

SJCEM

Rules, Regulations

and

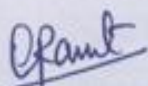
Examination Process

A. Y. 2026-27

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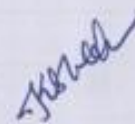
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Mrs. Uttara Dalvi
Deputy CoE



Dr. Pandharinath Ghonge
COE



Dr. Kamal Shah
Principal

Vision

To inspire academic excellence through trusted educational evaluation

Mission

- **To conduct examinations in a fair, secure, transparent, and timely manner** while ensuring accuracy, confidentiality, and integrity throughout all examination processes.
- **To provide prompt, reliable, and student-centric examination services** through transparent procedures, effective grievance redressal, and timely declaration of results.
- **To implement technology-driven solutions** for efficient examination management, including secure question paper generation, examination data management, and digital record maintenance.
- **To ensure compliance with the guidelines and regulations** of the University and statutory authorities in all examination-related activities.
- **To continuously improve the quality and effectiveness of the examination system** by adopting best practices, innovation, and process enhancements.

Examination Process

1. Registration for Courses at the Beginning of Each Semester Academic Year
2. Compliance with the Attendance Eligibility Criteria
3. Issuing Hall Ticket (Admission Ticket) Generation and Distribution
4. Conducting Internal Assessment Examination (IAE) – Centralized and Departmental Examination
5. Holding IAE Open House and Grievance Redressal
6. Submission of Continuous Assessment (CA) Marks
7. Display of End Semester Examination Timetable
8. Conducting Oral/Practical Examination
9. Conducting Lab-Based End Semester Examination
10. Conducting End Semester Examination (Regular and ATKT)
11. Declaration of ESE Provisional Result
12. Holding Open House/Checking of Answer Book and Grievance Redressal

13. Declaration of Final Result
14. Filling of Supplementary Examination form & Supplementary Examination (IAE and ESE)
15. Declaration of Supplementary Provisional Result
16. Holding Supplementary Open House and Grievance Redressal
17. Declaration of Supplementary Result
18. Criteria for Promotion to the higher Academic Year semester
19. Filling of ATKT form
20. Completion of Teaching and Academic Term (Term End)

Examination Process in Detail

1. Registration for Courses at the Beginning of Each Academic Year

At the commencement of each academic year, every student is required to register for the respective course through the University portal (mum.digitaluniversity.ac.in or mu.samarth.ac.in) as per the University guidelines.

2. Compliance with the Attendance Eligibility Criteria

2.1 The Departments shall display the list of defaulter students on the departmental notice board as per the following schedule:

Sr. No.	Type of Examination	Attendance Calculation Period
	IAE-I	From the day of commencement of the term to one day prior to IAE-I
2	IAE-II	From the day after IAE-I to one day prior to IAE-II
3	ESE	From the day of commencement of term to the last day of the regular classes of the term concerned

- The list of eligible students shall also be displayed on the departmental notice board.

2.2 Attendance Eligibility Criteria

Sr. No.	Type of Examination	Attendance Eligibility Criteria
1	IAE-I	Students must have a minimum 75% attendance in each course (Theory+ Practical/Tutorial) to be eligible for the Internal Assessment Examination
2	IAE-II	
3	ESE	Students must have a minimum 75% overall (Theory+ Practical/Tutorial) attendance during the semester to be eligible for the ESE

- Students may be granted attendance relaxation of up to 25% only in cases of medical emergencies or participation in approved academic, co-curricular, extracurricular, or official college activities. Students or their parents must inform the concerned faculty in advance. Attendance relaxation will be considered only after approval from the Principal.

3. Issuing Hall Ticket

3.1 Internal Assessment Examination (IAE-I & IAE-II)

- Hall tickets (Admission Ticket) for IAE-I and IAE-II shall be issued to **all** eligible students from respective Department.

Eligibility Criteria for issuing the Admission Ticket:

- Hall tickets for Internal Assessment Examinations shall be generated based on the attendance eligibility of the students.
- Students having 75% or more attendance in each course (Theory + Practical/ Tutorial) shall be marked as "Y" (Eligible) and will be eligible to appear for that course examination.
- Students having less than 75% attendance shall be marked as "N" (Not Eligible) and will not be permitted to appear for the examination of the respective course.

3.2 End Semester Examination (ESE)

- Hall tickets for the End Semester Examination (ESE) shall be issued only to students having 75% or more overall attendance from the commencement of the semester until the Term End.
- Students who do not satisfy the minimum attendance requirement shall not be issued their hall tickets and shall not be permitted to appear for the ESE.

Note-

- Students must collect their hall ticket from their Departmental Examination Coordinator as per the schedule announced by the Examination Cell. No hall ticket will be issued on the day of the examination.
- The hall ticket must include student's passport-size photograph, student signature, and the College seal. Students without hall ticket will not be (allowed) permitted to enter the examination hall.
- If a student loses or misplaces the hall ticket, he/she must submit a written application to the Principal/Controller of Examinations (CoE). A duplicate hall ticket shall be issued after paying penalty Rs 100 at the SJCEM Office.

4. Conducting Internal Assessment Examination (IAE)

The Internal Assessment Examination (IAE) consists of the following:

1. Departmental Internal Assessment Examination (Departmental IAE)
2. Centralized Internal Assessment Examination (Centralized IAE)

4.1 Departmental IAE

- The **Departmental Internal Assessment Examination (IAE)** shall be conducted by the respective department under the supervision of the Departmental Examination Coordinator, as per the Academic and Examination Calendar.
- The mode of conduct, assessment methodology, and evaluation pattern shall be **as per the assessment scheme approved by the Board of Studies (BoS) submitted to the Examination Cell.**

- The assessment shall be aligned with the **Course Outcomes (COs)**, laboratory requirements, and the approved curriculum of the respective course.

4.2 Centralized IAE

- The Centralized Internal Assessment Examination (IAE) shall be conducted by the Examination Cell as per the Academic and Examination Calendar.
- Question papers for the centralized IAE shall be generated through the approved Question Paper Generation Software.
- Centralized IAE shall normally be conducted over three days in four examination slots.
- Any changes in the examination schedule shall be communicated to the students well in advance on the exam cell notice board, and the official website.
- If a student scores less than the minimum passing marks in the Internal Assessment Examination (IAE) (i.e., less than 16/40 or 8/20), but secures 45/100 or more (or 23/50 or more, as applicable) by combining the IAE and End Semester Examination (ESE) marks, the student shall be declared PASS in that course.
- Example: - A student secures 14/40 in the combined IAE-I and IAE-II for Engineering Mathematics-I, which is below the minimum IAE passing requirement of 16/40. However, the student scores 31/60 in the End Semester Examination (ESE). The total score is 45/100 (14 + 31). Since the student has obtained 45/100 or more in the combined IAE and ESE, the student shall be declared PASS in Engineering Mathematics-I.
- A student who does not secure the minimum overall passing marks of 45/100 or 23/50 (as applicable) after combining the Internal Assessment Examination (IAE) and End Semester Examination (ESE) marks will be required to appear for the Supplementary Internal Assessment Examination (IAE) of 40 marks.
- Students who are unable to pass the course even after appearing for the Supplementary Internal Assessment Examination (IAE) and the Supplementary End Semester Examination (ESE), wherever applicable, shall be required to reappear for the course under the ATKT (Allowed to Keep Terms) provisions in the subsequent semester, as per the applicable Institute regulations.

5. Holding IAE Open House and Grievance Redressal

1. The **IAE Open House** shall be conducted by the respective course teacher within the week following the completion of IAE paper evaluation.
2. During the Open House, students will have the provision to check their evaluated answer scripts.
3. Before entering the classroom, students must keep mobile **phones, bags, books, pens, pencils, and all personal belongings outside** the classroom.
4. Students should carefully check the awarded marks, answer evaluation, and total marks on their answer script.
5. For any other evaluation-related discrepancy, the student may submit an Examination Grievance Form during the Open House for further review to the Examination Cell through the HoD
6. The course teacher concerned shall re-evaluate the answer script only for the reported discrepancy and make necessary corrections with the HOD concerned.
7. After the revised evaluation, the updated marks shall be recorded, and the student must check and sign against the revised marks.
8. No grievances regarding IAE evaluation shall be entertained after the completion of the Open House and grievance submission.

6. Submission of Continuous Assessment (CA) Marks

- Continuous Assessment (CA) carries 25 marks for course in every semester. Students who fail to maintain a minimum of 75% overall attendance (Theory + Practical/Tutorial) shall be ineligible for Continuous Assessment (CA) submission for the respective course. Consequently, students respective course theory examination (IAE and ESE) shall not be considered and result will be null and void.
- The CA marks shall be distributed as follows:
 - 5 Marks** – Overall Attendance (Theory + Practical /Tutorial)
 - 10 Marks** – Experiments/Tutorials
 - 10 Marks** – Teacher Assessment Evaluation (TAE) Classroom participations
- Attendance Marks shall be awarded based on the student's overall Theory and Practical attendance as follows:

Overall Theory + Practical Attendance	Marks
90% – 100%	5
85% – <90%	4
80% – <85%	3
75% – <80%	2
Below 75%	Not Eligible for CA Submission

- Students who fail to submit the prescribed Continuous Assessment (CA) work, including record books, files, assignments, tutorials, experiments, or any other assessment activities within the stipulated time, shall be declared ineligible for Continuous Assessment (CA) for that course. They will not be permitted to appear for the End Semester Examination (ESE) of that particular course.

7. Display of End Semester Examination Time table

The End Semester examination shall be displayed at least 15 days prior to the commencement of the respective examination on the college official website, and notice board for the information of all students.

8. Conducting Oral / Practical Examination

- The Oral/Practical Examination (OR/PR) shall be conducted by the concerned department as per the schedule notified by the Examination Cell in accordance with the Academic and Examination Calendar.
- Students shall report at the allotted date, time, and venue with the prescribed journals, record books, files, and other course-related documents, wherever applicable.
- The examination shall be evaluated by the concerned examiner(s) as per the approved scheme of examination.

- Students who fail to secure the minimum passing marks shall be declared unsuccessful in the Oral/Practical Examination and shall have to reappear for the examination as per the applicable examination rules.

9. Conducting Lab-Based End Semester Examination

- Lab-Based End Semester Examination (ESE) shall be conducted by the respective Departments under the supervision of the Department HOD/ Examination Coordinator as per the Academic and Examination Calendar.
The mode of conduction and assessment shall be decided by the concerned department based on the course outcomes and laboratory requirements.

Assessment Methods for Laboratory-Based / Practical Examination

The assessment may include one or more of the following evaluation methods, depending on the nature of the course:

1. MCQ-based Examination using Google Forms or any other approved online assessment platform.
2. MOOC-Based Course Assessment (e.g., SWAYAM, Coursera, edX or other approved platforms), wherever applicable.
3. MOOC- Based Course Assessment, based on the successful completion and certification of the prescribed course.
4. Program Execution and Coding Assessment for Computer-related courses.
5. Practical Performance and Experiment Execution in the laboratory.
6. Viva-Voce (Oral Examination) to assess conceptual understanding and practical knowledge.
7. Demonstration, Simulation, Case Study, or any other laboratory assessment method approved by the concerned department.

10. Conducting End Semester Examination (Regular and ATKT)

10.1 Conduct of End Semester Examination

- The End Semester Examination (ESE) shall be conducted for every course at the end of each semester as per the Academic and Examination Calendar notified by the Examination Cell.

- The ESE shall be conducted as follows:

Examination Component	Maximum Marks	Duration
End Semester Examination (ESE)	60 Marks	2 Hours
End Semester Examination (ESE)	30 Marks	1 Hour

- The examination timetable, venue, and seat numbers shall be published by the Examination Cell prior to the commencement of the examination.
- If the End Semester Examination (ESE) is conducted in two modes, that include 30 marks for Presentation and 30 marks for written Examination, Students must appear for both components. If a student remains absent for either the Presentation or the written Examination, the student shall be marked absent for the entire ESE of that course.

10.2 Instructions to Students for Appearing in ESE

A. Reporting Time

- Students shall report to the examination hall 30 minutes before the commencement of the examination.
- Students shall occupy only their allotted seat.

B. Identity Verification

- Students must carry:
 - Institute Identity Card
 - Hall Ticket / Admit Card
- Entry without these documents shall not be permitted.

C. Materials Permitted

Students may carry only:

- Pens
- Pencils
- Eraser
- Geometry instruments
- Non programmable
- Transparent water bottle

The following are strictly prohibited:

- Mobile phones
- Smart watches
- Bluetooth devices
- Tablets
- Earphones
- Programmable calculators and calculator cover
- Electronic communication device
- Writing on the body part and clothes, chits

D. Question Paper and Answer Booklet

Students shall:

1. Verify that the question paper issued is related to the course.
2. Write the following correctly:
 - Seat Number
 - Course Code
 - Course Name
3. Students shall not write their name or make any identifying mark anywhere in the answer booklet and question paper.

E. Rough Work

- All rough work shall be done only in the space provided in the answer booklet clearly marked "Rough Work."

F. During the Examination

Students shall:

- Maintain absolute silence.
- Follow all instructions of the invigilator.
- Not communicate with other candidates.
- Not exchange any article (Question paper/ Answer paper etc).
- Not borrow stationery from other students in the examination hall.
- Any violation of the above shall be treated as examination malpractice.
- Any act of misconduct shall be subjected to disciplinary action.

10.3 Unfair Means and Examination Malpractice

Purpose

The Institute is committed to maintaining fairness, integrity, confidentiality, and transparency in the examination process. Any act of unfair means shall be subjected to disciplinary action.

Definition

"Unfair Means" includes possession or use of unauthorized material, misconduct, communication, impersonation, electronic devices, or any attempt to obtain unfair advantage.

Penalties for Unfair Means

Sr. No.	Nature of Unfair Means	Disciplinary Action
1	Possession or use of chits, written notes, or any unauthorized material inside the examination hall	The examination in the concerned course shall be declared Null and Void , and the student shall not be eligible to appear for the Supplementary If the student is found repeating the same for a second time, the examination of all courses of the semester concern will be declared Null and Void , and the student shall not be eligible for the Supplementary or KT Examination.
2	Possession or use of any digital or electronic gadget, including smartwatches, Bluetooth devices, tablets, programmable calculators, or similar communication devices	The examination of all courses of the semester concerned will be declared Null and Void, and the student shall not be eligible for the Supplementary or KT Examination.
3	Writing or possessing unauthorized information on the hall ticket, written on body parts, clothing,	The examination in the concerned course shall be declared Null and Void , and the student shall not be eligible for the Supplementary /KT Examination.

Sr. No.	Nature of Unfair Means	Disciplinary Action
	calculator cover, geometry box, benches, desks, pouches, or any other material	
4	Creating disturbance, disorderly conduct, or indiscipline inside or near the examination hall	The examination of all courses of the semester concerned will be declared Null and Void , and the student shall not be eligible for the Supplementary or KT Examination.
5	Misbehaviour, threatening, arguing with, or obstructing the Junior Supervisor, Senior Supervisor, Flying Squad, Chief Conductor, or any examination official	The examination of all courses of the semester concern will be declared Null and Void , and the student shall not be eligible for the Supplementary or KT Examination. Institute undisciplined action shall be taken.
6	Writing unauthorized matter, comments, symbols, or calculations on the question paper	Examination of Course concerned shall be declared null and void.
7	Making any identifying mark, signature, name, symbol, code, or message on the answer booklet	Examination of Course concerned shall be declared null and void.
8	Impersonation, submission of another person's answer script, or any other serious act of examination malpractice	The case shall be referred to the Unfair Means Committee for a detailed inquiry. Based on the findings, the Committee may recommend cancellation of the concerned semester examination(s), suspension from the Institute for a period of one to three academic years, or any other

Sr. No.	Nature of Unfair Means	Disciplinary Action
		disciplinary action deemed appropriate by the SJCEM Institute.
The above rules shall be applicable to all types of examinations, including Internal Assessment Examinations (IAE), End-Semester Examinations (ESE), Oral/Practical Examinations, and Project Evaluations. Any malpractice or violation of these rules shall be subject to the disciplinary action and penalties prescribed under the SJCEM Examination Rules Note: The student shall be given an opportunity to present his/her explanation, along with his/her parent(s), before the Unfair Means Committee as per the schedule communicated by the Examination Cell. If the student fails to attend the hearing, the decision of the Unfair Means Committee shall be final and binding on the student.		

10.4 General Provisions

1. Ignorance of the Examination Rules shall not be accepted as a valid defence.
2. Every student shall comply with all instructions issued by the Examination Cell and examination officials.
3. The Institute reserves the right to impose additional disciplinary action for acts that adversely affect the integrity, fairness, or security of the examination process.
4. Any matter not specifically covered under these rules shall be decided by the Examination Committee with the approval of the Principal and all such decision shall be final and binding.

11. Declaration of End Semester Examination Provisional Results

The **End Semester Examination (ESE)** results shall be declared within **10 -12 days** after the completion of the End Semester Examination.

11.1 Passing Criteria and Duration of Internal Assessment Examinations (IAE)

A student must obtain a minimum of 40% marks in each head of examination to be declared Pass in that component.

Examination	Duration	Maximum Marks	Minimum Passing Marks
IAE I	1 Hour or 30 Minutes	20 or 10	8 or 4
IAE II		20 or 10	8 or 4
Combined IAE (IAE I + IAE II)	-	40 or 20	16 or 8
CA	-	25	10
Practical/Oral	-	25 or 50	10 or 20
Project	-	75 or 50	30 or 20
ESE	2 Hour or 1 Hour	60 or 30	24 or 12

11.2 Grading System

The performance of students shall be evaluated based on the percentage of marks obtained in each course. Grades shall be awarded as follows:

Percentage of Marks Obtained	Grade	Grade Point (GP)	Semester SGPI/ Programme CGPI
90% – 100%	O (Outstanding)	10	9.00 – 10.00
80% – <90%	A+ (Excellent)	9	8.00 – < 9.00
70% – <80%	A (Very Good)	8	7.00 – < 8.00

Percentage of Marks Obtained	Grade	Grade Point (GP)	Semester SGPI/ Programme CGPI
60% – <70%	B+ (Good)	7	6.00 – < 7.00
55% – <60%	B (Above Average)	6	5.50 – <6.00
50% – <55%	C (Average)	5	5.00 – < 5.50
40% – <50%	P (Pass)	4	4.00 – < 5.00
Below 40%	F (Fail)	0	Below 4
–	Ab	0	Absent

Semester Grade Point Index (SGPI)

The **Semester Grade Point Index (SGPI)** is the weighted average of the grade points earned by a student in all the courses registered during a semester.

Formula

$$SGPI = \frac{\sum(C_i \times GP_i)}{\sum C_i}$$

Where:

- **C_i** = Credits assigned to the *i*th course
- **GPI** = Grade Point obtained in the *i*th course
- **ΣC_i** = Total credits registered in the semester

Cumulative Grade Point Index (CGPI)

The **Cumulative Grade Point Index (CGPI)** is the cumulative measure of a student's overall academic performance across all semesters of a programme. It is calculated as the **average of the Semester Grade**

Performance Index (SGPI) obtained in all completed semesters.

Formula:

$$CGPI = \frac{\sum SGPI}{\text{Number of Semesters}}$$

Where:

- **CGPI** = Cumulative Grade Performance Index

- **SGPI** = Semester Grade Performance Index
 - **Number of Semesters** = Total number of completed semesters
1. **SGPI** is calculated **semester-wise**.
 2. **CGPI** is calculated **considering all completed semesters**.
 3. The **Grade Point (GP)** corresponding to the grade obtained in each course is used for SGPA and CGPA calculations.
 4. Courses awarded an **F (Fail)** grade shall carry a **Grade Point of '0'** and shall be treated as per the applicable academic regulations for passing and reappearance.

11.3 Gracing Rules- In addition to the applicable University Ordinances, the following SJCEM examination rules shall be applicable:

1. Grace Marks for Every Course/Subject

A student who fails to pass a **course or head of passing** (Theory, Practical, Oral, Sessional, Term Work, External/Semester-End Examination, or Internal Assessment) by a small margin may be awarded **grace marks** only to obtain the minimum passing marks.

The maximum grace marks that may be awarded are as follows:

Maximum Marks of the Course/Head	Maximum Grace Marks
Up to 50	2
51–100	3
101–150	4
151–200	5
201–250	6
251–300	7
301–350	8
351–400	9
401 and above	10

11.4 University of Mumbai Ordinances

The following University of Mumbai Ordinances are applicable for the award of grace marks, condonation, and other examination benefits. A student shall be eligible to avail the benefit of **only one applicable Ordinance** for a particular examination, subject to the eligibility conditions prescribed by the University of Mumbai.

1. Ordinance O.5045-A – Condonation of Deficiency of Marks

If a candidate fails in **only one Course/Head of Passing** and has passed all the remaining Courses/Heads of Passing, the shortage of marks in the failed Course/Head of Passing may be condoned.

The condonation shall be limited to:

- **1% of the aggregate marks** of the examination, **or**
- **10% of the maximum marks** of the Course/Head of Passing in which the candidate has failed,

whichever is less, subject to a **maximum of 10 marks**. The condoned marks shall be indicated on the **Grade Card/Statement of Marks** with an **asterisk (*)** along with the applicable **Ordinance Number**. This Ordinance shall be implemented in accordance with the rules and guidelines of the **University of Mumbai** and the relevant statutory bodies such as **AICTE, UGC, MCI, Bar Council, CCIM, CCIH, and NCTE**.

2. Ordinance O.5044-A: Grace Marks for Distinction / Grade 'O'

- As per the **University of Mumbai Ordinance O.5044-A**, the following provisions apply:
- A candidate must **pass all courses/subjects/heads of passing without availing any grace marks or condonation**.
- If the candidate falls short by **not more than 3 marks** for securing **Grade 'O' (Outstanding) or Distinction** in a subject/course, the University may award **up to 3 grace marks**.
- This benefit is available for a **maximum of two subjects/courses** in a single examination.

- The total grace awarded is subject to a maximum of **1% of the total marks of that Head of Passing**, whichever is higher.
- This benefit is applicable **only where the examination scheme provides for the award of Distinction or Grade 'O'**.
- The ordinance is subject to the regulations of the relevant professional statutory bodies (such as AICTE, NMC, Bar Council, NCTE, etc.).

3. Ordinance O.5043-A – Grace Marks for Securing a Higher Class/Grade

A candidate who has passed all Courses/Subjects and Heads of Passing **without the benefit of grace marks or condonation** and falls short of securing a **Second Class, Higher Second Class, First Class, Distinction, or the next higher Grade** by **not more than 1% of the aggregate marks of the examination or 10 marks, whichever is less**, may be awarded the required grace marks to obtain the next higher Class or Grade.

This benefit shall be granted only if:

- The candidate has passed all Courses/Heads of Passing without availing the benefit of grace marks or condonation.
- The candidate has secured the minimum passing marks in the aggregate, wherever applicable.
- The examination provides for the award of a **Second Class, Higher Second Class, First Class, Distinction, or Grade**.

This Ordinance shall be implemented in accordance with the rules and guidelines of the **University of Mumbai** and the relevant statutory bodies such as **AICTE, UGC, MCI, Bar Council, CCIM, CCIH, and NCTE**.

4. Ordinance O.229 – Grace for Co-curricular, Extracurricular Activities and MOOC based external exam

Students who have successfully participated in approved co-curricular and extracurricular activities may be eligible for the benefit under **Ordinance O.229**, subject to the provisions of the University of Mumbai.

Eligible activities include:

- National Service Scheme (NSS)
- National Cadet Corps (NCC)
- Department of Lifelong Learning and Extension (DLLE)
- Sports Activities
- Cultural Activities
- Representation of the University/Institute in University-approved competitions
- Membership of the Student Council constituted under the applicable University Act

The benefit shall be awarded only after verification of the required documents and fulfilment of the eligibility criteria prescribed by the University of Mumbai.

5. **SJCEM Ordinance O.1-** Students who successfully complete an approved proctored external MOOC examination shall be eligible for an additional 0.1 grace in SGPI. The MOOC certificate and examination result must be submitted to the Examination Cell before the prescribed deadline; late submissions will not be considered.

Note

- A student shall be eligible to avail the benefit of **only one applicable University Ordinance** for a particular examination.
- All grace marks, condonation, and other examination benefits shall be awarded strictly in accordance with the applicable **University of Mumbai Ordinances, AICTE/UGC guidelines**, and the **approved SJCEM Examination Policy**.
- The decision of the Examination Cell regarding the implementation of the applicable Ordinance shall be final.

12. Holding ESE Open House/Answer Book Verification and Grievance Redressal

12.1 Process

1. After the declaration of the **Provisional result of End Semester Examination (ESE) Result**, the Examination Cell shall notify the Open House schedule and provide the online Open House registration link.

2. Students wishing to review their evaluated answer scripts shall register through the prescribed online Open House form within the stipulated deadline. No requests received after the deadline shall be entertained.
3. The Open House shall normally be conducted on the next working day following the declaration of the provisional result or as notified by the Examination Cell.
4. Only students who have successfully registered for the Open House shall be permitted to participate.
5. A student who registers for the Open House but does not attend without prior approval may not be permitted to register for the Open House in future examinations.
6. Students shall be allowed to attend the Open House only on producing a valid College/Institute Identity Card.
7. Before entering the Open House classroom, students shall deposit all personal belongings, including mobile phones, smartwatches, bags, books, notebooks, pens, pencils, calculators, and any electronic devices, at the designated place outside the classroom.
8. Any student found in possession of or using any unauthorized material or electronic device during the Open House shall be considered to have committed examination malpractice and will be subject to disciplinary action in accordance with the Institute Examination Rules (**Refer Point Number 10.3- Unfair Means and Examination Malpractice**).
9. During the Open House, students may check only the totaling of marks, transfer of marks to the cover page, unevaluated answers or sub-questions, and any calculation or counting errors in the awarded marks.
10. Any student who identifies any of the above-mentioned discrepancies shall submit a Student Grievance Form to the Examination Cell on the same day.
11. Re-evaluation of answers, reassessment of marks, or awarding additional marks based on academic judgment shall not be permitted during the Open House.
12. The grievance shall be verified by the concerned Course Examiner, Moderator (where applicable), and the Controller of Examinations.
13. If the grievance is found to be valid, necessary corrections shall be approved by the Controller of Examinations and incorporated in the Final Result.

12.2 Revaluation of Answer Books

- A student who is **not satisfied with the marks awarded** in any theory course may apply for **revaluation** of the answer book with prescribed fees.
- The application for revaluation shall be submitted within the prescribed time along with the **revaluation fee of ₹1,000 per course/paper**.
- The answer book shall be evaluated by another examiner as per the Institute's revaluation procedure.
- The marks awarded after revaluation shall be **final and binding**, irrespective of whether they increase, decrease, or remain unchanged.
- No further request for revaluation of the same course/paper shall be permitted.
- The revised marks, wherever applicable, shall supersede the provisional marks and shall be reflected in the Final Result declared by the Examination Cell.
- The decision of the Controller of Examinations, duly approved by the Principal shall be final and binding.

13. Declaration of Final Result

- After completion of the **Open House**, incorporation of approved mark corrections, and disposal of revaluation applications (where applicable), the **Final Result** shall be declared by the Examination Cell. The final result shall be considered official for all academic purposes.

14. Filling of Supplementary Examination form and conduction (IAE and ESE)

- Students who are declared **Fail** in the Regular Examination shall be eligible to appear for the **Supplementary Examination** (Internal Assessment Examination and/or End Semester Examination), subject to the following conditions:
- The student should have fulfilled all eligibility criteria prescribed by the Institute.
- The student should have **not been involved in any malpractice or use of unfair means** during the Regular Examination.

- The student should have submitted the **Supplementary Examination Application Form** along with the prescribed fee within the stipulated deadline.

Note

- The Supplementary Examination fee structure, late fee, and mode of payment shall be the same as those prescribed for the ATKT Examination (**Refer Point 19: ATKT Examination Fees and Mode of Payment**).
- Students debarred due to malpractice shall **not** be eligible to appear for the Supplementary Examination, as per the decision of the **Board of Examinations (BoE)**.
- The Supplementary Examination shall be conducted as per the schedule notified by the Exam Calendar and the SJCEM Examination Policy.

15. Declaration of Supplementary Provisional Result

- The **Provisional Result** of the Supplementary Examination shall be declared within **10 days** from the completion of the last supplementary examination, subject to timely completion of evaluation and result processing.

16. Holding Supplementary Open House and Grievance Redressal

- The Supplementary Examination **Open House and Grievance Redressal Process** shall be conducted in accordance with the rules and procedures prescribed for the Regular Examination **Refer Point 12: Open House/Answer Book Revaluation and Grievance Redressal**).

17. Declaration of Final Supplementary Result

- After completion of the Supplementary Open House, incorporation of approved corrections, and disposal of all eligible grievances, the **Final Supplementary Result** shall be declared by the Examination Cell. The final result shall be treated as official and binding.

18. Criteria for Promotion to the higher Academic Year

• Promotion to the Next Higher Academic Year

- Students who have successfully passed all courses prescribed for the current academic year shall be promoted to the next higher academic year in accordance with the applicable academic regulations.

1. Passing Criteria and ATKT/Backlog Rule (Applicable to promotion to SE, TE and BE)

- Students having a maximum of eight (8) ATKTs/backlogs from the previous academic year shall be eligible for promotion to the next higher academic year.
- Each assessment component of a course—Theory End Semester Examination (ESE), Theory Internal Assessment Examination (IAE), Oral/Practical (OR/PR), Continuous Assessment (CA), and Project (where applicable)—shall be treated as a separate passing head. Students must satisfy the prescribed passing criteria for each head individually.

2. Promotion to Third Year

- Students shall be promoted to the Third Year only after successfully passing all First-Year courses (Semester I and Semester II).

3. Promotion to Fourth Year

- Students shall be promoted to the Fourth Year only after successfully passing all Second-Year courses (Semester III and Semester IV).

4. Re-admission Due to Academic Drop or Attendance Shortage (detained)

- Students who are unable to complete the academic year due to an academic drop, detention, or non-fulfilment of the minimum attendance requirement shall be required
- to take re-admission to the same academic year by paying the prescribed full academic fees and complying with all applicable Institute and University regulations.

Note-Applicability of Rules

- The above progression rules shall be applicable as per the academic regulations approved by the Institute and the Board of Examinations and Evaluation (BoEE). Any amendments approved by the competent authority shall be effective from the date notified by the Institute/University.

19. ATKT Examination Registration (Form Filling)

- Students who are unable to pass a course in the previous semester shall be required to fill the ATKT Examination Form to reappear for the Internal Assessment Examination (IAE) and/or End Semester Examination (ESE), as applicable.

Examination Fees

Sr. No.	Examination	Fee
1	End Semester Examination (ESE)	₹425 per course
2	Internal Assessment Examination (IAE)	₹315 per course

Late Fee

After the notified last date	₹500 per course
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Important Instructions

- Students shall apply for the ATKT Examination through the MIS Portal within the prescribed schedule.
- The payable examination fee shall be displayed automatically after successful submission of the application form.
- The prescribed examination fee shall be paid through the designated payment mode/authorized bank as notified by the Examination Cell.
- Only students who have successfully submitted the ATKT Examination Form and paid the prescribed fees within the stipulated time shall be eligible to appear for the ATKT Examination.
- The list of eligible students shall be displayed on the departmental notice board and/or the MIS Portal as per the schedule notified by the Examination Cell.
- Applications received after the prescribed deadline shall be accepted only on payment of the applicable late fee, subject to the approval of the Examination Cell.

Note: The ATKT examination schedule, fee structure, late fee, and important dates shall be notified by the Examination Cell for each examination session and may be revised from time to time.

20. Completion of Teaching and Academic Term (Term End)

- The academic term shall conclude upon completion of the prescribed teaching hours for all courses, as specified in the Academic and Examination Calendar.
- The Term End date shall be notified as per the Academic and Examination Calendar.
- Before the Term End, every student shall:
 - Complete the required **minimum attendance** in **Theory, Practical/Tutorial** classes.
 - Submit all prescribed **Continuous Assessment (CA)** components, including assignments, tutorials, experiments, record books/files, projects, and any other assessment activities assigned by the course teacher.
 - Fulfil all academic requirements prescribed for the course to become eligible for the **End Semester Examination (ESE)**.

Multiple Entry and Multiple Exit (MEME) Policy – Engineering Programme

The Multiple Entry and Multiple Exit (MEME) system allows students to leave an engineering programme after completing a specified level of study and rejoin later without losing the credits they have already earned.

1. Entry

Year	Entry Criteria
First Year	A student who has passed Class XII (Higher Secondary) or an equivalent examination and satisfies the admission requirements of the College is eligible for admission to the First Year of the Bachelor's Degree Programme. At the time of admission, the student shall have zero earned academic credits .
Second Year	A student who has successfully completed the First Year and earned the required credits, or an equivalent qualification recognized by the College, is eligible for admission to the Second Year .
Third Year	A student who has successfully completed the Second Year and earned the required credits, or an equivalent qualification recognized by the College, is eligible for admission to the Third Year .
Fourth Year	A student who has successfully completed the Third Year and earned the required credits, or an equivalent qualification recognized by the College, is eligible for admission to the Fourth Year .
PG- First Year	After completing a Four-Year Bachelor's Degree (Honours/Honours with Research) .
PG- Second Year	A student who has successfully completed the PG- First Year and earned the required credits, or an equivalent qualification recognized by the College, is eligible for admission to the PG- Second Year.

2. Exit

A student may exit the programme after completing the **required credits and NSQF certificate** shall receive the following qualification:

After Completion of	Minimum Credits* (CR)	Qualification Awarded
First Year	100% CR of First Year	Undergraduate Certificate
Second Year	100% CR of First, Second Year	Undergraduate Diploma
Third Year	100% CR of First Second and Third Year	Bachelor's Degree
Fourth Year	100% CR of First Second Third and Final Year	Bachelor's Degree (Honours/Honours with Research), wherever applicable
PG- First Year	100% CR of PG- First Year	100% CR of
PG- Second Year	100% CR of PG- Second Year	Master's Degree

*Credit requirements shall be as prescribed by the applicable curriculum and regulatory guidelines.

3. Re-entry

- A student who exits the programme may rejoin later, subject to the rules of the institution.
- Previously earned credits will be considered, provided they are valid under the institution's regulations.
- The student will continue from the appropriate semester based on the credits already earned.

4. Academic Bank of Credits (ABC) / NSDL

- Every student shall create an **ABC ID**.
- After each semester, the college uploads the student's earned credits to the **Academic Bank of Credits (ABC)**, which is managed through the National Academic Depository (supported by NSDL e-Governance).

- The credits are stored digitally and can be used when the student rejoins the programme or transfer, subject to applicable regulations.

5. Important Points

- No certificate is issued at the time of admission.
- A qualification is awarded only after the student earns the required credits.
- Students must satisfy all academic and examination requirements to receive the respective Certificate, Diploma, or Degree.
- The college shall follow the regulations issued by the University Grants Commission (UGC) and other applicable statutory authorities.