.2 PID Formation of Post-Graduate Course (Engineering)

Course	Admission Type	Year of Admission	Branch Code	Serial Number
Engineering Post-Graduate (EP)	First Year (1)	24	COMP (1)	001-999



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Sample examples for PID Formation of students

Course	Admission Type	Year of Admission	Branch Code	Serial Number
EP	1	24	1	001

e.g. First Year M.E. (COMP): EP1241001

PID Formation of Post-Graduate Course (Management)

Course	Admission Type	Year of Admission	Branch Code	Serial Number
Management Post-Graduate (MP)	First Year (1)	24	Marketing (1)	001-999
			Finance(2)	001-999
			HR (3)	001-999
			Operation(4)	001-999
			IT(5)	001-999

Sample examples for PID Formation of students

Course	Admission Type	Year of Admission	Branch Code	Serial Number
MP	1	24	1	001

e.g. First Year MMS (Marketing): MP1241001

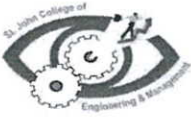
9. Course Registration: Upon provisional admission to a program, the student needs to register for all mandatory courses of that academic year and also he/she needs to choose and register for the elective courses offered (if any), as per requirements of credit system, during the period specified in academic calendar.

10. ID card: Every admitted student shall be issued photo identification (ID) card. The student must carry ID card while in the Institute.

4.1.2 Admission to the next Higher Class

1. Requirements: to take admission to the next higher class, (i.e.) from FE to SE, SE to TE etc., a student needs to fulfil the following requirements:
 - a. Earning required credits
 - b. Paying the required fees
 - c. Registering courses of next higher class





2. Earning required credits: The students seeking admission to the next higher class, must earn the minimum required credits.
 - a. To take admission to next higher class, (i.e.) from FE to SE, SE to TE etc., a student needs to earn 75% credits of current class and 100% credits of the previous class.
 - b. The students seeking admission to SE should have earned 75% credits of the FE.
 - c. The students seeking admission to TE should have earned all credits of FE, and at least 75% credits of the SE. However, the students admitted to direct second year through lateral entry should have earned 75% credits of SE.
3. The students seeking admission to Final Year B.Tech. should have earned all the credits of the F.E and S.E. and at least 75% credits of the TE. However, the students admitted to direct second year through lateral entry and appearing for Final Year B.Tech. should have earned all the credits of SE and at least 75% credits of TE.
4. If calculation of 75% credits results in a mixed number (integer + proper fraction) then the integer part of that number shall be considered.
5. In case of M.E, first year student is allowed to take admission for the second year irrespective of the number of failed courses in the First Year M.E. However, the student should pass all courses prior to the submission of the dissertation of work.
6. Paying required fees: Upon fulfilling these credit requirements, the student can take provisional admission to the next higher class by paying required fees as per the schedule displayed or as mentioned in the academic
7. Course Registration: After taking provisional admission to next higher class, the student needs to register for all mandatory courses of that academic year and also he/she needs to choose the courses, from the elective courses offered (if any), as per requirements of credit system, during the period specified in the academic calendar.

4.1.3 Re-Admission

1. A student needs to take re-admission, if he/she has taken admission to the first year or any higher class, but has not fulfilled the course completion requirements for all registered courses in both semesters of an academic year.
2. A student can take re-admission, in the latest class of study, for improving the CGPA.
3. Process of Re-admission: An eligible student can take re-admission, by paying full fees and by registering for all mandatory courses of that academic year. He/she needs to choose and register for the elective courses, offered (if any), as per requirements of the credit system, within the period specified in academic calendar.



4.01.4 Temporary Withdrawal

A student shall be permitted to withdraw temporarily from the college for the reasons beyond his/her control. The applicable rules are:

1. The withdrawal shall be considered for a complete semester or in multiples of semester.

2. The student shall apply to Dean Academics for such a withdrawal stating the reasons for such a withdrawal, along with supporting documents, consent of his/her parent/guardian and clearance/no due certificate from all the concerned departments.
3. Dean Academics shall peruse the case and recommend for the approval from AC or ASC.
4. A student availing of temporary withdrawal from the College under the above provision shall be required to pay such fees and/or charges as may be fixed by the college until such time as his/her name appears on the student's roll list. However, it may be noted that the fees/charges once paid shall not be refunded.
5. Normally, a student will be entitled to avail the temporary withdrawal facility only once during the program. However, request for any further withdrawal for concerned student shall have to be approved by the AC of the college.

04.01.5 Admission for Re-joining After a Gap

Students can take admission after a gap in study (temporary withdrawal from a program), by paying the stipulated fees and completing all admission related formalities

4.2 Credit Transfer

SJCEM provides credit transfer facility as:

4.2.1 Credit transfer for SJCEM Students

1. Students can avail the facility of credit transfer by completing courses, at other autonomous institutes, with whom credit transfer is available.
2. Students can also earn credits by completing prescribed NPTEL/SWAYAM/other online courses approved by AC.
3. Credits earned as mentioned in 1, 2 will be suitably converted (if needed) and will be shown on the grade card and will be considered for CGPA calculations

4.2.2 Credit Transfer for Students other than SJCEM

1. Students from other autonomous institutes, with whom credit transfer is available, can avail the facility of credit transfer from SJCEM, by completing approved courses at SJCEM.
2. Credits earned through credit transfer shall be shown on the result issued to such students. The credits earned by such students may be considered for CGPA calculation by their parent institute based on their academic policies.
3. Students can also earn credits by completing approved value added professional courses. This credits earned through Value Added Courses (VAC) are considered as additional credits and a separate certificate will be issued on successful compilation of the VAC.

4.3 Termination from the Program

A student shall be terminated from the program in the following cases:



1. Involved in ragging and not obeying discipline stipulated by college.
2. Successive failures in first Year. Normally a student who fails to obtain eligibility for admission to third semester within three successive academic years shall be declared as Not Fit for Technical Education (NFTE). Such students shall be permitted for only one year to continue the education in the college provided the permission is accorded by AC. Institute Principal shall be authorized to terminate such students.
3. Not completing program in prescribed period: Students shall have to complete B.Tech. program in maximum period of 6 years (12 semesters) for regular entry and 5 years (10 semesters) for lateral entry from the date of first admission. Students shall have to complete M.E. program in a maximum period of 4 years (8 semesters). However, genuine cases with proper justification may be referred to ASC and hence to AC for extending program completion period. Such student will be declared as Failed to Complete Technical Education [FCTE].

4.4 Attendance

1. All students should attend the classes and expected to be regular (100% attendance) for all the courses. The attendance records of students should be maintained in SJCEM Moodle by the course teacher. The students should check their attendance in SJCEM Moodle regularly and should contact the respective course teacher for any discrepancy/grievance.
2. A maximum of 25% exemption in the attendance may be permitted for the approved leave of absence from class teacher/HoD for participating in co-curricular/extra-curricular activities/medical emergencies/reasons beyond the control of students. Students with more than 75% attendance shall not be imposed with any grade penalty.
3. The students with less than 75% attendance in theory course/s shall be liable for grade penalty as:
 - a. Students having attendance greater than or equal to 70% but less than 75% be allowed to appear for ESE in that course with maximum grade of BB.
 - b. Students having attendance greater than or equal to 60% but less than 70% be allowed to appear for ESE in that course with maximum grade of BC.
 - c. Students having attendance greater than or equal to 50% but less than 60% be allowed to appear for ESE in that course with maximum grade of CC.
 - d. Student having Course Attendance Defaulter or Course Lab LA1+LA2 performance <40% or the part of any Unfair means shall be declared as XX.
 - e. Students having attendance less than 50% shall be awarded with XX grade in that course.
 - f. The performance of XX declared students in IAE and ESE for this course/s shall be cancelled and the result of the course shall be declared as FF. However, he/she is allowed to appear for re-exam/makeup examination of that course in that academic year.
4. Students reported having "non-satisfactory performance" in a laboratory/seminar/mini project/project by the course teacher shall obtain XX grade. Non-satisfactory performance shall be reported in case of poor attendance or not satisfying/fulfilling the requirements for these courses. The performance of such students in LA1 and LA2 for this course/s shall be cancelled. He/she is not allowed to appear for re-exam/makeup examination of that course in that academic year. Students obtaining XX grade in a laboratory/seminar/mini project/project shall re-register for the course/s in subsequent year.



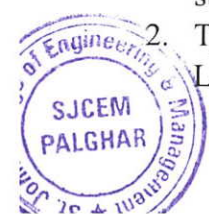
5. Students obtaining XX grade in three or more than three courses or not fulfilling at least 75% of the total credits of that year including theory and laboratory in a regular semester shall be detained for that semester and shall not be allowed to appear for ESE in that semester. These students shall not be allowed to appear for re-examination in that academic year for any of the courses. The performance of the student in ISE/MSE or LA1/LA2 for all courses shall be cancelled. Such students shall re-register for all courses of that semester in the next academic year and undergo all evaluations along with regular student's registration.
6. The students admitted through regular and lateral entry shall be automatically registered for the courses of that year. Such students shall not have to register separately for the courses.
7. A regular admitted student and willing to apply for CPI improvement having XX grade in a course/s shall re-register for the courses in which the student is seeking grade improvement/passing grade. Such students have to complete the course re-registration procedure along with regular students.
8. Course re-registration procedure shall include filling up course registration form prescribed by Dean Academics office, verification by examination cell, recommendation by program academic coordinator and HoD of respective department, payment of prescribed fee and final approval by Dean Academics. Student/s re-registered of course/s shall interact with concerned course teacher for any academic help. Students shall complete all the academic and evaluation requirements in consultation with course teacher.
9. Re-registration, according to rules, shall be carried out as per the schedule given in the academic calendar. Late registration may be permitted only for valid reasons and on payment of late registration fees. In any case, registration should be completed before the prescribed last date for registration.
10. In-absentia registration may be allowed only in rare cases at the discretion of the Dean Academics and with prior permission.
11. Course re-registration shall be done for the course/s of the semester at the start of the academic semester as per the schedule in academic calendar.

5. Curriculum

The curriculum of the various programs is designed aiming at preparing the students to be capable engineers with an aptitude of leadership and research. The curriculum has a variety of courses, including courses related to technology, human values, liberal and performing arts, innovation and intellectual property rights, start-up, and entrepreneurial skills. The enterprising students can learn innovative product design and its commercialization, through project based learning.

5.1 UG Programs

1. There shall be a prescribed credit system and course content for each academic program. The curriculum prescribes all the courses of study, the semester-wise with credits, type(s) of instruction, teaching/contact hours, evaluation scheme and other requirements for the award of degree. The choice of elective courses are permitted as per the interests and career plan of students.
2. Types of Instruction: The types of instruction used in the teaching-learning process are, a. Lecture





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- b. Tutorial
- c. Practical
- d. Interaction 3. Course Types:

- a. Theory Courses: The courses having only Lecture or Lecture with Tutorial sessions (no practical/interaction sessions) shall be considered as Theory courses.
- b. Lab Courses: The courses having only Practical and (or) Interaction session (no lecture/tutorial sessions) shall be considered as Lab courses.

For each course, credits are associated as shown in table 5.1; Table

5.1 Credit distribution UG program

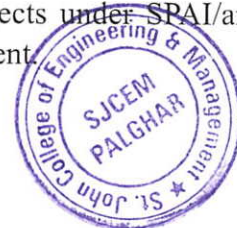
Hours / Week	Credits
1 hour Lecture (L) per week	1
1 hour Tutorial (T) per week	1
2 hours Practical (LAB) per week	1

- 4. The curriculum shall have credit and audit courses. The structure of curriculum for a program and course syllabi shall be approved by AC on recommendation of respective BoS.
- 5. Normally number of courses in a semester shall not be more than six for theory and four for laboratory courses.
- 6. Open electives offered by any parent department shall be the courses listed in the curriculum structure under the open elective category. These shall be offered to students of any other department (excluding parent department) in 5th and 6th semester and any other department (including the parent department) in 7th semester. Normally, professional and open electives shall be conducted if a minimum of fifteen students opt for that elective course.
- 7. Major project work shall be in 8th semester Project work in the final year facilitates students in exhibiting their technical professional skills to address a solution to societal/industrial problems. It also encourage the student to work in teams and adopt project management skills. The preparatory work for project shall be carried out in 7th semester pre-project work. The students shall have an option to carry out the project either within campus or in industry/autonomous institutes/reputed organizations. Normally, major project work shall be carried out by not more than five students in a group. The formation of project groups shall be based on policy of respective departments. The students shall be encouraged to opt for Sponsored Project at Industry/Institute (SPAI). The projects under SPAI/any project outside the campus require approval from concerned department.

5.2 Process and Guidelines for SPAI:

Students may opt for SPAI to be carried out in 8th semester.

- 1. Students opting for SPAI should decide, identify and interact with relevant industry/institute in 7th semester itself. However, as per the specific needs of a particular department, the departmental academic committee shall decide appropriately. Students shall take necessary help from their parent department/Training and Placement Officer (TPO) to establish contact with industries/institutes.
- 2. Students shall submit the application to the department before the end of 7th semester





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attached with relevant details viz. correspondence with industry, area and nature of project with the recommendation of HoD, students shall be allowed to work in the industry/institute for maximum of 13 weeks during the project work in 8th semester. In critical cases or for special permissions, Dean Academics/ Principal shall get involved for final decisions.

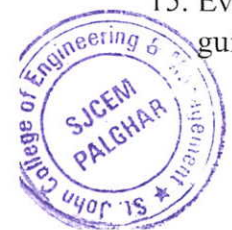
3. An internal guide from the parent department and mentor from industry/organization/institute where the project is to be undertaken shall be allocated to student. Both guides should discuss and finalize the scope of project work and monitor the progress together.
4. Internal guide should visit the industry at least twice in a semester to see the progress of his/her student. Faculty will be supported with travelling and dearness allowance to visit industry/institute.
5. Students should maintain a diary, regularly write progress and get the approval from both internal and external guides at least twice in a month either by physically reporting or through email communication.
6. Progress report and certification of the project work undertaken shall be submitted by the student to the respective guide. The mode of evaluation shall be the same as adopted for students carrying out projects in-house.

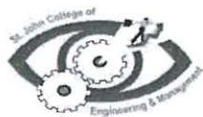




5.3 Curriculum Courses:

1. A typical description of course syllabus shall consist of course title, course code, teaching hours per week for lecture/tutorial/practical, credit, pre-requisites, text books, reference books, objectives, outcomes with relevant Bloom's taxonomy levels, mapping of course outcome with program outcome, assessment scheme, content, and module-wise outcomes (for theory course).
2. A course code shall be YYBBCCDDDD [e.g. 24CSPCC301; 24CSAEC502] where, YY: Year, BB: Code of branch. CCC : Code for core courses and departmental professional electives/Code OE for open elective/Code IC for institute mandatory course, DDD: Course number [101 to 110 (semester I) and 201 to 210 (semester II) and so on.
3. The details of curriculum structure and code detail shall be published in college Intranet and /or Moodle and website (<https://www.sjcem.edu.in>).
4. Summer term shall also be conducted for academically weak students during the academic year for theory courses. Remedial classes and student-teacher interactive sessions shall be conducted during summer term. The duration of summer term shall be typically 3-4 weeks. The registration for the courses in summer term shall be mainly to students who have obtained FF grade in a course in the current academic year. Students with XX grade shall also be allowed for registration to summer term. However, students with XX grade shall not be allowed to appear for re-examination in that semester.
5. Students with FF grade may register for course/s in a summer term by paying prescribed fee for each course. A particular course/s shall be conducted if the number of registered students for a course/s is more than 10. The registered students should attend the classes regularly.
6. Attendance rules shall be applicable to summer term also.
7. The total number of credits required for completing a program typically is in the range of 160-176 for regular entry and 121-124 for lateral entry. The exact number of credits required is mentioned in the curriculum structure for the respective program. The total number of credits in a semester in which a student shall register is generally 20-22 normally, the maximum number of credits per semester shall not exceed 22.
8. Mode of course delivery: The mode of delivery for a course can be offline, online or blended.
9. MOOC, Online courses: Credits can also be earned through the permitted online courses available through NPTEL and SWAYAM portals/ other platforms.
10. The theory courses and lab courses shall be listed separately.
11. A theory course shall have classes or online teaching and can have tutorials.
12. A lab course shall have lab sessions/interaction sessions/Mini-Projects/Projects/related activity.
13. There can be interaction based courses. (Mode of delivery is online/offline interaction). For such course, credits will be the same as number of interaction hours and the evaluation will be same as that of a lab course.
14. The curriculum for F.E shall be common to all UG programs (branches).
15. Every B.Tech. student must complete two mandatory non-credit courses, as per AICTE guidelines and as mentioned in the credit system.





5.4 PG Programs

Every student must complete two mandatory non-credit courses, as per AICTE guidelines. Dissertation work: The dissertation work shall be in semester III and IV. The students shall have an option to carry out the project either within campus or in industry/ autonomous institutes/ reputed organizations. Normally, dissertation work shall be carried out individually. In case of sponsored projects outside the campus; the student shall have to take approval from the concerned head of department.

6. Course Evaluation

6.1 Theory Courses

1. The courses having only Lecture or Lecture with Tutorial sessions (no practical/interaction sessions) shall be considered as Theory courses.
2. There shall be three evaluations for a course. Two evaluations shall be during the semester, and shall be called as Internal Assessment Examination (IAE) and End-Semester Examination (ESE) respectively. There shall be one examination at the end of the semester called as End-Semester Examination (ESE).
3. The IAE and ESE shall be conducted through Examination Section. The ESE shall be taken by the by the course teacher/s throughout the semester. For all evaluations, the paper setting and assessment shall normally be done by the course teachers/coordinators.
4. For theory courses, the marks shall be IAE (40), and ESE (60). However, for the theory course with 1 lecture/week, with no tutorials, the evaluation points shall be IAE (40), ESE (60). For all theory courses, the question paper may have options up to 20%. 5. All components of evaluation for theory courses shall be shown to the students.

6.2 Lab Courses

1. The courses having Practical and (or) Interaction sessions (no lectures/tutorial sessions) shall be considered as Lab courses.
2. The lab course assessment shall be carried out as a continuous assessment.
3. For lab courses, the evaluation points shall be as per the well-defined rubrics.
4. All lab evaluations shall be conducted/coordinated by the course teachers/coordinators. The assessment scheme, tool/s shall be decided and announced by the course teacher at the beginning of the course. There can be external component for Lab courses and project ESE (except for F.E.). The courses for which external components are needed shall be decided by the respective department. The lab assessment including the external components are listed under Practical / Oral Examination (PR / OR).
5. For PG Dissertation course oral / practical examination shall be conducted by guide/committee along with external examiner/expert. 6. All components of evaluation for lab courses shall be shown to students.





6.3 The facility for physically challenged / differently-abled students shall be as per norms from time to time.

6.4 Exam Exemption due to participation in sports

The student participation at State or National level is considered as an achievement to the host institute.

6.4.1 Student is exempted for MSE and his/her absence is allowed for MSE if sport event dates overlap with college MSE dates. The performance in ESE by such a student will be enhanced by factor 1.6; to compensate for exemption of MSE, provided that such student should get a minimum of 40% passing marks in ESE.

6.4.2 If State/National event dates overlap with college ESE dates then students should appear for Re- examination (make-up examination). No additional remarks will be indicated in the grade card

6.4.3 If POE dates overlap with State/National level sports, then department may adjust POE dates with feasible options. Otherwise students should appear in Re-exam or re-register for POE in next academic year.

7. Value Added Credit Courses

The value added courses are the optional courses, offered by various departments through the Centre of Continuing Education (CCE). The students can get the credits associated with a value added course, upon successful completion of the course/s. Such courses can be of paid type.

These courses are of two types:

1. Value Added Professional Courses (VAPC): These courses are generally useful for acquiring additional professional knowledge, skills and attitude that can be useful for a better career. VAC can be offered related to Start-up, Taxation, Share Market, Indian Standards, Foreign Languages, Recent Technology based courses such as AI/ML, Robotics, Industrial Automation, Mobile App development, Web design, etc.
2. Value Added Life Skill Courses (VALS): These courses are courses which help acquire additional knowledge, skills and attitude useful for life. These courses can be useful for pursuing hobbies, various art forms and can be useful for overall development as a human being. For example, Digital Photography, Yoga, Light Music, Musical Instruments, Video Recording and Editing for YouTube etc.

7.1 Course Content, Credits and Approval

1. The course content, teaching scheme (LTPI): Teaching plan and examination scheme shall be proposed by the course coordinator faculty to CCE, in the prescribed format for approval by the Academic Council.

The courses conducted by CCE can carry minimum 0 and maximum 2 credits and can be used by the course participants as a part of credit bank as mentioned in NEP 2020. The credits are associated to a value added course shall be as shown in table 7.1

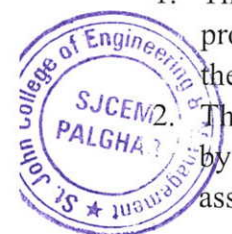


Table 7.1: Value Added Course Credit Table

Hours/ Week	Credits
13-15 hours Lecture (L) per week	1
13-15 hours Tutorial (T) per week	1
26 – 30 hours Practical (LAB) per week	1

3. The total engagement of the students for a two credit VAC shall be min 30 hrs, including examination hours, thus fulfilling requirements of various accreditation bodies

7.2 Registration

For an approved value added course conducted through CCE, appropriate fees are to be paid to register for the course/courses. A course shall be conducted if there is sufficient enrolment for the course.

7.3 Examination Scheme, Grading

1. Examination Scheme: For theory courses, the examination scheme can be MSE, ISE, ESE OR MSE, ESE OR only ESE as indicated in the proposal. For lab courses, it can be LA1, LA2, ESE OR LA1, ESE or only ESE. The passing criterion is to obtain min 40% points together in all assessments combined.
2. Re-examination: There may be re-examination for Value Added Professional Course or Value Added Life-Skill Course as mentioned in the course proposal.
3. Grading: The grades and credits for successfully completed Value Added Courses shall be mentioned on the separate certificate.

8. Minor/ Honors Certification

The credits earned through value added courses can lead to Minor/ Honors Certification as given below:

1. 08.01 Minor Certification

A student will be eligible to get "Minor in Engineering" certification; if he/she completes an additional of minimum 20 credits from approved Value Added Professional Courses, in a single domain other than the parent domain.



2. 08.02 Honors Certification

A student will be eligible to get "Honors in Engineering" certification; if he/she completes an additional of minimum 20 credits from approved Value Added Professional Courses, in the same domain as that of parent domain.

3. **08.03 Eligibility** Students of any class (S.E., T.E., and B.Tech.) can take courses for minor/honors certification.

08.04 Online Courses

The credits for minor/ honors can be earned through approved MOOCS (SWAYAM/ NPTEL/ Other), as mentioned in the credit system. The expenses are to be borne by the students. The assessment shall be as per the credit system

9. Award of Degree

09.01 Eligibility

A student shall be eligible for the award of B.Tech / M.Tech. Passing Certificate from the Institute and the Degree from Mumbai University, Mumbai provided the student has:

1. Registered and passed all the prescribed courses including mandatory non-credit courses and earned credits as per requirement for award of the degree.
2. Obtained CGPA (or CPI) ≥ 5.0
3. No dues, clearance from parent department and various sections, and completed all the prescribed mandatory requirements.
4. No case of indiscipline pending against him/her.
5. For such eligible students, the program passing certificate shall be issued by the Institute and the degree shall be conferred by the University.

10. Awards and Scholarship

10.1 Awards

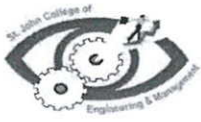
Student can secure Institute level awards for their excellent performance in academics, sports/extra-curricular/co-curricular activities, and overall performance.

10.2 Scholarships

Every student seeking scholarship/freeship, concession etc. must register with the portal of relevant authorities such as Government of India, Government of Maharashtra, AICTE, DTE, Social Welfare department, Tribal Development Office etc, failing which, the students will have to pay necessary component office structure.

11. Discipline and Conduct





Every student of the Institute is expected to maintain discipline and good conduct. Actions against any indiscipline and misconduct shall be governed by Institute code of conduct and Mumbai University Rules.

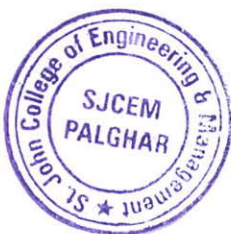
11.1 Violations of discipline

Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the college. Violations of the discipline shall include following and similar activities,

1. Disruption of teaching, examination, administrative work, curricular or extracurricular activity, and any act likely to cause such disruption.
2. Damaging or defacing the institute property.
3. Engaging in any attempt of assault or wrongful confinement of teachers, offices, employees and students of the college.
4. Use of abusive and derogatory slogans or intimidator language or incitement of hatred and violence.
5. Eve teasing or disrespectful behaviour to women or girls students.
6. Committing forgery, tampering with documents or records, identity cards, furnishing false certificate or false information.
7. Violation of cyber-security norms.
8. Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the college campus.
9. Possessing or using any weapons and firearms in the college campus.
10. Unauthorized occupation of a hostel, Accommodating guests or other persons in hostels without permission.
11. Indulging in any anti-national activities contrary to the provisions of acts and laws enforced by the Government.

11.2 Grievance Redressal

Any act of indiscipline of a student reported to Principal/Concerned authority shall be referred to the Grievance Redressal and Disciplinary Committee of the Institute. The Committee shall enquire into the charges and recommend suitable action/ punishment if the charges are substantiated.



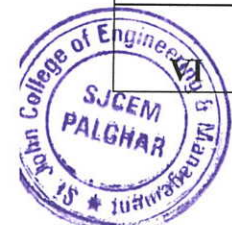


PART – II

Examination Rules and Regulations

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St. John College of Engineering and Management

Autonomous Institute

(A Christian Religious Minority Institution)

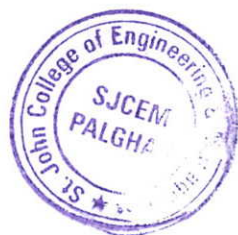
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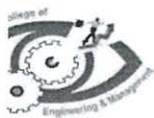
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NOMENCLATURE

UoM	University of Mumbai
SJCEM	St. John College of Engineering and Management
CoE	Controller of Examination
CEC	Chairperson of Examination Committee
DCoE	Department Controller of Examination
CAP	Central Assessment Process
PRE	Passed in Re-examination
ESE	End Semester Examination
BoE	Board of Examination
RoM	Result Moderation Committee

I. Assessment Schemes

Program Examination Scheme										
B.Tech./M.Tech (UG)					FE/SE/TE/B.Tech/M.Tech:					
Course Name :					Course Code :					
Teaching Scheme (Program Specific)					Examination Scheme (Formative/ Summative)					
Modes of Teaching / Learning / Weightage					Modes of Continuous Assessment / Evaluation					
Hours Per Week					Theory (100)			Practical (50)		Total
Theory	Tutorial	Practical	Contact Hours	Credits	IAE1	IAE2	ESE	CA	External	125
3	-	2	5	4	20	20	60	25	25	





1. **IAE: Internal Assessment Examination, Examination - Paper Duration –1 Hour, Maximum marks 20, minimum passing 40% of maximum marks (minimum 08 marks out of 20 and 10 out of 25)**
2. **ESE: Paper duration 2:30 hrs, maximum marks 60, minimum passing marks 40% (24 marks out of 60) or altogether of 1 and 2 maximum 100 marks, minimum passing marks 40**
3. **CA: Maximum 25 marks minimum passing 50% (Minimum 12 marks out of 25 marks)**
4. **External: Maximum 25/50, minimum passing 50% (minimum 08/25 marks out of 25/50 marks)**
5. **CA: Includes Assignments/Case Study/Blog/Debate/Presentation/Poster/group Discussion/Solution for Social Problem/Field Trip etc. (It is a continuous process based on the Course requirements and faculty understanding)**
6. **CA Total 25 Marks:**
Experiments: 10
Marks Attendance :
05 Marks
Assignments/Case Study/Blog/Debate/Presentation/Poster/group Discussion/Solution for Social Problem/Field Trip etc. : 10 Marks

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II. ATTENDANCE RULES FOR STUDENTS

a. The Attendance Committee:

The Attendance Committee shall be comprising of a convener, 02 co-conveners and at least 8 faculty members- representing each department- for maintaining the records and implementing rules of attendance.

In the first week of every month, The Attendance Committee shall display the attendance for the previous month on the college notice boards as well as on the student portal. If any student has any issue or finds any discrepancy with his/her attendance, s/he should immediately inform the concerned faculty member by submitting a written application, within 03 days of the display of the attendance record of the preceding month.

For any leave of absence, prior intimation through an application in the prescribed format should be in-warded at the college office as well as forwarded to the HOD, Class Advisor and Mentor. In





emergency situations, intimation must be given on phone / E-mail within 06 days from the commencement date of the leave of absence.

Defaulting students shall be issued warning letters at least twice, every semester. These students are expected to meet the class advisor/mentor along with their parent/guardian during mid-semester, with the purpose of understanding the difficulty of the student and to make both the parent/guardian and the student aware of the requirement of mandatory attendance. An undertaking shall be signed by the parent/guardian, mentioning that his/her ward will attend lectures/ practicals /tutorials etc. regularly, failing which, the student will not be eligible to appear at the respective End Semester Examination as per the rules mentioned herein below.

Attendance requirement in every semester for UG & PG program to make learners eligible for appearing at the Semester End Examination minimum is 75%:

1. It is desirable to have 100 % attendance in each course and students are advised to adhere to the same for , theory, practical and tutorials conducted for every course in each semester.
2. Every bonafide student shall typically be allowed to keep terms for the given semester in a program of his/her enrollment, **only if s/he fulfills the criteria of at least seventy-five percentage (75%) attendance and an average of seventy-five percentage (75%) of total number of lectures, practicals & tutorials conducted for all the courses taken together in every semester.** Attendance of students for, short/long excursions/field visits/study tours which are organized by the College and supervised by the teachers, as envisioned in the syllabus and attended by the students shall be credited to his/her attendance for the total number of lectures/ practicals/ tutorials, which are delivered on the concerned day/s. Further, it is mandatory that every student should have minimum 75% attendance for each course & an average minimum attendance of 75% in all courses taken together in the program.

3. Attendance of students, who have **officially represented the college in extra- curricular/co-curricular** activities/ competitions /camps / workshops/ conventions/ symposiums/ seminars or any such activities, with prior permission of the Principal, will be credited to his/her attendance for the missed number of lectures/ practicals/tutorials, which are otherwise conducted on the respective day/s, for every semester in the respective courses up to a maximum of 5-10% in which s/he has missed the lectures / practicals/ tutorials. (Students participating in sports, cultural and extra-curricular activities etc. representing the college, should submit the participation certificates / relevant documents within six working days of the completion of the event, authenticated by the competent authority).

Compliance: The competent authority to condone the deficiency, up to an additional 5% per program, of any student shall be the Principal of the institute, if deemed fit and recommended by The Attendance Committee of the College. The said committee ought to do natural justice by giving personal hearing to every student who is falling short of minimum attendance for

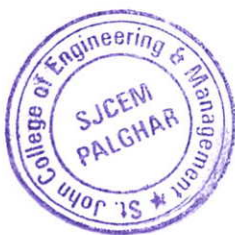




keeping terms and recommending on a case by case basis to the competent authority after having verified the genuineness and gravity of the problem that justifies the student to remain absent, which generally shall be limited to his/her - own sickness, sickness of parent, death of parent etc. and supported by valid documents. Students should submit the medical certificate/valid documents within six working days of resuming college. No condonation, whatsoever, is entertained if the attendance of the student is below 70% per course.

4. **The list of students**, whose term is not granted and who are debarred from appearing in the **End Semester Examination will be displayed on the college notice board as well as on the Student Portal in advance to the End Semester Examination**. The same will be communicated by the examination department respective department with BoE central college to those students whose term is not granted through, post/E-mail.
5. **Debarred students may appeal to the Principal within three days** from the date of display of the notice. Once the appeals are disposed, the Principal shall intimate the same to the Controller of Examinations of the College, ensuring that this communication reaches the concerned student at least three working days before the commencement of the respective examinations.
6. **All those students, who fulfils the prescribed attendance norms**, will be allowed to keep the term and will be eligible to appear at the End Semester Examination. Those students, who have less than 75% attendance per program in a semester and/or the students, who have less than 70% attendance per program even after the exemption of 5 % as approved by the Principal on grounds as mentioned in point 3 above, **will be required to take re-admission in the respective semester and program of study, in the subsequent academic year** by paying the requisite fees on pro rata basis as per the prevailing rules of St. John College of Engineering and Management, Palghar (Autonomous College Affiliated to the University of Mumbai), (hereinafter referred to as SJCEM (Autonomous) or “the College” and complete all the requirements of the respective program subject to the validity of the program.

Students having attendance below 70%, on grounds of genuine medical emergencies or any other extreme external agencies (even after consideration by the Principal) may be referred by the Principal with his recommendation to a committee (Appellate Authority).



7. Student having any course attendance less than **average (below 75%) should compensate by completing additional add-on/skill/workshop/internship** course as per guidelines of the course expert.
8. 100 % attendance in each course is desirable and students are advised to adhere to the same. **Attendance requirement is briefly summarized hereunder:**

Average % of Attendance in lectures, practicals and tutorials	Remarks
*75% and above	Eligible to appear for End Semester Examinations.
*Between 75% and 70%	Eligible to appear for the End Semester Examinations, subject to Principal's approval (i.e. for condonation in attendance upto 5 % on grounds as mentioned above).
Any other situation arising, apart from the above two situations.	The student concerned has to take re-admission in the respective Semester of the program of study in the subsequent academic year, subject to validity of the programme.

*Minimum 75% Attendance in every course for each of the lectures, practicals and tutorials, separately is essential.

III Question Paper Setting & Answer Sheet Evaluation

- a) Expert faculties for the respective courses will prepare question bank as per the RBT level (Revised Bloom's Taxonomy) which is covering all the Content of the course. Question Paper will be prepare from the Question bank in three different sets minimum 10 days prior to the day of commencement of the ESE Schedule, the faculty should screen the generated question paper to avoid flaws and error. On the day of examination, Chief Controller of Examination/ Controller of Examination will select one set of Question paper out of three randomly. 20% of the questions in the question bank should be renewed every year.
- b) The evaluation of all the answer sheets of all the theory courses will be done at the allocated assessment centre only with in the specified time defined by the authority.

IV Code of Conduct for Examination and Result declaration

A) In the Examination Hall



- i. Students should know their **Roll Number and PID Number**.
- ii. Students, who are eligible to appear for the End Semester Examination/re-examination should **be present in the examination hall at least 10 minutes** before the scheduled time of the commencement of the examination. Those students, who arrive at the examination hall 30 minutes or more after the scheduled time of the commencement of the examination, will not be permitted to appear for that examination.
- iii. Students are not permitted to **leave the examination hall until one hour after the start** of the session or in the last ten minutes of the session.
- iv. Students, who are not in their **seats at the notified time, will not be permitted** to appear for the examination.
- v. Students should ensure that all **their bags and other personal belongings are securely deposited in the designated area**, usually near the Junior Supervisor's table, at their own risk. The College will not be responsible for the safety and security of the same.
- vi. **A student, who fails to attend an examination on the time and at place notified in the timetable**, will be deemed to have failed that course. Opportunity for reexamination, if any, in the respective course will be given according to the rules and regulations, of the College.
- vii. **Students should occupy their allotted seats** as per the seating plan displayed and all write appropriate details in the stipulated space provided for the purpose, on the answer-book.
- viii. Students ought to have their **valid identity cards and hall tickets issued by the College** and must produce the same for verification to the Junior Supervisor/s during the examination. Students those who do not 'have the said identity cards with them during the examination may be denied permission to appear for the examination.
- ix. Each and every **student present must sign against his / her Student Number** on the attendance sheet provided by the Junior supervisor.
- x. Students should specifically go through the **instructions given on the top of the question paper** and on the first page of the answer book, as they are of utmost importance. xi. **On the first page of the answer book, students should write only the name** of the program, semester details and course for which the examination is being conducted and number of supplementary sheets attached to the main answer book. Any extra writing on the first page or anywhere else in the answer book will be treated as an act of unfair means and will be processed as per rules.
- xii. **Query regarding questions in the examination question paper:** If a student has any query related to contents of the question paper, s/he should bring the same to the notice of the Junior Supervisor without disturbing or discussing with other students in the examination hall.



- xiii. **Students are forbidden to bring any books, notes, scribbled papers, mobile phones, smart watch, any electronic gadgets, laptop or any other similar devices/things to the Examination Hall, unless specifically permitted. Any such material found in possession of the student will be confiscated. Acts such as (i) smoking in the examination hall, (ii) eatables/ drinks in the examination hall (iii) speak or communicate in any manner to any other student, while the examination is in progress and (iv) take with them any answer-book, written or blank, while leaving the examination hall- amounts to adoption of unfair means by the students concerned and strict action will be taken against them. The Junior Supervisors/ authorized persons are authorized to frisk the student to competent authority.**
- xiv. **Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the College.**
- xv. **The answer books of the End Semester Examinations are bar coded and, therefore, students should not write his/her name, Roll Number, SAP Number etc. anywhere in the answer- book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer- books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.**
- xvi. **While underlining of sections of answers for highlighting is permitted, use of varied inks, except for illustrations and figures must be avoided. Do not use any symbol like encircling the question or using colored arrows for 'P.T.O'. All these will be considered as attempts to readily identify the specific answer-book.**
- xvii. **Students should neither tear any sheet/s from the answer-book provided nor attach unauthorized additional sheets to the same. All answer-books / supplementary sheets, whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer books out of the examination hall will be treated as against the rules and appropriate action will be taken against such candidate/s.**
- xviii. Students should **not write anything on the question-paper** except seat number.
- xix. Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited. If students want anything, they should approach the Junior Supervisor without disturbing the other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- xx. **Students will not be allowed to leave the examination hall during the examination and particularly so, in the last ten minutes. At the end of the session, they should not leave their seats until answer-books are collected by the Junior Supervisor from all the students.**
- xxi. A student, who **disobeys any instructions issued by the Senior / Junior Supervisor**, or who is guilty of rude or disobedient behaviours is liable for disciplinary action to be taken against him / her by the College.



B) Facilities to physically challenged students

1. Provide writer and extra time to those students who are Blind, Low vision. Physical Handicapped and suffering from Dyslexia, Dysgraphia, Dyscalculia and other equivalent diseases
2. Students are requested to inform the concerned authority accordingly and follow the procedure as laid down in the government circular (No. Exam/COE/Benefit/102 of 2012) which is issued based on the direction of Hon'ble High Court Judicature at Bombay, hence necessary instructions to the Chief Conductors and Jr. / Sr. supervisor at the various examinations conducted by the SJCEM Autonomous Institute.

C) Result Declaration:

Students have to appear for **open house** calls by the institute as per the schedule declared, students should follow the rules and regulations of the open house, after the open house students can't claim any kind of grievance. No photocopy/revaluation system will be executed after the open house.

Result Moderation Committee will evaluate the respective department results, the constitution of the committee contains two senior-level faculty and one external faculty not below associate level from other institutes.

The result will be declared within 12 days from the end of the theory examination.

V Scheme of Examinations, Passing Standards & Progression Rules (Credit Based Evaluation Norms) a) *B.Tech. Programs*

The performance of the student will be evaluated in two components. The first component will be the Continuous Assessment. The second component will be the End Semester Examination. Evaluation and the weightage of the heads of pairing will be as per the approved scheme.

Evaluation Scheme for Continuous/Practical Examination

The **constitution of the Continuous Assessment** shall be decided by the individual departments and is to be communicated to the students at the beginning of the semester. (The mark sheets of the practical examinations should be submitted to the Examination department. The marks allotted will be out of the total marks allocated for the practical course). **Exam will be conducted as per the scheme. Two Examiners should conduct the practical examination in each course.** One of the examiners will be external and other examiner can be an internal faculty member, who has the requisite number of years of teaching experience. At any given point of time, no examination should be conducted by only single external or only internal examiner. The average of marks awarded by both the examiners should be considered as final marks).



Evaluation of Field Training/Industrial Internship shall be conducted during respective



semesters as per scheme of study and examination. The Continuous Assessment will be evaluated by the Department Seminar Evaluation Committee (DSEC) that ensures uniform evaluation by well-defined Rubrics. The external examiner shall be from the Industry where the student carried out the Field Training / Industrial Internship. In case of non-availability of external examiner from the industry, the Principal shall appoint an external examiner from the nearby college or a senior faculty member from the Department on recommendation of respective BOE. A student has to get a minimum of 40% marks in IAE and a minimum of 40% marks in ESE as a passing standard. If a student fails to complete the same, then the Field Training/Industrial Internship has to be repeated in its entirety.

Passing Standards

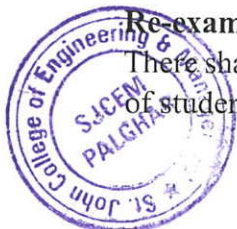
To pass a course, the student should obtain a minimum of 40% marks in ESE and IAE Examination, out of the total marks allotted for each course, where the course consists of Continuous Assessment and End Semester Examinations. **If students score average marks less than 40% in IAE then he/she has to score 45% in the ESE. (e.g. minimum 27 marks out of 60)** The student should also obtain a minimum of 50% marks (e.g. 12 out of 25, if the maximum marks allocated to Continuous Assessment is 25) out of the total marks allotted to the Continuous Assessment and a minimum of 40% marks out of the total marks allotted to the End Semester Examination (e.g. 24 out of 60, if the maximum marks allocated to the End Semester Examination is 60) separately, to pass the course and a minimum of Grade D, wherever applicable to pass a particular semester. A student should obtain a minimum of 50% marks out of the total marks allotted to a course in case that course consists of only Continuous Assessment component or only 40% in the End Semester Exam component.

Remedy for non-fulfilment of Passing Criteria:

1. **A student, who obtains less than 50% marks in the Continuous Assessment or less than 40% marks in the End Semester Examination or less than 45% marks 'in aggregate'** (i.e. a student who fails to fulfill the passing criteria mentioned in the Passing Standards above) will be required to attend **End Semester Re-examination** (as the case maybe), which will be conducted after the declaration of result of each semester. In such case, the Continuous Assessment / End Semester Examination marks (as the case may be) in which the student had
2. already passed will be carried forward in the respective course for which the student has appeared for re-examination. In case, the student fails even in the re-examination, which is being held after the declaration of result of each semester, she/he will be allowed to appear along with the re- examination of the regular students of the subsequent academic year.
3. **Submission of re-examination form along** with prescribed fee before the designated date is a pre-condition to appear for the re-examination. A student will not be allowed to appear for the re- examination in case s/he fails to submit the re-examination form online/offline, within the time frame stipulated by the College, through the Student Portal.
4. In order to receive the **degree certificate, the student will have to pass in all the examinations** of all the years of the program within the validity period, as per rules.

Re-examination

There shall be no re-examination for any Course in the credit system to take care of the following category of students:





- a) Who have absented themselves from attending Continuous Assessment / End Semester Examination without any valid reason
- b) Who have been detained for shortage of attendance
- c) Who have Withdrawn (Grade W) from a Course.

Category of students listed above (a to d), shall be required to re-register for the Course(s) and go through IAT and ESE again and obtain a Grade other than "F". While such students shall have to re-register for the same/ equivalent course(s) in case of hard-core courses, however, they can re-register for alternative course(s) from among the elective courses, as the case may be. The re-registration shall be possible when the course is offered again in regular semesters or supplementary semester.

- d) Student who clear all the passing head in the re-examination, a marksheet with reexamination symbol or code will be issued.
- e) Student who clear any passing head in the ATKT Exam, will get ATKT symbol or code on the marksheet.

VI Progression Rules (Rules For Promoting Students):

UNDER-GRADUATE PROGRAMMES

General rules for Under-Graduate Programmes

1. A student, **who has passed in all the courses** (as per the rules of the Passing Standards) of Semester I and Semester II examinations of the First Year of the programme will be promoted to the Second Year of the concerned programme. A student, who has passed in all the courses of Semester III and Semester IV examinations of the Second Year of the programme will be promoted to the Third Year of the programme concerned. A student, who has passed in all the courses of Semester V and Semester VI examinations of the third year of the programme will be promoted to the Fourth Year of the programme concerned.
2. A student who **fails to pass in one or more courses** in Semester I examination will be "allowed to keep terms" (ATKT) and will be permitted to attend lectures and appear for the End Semester Examination of Semester II. This means that the student will be allowed to keep terms for both the semesters during the First Year of the programme, irrespective of the number of failures in any number of courses of the first and second semesters of that respective year of the programme. This criterion will apply to the subsequent years also.
3. Such failed students will be allowed to appear at End Semester Re-examination in all the 'failed courses', which will be conducted after declaration of the results of each End Semester Examination of that academic year. This re-examination will be held only once in an academic year and will be held immediately, i.e., within 25-35 days, after declaration of the results of the concerned semester.
4. The student is required to pay the **prescribed fees for re-examinations before** the commencement of the respective examination. Online applications for re-examinations (ATKT)





along with the payment of prescribed fee before the designated date is a pre-condition for appearance at a re-examination. A student will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online/offline within the time frame stipulated by the college, through the student portal.

5. A student, who has **failed to pass in not more than five courses in ESE and not more than three Practical/Oral Examination** in the respective year of the programme i.e. two semesters taken together, after the said re-examination (as mentioned in point no. 3 above) will also be permitted to apply for admission to the next year of the programme. Such students will be required to appear for the re-examination of the courses in which they have failed to pass. They will appear for the re-examination to be conducted for the regular students of the subsequent batch.
6. A student, **who has failed to pass in more than 05 courses in ESE** the respective year of the programme i.e. both the semesters taken together, after the said re-examination (as mentioned in point no. 3 above), will not be allowed to continue to the next year of the programme. Such students will be required to appear for the ATKT/Re- examination of the courses in which they have failed to pass. They will appear for the re-examination conducted for the regular students of the subsequent batch. Such a student will also have an option to attend remedial of the same course.
7. The **same criteria regarding Re-examination as mentioned above shall be applied to Semester III and Semester IV of the Second Year of the programme** and for Semester V and Semester VI of the Third Year of the programme and VII and VIII of the Fourth Year of the programme.
8. With regard to promotion to the Third Year of the programme, a student must have passed in all the courses of the First Year of the programme and for promotion to Fourth Year, a student must have passed all courses up to Second Year.
9. The fees for re-examination and re-admission will be decided by the College on time to time.

B) POST-GRADUATE PROGRAMMES

General rules for Post-Graduate Programmes

1. A student, who remains absent (with prior permission of the principal) for the End Semester Examination/s due to any reason, in any subject, shall be awarded 'F' grade in the subject/s in which he/ she has remained absent. All such students will be allowed to appear for re-examination in the said subject to be conducted.
2. In order to receive the degree certificate, the student will have to pass in all the examinations of all the years. Revaluation / Photocopy of the answer book: In case, a student is not satisfied with the result/ grade received by him/her in a particular subject, he/ she may follow the 'Revaluation Procedure', if he/she desires.
3. In case of any disputes/differences, the decision of the College shall be final and binding on the students. If a student desires to institute any legal proceedings against the College, such



Legal proceedings shall be instituted only in the courts at Mumbai in whose jurisdiction, the application is submitted by the student, and not in any other court.

The College authorities reserve the right to make modifications in the said rules from time to time. These rules will come into effect for the students, who will keep their terms for the Academic year 2024-25 and onwards for all batches, irrespective of the year of admission.

VII Scheme for Gracing

A candidate appearing for any of the College examinations, will be eligible for the award of maximum 10 grace marks at their option, wherever necessary in addition to the marks secured in each course for participation in any one of the activities mentioned below: -

i. Students, who have enrolled as members of the N.C.C. and have satisfactorily completed the N.C.C. training program during the academic year, as certified by the principal, and the Associate N.C.C. Officer of the College.

OR

ii. Students, who have enrolled as members of the NGOs and have satisfactorily completed the programme during the academic year, as certified by the Principal of the College.

OR

iii. Students, who have participated in the N.S.S. programme and have satisfactorily completed at least one hundred and twenty (120) hours of Social Service comprising the time spent in at least 02 years of projects, which is forwarded by the N.S.S. Programme Co-ordinator and certified by the Principal of the College.

OR

iv. Students, who have participated in any programme of the Department of Lifelong Learning and Extension (DLLE), such as those pertaining to the Programmes of the National Literacy Mission, Population Education, Continuing Education Extension Work & Continuing Education Centre and have satisfactorily completed at least one hundred and twenty hours (120) of work in the programme recommended by the Programme Co-ordinator and certified by the Principal of the College.

OR

Students, who are members of team/s reaching the Quarter final stage at Inter-Collegiate Sports Competitions or have represented the University in sport events either at the Inter-State or Zonal or National or International levels, and have produced the necessary certificates and forwarded by the Chairperson of the Sports Committee to the Principal.

OR



Students, who are one of the members of the team/s securing first three positions in cultural group events or have secured one of the first three places in individual cultural events or whose performance has been adjudged best as an Actor /Actress, Music Director, Lighting / Sound Effect Operator, Author, Choreographer, or as Director in Group events conducted at the Inter- collegiate cultural competition organized by the University or have represented the University in any of the cultural events either at the State level or at the Zonal level or at the National level or at the International level in the same academic year, as certified by the Principal of the College and forwarded by the concerned Head of the Section.

OR

Students, who are members of the Students Council constituted under Section 40 (2) (a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Universities Act 2017, and have actively participated in various schemes, Programmes and attended functions of the College/ University during the academic year, as recommended by the Chairperson of the Students' Council and certified by the Principal of the College.

The benefit of 10 grace marks to students will be available only in any one of the activities mentioned above, at their option, subject to their fulfilling the following conditions: -

- They are appearing for any college examination for the first time during the same academic year of their participation.
- In case of failure, the benefit of the grace marks shall be granted to the extent of 5% of the maximum marks allotted to a course.
- The grace marks will be granted for the purpose of claiming exemptions in a course/s, provided it does not exceed 5% of the maximum marks allotted to a course.
- A maximum of 10 grace marks shall be added to the grand total. However, in the case of Credit Based Grading System (CBGS), (0.1) will be added to the final GPA. However, if the benefit is given to the student for passing the courses, the same may be proportionately deducted from the grade point, which has been added to the final GPA. For example, 0.01 shall be deducted from the final grade, for every one mark granted for passing the courses.
- The grace marks under these rules will not be counted for the award of scholarships, prizes and medals or any other awards.
- The rules relating to gracing under these rules will be applied first and the same will separately be shown in the grade card of the candidates.
- The College authorities may consider withholding any of the aforesaid benefits or consider any of the merit /work of the student null and void if, in the opinion of a duly constituted Disciplinary Committee, such an action is felt necessary, and communicated to the principal.

1. The following scheme of grace marks will be applicable:



- a) Grace Marks will be applicable only to the End Semester Examination and/ or on the aggregate marks of the course and not on the Continuous Assessment marks component, provided further that the benefit of such grace marks under this clause shall be applicable only if the student passes the entire examination of semester after giving benefit of grace marks.
- b) A student, failing in one or more subjects be given grace marks up to 2 percent of the marks on the aggregate marks of the courses in which s/he has appeared in the said examination to enable him/ her to pass the examination, subject to a maximum of 10 marks and in any subject not more than 2 percent marks of the maximum marks of the subject. Exception may be made to the above and not more than 10 marks per subject be awarded to pass the examination, if the following conditions are fulfilled:
- i. Student should have appeared in all the subjects taken together for the courses for the respective semester.
Student should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing, by at least 10 percent marks.
 - ii. Student should not have failed in more than one head/ subject of passing by not more than 10 marks.

The above rules are also applicable for re-examinations.

VIII Grading Scheme, Grade Point Average And Cumulative Grade Point Average

A 7-point grading system will be followed for declaration of results for both Under Graduate and Post-Graduate Programmes. It involves calculations for a Grade Point Average (GPA) and the final

Cumulative Grade Point Average (CGPA). Grade Points and Letter Grades

SGPA / CGPA	% of Marks	Grade Result
9.00 - 10.00	90.00 - 100.00	O (Outstanding)
8.00 < 9.00	80.00 < 90.00	A+ (Excellent)
7.00 < 8.00	70.00 < 80.00	A (Very Good)
6.00 < 7.00	60.00 < 70.00	B+ (Good)
5.50 < 6.00	55.00 < 60.00	B (Above Average)
5.00 < 5.50	45.00 < 55.00	C (Average)
4.00 < 5.00	40.00 < 50.00	P (Pass)
Below < 4.00	Below < 40.00	F (Fail)
Absent		Absent



Calculation of GPA (Grade Point Average):

Declaration of Results

Grade Point Average for each semester shall be computed, by dividing the total of product of grade point and the credit value assigned to the respective course, by the sum of credits assigned to all the courses in the semester. Semester results will be based on Semester Grade Point Average (SGPA)

Semester results will be based on Semester Grade Point Average (SGPA)

$$SGPA (S_i) = [\sum(C_i * G_i)] / (\sum C_i)$$

Where,

C_i is the number of credits of the i_{th} course G_i is the grade points scored by the students in the i_{th} course

Cumulative Grade Point Average after completion of all the semester of the program

$$CGPA = [\sum(C_i * S_i)] / (\sum C_i)$$

Where,

C_i is the total number of credits of the i_{th} semester

S_i is the SGPA of i_{th} Semester

Grade Point Average for each semester shall be computed, by dividing the total of product of grade point and the credit value assigned to the respective course, by the sum of credits assigned to all the courses in the semester. Semester results will be based on Semester Grade Point Average (SGPA)

Here:

C = Credit value assigned to a course

G = Grade point value assigned to a student for course corresponding to the letter grade (refer table given above)

GPA = Grade Point Average shall be calculated for individual term.

CGPA = Cumulative Grade Point Average shall be calculated at the end of the Programme, for all the semesters taken together.

IX Examination Grievance Redressal Mechanism

(Revaluation and Photocopy of the Evaluated Answer Books)



The Grievance Redressal Mechanism as regards the evaluation of answer books and time-lines to be followed for the same will be as under:

The Grievance Redressal Mechanism will apply only to the '**End Semester Examinations**' of the College.

The above mechanism will **not apply** to Continuous Assessment, such as MCQs in online exams, assignments, field work etc. /**Term tests**/ practicals / oral examinations/ viva voce/ projects/ dissertation/ presentation etc.

The application for Redressal of Grievance can be made **online only** through the **Student Portal**. Applications made through the offline mode will not be considered under any circumstances. All the students will be informed of the course wise marks obtained by them in the 'Continuous Assessment' and 'End Semester Examination' by the Examination office, **on the date of declaration of result of the examinations of the respective programmes. The date of declaration of result shall be the date on which the examination result is made live on the 'Student Portal' of the College.**

Process for Grievance Redressal Mechanism: A student can apply for:

- a. **Photocopy of answer book:** The student may apply for the photocopy of the answer book/s of any course.

AND / OR

- b. **Re-evaluation of the answer book:** The student may apply for the re-evaluation of his/her answer book/s of any course.

After the result declaration on the 'Student Portal', if a student is not satisfied with the marks awarded to him/her in the End Semester Examination/s in any course, she/he may apply for the Grievance Redressal **within the prescribed number of days as mentioned in the table below:**

Activity under Grievance Redressal Mechanism	Time Limit	Processing fee
Application for Photocopy and / or revaluation of the answer book/s	within 3 days from the date of result declaration including holidays	Rs. 500/- per answer book for photocopy and Rs. 1000/- per answer book for revaluation.

NO application/s shall be entertained for any reason, whatsoever after the prescribed number of days, as mentioned in the table above. Also, the application will be deemed to be complete only after the payment of requisite fee.

The student concerned will have to appear in person with his/ her identity card and hall ticket at the time of collecting the photocopies from the College office or the scanned photocopies of the



respective answer books for which the student has applied and will be sent to the registered email ID of the student as given in the college records (it is the responsibility of the student to update the contact details such as phone number and email ID in case of any change from the one registered earlier, in the college official records/forms). **Photo copies will not be sent by post or by courier.** Photo copies of the answer books provided by the College are only for Grievance Redressal Mechanism and do not have any evidentiary value.

Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the College. The decision of the College shall be final in this regard. The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.

After following the process of re-evaluation under the Grievance Redressal, effect shall be given to the change in the original marks, if any on revaluation, as under:

(i) The marks obtained after revaluation shall be accepted, if the marks awarded to a paper of the specific course as a result of revaluation, **increase or decrease in revaluation by ten percent (10%)** or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the student in the paper shall be treated as null and void, and the marks obtained by the student after revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored / rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the College, if the student gets the benefit of passing the course / examination or change of grade in that paper or change in the overall result at the said examination with or without grace marks.

Notwithstanding, what is contained in clause (i) where the difference between the marks originally obtained by the student in the paper without any grace marks and the marks obtained after revaluation will be accepted up to twenty percent (20%) of the maximum marks assigned to that paper. **However, if the difference between the marks originally obtained by the student in the paper, without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty percent (20%) of the maximum marks assigned to that paper, a second revaluation of the said answer book(s) need be done by a third examiner from the panel of examiners for the said course.** In such an event, the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.

In case the student, who has originally obtained a pass grade, obtains a fail grade after the first re-evaluation, a second re-evaluation will be conducted by a third examiner. In such a case, the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.

The revised marks obtained by a student after re-evaluation, as accepted by the College shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the student/s.





The examiner/s for re-evaluation will be appointed by the Chief Controller of Examinations in consultation with the Controller of Examinations, from the panel of examiners approved by the Board of Studies and accepted by the Academic Council in the respective area of specialization. The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.

The change of marks, if any, shall be communicated to the student applicant and a revised 'Grade Card' shall be issued to him/ her only on surrendering the original grade card to the College office. The whole process of redressal of grievances shall be completed within a period of 20 working days from the last date of receipt of application for redressal of grievances.

In any case, the photo copies of re-evaluated answer books shall not be provided to the student/s. *The outcome of the revaluation process shall be final and binding on the student.*

X MERITORIOUS STUDENT LIST

The top five percent of students of the respective batch, who have successfully completed the program will be awarded a 'Merit Certificate'.

The certificate will be awarded on the following criteria:

- i) The CGPA after successful completion of the programme in which the student is enrolled. ii) A student having passed each semester at the first attempt.
- iii) No disciplinary action should have been taken against such a student during the entire period of the programme.

All these rules will be applicable to all the students w.e.f. Academic Year: 2024-25 irrespective of the year of admission.

XI Validity of Programmes

The students should fulfill the requirements of the respective Programmes as per the validity period given in the table below, including the academic break. **No readmission/ re-examination attempts will be granted after the validity period is over.** In case the validity period expires, the student will have to seek admission, on merit basis, into the First Year of the Programme.

Sr. No.	Name of the program	Program duration (In years)	Maximum duration (In years)
	Under Graduate	4 Years	6 Years



2	Post Graduate	2 Year	4 Years
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The above will be applicable to students admitted w.e.f. Academic Year: 2024-25

XII Rules and Procedures Regarding Unfair Means Resorted To by The Students or Any Other Person Connected With The Conduct of Examinations

a) Unfair Means Resorted to by The Students / Persons Involved in the Examination Related Activities

1. On receipt of a report regarding use of unfair means by any student at any End Semester Examination, including breach of any of the rules laid down by the College for proper conduct of examination, the Principal shall have the power at any given time to institute inquiry and to punish such students involved in the adoption of unfair means or breach of the rules in accordance with the penalties mentioned in the table, Appendix A.

2. Competent Authority

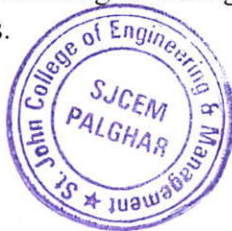
The Principal of the College shall be the competent authority to take appropriate disciplinary action against the students, who are using/attempting to use/aiding/abetting/instigating or allowing to use unfair means at the examination conducted by the College.

3. Definitions-Unless the context otherwise requires:

a) "Student" means and includes a person, who is enrolled as such by the College for receiving instructions qualifying for any Degree/ Diploma or certificate awarded by the College/University. It includes ex-student and student registered as candidate (examinee) for any of the degree/diploma or certificate examination.

b) "Unfair means", includes one or more of the following acts or omissions on part of student/s during the examination period:

- i. Possessing unfair means material and/ or copying there from.
- ii. Possession of any form of electronic devices in the examination hall.
- iii. Transcribing any unauthorized material or any other use thereof.
- iv. Intimidating or using obscene language or threatening or use of violence against the invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
- v. Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
- vi. Mutual/Mass copying
- vii. Smuggling out, either blank or written, or smuggling in of answer books as copying material.
- viii. Smuggling in blank or written answer book and forging signature of the Junior Supervisor thereon.
- ix. Interfering with or counterfeiting of College seal, or answer books or office stationery used in the examinations.



- x. Insertion of currency notes in the answer book or attempting to bribe any of the persons connected with conduct of examinations or making a request to the examiner in the answer book.
- xi. Impersonation at the College examination.
- xii. Revealing identity in any form in the answer written or in any other part of the answer book by the student at the College examination.

Or any other similar act/s and/or omission/s which, may be considered as unfair means by the competent authority.

- c) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s.
- d) "Unfair material means", means and includes any material whatsoever, related to the course of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (examinee) or on wood or other material, in any manner or in the form of a chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- e) "Possession of unfair material by a student", means a student having any unauthorized material on his/ her person or desk or chair or table or at any place within his/ her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- f) "Student found in possession", means a student, reported in writing, as having been found in possession of unfair means material by the Junior Supervisor, Senior Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other persons acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Senior Supervisor or Examination Convenor / Co- convenor or any other authorised person, to the Controller of Examinations/ Principal or any officer authorised in this behalf.
- g) "Material related to the course of examination", means and includes, if the material is produced as evidence, any material certified as related to the course of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the course of the examination. "Convenor, EEC/Joint Convenor", means the person as designated for the College Examination & Evaluation Committee (EEC), where the concerned examination is being conducted.

4. During the examination, the examinees and other students shall be under the disciplinary control of the Convenor, EEC/ Jt. Convenor.



5. The Convener, EEC/ Co-convenor of the College shall, in the case of unfair means, follow the procedure as under:

- (i) The student shall be called upon to surrender to the Convener, EEC/ Co-convenor, the unfair means material found in his or her possession, if any, and his/her answer-book.
- (ii) The signature of the student concerned shall be obtained on the relevant materials, all written pages of the answer book with date and time and list thereon. The Senior Supervisor concerned and the Convener, EEC/Jt. Convenor shall also counter sign on all the relevant materials, all written pages of the answer book and documents with date and time in the report submitted by the Junior Supervisor.
- (iii) The statement of the student and his/her undertaking in the prescribed format (Appendix 4 &5) and statement of the Junior Supervisor and Senior Supervisor concerned shall be recorded in writing by the Convener, EEC/ Joint Convenor in the format given in Appendix 3. If the student refuses to make a statement or to give an undertaking, the Senior Supervisor concerned and Convener, EEC/ Joint-convenor shall record the series of events accordingly under their signatures.
- (iv) In accordance with the report of the Convener, EEC/Jt. Convenor, the Chief Controller of Examinations of the College shall take one or more of the following decisions depending upon seriousness/gravity of the case:
 - a. In the case of impersonation or violence, expel the concerned student from the examination and not allow him/ her to appear for the rest of the examinations.
 - b. Obtain an undertaking from the student to the effect that the decision of the competent authority concerned in his/ her case shall be final and binding and allow him/her to continue with his/ her examination.
 - c. May report the case to the Police Station concerned as per the provisions of Maharashtra Act No. XXXI 1982, an Act to provide for preventing mal-practices at College, University, Board and other specified examinations.
 - d. Confiscate his/her answer-book, mark it as "suspected unfair means case" and issue him/her fresh answer-book duly marked.

i. All the materials and list of materials mentioned in sub-clause (i) and the undertaking with the statement of the student and that of the Junior Supervisor as mentioned in clause nos. (ii) and (iii) and the answer-book/s (old and new) shall be forwarded by the Examination Convenor, along with his/her report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected Unfair Means Case". In case of unfair means of oral type, the Junior Supervisor and the Senior Supervisor or the authorised person concerned shall record the facts in writing and shall report the same to the Controller of Examinations through the Convener, EEC/Jt. Convenor.

(iv) In accordance with the report of the Convener, EEC/Jt. Convenor, the Chief Controller of Examinations of the College shall take one or more of the following decisions depending upon seriousness/gravity of the case:

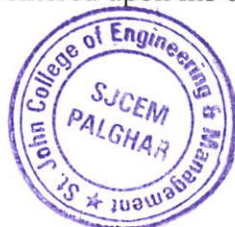
- a. In the case of impersonation or violence, expel the concerned student from the examination and not allow him/ her to appear for the rest of the examinations.





- b. Obtain an undertaking from the student to the effect that the decision of the competent authority concerned in his/ her case shall be final and binding and allow him/her to continue with his/ her examination.
 - c. May report the case to the Police Station concerned as per the provisions of Maharashtra Act No. XXXI 1982, an Act to provide for preventing mal-practices at College, University, Board and other specified examinations.
 - d. Confiscate his/her answer-book, mark it as "Suspected Unfair Means Case" and issue him/her fresh answer-book duly marked.
 - i. All the materials and list of materials mentioned in sub-clause (i) and the undertaking with the statement of the student and that of the Junior Supervisor as mentioned in clause nos. (ii) and (iii) and the answer-book/s (old and new) shall be forwarded by the Examination Convenor, along with his/her report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected Unfair Means Case".
 - ii. In case of unfair means of oral type, the Junior Supervisor and the Senior Supervisor or the authorised person concerned shall record the facts in writing and shall report the same to the Controller of Examinations through the Convener, EEC/Jt. Convenor.
6. Procedure to be followed by the Examiner during Assessment
- If the examiner, at the time of assessment of the answer book/s, suspects that there is prima facie evidence that the student/s whose answer-book/s the examiner is assessing, appears to have resorted to unfair means in the examination, the examiner shall forward his/ her report, along with the evidence, to the Controller of Examinations with his/ her opinion in a separate sealed and confidential envelope marked "Suspected Unfair Means Case".
7. Case of unfair means having prima-facie evidence, as reported by the Convener, EEC/Jt. Convenor, Examiners, Moderators or any other source shall be inquired into by the Unfair Means Inquiry Committee appointed by the Principal.
8. The examination results of the student/s concerned involved in such cases shall be held in reserve till the final decision in the matter is taken and the concerned student/s shall be informed accordingly.
9. *Appointment of Unfair Means Inquiry Committee*
- i. For the purpose of investigating unfair means resorted to by students at the college examination, the Principal shall appoint a committee constituted as follows:
 - a) Vice Principal - for a tenure of three years (Chairperson)
 - b) Three senior teachers (other than the Vice Principal)
 - c) One Evaluation Expert to be nominated by the Governing Body, for a tenure of three years.
 - d) The Controller of Examinations shall be the **Presenting officer** of the said committee.

The term of the committee shall be for three years commencing from **June** and the term of the members shall expire on the expiry of the said period of three years irrespective of the date on which a member has entered upon his office.



- ii. The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to competent authority concerned which will issue formal orders with regard to the penal action to be taken against the student/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the implicated student concerned in his/ her defence and that the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.
10. Procedure of the Committee should be as under:
- i. The Controller of Examinations shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/ her, and shall ask him/ her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice not be imposed.
 - ii. The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with a written reply/ explanation to the show cause notice served on him/ her therein. The student himself/ herself only shall present his/her case before the Committee.
 - iii. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student should be shown to him/ her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the student.
 - iv. Reasonable opportunity, including oral hearing, shall be given to the student in his/ her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making the final recommendation in the case.
 - v. The Committee should follow the above procedure in the spirit of the principle of natural justice.
 - vi. After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence / documents, which shall be binding on the student concerned. The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

XIII Disciplinary Action:

The Competent Authority concerned i.e. the Principal, after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose anyone or more of the following punishments on the student/s found guilty of using unfair means:

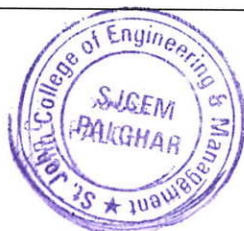
- a) Annulment of performance of the student in full (complete examination of the particular semester) in the examination he/she has appeared for.
- b) Debarring the student from appearing for any examination of the College for a stipulated period not exceeding five years.
- c) Debarring the student from taking admission for any course in the College for a stipulated period not exceeding five years.



- d) Cancellation of the College Scholarship/s or award/s or prize/s or medal/s etc. awarded to him/her in that examination.
- e) In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment / penalty as it may deem fit.
- f) As far as possible the quantum of punishment should be as prescribed (category- wise) in the table below as Appendix A.
- g) The student concerned must be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised to do so on his/her behalf.

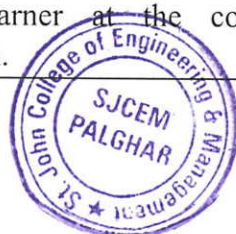
Appendix A

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material.	*Annulment of the performance of the student at the College Examination in full. (This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 2 to 14 in addition to the one prescribed thereat)
2.	Possession of any copying material & actual copying from the material in possession.	Exclusion of the student from the College Examinations concerned for one subsequent examination.
3.	Possession of another student's answer book or supplementary sheet.	Exclusion of both the students from the College Examinations concerned for one subsequent examination * (BOTH THE STUDENTS).
4.	Possession of another learner's answer book or supplementary sheet and actual evidence copying from that.	Exclusion of both the learners from the College Examination concerned for two subsequent examinations * (BOTH THE LEARNERS).
5.	Mutual/ Mass copying.	Exclusion of all the students from the College Examinations concerned for two to four subsequent examinations
6.	Smuggling of answer books in or out as copying material.	Exclusion of the student from the College Examinations concerned for two subsequent examinations *.





7.	Smuggling in of written answer book based on the question paper set at the examination.	Exclusion of the student from the College Examinations concerned for three subsequent examinations *.
8.	Smuggling in of written answer book as copying material and forging the signature of the Junior Supervisor on the same.	Exclusion of the student from the College Examinations concerned for our subsequent examinations *.
9.	Attempt to forge the signature of the Junior Supervisor on the answer book or the supplementary sheet.	Exclusion of the student from the College Examinations concerned for four subsequent examinations *.
10.	Interfering with or counterfeiting of college seal or answer books or office stationery used in the examination with the intention of misleading the authorities.	Exclusion of the student from the College Examinations concerned for four subsequent examinations *.
11.	Answer book or supplementary sheet outside the examination hall or any other insertion in the answer book.	Exclusion of the student from the College Examinations concerned for four subsequent examinations *.
12.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination.	Exclusion of the student from the College Examinations concerned for four subsequent examinations * (Note: This money shall be credited to the Students Welfare Fund).
13.	Using obscene language/ violent threats inside the examination hall by a student at the College examination to room supervisor/ any other authority.	Exclusion of the student from the College Examinations concerned for four subsequent examinations *.
14.	Impersonation for a student or impersonation by a student in College or other examinations.	Exclusion of the student from the College Examinations concerned for five subsequent examinations * (both the student if the impersonator is a college student).
15.	Revealing the identity of the student in any form (name, roll number, student number, religious invocation etc.) in the main answer book and/ or supplementary sheet, by the learner at the college examination.	Annulment of the performance of the student at the College Examination in full.



16.	Anything found written on the body or on the clothes while in the examination.	Annulment of the performance of the student at the College Examination in full.
17.	Making an appeal to the examiner/ any person connected with the conduct of examination by using Any mode of communication.	Annulment of the performance of the student at the College Examination in full.
18.	Any other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the College Examination in full and severe punishment depending upon the gravity of the offence.

Note :

The term "Annulment of Performance in full" includes performance of the student at the theory examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used thereat.

The term "Additional Examination" means, the immediate subsequent examination / re- examination scheduled by the college.

If on previous occasions, disciplinary action was taken against a student for malpractice during examination, and he/she is caught again for malpractices used at the examinations, in this event, he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, that was committed at the second or subsequent examination.

Practical/Dissertation/Project Report Examination:

Student involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

XII b) Malpractices Used Or Lapses Committed by Any Paper-Setters; Examiners, Moderators, Referees, Teachers or Any Other Persons Connected With The Conduct of Examination

(I) Competent Authority:

The Principal shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.

(II) Definition: Unless the context otherwise requires:



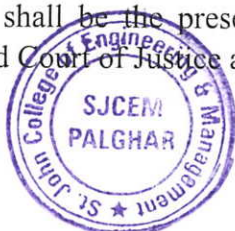
- (a) "Paper-setter, examiner, moderator, referee and teacher" means and includes personnel duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.
- (b) Malpractice/ lapses include one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination: -
- Leakage of question/s or question papers set at the examination before the time of examination. Examiner / Moderator intentionally awarding marks to student in assessment of answer- books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
 - Paper-setter omitting question, Serial Number of question, repeating question or setting question outside the scope of the syllabus.
 - Examiner / Referee showing negligence in detecting malpractice used by student/s.
 - Junior Supervisor, Senior Supervisor, Convener, EEC showing negligence / apathy in carrying out duties or aiding/ abetting/ allowing/ instigating students to use malpractice/s.
 - Any other similar act/s and or omission/s which may be considered as malpractices or lapses by the competent authority.
- (c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain to him/ her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.

(III) Investigating Committee

The Committee appointed by the Principal to investigate unfair means resorted to by student/s at the College examinations shall also investigate the cases of malpractices used and/ or lapses committed by the Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the conduct of examinations at the College examinations.

(IV) Procedure for Investigation

- The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations and reported to the Principal shall be scrutinized by the Concerned Officer / In-charge of the Sub- Section/ Unit to which the case is primarily pertaining to at the Examination Section of the college, collect preliminary information to find out whether there is prima-facie case so as to fix the primary responsibility for framing a charge-sheet and then shall submit the same with his/her primary report to the competent authority concerned. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Investigating Committee for further investigation. The officer concerned of the Sub-Section/ Unit through whom the case has originated or the case is pertaining to, shall be the presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

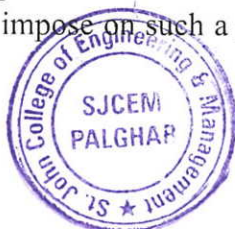


- ii. The competent Authority or the Officer authorised by it in this behalf, shall inform the implicated person (paper- setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing, of the act of malpractices used and/ or lapse committed by him/ her at the examination and shall ask him/ her to "show cause" as to why the charge/s levelled against him/ her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.
- iii. The person concerned shall be asked to appear before the Investigating Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge levelled against him/ her therein. The person concerned himself / herself only shall present his/ her case before the Committee.
- iv. The documents that are being taken into consideration or to be relied upon for, the purpose of proving charge/s against the concerned person shall be shown to him/ her by the Inquiry Committee, if he/she presents himself/ herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent.
 - v. Reasonable opportunity, including oral hearing, shall be given to the person concerned in his/her defense before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- vi. The Committee should follow the above procedure in the spirit of principles of natural justice.
- vii. If the person concerned fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/ her defence. Even after offering these two chances, if the person concerned fails to appear before the committee, the Committee shall take decision in his/ her case in his/ her absentia on the basis of whatever evidences/documents which are available before it and the same shall be binding on the implicated person concerned.
- viii. The Committee shall submit its report to the competent authority concerned along with its recommendations regarding punishment to be inflicted on the person concerned or otherwise.

(V) Disciplinary Action:

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/ her from the charge/s and shall impose anyone or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:

- i. Disqualifying the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period.
- ii. Imposition of a fine. If the person concerned fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment / penalty as it may deem fit.



- iii. Referring his/her case to the disciplinary authorities concerned for taking such disciplinary action as deems fit as per the rules governing his/her service conditions.
- iv. The competent authority or the Officer authorised in his/her behalf, shall inform the person concerned of the decision taken in his/her case and the punishments imposed on him/ her.
- v. An appeal may be made by the person within 30 days of imposition of the punishment, other than the punishment referred to in clause no. (iii) above, decision shall lie with the Chairman of the Governing Body and its decision in the appeal shall be final and binding.
- vi. The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Investigating Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/ Petitioner, if applied for in writing.
- vii. The court matters in respective cases of malpractices/ lapses should be dealt with by the respective competent authority. As far as possible the quantum of punishment should be prescribed category-wise, as hereunder as

Appendix B: -

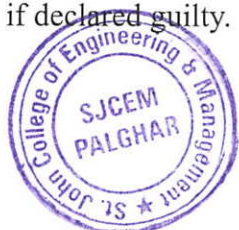
Action for malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of College Examinations.

Sr. No.	Nature of Malpractice/ Lapses	Disciplinary Action
1.	Paper-Setter found responsible for leakage of the question paper set in the College examination/s whether intentionally or due to negligence before the time of examination.	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable.
2.	Leakage of the question paper set in the College examination/s before the time of the examination at the College by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty/ responsible person/s as per the prevailing rules/by laws by the authorities concerned.
3.	Favouring of a student (examinee) by Examiner, Moderator, Referee in assessment of answer-books/dissertation/project report/thesis by assigning the student/examinee marks to which the student is not entitled, at the College examination/s.	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable.



4.	Examiner, Moderator, Referee intentionally/ negligently not assigning the student in assessment of his/ her answer-books/dissertation/ project report/ thesis, the marks to which the student is entitled to at the College examination/s.	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable.
5.	Paper-Setter omitting question at the time of finalization of question paper set at the examination or repeating the Serial Number of question while writing.	Disqualification from any examination work for a period of three years.
6.	Paper-setter setting the questions outside the scope of the syllabus.	Disqualification from any examination work for a period of three years.
7.	While assessing the answer-book/s examiner shows negligence in detecting malpractices used by the student/s.	As decided by the authorities of the College.
8.	Guiding teacher shows negligence in supervision of dissertation/ project work (e.g. use of manipulated data by a student).	As decided by the authorities of the College.
9.	Senior Supervisor/ Chief Conductor showing any apathy in carrying out duties related to examinations (e.g. not taking rounds of the examination hall at the time of examinations or opening the packet of question paper before prescribed time).	As decided by the authorities of the College
10.	Junior Supervisor helping student/s in copying answers while in the examination hall or showing negligence in reporting cases of copying answers by students when on supervision duty	Disqualification from any examination work for a period of three years + disciplinary action by concerned authorities as per the rules applicable, if he/ she is an employee of the college
11.	Junior Supervisor helping student/s in mass copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable, if he/ she is an employee of the college concerned.

viii. The competent authority, in addition to the above mentioned punishment, may impose a fine on the person concerned, if declared guilty.



- ix. The competent authority may report the case of the implicated person concerned to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982. Any breach of the requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and shall be dealt with, under Disciplinary procedure of St. John College of Engineering & Management (Autonomous). Severe penalty shall be imposed on the students, who are found to be involved in the adoption of unfair means in the examinations.

Note: All the above mentioned rules and regulations are subject to change from time to time as per the decision of competent authorities of SJCEM (Autonomous).

XIV Examination rules for B. Honors / B. E. Minor Degrees for Implementation from the Academic Year 2024-25

(Eligibility Criteria: CGPA 6.5 [Sem I to Sem IV] w.e.f. A.Y. 2024-25)

1. Students enrolled for the regular B.Tech programme can opt for either B.Tech with Honours B.Tech with Minor Degree Programme or continue with the regular B.Tech. Programme only. This means that a particular batch will have the students of B.Tech. degree programme / B.E. with Honours Degree Program / B.E. with Minor Degree Program.
2. The regular students will be completing 172 - 190 credits. Students opting for either Honours or Minor Degree will complete an additional 18 credits apart from the regular 172 - 190 credits.
3. The subject allocation (module booking) for the Honours or Minor degree will be done from Semester V to VIII (i.e. one subject in each semesters).
4. The credits earned in either the Honours or Minor subjects will not be considered in calculation along with the regular subjects.
5. The Honours in Minor subjects will appear in a separate grade card apart from the semester-wise grade cards (eight). The nomenclature of the Program on this separate grade card is proposed as "Bachelor of Technology in Computer Engineering with Honours in Intelligent Computing" and so on for all the programmes, where the student completes an Honours Degree, while for Minor Degree, the nomenclature proposed is "Bachelor of Technology in Computer Engineering with Minor in Robotics". The results for the subjects (Honours or Minor) will be declared with the respective semesters on the student portal and the students can apply for revaluation of these subjects, if they wish to do so.
6. There will be NO GRACE marks given to these subjects booked under Honours or Minor degree programme.
7. In addition to the regular examination, ONLY ONE RE-EXAMINATION ATTEMPT will be given to the student for the subjects offered under Honours or Minor programme.

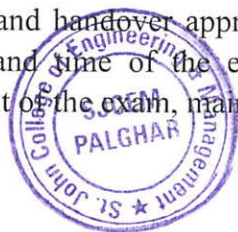


8. In case, a student who wishes to discontinue enrolling in to the Honours or Minor degree programme can do so any time during the four semesters (Sem V to Sem VIII) with proper communication to the Head of the Institute.
9. In case, a student fails in a Honours or Minor degree subject in any of the semester after the re-examination chance mentioned in point no. 8 above, s/he will be discontinued from enrolling for Honours or Minor degree program subjects in the subsequent semester. However, s/he will continue to be enrolled in B.Tech program based on his / her eligibility (progression rules) to the next year of the B.Tech. program.
10. In the transcripts, all the Honours or Minor degree subjects, which the student had opted and successfully completed will be mentioned on a separate page after the completion of semester VIII, in order to show the credits earned by the student.
11. The last grade card as proposed, will be issued only after successful completion of all the four subjects of Honours or Minor degree, totalling to 18 - 20 credits.
12. In case, a student who has opted for Honours or Minor degree programme and fails in the re-examination becomes a TNG (Term Not Grant) or Attendance defaulter or proved guilty in Unfair-Means case or not eligible for admission to the next year of the B.Tech. programme and gets a year drop due to progression rules, s/he will not be eligible to continue the Honours or Minor Degree programme and the programme will then be automatically discontinued for such students.

XV Duties and Responsibilities of Person During Examination

College Exam Officer (CEO)

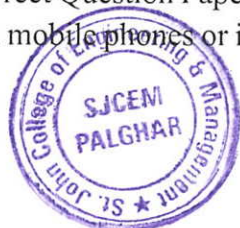
1. Overall coordination of Theory exam, Online Exam, Practical Exam
2. CEO to liaison with University of Mumbai in cases of students grievances such as
 - (a) Change/Correction in names in mark sheets
 - (b) Forwarding revaluation requests of students.
 - (c) Dealing with photocopying requests of answer sheets.
 - (d) Dealing with delay in arrival of result.
 - (e) Questions appearing in the exam that are out of the syllabus or wrong.
3. CEO to print and handover appropriate number of printed question papers as pertaining to the subject, date and time of the exam to the senior supervisor at least 20 minutes before the commencement of the exam, maintaining absolute confidentiality.



4. CEO to ascertain that security setup including recording of proceedings in control is in place and functional
5. CEO to liaison with external senior supervisor and ensure his/her availability
6. CEO to ensure the availability of PCs and related paraphernalia room
 - a. One PC with CEO with CCTV for the confidential purpose of downloading question papers Second PC for the general purpose of conduct of exam
 - b. Printer, Both the PCs he provided with cures internet connect
 - c. Both the PCs he provided with cures internet connect
7. CEO should record and issue answer books and other related stationary8 CEO to provide any other support of exam Room

Senior Supervisor

1. Arrangements of Block size recommended by University of Mumbai and College Norms is in the range 30 to 40 maximum.
 2. In case of more than one paper being assigned to a block reasonable number of subjects and examinees to be allotted to a block so that there is ample time for invigilation rather than writing reports. Preparation of Blocks, Cleaning of the Block, and repairing of the furnitures, fans and lights etc.
 3. Cleanliness or Sanitization of toilets, flush out probable hidden copying material.
 4. Assignment of duties / alternate arrangements. Preparation and display of exam schedule and postponement if any.
 5. Initiate action on unfair means, receiving question papers from the CEO and distributing it to the blocks as per schedule of the exam.
 6. Collecting answer scripts from Junior Supervisors.
 7. Packing of written answer sheets, dispatch and maintenance of necessary records including documents pertaining to the CAP center. Appointing of Standby and Reserve Junior Supervisor to cater for emergencies.Junior Supervisor
-
1. Report 20 minutes before the commencement of the exam.
 2. Distribute blank answer papers to the students 10 minutes before the start of exam.
 3. Do not allow students to exchange any kind of material.
 4. Do not allow students to communicate amongst themselves.
 5. Point number 3, 4 and any other malpractices to be immediately brought to the notice of the senior supervisor.
 6. Verify that correct Question Papers based on the pattern and subject is distributed to the students.
 7. Do not talk on mobile phones or indulge in any other activity which distracts your attention from invigilation





8. Ensure that students are not disturbed due to any reason during the examination,
9. Do not allow any student to leave the examination hall in the first 30 minutes.
10. Receive the answer papers and arrange them serially before submitting it to the senior Supervisor

Support Staff

1. The support staff should report 30 minutes before the start of examination.
2. The blocks should be opened 20 minutes before the start of examination.
3. Carry out duty as assigned by the Senior Supervisor. Avoid last minute leave necessary.
4. Do not leave the exam venue without intimating and without the permission of the senior supervisor.
5. Assist the Senior Supervisor in preparation of the blocks. (Shifting and rearranging furniture, cleanliness.)
6. Promptness in case of urgent exam based needs.
7. They should be present at the respective blocks, venue or task assigned.
8. Any exam related task assigned by the Senior Supervisor or the CEO.
9. Even after completion of the exam do not leave without the permission of the Senior Supervisor.

Rules & Regulations for Students

1. Examination will be conducted as per the time table published on the University Web Portal.
2. A printout of hall ticket must be presented by the students for verification at the examination center/hall.
3. The lists of document that MUST be brought to the examination center are Printout of hall ticket, ORIGINAL photo identity card (Aadhar card /College ID/Driving License/VoterID/Passport/PAN card).
4. Candidates are advised to locate and visit the examination Centre a day before the examination, so as to ensure that on the day of examination, they can reach the center on time.
5. Candidates should report at the examination Centre at least 30 minutes before the start of examination. Examination Centre should give entry to the students in the examination hall 20 minutes before the scheduled time.
6. Students are instructed to carry small blank scribble pad for rough work. The scribble pad is expected to be utilized for rough work ONLY. Students are requested to take back the scribble pad with them after the completion of examination.
7. Candidates must bring their own pen with black or blue ink.
8. Violation of any of the rules and regulations at any stage of the examination will lead to the cancellation of candidature.

Other Rules for Students

1. Make sure that you are not in possession of any material such as books, note-book, scribbled notes which may tempt you to copy OR use as a reminder. Read the instructions given on the answer- book carefully.





Autonomous Institute

(A Christian Religious Minority Institution)

Approved by AICTE and DTE, Affiliated to University of Mumbai / MSBTE

DTE Code : 3218 AICTE Permanent ID : 1-4790201



NAAC Accredited with Grade 'A+', Three Programs NBA Accredited

2. DO NOT take with you any answer-book or supplement written in or blank while leaving the Examination Hall.
3. DO NOT Speak OR Communicate in any way with any other candidate in the examination hall while the examination is going on.
4. DO NOT disobey any instruction/s issued to you by the Senior OR the Junior Supervisor.
5. DO NOT behave in a rude OR disobedient manner.
6. DO NOT carry Mobile phone in Examination Hall. It is strictly prohibited.

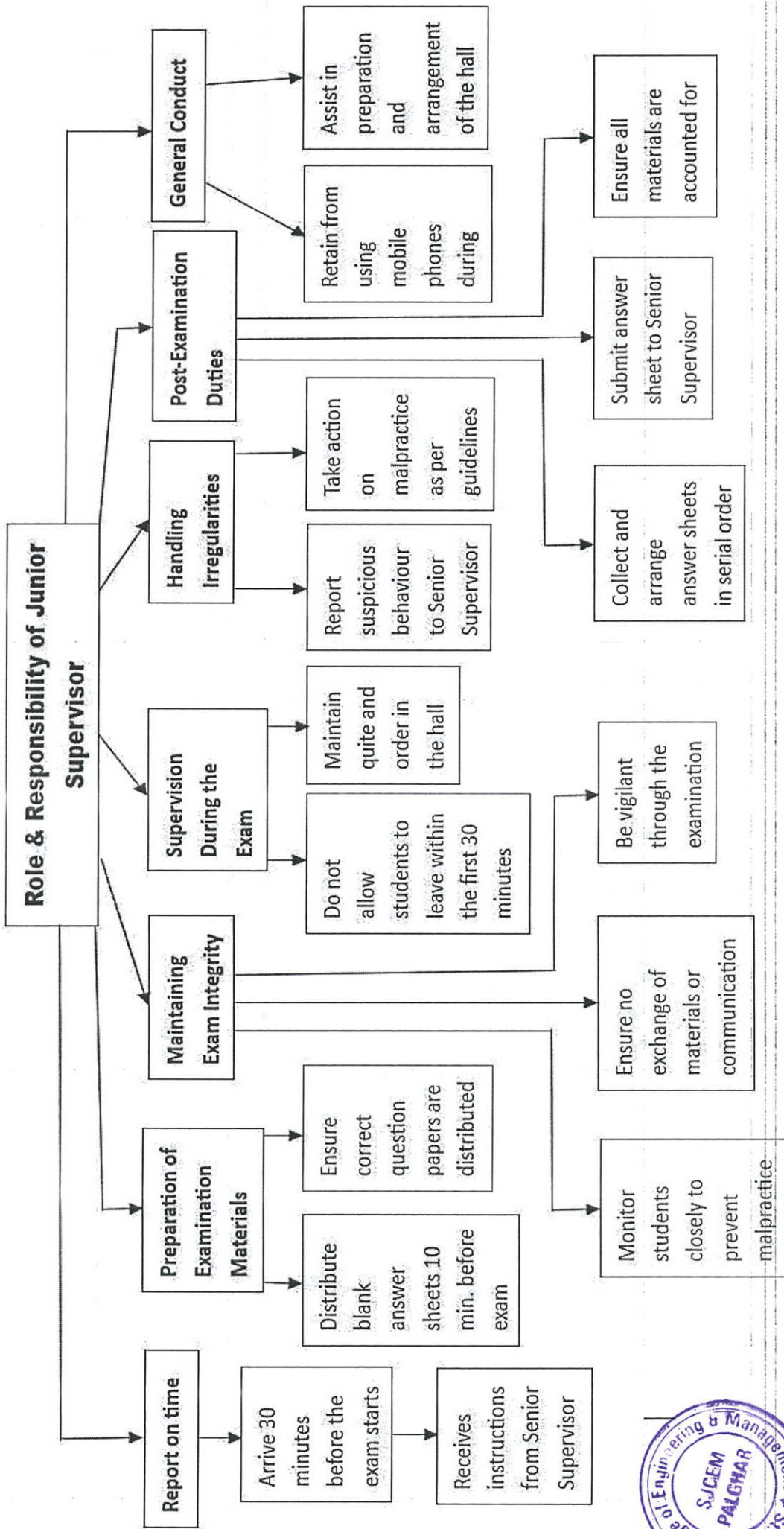
Failure to observe the instructions may result in expelling the candidate instantly and punishing the misconduct or breach of rules by excluding him from any university or college examination or course for a specified period or permanently



**Rules and Regulations
for
Conduction of Examination (November
2024) Under Autonomy**



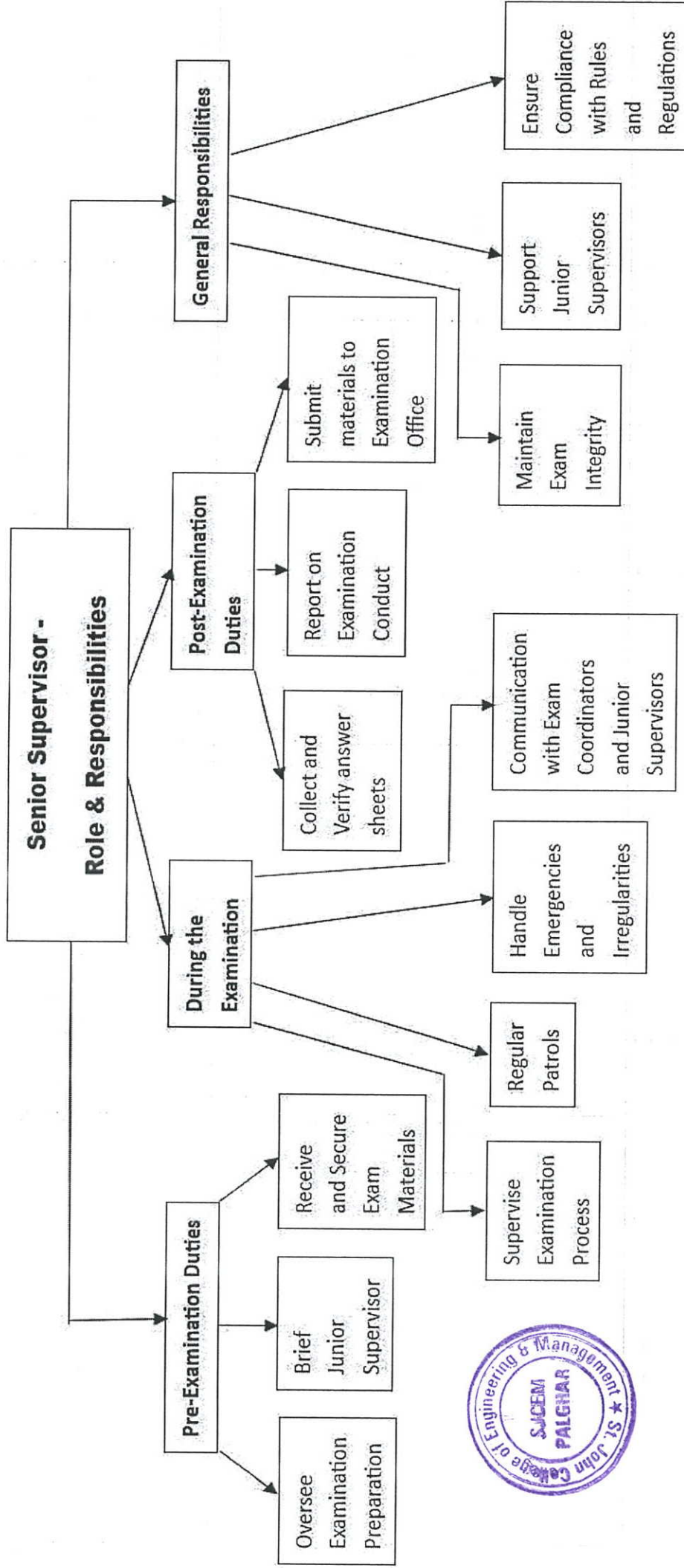
Role & Responsibilities of Junior Supervisor



If student found with any illegal material/suspicious activity handover to SS immediately



Senior Supervisor - Role and Responsibilities



Students involved in the malpractice will be called with parents to face unfair means committee after the completion of ESE Nov 2024 examination.

Responsibilities of The CAP Coordinator

- CAP Coordinator is appointed by the CoE in consultation with the Principal.
- The CAP Coordinator will notify the timings of the CAP in consultation with the Principal and CoE.
- The CAP Coordinator is not expected to value answer scripts.
- CAP Coordinators shall be responsible for organizing the End semester Examination answer books for valuation.
- The CAP Coordinator shall supervise the masking process.
- The CAP Coordinator shall store the masked answer booklets in the safe locker in an orderly manner.
- The CAP Coordinator shall issue the answer booklets only to the eligible valuers, as per the list supplied by the CoE.
- The CAP Coordinator shall issue only the permitted number of answer booklets to the valuers. No additional quota shall be issued under any circumstances.
- The CAP Coordinator shall maintain a register for issue of answer booklets and after valuation to record for returning the valued answer booklets.
- The CAP Coordinator shall verify the number of booklets issued and returned.
- The CAP Coordinator shall collect the A form from the evaluator.
- The CAP Coordinator shall supervise the process of storing the valued answer books in the allotted room.
- The CAP Coordinators shall take all necessary actions before, during and after the evaluation.
- The CAP Coordinator have to keep daily record of paper evaluation in the register and same should be reported to CoE at the end of every day.



- The Controller of Examinations - CoE in consultation with the Principal is authorized to constitute Flying Squad of 3 members from the teaching staff to monitor and ensure fair and smooth conduct of the End Semester Examinations.
- The CoE shall nominate any one as the members of the squad as Chief.
- There should be at least one Female/Male teaching staff in the team.
- Each Flying Squad member will be provided with an identity card/Badge duly signed by the COE.
- This identity card/badge must be produced whenever they enter into an examination room for inspection to the Junior Supervisor on duty.
- The necessary instructions and guidelines regarding the duties and powers of the Flying Squads will be issued from time to time by the CoE.



Duties

- To verify Physical facilities provided at the Examination Center (proper seating arrangements in the Examination Halls, drinking water, etc.). If arrangements are not proper, this has to be brought to the notice of the CoE.
- The Junior Supervisors on duty who are found indifferent towards their duties may be brought to the notice of the CoE.
- Candidates who are writing the examination and are found with the forbidden material in the Examination Hall during the examination time shall be immediately handed over to the CoE for booking under malpractice.
- Misbehavior of the examinees with the staff on duty may be brought to the notice of the CoE.
- Under no circumstances, the candidates found with forbidden material shall be let off even though there is a resistance from the candidates, it may be reported to the COE.
- The members are required to undertake surprise visits to the examination halls with utmost caution, courtesy and tact.
- The malpractice cases detected by the members of the flying squad must be reported to the CoE.
- The Flying Squad should also submit a report in the prescribed format.
- Under any circumstances, the Flying Squad should not misbehave with any of the candidates.



Thank you





Aldel Education Trust's

St. John Technical and Educational Campus

(A Christian Religious Minority Institution)

Vevoor, Manor Road, Palghar (East), Dist. Palghar - 401404, Maharashtra, India.

Tel.: +912525 - 297275 / 79 / 256486 • Fax: +912525 - 256834 • Website: www.aldel.in • Email: aet.office@aldel.org



Ref: SJTEC/Res/2022/02

31st May 2022

Formation of Campus Research Review Committee (CRRC).

Need of CRRC

To streamline and facilitate the research and development activities being carried out in St John Technical and Educational Campus, it is proposed to form a Campus Research Review Committee.

Constitution

The Committee will constitute of

1. Dean of Research
2. Principal of St. John College of Engineering and Management
3. Principal of St. John Institute of Pharmacy and Research
4. Principal of St John College of Humanities and Sciences
5. Management Nominee.

Mandate of CRRC

The duties of the CRRC would include

- a. Evaluate research manuscripts that are planned by faculty and students for prospective publication. To maintain credibility the committee will approve submission of manuscripts to Scopus Indexed Journals, Journals listed by Web of Science and Journals listed in UGC Cares. The list of manuscripts intended for publication would be forwarded to the CRRC by the Principals of the respective institutions. The CRRC would convene at the earliest so as to make a decision without delay. If a request has been made for financial support the CRRC would give their opinion to the management about the suitability for financial support.
- b. The CRRC will also review proposals that are intended to be submitted to DST, DBT, AICTE, CSIR, ICMR and other such bodies for financial support and make suitable recommendations.
- c. The CRRC will also review Patent Applications that are intended to be submitted by faculty and students to Patent Offices in India and other countries.



1/2

Institutions at the Campus

St. John Institute of Management and Research St. John Institute of Pharmacy and Research St. John Polytechnic St. John Junior College
St. John College of Engineering and Management St. John College of Humanities and Sciences St. John International School (CBSE)

Approved by AICTE, DTE, PCI and Affiliated to University of Mumbai / MSBTE
DTE Code : 3218, 3240 MSBTE Code: 1602. 1694



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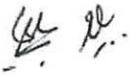
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- d. The CRRC will conduct Research Review Presentations (RRPs) for faculty pursuing PhD 2 or 3 times a year. Mentors will be identified and invited for the RRP to advise and support the research scholars in their PhD projects.
- e. The CRRC will review the requirement of equipment / instruments to strengthen the research facility on campus with an aim to foster interdisciplinary research and facilitate consultancy projects for local industry. It will further review the utilization of equipment purchased with in-house funds to optimize utilization and ROI.
- f. The CRRC will work on and facilitate collaborations with other Institutes to facilitate joint research projects and publications / patents and on commencement will further review the status of collaborations and their outcomes.


 Chairman
 Mr. Albert W. D'Souza





Institutions at the Campus

St. John Institute of Management and Research St. John Institute of Pharmacy and Research St. John Polytechnic St. John Junior College
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Ref: SJTEC/Res/2022/04

3rd August 2022

Intellectual Property (IP) Policy for St. John Technical and Educational Campus (SJTEC)

PREAMBLE

As a campus that encourages innovation in science and technology, it is imperative that a framework is put into place that addresses issues on ownership, confidentiality, disclosure, patentability, technology sharing, revenue sharing and conflict of interest related to IP. This document seeks to outline the IP policy that will enable a conducive and ethical environment for innovation and translation of ideas/ prototypes into products, processes and services that can be commercially exploited.

Assistance for IP Protection

1. SJTEC will appoint a Patent Attorney to assist in the Application (drafting and filing) of a patent and follow all the way to granting of the patent.
2. The fees of the Patent Attorney will be paid by the Management SJTEC.
3. Cost of the Patent and Maintenance of the patent for a definite period will be borne by SJTEC.
4. The support of SJTEC in the above items (1), (2), (3) will extend to filing of IP both in India and Abroad.

The IP Policy

1. Ownership and Management of IP

1A. For inventions such as software, designs, ICs , copyrights works by faculty and students employed and studying at St. John Technical and Educational Campus (SJTEC) that have been conducted without significant SJTEC resources/facilities and not associated with the profession for which they have been employed/educated at SJTEC, shall be the 'Property' of the creators. However, if the inventions such as software, designs, ICs, copyright work have been created while carrying out sponsored/collaborative research/projects at SJTEC, then the faculty/students and SJTEC shall be joint owners of the IP.



1/4

Institutions at the Campus

John Institute of Management and Research St. John Institute of Pharmacy and Research St. John Polytechnic St. John Junior College
John College of Engineering and Management St. John College of Humanities and Sciences St. John International School (CBSE)

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1B. Any teaching material that has been created by faculty/students as part of the academic program at SJTEC, then both the creator and SJTEC shall be joint owners of the IP.

1C. SJTEC shall not claim any ownership of copyright of books that have been authored by the faculty/students employed/studying at SJTEC.

1D. Trade Mark(s)

Trade Marks created for SJTEC will be solely owned by the SJTEC. However, for all IP produced at SJTEC, a free license to copy/use the IP for teaching and research shall be granted by SJTEC, while maintaining confidentiality agreement entered into by SJTEC.

1E. Formation of IP Assessment Committee (IPAC) and duties

The IPAC committee will consist of the Dean of R&D, who will also act as the chairperson, and three faculty members with domain expertise or experience in the field related to the IP. The inventor(s) may be free to suggest additional names who are competent to evaluate the IP and may be invited by the Dean to be temporarily part of the IPAC. At the discretion of the Dean, the Patent attorney appointed by the SJTEC shall also be a part of the IPAC. The inventor(s) working at SJTEC, who wish to protect their invention(s) are required to disclose their creative work in writing to the IPAC at the earliest. The inventor(s) shall assign the rights of the invention to SJTEC. All information related to the IP which has been disclosed and assigned to the IPAC shall be treated in strict confidence by both the inventor(s) and SJTEC, until the knowledge comes into the public domain.

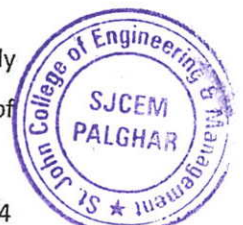
The IPAC shall evaluate the IP at the earliest and make recommendations about the patentability of the invention, along with the following recommendations.

1E(i). SJTEC shall take up the responsibility of protection of the IP and initiate the process of doing so.

1E(ii). If the IPAC chooses to recommend that SJTEC not take up the responsibility to protect the IP, then in this case, the rights of the disclosed inventor(s) shall be promptly reassigned to the creator(s) and the creator(s) shall then choose to protect the IP on his/her/their own.

1E(iii). If SJTEC has taken the responsibility of protection of the IP, then SJTEC should promptly file the complete IP Application in India and if based on the suitability of protection of

[Handwritten signatures]



2/4

Institutions at the Campus

St. John Institute of Management and Research St. John Institute of Pharmacy and Research St. John Polytechnic St. John Junior College
St. John College of Engineering and Management St. John College of Humanities and Sciences St. John International School (CBSE)

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the IP in foreign countries, SJTEC should begin the process of filing the complete IP application at the earliest. Assistance of the Patent Attorney may be sought in filing the patent in India and abroad.

1E(iv). If SJTEC chooses not to file for protection of the invention in foreign countries, then SJTEC shall assign rights of the IP in that country(ies) to the creator(s) for the purpose of protection.

1E(v). A decision on the annual renewal of the IP will be taken by the IPAC. If the IPAC does not recommend renewal of the IP in India or abroad then SJTEC will assign the rights of the IP in that country to the creator(s). In case where the IP rights have been reassigned to the creator(s) then SJTEC shall not claim any share of the proceeds earned through that IP in that country except for the cost already incurred by SJTEC.

1E(vi). SJTEC is free to enter into agreement with institutions based overseas for protection and licensing of the IP.

SJTEC may contract the IP to a Technology Management Agency for management/commercialization of the IP.

In the event that SJTEC is not in a position to commercialize the IP in a 3 year period of granting the patent (Indian or Foreign) then the creators may approach IPAC for reassignment of the rights of the IP to him/her/them.

2. Revenue Sharing

The net earnings from the commercialization of the IP shall be shared as follows:

Investor(s) shares 65% (to be divided equally with all the investors), this will extend to the legal heirs of the investor(s), and SJTEC shares 35%

In case where SJTEC has reassigned the rights of the IP to the creator(s) in any country then the creator(s) shall reimburse the entire cost incurred by SJTEC in protection, maintenance, filing, marketing and any other associated costs from the cumulative earnings obtained by successful commercialization of the IP in that country.

[Handwritten signature]



Institutions at the Campus

- St. John Institute of Management and Research
- St. John Institute of Pharmacy and Research
- St. John Polytechnic
- St. John Junior College
- St. John College of Engineering and Management
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3. Indemnity Insurance

While formulating an agreement for licensing of the IP, SJTEC and the inventor(s) shall add clauses in the agreement that seek indemnity from any legal proceedings including without limitation to manufacturing defects, production problems, design guarantee, upgradation and debugging issues.

4. Conflict of Interest

The inventor(s) of the IP shall disclose to SJTEC any conflict of interest or potential conflict of interest related to filing, granting and licensing of IP.

Chairman
Mr. Albert W. D'Souza



Institutions at the Campus

St. John Institute of Management and Research St. John Institute of Pharmacy and Research St. John Polytechnic St. John Junior College
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2.7. Distribution of fees received under "Intellectual Services"

2.7.1. The faculty in this case will be entitled to receive 70% of the total cost of the services being offered. The faculty may use this money as personal fees, for computer resources, stationery items, hiring assistants, TA/DA and any other items that are being used for the fulfilment of the intellectual services

2.7.2. The institution share shall be 30% of the cost of the services being offered.

2.8. After the terms of the consultancy have been approved by the Director/Principal of the respective institution and the MOU has been signed, it is the sole responsibility of the faculty involved in the project to ensure satisfactory progress, timely completion of the project, effective administration of the finances involved in the project and smooth management of the IPR. On completion of the project, a copy of the final project report (keeping in view the Confidentiality Clauses in the project) should be submitted to the Director/Principal of the concerned institution.

2.9. If for any reason, funds under the project remain unutilized, the faculty Director/Principal and Management may decide on the way to utilize/distribute the unspent monies.



Chairman
Mr. Albert W. D'Souza



IT Policy Summary

1. Need of policy

- Protection of institutes data, application, network & computer system.
- Campus-wide approach to information security.
- Preventing misuse of data, application, network & computer system

2. Applicability

- All Full-time, part-time & temporary staff of SJCEM
- All students
- Contractor & consultants working for SJCEM (St. John College of Engineering and Management)

3. Use of Electronic Resources

- Content of Communication
 - Use of computer resources for personal, business or commercial activities, fund raising or advertising on behalf of non-SJCEM organization is strictly prohibited.
- Access to computer resources
 - Using pirated copies or non-licensed software in the campus is strictly prohibited
 - Use of open-source software where ever possible is encourage.
- Operational integrity
 - Unauthorized scanning of networks for security vulnerabilities is prohibited
 - Attempting to alter any SJCEM computing or networking components without authorization is strictly prohibited.
 - Revealing password or otherwise permitting the use to others (by intent or negligence) of personal account and network access is prohibited.
- Internet usage policy
 - Use of internet for personal work is prohibited
 - Sites which are blocked in the campus including social media sites like Facebook etc. are not supposed to be accessed except by approved members.
 - If any user feels a particular site which is blocked is of academic importance and needs to unblock it, appropriate written application should be made and signed by Principal of the institute.
 - Staff and students can inform system administrator for any inappropriate access is done by any other user.
 - Any file download through internet should be scanned by using appropriate anti-virus.
 - Internet will be disconnected if the user is not complying with the above policy and further action will be taken by the management.
- SJCEM IP Address space
 - All IP address entries should be there in DHCP database.
 - IP used in DHCP database should not be used as static configuration.
 - User with admin right on computer are strictly warned not to change the DHCP Configuration.

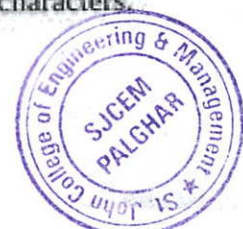


Dr. G. V. Mulgund
Principal

St. John College of Engineering
and Management, Palghar 401404.

4. Email Policy

- Using personal mail id for official work is prohibited.
- Sending personal mail such as greeting, mass mail, etc. from Official Email id is prohibited
- Use strong password which contains alphabetic, numeric and special characters.
- Maximum upload file size is 25 MB
- Strongly recommend to change password every 3 month
- Contact system department if user forget the password.



5. Virus Protection Policy

- SJCEM will deploy anti-virus software on all computers
- User must check the anti-virus update status and report to system department if not getting updated.
- Scanning pen-drives with anti-virus is compulsory.

6. Procedure for Creation of Login ID

- New employee will be assigned with the employee code from Administration section.
- New employee details will be entered in MIS database.
- The automated Email and SMS will be send to users with user information.



A handwritten signature in black ink, appearing to read "G. V. Mulgund".

Dr. G. V. Mulgund
Principal
SJCEM Palghar College of Engineering
& Management, Palghar 401404.



- No food or drink in the computer labs
- Remove your shoes & keep your bag outside before entering the lab.
- Moving the lab equipment (Computer or Projector) and/or cables is not allowed.
- The labs are for SJ CET students, staff and faculty ONLY. Students should wear the ID Card compulsory before entering the Lab.
- Any attempt by students to damage lab equipment or modify any part of the equipment will be liable for strict action.
- Using mobile phone in lab is prohibited, action will be taken against them if found guilty.
- Lab equipment found to be non-functional should be reported to the lab assistant on duty.
- Users should not attempt repairs of the equipment on their own.
- Please switch off lights & fans when not in use
- Keep sound levels to a minimum.
- Dispose of trash in the dustbin. Please keep the lab clean.



G. V. Mulgund

Dr. G. V. Mulgund
Principal
AET'S St. John College of Engineering
and Management, Palghar 401404.

LAB USAGE Policy – Software

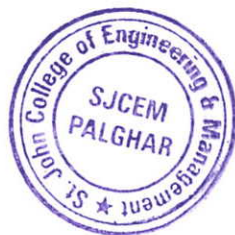
- The machines and the network in all SJ CET labs are for academic use only.

- Use of open-source software where ever possible is encouraged. Faculty and Lab assistant should encourage students for the usage of open source technology.
- Student are not allowed to connect their laptops on the wired network (exception: Instructors for instructional purposes).
- Using pirated copies or unlicensed software in the computer lab is strictly prohibited. Faculty and Lab Assistant should keep the track of the same.
- Password sharing and logging in for others is prohibited.
- Please shutdown the computers when not in use.



A handwritten signature in black ink, appearing to read "G. V. Mulgund".

Dr. G. V. Mulgund
Principal
AETS St John College of Engineering
and Management, Palghar 401404.



ST. JOHN TECHNICAL AND EDUCATIONAL CAMPUS, PALGHAR

**STANDARD OPERATING PROCEDURE (SOP)
FOR PURCHASES (OTHER THAN PROJECT MATERIALS)**

This Standard Operating Procedure (SOP) contains four sections – i.e. Requisition Development stage, Quotation Development stage, PO Development stage and Materials Receipt, Inspection, Acceptance, Invoicing & Payment stage. The SOP identifies the positions of the staff responsible for each activity involved in the purchasing process and the authorized approval signatories. The SOP shall be followed by all the Institutes of St. John Technical and Educational Campus, Palghar. The names of the Institutes are as follows:

1. St. John College of Engineering & Management
2. St. John Institute of Pharmacy & Research
3. St. John College of Humanities & Sciences
4. St. John Junior College
5. St. John International School



The names and positions of authorized staff to implement the SOP are listed on the attached Annexures – II-A & II-B.

I. Requisition Development stage:

Requirements for materials/equipment shall be recorded on a Purchase Requisition Form (PRF) – (Annexure-I) and signatures of requisite authorities obtained by the authorized Initiator of the Requisition. The following activities are required to be accomplished –

1. **Authorized Requisition Initiator:** Head of Department (HOD) under each Institute is the Authorized Requisition Initiator (ARI) for all academic related purchases and Admin. Manager under each Institute is the ARI for all other purchases.
2. The Requisition Initiator shall fill-in the description of the materials required and the name/s of the recommended vendor/s on the PRF. If quotations to be requested are from less than 3 vendors, the reason/justification for the same shall be noted on the PRF or on a separate sheet which shall be attached to the PRF since the Campus policy requires competitive quotations to ensure least cost without compromising on quality. Also in a competitive market environment based on the items to be purchased, quotations may be requested from more than three (3) – i.e. up to five (5) vendors.
3. The approval of the Requisitions shall be - recommended by the Admin. Manager or General Manager; approved by the Head of the Institute, reviewed by the Purchasing Manager, concurred by a member of the Trust and the Chairman.
4. **Requisition Processor:** Each Institute shall designate only one member of the staff as the **Authorized Requisition Processor (ARP)** and an Alternate Requisition Processor who shall be responsible for procuring all required materials in compliance with the SOP. The Processor may seek the assistance of ARI/HOD, if and when required to source the material/vendors.



ST. JOHN TECHNICAL AND EDUCATIONAL CAMPUS, PALGHAR

5. Based on approved PRF, ARP shall prepare the standard Request for Quotation (RFQ) letter which shall be reviewed by the Purchasing Manager and signed by the Admin. Manager or the General Manager. Approved RFQ letter shall be sent to the approved vendor/s by the ARP.

II. Quotation Development stage:

Quotation/s shall be received by the ARP. When more than 1 quotation is received, the ARP shall prepare quotations comparison table (QCT). Quotation (with the QCT when more than one quotation received), shall be routed for approval as follows:



- a) Least cost Quotation up to and including Rs. 5,000:
 - reviewed by the Purchasing Manager
 - Approved by the Admin. Manager or higher.

- b) For values above Rs. 5,000:
 - reviewed by the Purchasing Manager
 - recommended by the Admin. Manager or Gen. Manager
 - approved by the Institute's Head
 - concurred by a member of the Trust, and also
 - agreed to, by the Chairman, if the value is more than Rs. 10,000.

III. PO Development stage:

Upon obtaining required signatures on the least cost quotation or comparison table, a Purchase Order (PO) shall be prepared by the ARP. The PO shall be routed by ARP to the following:

- reviewed by the Purchasing Manager
- approved by the HOD or Principal or General Manager
- counter-signed by the Institute's Head IF the PO is for academic related purchases.

The approved least cost quotation or QCT and the PRF shall become part of the PO file being routed for approval signature.

IV. Materials Receipt, Inspection, Acceptance, Invoicing & Payment stage:

The materials received shall be checked against the PO for quality and accuracy by the ARI/HOD if materials are academic related, and the delivery challan shall be signed by the ARI. If the materials are non-academic related, then the ARP will check the materials received for quality and accuracy and sign the delivery challan. Any discrepancies/rejections shall be marked on the delivery challan. The vendor shall be advised to attach the delivery challan to the invoice when submitted for payment.

All materials received shall be entered in the Stores Inward Stock Register and also in other sub-registers by the Store-keeper (ARP).

Vendor invoices shall be received by the store-keeper (ARP) who will date-stamp and make an entry in the register and route for approval signature and payment (along with the delivery challan of the goods received and a copy of the PO issued) as follows:

- a) For values up to and including Rs. 25,000.00:

Dr. G. V. Mulgund
Principal

AET'S St. John College of Engineering
and Management (Rev. 4: 10.02.20)



ST. JOHN TECHNICAL AND EDUCATIONAL CAMPUS, PALGHAR

- reviewed by the Purchasing Manager
- recommended by the Admin. Manager/Gen. Manager
- Approved by Principal, and processed for payment by the Accounts Manager.

b) For values above Rs. 25,000.00:

- reviewed by the Purchasing Manager
- recommended by the Admin. Manager / Gen. Manager
- concurred by the Chairman
- Approved by Principal, and processed for payment by the Accounts Manager.

The approved and paid original invoices with supporting documentation shall be maintained by the Accounts Manager. A xerox copy of the approved invoice with supporting documentation shall be provided to the Admin. Manager of the concerned Institute if required, by the Accounts Manager.


Exceptions to the SOP:

1. If Emergency maintenance (or other) work purchase is required, it will be accomplished through a qualified/approved vendor (from the vendor-list) by the Maintenance Dept. in-Charge after obtaining and negotiating the selected vendor's quotation. The Maintenance Dept. in-Charge shall first communicate such incident to the higher management (i.e. General Manager / Institute-Head / a member of the Trust / Chairman) and obtain verbal approval before proceeding with the purchase. In that case, the SOP requirements will be followed while the work is in-progress or after the work has been completed.

2. Requisitions and quotations for minor, low-value, non-academic items, such as local-purchase of miscellaneous stationery, maintenance spare parts etc. (with an estimated cost not exceeding Rs.5,000/-) may be approved only by the Admin. Manager / Gen. Manager of each Institute in order to expedite the process. However, all invoices will be handled as per this SOP.

Note: All staff members should endeavor to ensure that this 'Standard Purchasing Process' takes no longer than one (1) week to procure the required materials. Co-operation of all staff is requested as to initiating purchase requisition of the necessary material well ahead of the time it is required. Poor planning on the part of the Requisition Initiator/Originator, may lead to an emergency-like processing on the part of others involved in the process, which must be avoided.

Approved by: _____


Baptist D'Souza,
Purchasing Manager,
St. John Technical & Educational Campus, Palghar




Dr. G. V. Mulgund
Principal
AETS St John College of Engineering
and Management, Palghar 401404.



DELEGATION OF APPROVING AUTHORITY.

After deliberations, the delegated powers given to HOD/Principal of St. John College of Engineering and Management for all Academic related purchases/expenses, now partially modified and the following delegated powers have been fixed.

- a) The HOD at St. John College of Engineering and Management is empowered to spend Rs. 5000/- per occasion with a maximum amount of Rs. 20000/- per month.
- b) The Principal of St. John College of Engineering and Management is empowered to spend an amount of Rs. 10000/- per occasion with a maximum amount of Rs. 40000/- per month.

Purchase Requisition Form (PRF) for purchases / Request for incur expenses coming under the delegated powers of HOD should be initiated by the Asst. HOD or Associate Professor and the same has to be Approved by HOD.

Purchase Requisition Form (PRF) for purchases / Request for incur expenses coming under the delegated powers of Principal should be initiated by HOD and the same has to be Approved by the Principal.

A monthly statement in respect of all the expenses incurred both under (a) and (b) above should be submitted to Chairman furnishing the complete details.

It was decided that a communication to this effect to be provided to the respective HOD and the Principal.



CHAIRMAN

01.08.2018.



Dr. G. V. Mulgund
Principal
AFT'S St. John College of Engineering
and Management, Palghar 401404.



St. John Technical and Educational Campus, Palghar
PURCHASE REQUISITION FORM (PRF)
 FOR PURCHASES OTHER THAN PROJECT MATERIALS

Annexure-1

SSCEN/15/19/20/1MMG

Requisition No.: _____ Date of Request: 08/11/20 Routine PRF: Under-the-fact PRF:

The following Computer Equip/Lab Equip/Furniture/Consumable Supplies/Stationery/Spare Parts/Serv/Maint. is required (Circle Applicable)

Sl. No.	Name of Item/Equip.	Specification / Description	Qty.	Estd. Cost (Budget)	Purpose (*) (Refer to below list)	Date Material Required	Approved Vendor Name/s	Vendor's justification (if less than vendor)
01.	Gold Medal	Gold	50	2475/-	Sports	15th Feb-20	Pichie Regdon	Vendor for medals
02.	Silver Medal	Silver	55	2475/-	New Requirements			
		Grst @ 12%		594/-				
TOTAL ESTD. COST:				5544/-				

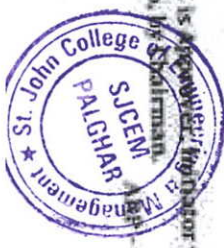
INSTITUTE'S Name: _____ DEPT. Name: _____ LOCATION: _____

INITIATED BY ARI: K. K. K. Name, Sig & Date (Admin Mgr) 11/1/20 RECOMMENDED BY: _____ Sig. & Date (Admin Mgr/Gen Mgr) _____ APPROVED BY: _____ Sig. & Date: HOD @ / Principal (@for academic purchases up to Rs. 5000)

CONCURRED BY: NA Signature & Date (Campus Director) _____ Signature & Date (Chairman) % _____ TO BE PROCESSED BY: _____ Name, Signature & Date (ARP)

REVIEWED BY: _____ Signature & Date (Purchasing In-Charge Mgr)

** For non-academic purchases of value < 5000, Admin Mgr / Gen Mgr can approve ***When Admin Mgr. / Gen Mgr is unavailable, Initiator will be ARP (except for Maint. Ma
 % Required for major purchases of value > 25,000. # Required only if referred to by Staffman
 ARI - Authorized Requisition Initiator
 PAGE 1 of _____



Principal
 AETS St. John College of Engineering and Management, Palghar 401404.

PURCHASE REQUISITION FORM (PRF)

(FOR PURCHASES OTHER THAN PROJECT MATERIALS)

Requisition No: STJEM/055/19-20/110694/AMM

Date of Request: 26/06/2019

Routine PRF:

Emergency/After-the-fact PRF:



ANNEXURE-I

The following Computer Equip/Lab Equip/Furniture/Furniture/Consumable Supplies/Stationery/Spare Parts/Sev./Maint. is required (Circle Applicable Item/s)

Sl. No.	Name of Item/Equip.	Specification / Description	Qty.	Estd. Cost (Budget)	Purpose (*) (Refer to below list)	Date Material Required	Approved Vendor Name/s	Vendor Selection Justification (if less than 3 vendors)
01.	Books	MPG Books	04	2100/-	New	10	EBP Educational Books & Periodicals	Dr. E. V. Mulgaonkar Principal AET's St John College of Engineering
	Purchasing	Books			Replacement July '19		Books Service Syndicate	
							Readers word	
				TOTAL ESTD. COST:	2100/-			

INSTITUTE'S Name: _____ DEPT. Name: _____ LOCATION: _____

INITIATED BY ARI: _____ Name, Sig. & Date (Admin Mgr) _____ RECOMMENDED BY: _____ Name, Sig. & Date (Admin Mgr/Gen Mgr) _____ APPROVED BY: _____ Name, Signature & Date (ARP) _____

CONCURRED BY: _____ Name, Sig. & Date (Admin Mgr) _____ SIGNATURE & DATE (Principal) _____

CONCURRED BY: _____ Signature & Date (Campus Director) _____ SIGNATURE & DATE (Advisor) # _____

REVIEWED BY: _____ Signature & Date (Purchasing In-Charge Mgr.) _____ TO BE PROCESSED BY: _____ Name, Signature & Date (ARP) _____

** For non-academic purchases of value < 5000, Admin Mgr / Gen Mgr can approve ***When Admin Mgr. / Gen Mgr. approve, Initiator will be ARP (except for Maint. Ma
 %Required for major purchases of value > 25,000. # Required only if referred by Chairperson
 ARP - Authorized Requisition Processors
 College of Engineering and Technology, Palghar
 Page 1 of 1
 (Rev. 6: 2007-16)