



Nutan Maharashtra Institute of Engineering and Technology (NMIET)

Nutan Maharashtra Vidya Prasarak Mandal's (NMVPM's)

**Nutan Maharashtra Institute of Engineering and Technology (NMIET),
Talegaon Dabhade, Pune – 410507**

(An Autonomous Institute Affiliated to Savitribai Phule Pune University)
(Accredited by NAAC & NBA)



Rules & Regulations for Academics, Examinations & Evaluations

**Governing
Under Graduate (B. Tech. / B.Voc / BCA) and
Post Graduate (MCA/MBA) Programmes
With effect from Academic Year 2025 – 26
(Applicable to regulations 2023, 2021 & 2020)**

(<https://www.nmiet.edu.in>)

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PREFACE

Nutan Maharashtra Vidya Prasarak Mandal (NMVPM) was established in the year 1906. The Great Freedom Fighter Lokmanya Bal Gangadhar Tilak was the Founder and President of the Governing Body for almost 12 years. National Education Promotor Gurusvaya Annasaheb Vijapurkar was the Founder and Secretary of the Governing Body for almost 23 years. The Institute was established in the year 2008. The institute envisions being a dynamic-leading institute of practice engineering and industrial research in the learning system that promotes learners towards the development of self-esteem, self-learning, creativity & innovation leading to the development of successful professionals and members of society. The institute is recognized by the All India Council for Technical Education (AICTE) in New Delhi and the Maharashtra Government's Directorate of Technical Education (DTE) and affiliated to the Savitribai Phule Pune University (SPPU), Pune.

NMIET has indigenously embraced the philosophy of the National Education Policy (NEP) 2020 in its curriculum design, aiming to create a flexible, inclusive academic system that emphasizes the holistic development of students. NEP 2020 encourages a mindset of continuous growth and lifelong learning, supported by a system of continuous assessment that includes regular evaluations throughout the academic year. This approach provides students with timely feedback, enabling them to track their progress and make improvements accordingly.

The institute's robust academic monitoring and control mechanisms have significantly contributed to improved academic outcomes and enhanced placement opportunities. As a result, NMIET has become one of the most preferred engineering institutes for aspiring students across Pune and throughout Maharashtra.

This booklet provides comprehensive information on the current Rules and Regulations governing the B.Tech. programmes across all branches. All undergraduate programmes at the Institute shall adhere to these regulations. These guidelines, periodically approved and updated by the Academic Council, are designed to guide departments toward academic excellence while addressing emerging challenges and advancements in the field.

All stakeholders—especially students and their parents/guardians—are encouraged to familiarize themselves thoroughly with the Institute's academic system. Students should be well-acquainted with the Rules and Regulations related to academic requirements, evaluation and assessment policies, and the grading system.

To ensure an optimized and globally relevant learning experience, these regulations are subject to periodic revisions based on recommendations from statutory bodies such as the UGC, AICTE, DTE, and the Board of Studies (BoS). The Academic Council serves as the final authority for the approval of these rules, which are binding on all concerned parties.

It is anticipated that this booklet will enhance transparency in the Institute's academic, examination, and evaluation processes, thereby fostering greater clarity and trust among students, faculty, administrators, parents, and other stakeholders.



Nutan Maharashtra Institute of Engineering and Technology (NMIET)

Vision

To be a notable institution for providing quality technical education and ensuring ethical, moral and holistic development of students.

Mission

To nurture engineering graduates with state of the art competence, professionalism and problem solving skills to serve needs of industry as well as society.

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1. ABBRIVATIONS AND DEFINITIONS

1. Institute means Nutan Maharashtra Institute of Engineering & Technology (NMIET).
2. University means Savitribai Phule Pune University (SPPU).
3. Bachelor of Technology Mean B.Tech. degree awarded by SPPU.
4. Semester means the period in which Academic activities are carried out.
5. "Course credit" means weightage assigned to a Course.
6. "Course Teacher" means faculty member assigned to teach a course.
7. Grade means a single letter assigned to indicate the Performance of Student in a Course.
8. BoG means "Board of Governors".
9. "Academic Council" means apex Academic Body governing the academic programmes & policies in NMIET.
10. "Board of Studies" means departmental academic body for UG and PG Programmes.
11. "Board of Examinations" (BOE) means Examination Body responsible for Examination conduction, framing and implementing Rules and Regulations approved by Academic Council.
12. "Grievance Redressal Committee" (GRC) means committee appointed by the Principal to deal with cases of Grievances and Indiscipline.
13. "Complaint Redressal Committee" by the Principal to deal with cases of unfair means / Malpractices in Examination.
14. "Department Advisory Board" (DAB) means Departmental Advisory Body responsible for taking decisions in a UG programme.
15. "Programme Assessment Committee" (PAC) means departmental committee for Assessment of Program.
16. "Academic Standing Committee" (ASC) means apex body nextt to Academic Council to take decisions under emergent situations subjected to ratification by Academic Council.
17. "Semester Grade Point Average" (SGPA) means the weighted average of Grade Point of a Student in a Semester.
18. "Cumulative Grade Point Average" (CGPA) means the weighted average of Grade Points for all the Semesters completed by a student.
19. "Allowed to Keep Terms" (ATKT) means allowed for admission to higher class after satisfying minimum credits criterion.
20. "Academic Examination and Assessment R & R" means Academics Examination & Evaluation Rules and Regulations governing system of the Institute.
21. "CoE" means Controller of Examinations.
22. "IE" means Internal Evaluations.
23. "ISE" means In-Sem Examinations.
24. "ESE" means End-Sem Examinations.
25. "NEP" means National Education Policy.
26. "DTE" means Directorate of Education.



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27. "AICTE" means All India Council Technical Education.
28. "NAAC" means National Assessment & Accreditation Council.
29. "NBA" means National Board of Assessment.
30. "MDM" Multi- Disciplinary Minor
31. "FA" Formative Assessment
32. "SA" Summative Assessment



2. INTRODUCTION

The provisions made in this document shall govern the Academic Policies and Procedures, Curriculum, Course Delivery, Evaluation System, Continuous Assessment, conduct of the Examinations and declaration of Results.

- i. The medium of instruction throughout the programme shall be English except where it is explicitly mentioned as Regional.
- ii. Semester system shall be adopted for Academic activities in the Institute. Normally, all Odd Semesters shall commence from the first week of July and Even Semesters shall commence from the first week of January.
- iii. The commencement of first semester for B. Tech shall be governed by the admission schedule declared by DTE, Government of Maharashtra.
- iv. There are six (BCA) / six (B.Voc.) / eight (Engg.) semesters having total **120/142/160** Credits respectively for Undergraduate Programme. Around 14 credits out of 160 credits would be for Multi- Disciplinary Minor (MDM).
- v. All ten Undergraduate Programmes (Computer Engineering, Computer Science Engineering, Electronics and Telecommunication Engineering, Information Technology, Computer Science Engineering – Artificial Engineering, Artificial Intelligence – Data Science, Mechanical Engineering, Electronics & Computer Engineering, Bachelor of Computer Applications, Bachelor of Vocational Courses, and two Post graduate programs Master of Business Administration, Master of Computer Applications shall be governed by Rules and Regulations provided in this version of 'Rules and Regulations for Academic, Examinations and Evaluation'.
- vi. Academic Calendar shall be prepared and published before the commencement of every Academic year.
- vii. Evaluation norms shall be strictly followed to maintain quality of education. Examination system shall be transparent and governed by Rules and Regulations.
- viii. Rules and Regulations hereafter shall be subjected to amendments made by the Academic Council from time to time, based on recommendations of the BOS and BOE. All such amendments shall be applicable from the date of amendment.
- ix. The Rules and Regulations formulated in this document shall be subjected to revisions/refinement/updates/modifications through the approval by the Academic Council from time to time, and shall be binding on all concerned Stakeholders, including the Students, Faculty, Staff, Departments, and Administrators, etc.

3. ORGANIZATION STRUCTURE & ACADEMIC DEPARTMENTS

The organization structure and academic departments are well established to ensure the proper execution of B. Tech Engineering, MBA, MCA, BCA & B.Voc. programmes in a qualitative way. Following are details about the various committees and undergraduate



Nutan Maharashtra Institute of Engineering and Technology (NMIET)

programmes:

- i. The academic administration of the Institute consists of committees and functionaries as below:
 - The Academic Council (AC) is a statutory and supreme body that governs all academic matters of the Institute. The AC Chairman (Director of the Institute) chairs the AC and the decisions made by the Chairman of AC about all academic issues shall be final and binding to all the stakeholders. The AC may also form various sub-committees from time to time for specific purposes.
 - The Academic Standing Committee (ASC) shall continuously assess the academic activities and make appropriate revisions / modifications / improvements as and when required. All academic activities shall be scheduled through an approved 'Academic Calendar' notified in the beginning of each Academic Year.
 - Board of Examination (BOE) is constituted as per statutes of Savitribai Phule Pune University to ensure proper organization and conduction of examinations and related processes including answer sheet assessment, moderation, tabulation and declaration of the results.
 - At the department level, the Board of Studies (BoS) is responsible for 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 etc.
 - The Department Advisory Board (DAB) and Programme Assessment Committee (PAC) are responsible to evaluate, assess and monitor the academic practices of the Department.
- ii. The functionaries of the Institutes related to Academics and Examination shall be Director, Dean Academics, Controller of Examinations and Heads of the Departments.
- iii. Academic Departments and Programmes offered:
The Institute offers undergraduate programmes in Engineering, Management, Computer Applications and B.Voc. as mentioned in Table 3.1.



Table 3.1: Academic Departments and Programmes Offered

Sr. No	Academic Department	Programme Offered	Duration	Sanctioned Intake
1	Computer Science & Engineering (CSE)	Bachelor of Technology in Computer Science & Engineering	04 Years	180
2	Computer Engineering (CE)	Bachelor of Technology in Computer Engineering	04 Years	240
3	Electronics & Telecommunication Engineering (E&TC)	Bachelor of Technology in Electronics & Telecommunication Engineering	04 Years	120
4	Information Technology	Bachelor of Technology in Information Technology	04 Years	120
5	Mechanical Engineering	Bachelor of Technology in Mechanical Engineering	04 Years	120
6	Computer Science Engineering – Artificial Engineering (CSE-AI)	Bachelor of Technology in Computer Science Engineering – Artificial Engineering	04 Years	60
7	Artificial Intelligence & Data Science (AI&DS)	Bachelor of Technology in Artificial Intelligence & Data Science	04 Years	120
8	Electronics & Computer Engineering (ECE)	Bachelor of Technology in Electronics & Computer Engineering	04 Years	120
9	MBA	Master of Business Administration	02 Years	120
10	MCA	Master of Computer Applications	03 Years	120
11	BCA	Bachelor of Computer Applications	03 Years	120
12	Animation & Graphics Design	B.Voc. in Animation & Graphics Design	03 Years	30
13	Graphics & Multimedia	B.Voc. in Graphics & Multimedia	03 Years	60
14	Software Development	B.Voc. in Software Development	03 Years	30
15	Rubber Technology	B.Voc. in Rubber Technology	03 Years	30
16	Foundry Technology	B.Voc. in Foundry Technology	03 Years	30
17	Automobile Servicing	B.Voc. in Automobile Servicing	03 Years	30
18	Automotive Mechatronics	B.Voc. in Automotive Mechatronics	03 Years	30



4. ADMISSIONS AND CHANGE OF BRANCH

The admission to B. Tech. programme at NMIET will take place in regular and lateral entry mode.

- i. Regular entry refers to admission of students for first, second (excluding lateral entry), third, and final year of the programme in odd semesters. Lateral entry refers to admission of students for second year B. Tech. Programme directly through Diploma qualification.
- ii. The admission process and eligibility to various undergraduate programmes for regular entry (First Year) and lateral entry (Second Year) are governed by the norms and procedures of DTE. The candidate shall be provisionally admitted subject to fulfillment of eligibility criteria prescribed by government/University from time to time. Details of admissions are available on web link, www.dtemaharashtra.gov.in.
- iii. Students seeking admission (regular entry) to Second, Third and Final Year should have earned all the necessary credits of the pre-previous year and at least 60% credits of the previous year. For example, for admission to 5th semester (i.e. 3rd year of programme), a student should have earned all credits of the First Year and 60% credits of the Second Year. Similarly, for admission to the 7th semester (i.e. 4th year of programme), a student should have earned all the credits of the second year and 60% credits of the third year. However, if calculation of 60% credits results in a mixed number (integer + proper fraction) then the integer part of that number shall be considered for taking decisions related with this clause.
- iv. Each student shall be allotted Permanent Registration Number (PRN) at the time of registration / or admission to the Institute and that will be a permanent identification number. Students are required to use this PRN for all purposes and communication.
- v. Change of Programme / Branch:
Students shall be eligible to apply for change of branch after completing the first two semesters. The following rules/guidelines shall be used for considering their application for change:
 - a) The process of change of branch shall be carried out purely on merit basis subject to the rules of admissions prevailing at the time of such change.
 - b) The candidate seeking for a change in course or shift after completing the first year of studies or both first and second semester examinations in full or failed in one of the heads of passing will be allowed to do so in the same institute subject to the availability of seats and changes will be carried out based on the marks of First year or First and Second semester together.
 - c) The request for change of branch by a student from branch A to branch B shall be considered if the number of students of branch B does not exceed the sanctioned capacity of branch B.
 - d) All such transfers shall be granted only once at the beginning of third semester. No application for change of branch during subsequent semesters shall be entertained.

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- e) Students allotted with a branch of their choice should accept it and complete the bridging courses offered by the branch allotted. No further request for change shall be entertained.

5. ACADEMIC CALENDAR

The academic activities of the Institute are regulated by Academic Calendar approved by the AC / ASC, and are released at the beginning of each Academic Year. It is mandatory for Students and Faculty to strictly adhere to the academic calendar for completion of academic and related activities.

- i. The Academic Calendar shall be prepared by Dean Academics and approved by the AC / ASC.
- ii. The AC sets a definite time schedule for various academic activities, through an Academic Calendar issued and notified to all stakeholders at the beginning of each Academic Year.
- iii. The Academic Calendar shall be disseminated on the notice boards and website of the Institute.
- iv. The academic activities of the institute shall be monitored as per the Academic Calendar
- v. Academic Calendar shall incorporate schedule of admissions, course registration, course delivery, examination/evaluation, course feedback, course/graduate exit survey, meeting schedules, student internship, and summer examinations.
- vi. The curriculum shall be typically delivered in two semesters in an Academic Year. Each semester shall be of 20 weeks duration, including evaluation, grade moderation and result declaration. The Academic semester shall provide at least 90 instructional days.
- vii. All co-curricular and extra-curricular activities shall be scheduled so as not to interfere with the academic activities as stipulated in the academic calendar.
- viii. The non-conduct of academics on any particular teaching day for whatever reason shall be made up on a suitable day.

6. SEMESTER REGISTRATION, ATTENDANCE, COURSE DROPPING, COURSE WITHDRAWAL, TEMPORARY BREAK, DETENTION AND TERMINATION

6.1 Semester Registration:

- i. Students have to register for courses at the beginning of every semester as per the notification issued by the institute and prescribed dates in the Academic Calendar. The Institute shall notify the process of registration well in advance to the stakeholders.
- ii. The students admitted through regular entry shall be automatically registered for the Core Courses of the First Semester. Such students have to register separately for Elective/Choice based Courses only.



- iii. On joining the Institute, each student is assigned to a Proctor. Students are advised to discuss with the proctor about the nature of courses for which he / she can register during the semester, as given in the curriculum, within the framework of guidelines approved by the AC.
- iv. In case of any delay in registration of courses, due to unforeseen reasons, the student and parent shall take prior approval from the Director well in advance indicating the reason for delay in registration. However, for such students the attendance shall be calculated from the date of commencement of the semester and not from the date of joining.
- v. Only those students shall be permitted to register for a course who have:
 - a. Cleared all dues of the Institute, Hostel and Library including fine if any of the previous semester.
 - b. Earned all the credits prior to previous academic year and minimum 60% credits during the previous Academic Year.
 - c. Not been debarred from registration of courses on any other specific ground.
- vi. If a student does not register in a prescribed schedule, notified by the Institute, his / her admission shall stand canceled in the respective semester. Parents are advised to take a note.
- vii. Students need to re-register for courses in which they failed in earlier year/s by paying applicable fees, if they wish to go for betterment of Formative Assessment. Students are not permitted to re-register for course/(s), which they have already passed.

6.2 MDM

In accordance with the National Education Policy (NEP) of 2020, it is mandatory for every student (from Regulations 2023) to fulfill MDM requirements as part of their B.Tech. degree program. The MDM requirements as part of their B.Tech. degree program. The MDM curriculum consists of around 14 credits distributed across six semesters (Semester III to Semester VIII) and is integrated within the 160-credit course structure. Students are required to select and register for a single MDM from the available options provided to them. MDM registration will commence prior to the beginning of the Second Year of the B.Tech. program. Completion of all courses within the chosen MDM is mandatory for students across the six semesters (Semester III to Semester VIII) in order to fulfill the minimum credit requirement. Due to inter-dependencies among courses, students are not permitted to change their selected MDM in subsequent semesters. The students will be awarded B. Tech. in relevant discipline with respective MDM

6.3 Attendance Requirement:

The Institute expects all B. Tech. students to attend 100% lectures. However, a shortfall of not more than 25% lectures may be condoned if the shortfall is caused by valid



reasons and supported by appropriate evidence, such as personal illness or death in the family. Students shall note that academics should not be missed without valid reasons, and the number of sessions missed due to valid reasons cannot exceed 25%.

- i. Each semester is considered as a unit and the candidate has to put in a minimum attendance of 75% in each course with a provision for consideration of 15% of the attendance by the Director, for reasons such as serious medical condition or representing the Institute /University / State / Nation in sports, cultural, technical or academic activity with the permission of the Institute authorities.
- ii. For the students representing the institution at University, National and International level, the attendance can be considered as "Present for such cases at the end of semester. However, prior permission must be obtained from the HOD and relevant documents must be submitted upon completion of the activity.
- iii. The student who has not attended minimum 75% of all conducted classes Lectures (Theory Sessions), and 100% to all Tutorials, Laboratories and Workshops etc. shall be declared as Detained and shall not be permitted to attend the SA.
- iv. The basis for the calculation of the attendance shall be the period prescribed by the Institution through its Academic Calendar. For late admission / transfer of students from other institutes /universities, the date of admission would be considered for the calculation of attendance (this rule does not apply to higher semesters).
- v. The students will be informed about the attendance status periodically by the Institute notifying the percentage attendance on the notice board.

6.4 Dropping of Courses:

A student can drop an Elective Course (Maximum 2) within 3 weeks of the commencement of the semester, under the guidance of the proctor and recommendation of Course Teacher if the Student and Parent feel that the student cannot cope up with all the courses registered at a time during that semester.

However, the total credits should not fall short of 16 credits which are the minimum number of credits to be registered per semester. The students can register for a new elective course (other than dropped courses) next year.

This dropping of course shall be intimated to the Dean Academics, through the HOD of the department before the dropping date as announced. The dropped courses are not recorded in the grade card. This facility is not applicable for First Year students.

6.5 Withdrawal from Courses:

A student can withdraw from the Elective Courses (maximum 2) before Mid Term submission under the guidance of the proctor and recommendation of Course Teacher if the Student and Parent feel that the student cannot cope up with the courses.

However, the total credits should not fall short of 16 credits, which are the minimum number of credits to be registered per semester. The student has to re- register for the



same course withdrawn in the next year by paying applicable fees. The withdrawn course(s) are recorded in the Grade Cards as “WW” grade. However, such withdrawals will be permitted only twice during the span of the program. This facility is not applicable for first year students.

Students who want to utilize this facility must apply with recommendation of course teacher through the HOD of the department to Dean Academics, in consultation with proctor and parent.

The Dropping and withdrawal facilities are available only for REGULAR Semester(s).

6.6 Temporary Semester Break of Study from the Programme:

A candidate intends to temporarily discontinue the program in the middle for valid reasons such as entrepreneurship, incubation, start-ups, internships leading to placement, foreign university opportunities, research opportunities etc. and wants to rejoin the programme later in respective semester, he / she shall apply to the Director, well in advance.

- i. Such application shall be submitted within at least 6 weeks of the commencement of the semester or from the date he/she has attended the classes, whichever is later, stating fully the reason for such a withdrawal, together with supporting documents and endorsement of his/her parents/guardians through the Head of the Department.
- ii. The institute shall examine such an application and if it finds the case to be genuine, it may permit the student to temporarily withdraw from the program.
Such permission is accorded only to those
 - a) who have the possibility to complete the prescribed program requirements within the time limits specified by the programme.
 - b) who do not have any outstanding dues /demand at the Institute / University level including tuition fees, any other fees library materials etc.
- iii. Such students are expected to pay 100% fees of the year in which they are taking semester break. The candidate has to rejoin the semester after the break from the commencement of the respective semester as and when it is offered.
- iv. The total period for completion of the programme is considered from the commencement of the semester to which the candidate was first admitted and shall not exceed the maximum period prescribed for the respective programme. The maximum period includes the break period.
 - a. If any candidate is detained for any reason, the period of detention shall not be considered as a “break of study”.
 - b. It may be noted that the fees/charges once paid shall not be refunded.
 - c. Normally, a student will be entitled to avail of the temporary break facility only once for maximum period of two years during his/her studentship of the programme. Hence, the student shall take the advice of the Director to use the above provision only in exceptional cases.



6.7 Detention:

- i. A student shall be declared as Detained and shall not be permitted to attend the SA and Practical/Oral Exams if;
 - a. The student who has not attended minimum 75% of all conducted classes (Theory Session) Lectures and 100% of all Tutorials, Laboratories and Workshops etc.
 - b. Incomplete term work and non-submission of laboratory journal.
- ii. Such students are expected to pay 100% fees of the year in which they are detained.
- iii. Such students are expected to take admission in the next Academic Year by paying applicable fees as below: 100% fees if detained in odd semester and 50% fees if detained in even semester.

6.8 Termination from the Programme:

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

- i. **Involved in ragging** and in any illegal activity as per law defined by the governing authorities.
- ii. **Successive failures in first Year:** On failure to be admitted in third semester after three successive academic years from the date of admission, he / she 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 institute provided AC. Director accords the permission shall be authorized to terminate the student from the program.
- iii. **Not completing programme in prescribed period:** Students will have to complete B. Tech. programme 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. Genuine cases with valid justification may be referred to the Director. On behalf of the Academic Council, the Director is authorized to make decisions regarding such applications for extending the programme completion period for degree award, in accordance with the prevailing rules and guidelines set by professional statutory bodies. Students who are not able to complete the programme in the stipulated period will be declared as Failed to Complete Technical Education (FCTE).
- iv. Under following circumstances student admission may be terminated from the programme if;
 - a. Students misbehave with faculty or staff.
 - b. Remain absent without any information for a period of one year. In case of termination, the student has to pay all applicable dues.

7. CURRICULUM

There shall be a prescribed course structure for each of the academic programmes and in general terms it shall be known as the Curriculum. The Curriculum prescribes all the Courses of study semester-wise with credits assigned, teaching/contact hours, evaluation scheme and minimum requirements for the award of degree. The curriculum revisions/reforms/revamping shall be a continuous process governed by outcome-based education, choice-based credit system and AICTE



model curriculum.

7.1 Credit System:

- The primary purpose of the credit system is continuous evaluation of a student's performance which is measured by the number of credits the student has earned. Typically, credit measures the quantum of work involved in a course.
- Credit structures for various courses with various combinations of theory/tutorial and Laboratory/Project/Seminar/Mini Project hours are given in Table 7.1.
- A student can earn credits for a particular course by fulfilling the minimum academic requirements of attendance, assessment and evaluation. No credits shall be awarded if a student satisfies the minimum attendance requirements but fails to meet minimum assessment & evaluation requirements.
- The CGPA & SGPA is calculated based on the course credits and grades obtained by students. A minimum number of earned credits and minimum CGPA should be acquired in order to qualify for the degree.

Table 7.1: Assigned credits for various types of courses

Hours per week per student for engagement for			Credits Assigned
Theory	Tutorial / Seminar	Laboratory / Project	
1	0	0	1
0	1	0	1
0	0	2	1
0	0	4	2
1	1	0	2
1	0	2	2
3	0	0	3
2	0	2	3
2	1	0	3
3	1	0	4
3	0	2	4
4	0	0	4
2	0	4	4
Credit = Theory hours + Tutorial hours + 0.5 (Laboratory hours)			

7.2 Components of Curriculum:

- AC shall approve the structure of curriculum for a programme and course syllabi on recommendation of respective BOS.
- The entire curriculum is spanned over eight semesters and has thoughtfully designed contents and evaluation methods. Total credits are 160. The exact number of credits required is mentioned in the curriculum structure for the respective programme.



- iii. Curriculum shall have credit and audit (Non-Credit) courses.
- iv. Curriculum will have balanced offerings of various courses such as Basic Science, Engineering Science, Professional Core, Professional Electives, Multidisciplinary courses, Skill courses, Humanities Social Science and Management courses, experiential courses, and Liberal Learning courses. The curriculum offerings include various course types as mentioned in Table 7.2.

Table 7.2: Curriculum Components.

Sr. No	Course Code	*Component of Curriculum
1	BSC	Basic Science Course
2	ESC	Engineering Science Course
3	PCC	Programme Core Course
4	PEC	Programme Elective Course
5	MDM	Multidisciplinary Minor
6	OEC	Open Elective Course
7	VSEC	Vocational and Skill Enhancement Course
8	AEC	Ability Enhancement Course
9	EEM	Engineering/Economics/Management Course
10	IKS	Indian Knowledge System Course
11	VEC	Value Education Course
12	ELC	Experiential Learning Course
13	LLC	Liberal Learning Course

*As per Regulations.

- v. Normally the number of courses in a semester shall not be more than six for theory and four for laboratory courses.
- vi. Audit courses in the curriculum shall offer students to understand the way their expertise/ domain knowledge can be utilized for developing core engineering knowledge.
- vii. The MDM curriculum consists of around 14 credits distributed across six semesters (Semester III to Semester VIII) and is integrated within the 160- credit course structure.
- viii. A typical description of the programme curriculum shall consist of course title, course code, teaching hours per week for lecture/practical/tutorial, credit allotment, pre-requisites, text books, reference books, Course Objectives and Course Outcomes (COs) with relevant Bloom's taxonomy levels, Programme Outcomes (POs), Programme Specific Outcomes (PSOs), mapping of the COs with POs and PSOs and assessment scheme etc.
- ix. The details of the programme structure and course details shall be published on institute website <https://www.nmiet.edu.in>

8. EXAMINATION AND EVALUATION

There shall be continuous evaluation of students. This system will have following objectives:

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- i. To get insights regarding student performance/abilities which helps to identify learning needs and take necessary actions for possible improvement.
- ii. To give feedback to the student about his level of understanding and abilities as per required Graduate Attributes (GAs).
- iii. To allow students to demonstrate their competence which they will practice in their professional career.
- iv. To award students grades based on their performance and abilities.
 - a. Evaluation processes shall ensure outcome-based education adopted by the institute. All assessment methods will ensure constructive alignment of curriculum with intended outcomes.
 - b. There shall be internal and external evaluation of students as a part of evaluation to award grades. All assessment of Theory, Practical, Project, Seminar and internship shall be conducted to evaluate GAs essential to meet the needs of engineering graduates at national as well as international level. Appropriate weightages given to these evaluation methods will ensure quality of assessment and evaluation.
 - c. Evaluation scheme based on type of course with weightage is mentioned in table 8.1.

Table 8.1: Scheme of evaluation for courses prescribed in curriculum with weightages

Sr. No.	Type of course	Continuous Evaluation (Unit Test)	Method of Formative/ Internal Assessment	Unit Test and Formative / Internal Assessment Weightage (%)	Method of Summative / External Assessment	Summative / External Assessment Weightage (%)	Total
1	BSC / ESC / PCC / PEC / OEC / MDM (Theory)	CE (UT) of 25 Marks (on 50 percent syllabus)	Assignment/ case study/ Quiz / Poster presentation / Seminar presentation/ Open book test etc. (On 50 percent syllabus other than unit test syllabus)	50 (25 (CE) + 25 (FA))	SA of 50 Marks based on 100% syllabus shall be conducted.	50	100
2	Term work		Experiment/Assignment / case study report for each Experiment / Assignment	100	NA		100
3	Laboratory		Oral / practical examination	NA	Oral / practical examination	100	100
4	Major Project* TW		Project Reviews (Minimum 2) Rubric based Evaluation	50	-	-	100
	OR		-	-	Viva voce	50	



5	Internship*		Rubrics based evaluations along with report.	100	-	-	100
6	Seminar*		Two rubric based reviews along with report	50	Report evaluation by external	30	100
					Viva	20	
7	MOOCs courses*		Based on submission of assignment and performance	50	MOOCs report (Notes) and overall performance	20	100
					Certification	30	
8	Skill courses		Hands on/Practical test, Live projects, Assignment/case study/Quiz/Poster presentation/Seminar presentation/Open book test/ Class test etc.	100	If needed as per the demand of course	-	100
9	Experiential Learning/ Liberal Learning courses		Rubric based Evaluations/ Live task / assignment / Practice/ case study / Quiz / Poster presentation for PP or NP grade	100	-	-	100

* As specified in the programme curriculum.

8.1 Internal Evaluation:

Faculty shall do internal Evaluation continuously over a span of semester. Structured Evaluation will be done for all programmes with appropriate schedule in Academic Calendar as follows:

i. Continuous Evaluation (UT) and Formative Assessment (FA) Theory

Courses:

- a) The CE (UT) for Professional Core, Professional Elective, Open Elective, Basic Science Course, Engineering Science Course, HSMC courses and MDM courses shall be conducted at institute level and FA shall be conducted at department level.

UT shall consist of two evaluation instances as follows:

8.1.1.1.1 Continuous Evaluation (UT) is based on 50 percent syllabus

8.1.1.1.2 Formative Assessment (FA) [Assignment/ case study/ Quiz/Poster / Presentation / Seminar presentation/ Open book test etc.] based on 50 percent syllabus other than CE (UT) syllabus. The FA for other type of courses shall be based on feasibility & need of Evaluation.

ii. Internal Evaluation of Practical Term work

- a) Continuous evaluation of each experiment/assignment shall be done throughout the semester, collating as Term work at the end of each semester. The Evaluation in a



laboratory course will be based on the following criteria

- Attendance and participation in laboratory work.
 - Performance in Evaluation of understanding through viva voce, group discussions, quizzes, etc.
 - The quality of work as prescribed by the course instructor.
 - Report through laboratory journals
- b) It is mandatory for the student to complete all the experiments/assignments as specified in course curriculum for the grant of term work. It is obligatory to maintain and submit laboratory journals as prescribed by the course instructor before the Term End.
- c) Students shall be detained for incomplete term work and non-submission of laboratory journals and will require registering the course again.
- d) Term work marks assigned for special courses such as Mini Project etc. shall be evaluated based on parameters proposed by respective Department and duly approved by Dean Academics.

iii. **Internal Evaluation of Project/Seminar/Internship:**

- a) Project/Seminar Term work will be evaluated based on Reviews scheduled in the semester/s as mentioned in the Guidelines.
- b) For Internship rubrics-based evaluations along with a report shall be conducted. The marks of this evaluation will be collated as term work with 100% weightage in total Evaluation.

8.2 External Evaluation:

i. **Theory Evaluation:**

Summative Assessment (SA): Summative assessment at the end of semester shall be conducted for external evaluation. This SA of 50 Marks and it will be conducted at Institute level.

Re-examination: In each semester re-examination shall be conducted after declaration of result of main SA examination for students with failed/acquired transitional grade as per rules and regulations. Students need to pay additional examination fees for such Re-SA examinations.

Re-SA examination shall be provided for those students who are having satisfactory attendance (Minimum 75%), course-wise, but remained absent for the regular SA due to a valid/unavoidable circumstance, like:

- a. Students, who have sought due prior permission from concerned HOD and Director through proper channel, and there after permitted by the institute for taking part in important curricular/ co-curricular/ extra-curricular activities like Technical events/NSS/Sports/Cultural/Project Competitions/Paper presentation etc. at University/



State/ National/ International levels (the students/ authorities should exercise enough care that a student shall not remain absent for the makeup examination) After such an event, at the time of reporting to the Institute, the student must submit the proof of participation/ certificate from the competent authority for approval of the prior leave request. The prior leave request shall be converted to official leave and the Institute, based, will issue an endorsement on which the student shall be eligible for the makeup examination.

- b. Students seeking prior leave on account of
 - 1. Accident or severe illness leading to hospitalization, which disables the student from writing the examination.
 - 2. A calamity in the family (first relation Only-Parents, Grandparents and Siblings) barring the student from writing the examination.
- c. Students seeking prior leave for attending any competitive examinations (NDA/SSB/UPSC/MPSC etc.) /Placement drives.

In the event of b and c, it is mandatory on the part of the student/parent to inform the respective departmental authorities (Class Teacher/HOD) immediately through email or mobile message and submit a prior leave request. If the information reaches the Class Teacher first, it is the responsibility of the Class Teacher to immediately intimate the HOD and record the same in the examination report without fail. After such an event at the time of reporting to the Institute, the student must submit all the relevant reports/certificates from the competent authority for approval of the prior leave request. The prior leave request will then be converted to official leave and an endorsement will be issued by the Institute, based on which the student becomes eligible for the Re-SA examination. Any intimation after the completion of regular examination and/or non-submission of report/certificate will be construed as absent for the examination and the student will be awarded ZERO marks in the respective examination. No further request will be entertained in this regard.

The Re-SA examination shall not to be treated as an improvement examination.

Summer Examination: The Summer examination shall be conducted at the end of even semester. The summer exam includes courses offered in both the semesters. Summative examination, oral and practical examination shall be conducted. Students need to register for such examinations by paying specified fees.

ii. **Practical Evaluation**

Practical/Oral examinations by the internal and external examiners will be conducted for practical's at the end of each semester as per the schedule in Academic Calendar.

- a) Final examination for laboratory courses will normally be held in the last week of conclusion of teaching as per Academic Calendar.
- b) These oral/practical examinations will be conducted in the presence of an External Examiner appointed by competent authority.



- c) Weightage of 50% each for evaluation by internal and external examiner shall be considered. In case of absence from oral/practical examination, the same rules as those for theory courses are applicable.
- d) Re-examination for practical/oral examinations shall be conducted before re-examination of theory courses.

iii. **Major Project/Seminar Evaluation**

The Project is a group activity. Minimum two Internal Reviews per semester shall be conducted. Students shall be evaluated as per the rubric designed by the relevant Programmes. A Viva voce will be conducted at the end of the semester in the presence of an External Examiner. The student team has to submit a hard bound copy of the report summarizing the Problem, Relevant Literature, Design, Analysis, Experimentation, Results, Outcomes and Conclusions as per the guidelines provided by the relevant Programmes.

9. EXAMINATION RULES AND REGULATION

9.1 Credit Courses:

Based on the Evaluation student will be awarded letter grades after combining performance of all [continuous evaluation (UT+FA) + summative assessment (SA)] evaluations for the respective course. These letter grades will be derived from quantitative and qualitative evaluation converted into a 10-point scale called as grade point for credit courses.

9.2 Noncredit Courses:

Apart from credit courses, noncredit courses will be awarded letter grades as PP (Pass) and NP (Not Pass) based on quantitative and qualitative Evaluation. In addition to above letter grades students will be awarded dual letter grades in specific circumstances mentioned in rules and regulations for passing, A.T.K.T, award of class.

9.3 Passing, A.T.K.T. and award of class

i. Rules of Passing

a) Term work/Practical/Oral

To pass the Term work / Practical / Oral the student has to earn a minimum of 40% marks in each head.

b) Theory Course head

- 9.3.1.2.1 To pass the Theory Subject head the student must earn a minimum of 40 percent average marks [continuous evaluation (UT+FA)] and a minimum of 40 percent marks in summative assessment (SA). The failing student can repeat the SA to pass the head in the same semester and the UT marks will be retained as it is. However, grades earned in re- examination (Re-SA) shall be marked with *(asterisk) except for transitional grades II and XX.



Students failed in re-examination (Re-SA) can:

9.3.1.2.1.1 continue their UT just by appearing for SA (Reappear)

To earn credits of course (Theory/term work/practical/oral/presentation) students must pass the course with minimum passing marks/grade.

Summary:

Students must earn a minimum of 40 percent average marks [continuous evaluation (UT+FA)] and a minimum of 40 percent marks in summative assessment (SA) for passing.

Students failed in Re-examination need to reappear for the course/s by paying applicable fees in the Summer Examination, if offered by the Department or reappear/re-register by paying applicable fees in respective semester (Odd and Even) of next academic year.

- c) A student shall be awarded the bachelor's degree if he/she earns 160 credits as per the structure defined by the programme and clears all the audit and noncredit courses specified
- d) A student shall be awarded the bachelor's degree if he/she earns 120 credits as in the curriculum in case of lateral entry, per the structure defined by the programme.

ii. **Rules of A.T.K.T.:**

- a) A student can register for the third semester if he/she earns minimum 60% credits of the total of first and second semesters.
- b) A student can register for the fifth semester if he/she earns a minimum 60% credits of the total of third and fourth semesters and all the credits of first and second semester.
- c) A student can register for the seventh semester if he/she earns a minimum 60% credits of the total of fifth and sixth semesters and all the credits of third and fourth semester.



10. PERFORMANCE INDICES SGPA & CGPA

10.1 Grading and Evaluation:

Relative grade points and equivalent letter grades for relative grading will be as mentioned in Table 10.1.

Table 10.1. Performance with relative grade points and equivalent letter grades

Grade Point	Letter Grade
10	O (Outstanding)
9	A+ (Excellent)
8	A (Very Good)
7	B+ (Good)
6	B (Above Average)
5	C (Average)
4	P (Pass)
0	F (Fail)
0	AB (Absent)

- Apart from credit courses, noncredit courses will be awarded with letter grades based on quantitative and qualitative evaluations as PP (Pass) and NP (Not Passed).
- Grades in special circumstances: In addition to above letter grades students will be awarded dual letter grades in specific circumstances as mentioned in table 10.2.

Table 10.2 Grades in special circumstances

Reason	Letter Grade
Detained due to insufficient attendance or incomplete term work (Detained and Repeat)	DR
Withdrawal of course with satisfactory attendance (Willful Withdrawal)	WW
Satisfactory performance in UT but absent in SA due to valid reason (Incomplete due to Illness)	II
Very good performance in UT (more than or equal to 80%) but poor performance in SA leading to fail (F) overall grade	XX
Transitional Grade for students who are permitted under semester exchange/Credit Transfer scheme	CT

Note: 'II' and 'XX' are transitional grades awarded which will be converted to actual grades earned in re-examination else will automatically get converted into 'F' grade. Candidates can avail facility of XX grade only once over the span of program for theory courses.

Handwritten signatures and initials



10.2 Calculation of SGPA and CGPA:

Based on the grade points earned by the students, performance of student in each semester will be calculated as semester grade point average (SGPA) as follows

$$SGPA = \frac{\sum_{i=1}^n \text{Grade points earned} \times \text{Credits of each course}}{\text{Total credits in a semester}}$$

$$SGPA = \frac{\sum_{i=1}^5 C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1 + C2 + C3 + C4 + C5}$$

For Example: suppose in a given semester a student has registered for five courses having credits C1, C2, C3, C4, C5 and his / her grade points in those courses are G1, G2, G3, G4, G5 respectively then student's SGPA will be at the end of each academic year.

Cumulative Grade Point Average (CGPA) will be calculated based on the grade points obtained in all the courses (Theory/term work/practical/oral) of first semester to eighth semester for the students admitted in the First year and third to eighth semesters for the students directly admitted in Second year. It is calculated in the same manner as the SGPA. The class shall be awarded to a student on the CGPA calculated as mentioned in Table 10.3:

Table 10.3 Class of Degree

Sr. No.	CGPA	Class of the degree awarded
1	7.75 or More than 7.75	First class with distinction
2	6.75 or more but less than 7.75	First class
3	6.25 or more but less than 6.75	Higher second class
4	5.50 or more but less than 6.25	Second class
5	4.20 or more but less than 5.50	Pass Class
Note : The CGPA to Percentage is converted by using the below formula Percentage = CGPA * 0.95		

11. REVALUATION RULE:

The benefit of revaluation shall be granted to a candidate if the marks obtained after evaluation exceed the original marks by 10% or more of the maximum end semester examination marks (greater than or equal to 5) for the theory course (s). Only these marks will be accepted by the college and will be binding on the candidate.

12. SEMESTER GRADE REPORT

- A Grade Report in the form of a Grade Card shall be issued to students at the end of each Semester.



- ii. The Grade Card shall include the following;
 - a. The list of courses registered for an academic year along with credits.
 - b. The letter grade obtained in each course.
 - c. The total number of credits earned by a student.
 - d. SGPA, CGPA Details
 - e. Examination details
 - f. Grading System, calculation of performance indices and conversion of CGPA to equivalent percentage shall be provided on the back page of the grade card.
- iii. Grade Cards shall be used to prepare Transcripts of the student.

13. AWARD OF THE DEGREE

A student shall be eligible for the award of B.Tech. Degree from the institute and Savitribai Phule Pune University if the student has:

- i. Obtained eligibility certificate from the University.
- ii. Registered & passed all the prescribed courses & earned minimum credit requirement for the said degree.
- iii. Obtained CGPA ≥ 4.20
- iv. Paid all the Institute dues and satisfied all the requirements prescribed

The Academic Council (AC) shall recommend the list of all eligible students to SPPU for award of B.Tech. Degree with additional Honors/Minor certification wherever applicable.

14. EXIT OPTION

NMIET recommends 4 years multidisciplinary Bachelor's Programme as the preferred option since it allows the opportunity to experience the full range of holistic and multidisciplinary as per the student's preference. However, in case of unavoidable circumstances if education in addition to a focus on major and minor subjects as students need to give up their education they can opt to exit at the end of 2nd or 4th or 6th semester after completing additional 8 credits as prescribed in this document.

The student has to submit a request for exiting the programme to the Director through the Head of the Department within 2 weeks of declaration of results.

Students will be allowed to take the exit option after counseling by class teacher, proctor, academic coordinator and Head of the Department.

Multiple Exits: Students will have the flexibility to enter a programme in odd semesters and exit a programme after the successful completion of even semesters as per their future career needs. The student has to earn the minimum credits as mentioned in the below table and should not have any backlogs. The additional 8 credits need to be earned during the Summer Vacation (within 2 months of approval of Exit Request). The table 13.1 gives the summary of the Exit option after even semesters. The reentry option is available as per NEP



2020 guidelines.

Table 13.1 Exit option after 2nd, 4th, or 6th Semester

Sr. No.	After Semester	Qualification Title	Regular Requirement	Credit Earned	Additional Credits to be Earned
1	Second	One Year UG* / PG** Certificate in the relevant discipline	Minimum 40 credits		8 Credits of VSEC / Internship / Apprentice as per the relevant programme
2	Fourth	Two Years UG* Diploma in the relevant discipline	Minimum 80 credits		8 Credits of VSEC / Internship / Mini Project as per the relevant programme
3	Sixth	Three Years B. Sc. / B. Voc. in the relevant discipline	Minimum 120 credits		8 Credits of VSEC / Internship / Mini Project as per the relevant programme

* UG Certificate (BCA, B.Voc, B.Tech)

**PG Certificate (MCA, MBA)

However, the B. Tech. degree can be obtained only within 8 years from the date of registration.

15. DISCIPLINE & CONDUCT

- i. Every admitted student shall be issued a photo identification (ID) card that must be retained by the student while he/she is registered at NMIET. The student must have a valid ID card with him/her while in the Institute.
- ii. Discipline & Conduct: Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the institute. Violations of the discipline shall include:
 - a. Disruption of teaching, examination, administrative work, curricular or extracurricular activity, and any act likely to cause such disruption.
 - b. Refusing to provide an identity card when demanded by any institute authority.
 - c. Damaging or defacing the property inside or outside the institute campus.
 - d. Engaging in any attempt at wrongful confinement of teachers, offices, employees and students of the institute.
 - e. Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence.
 - f. Ragging in any form ("Ragging" means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully re-straining, wrongfully confining or injuring him or by using criminal force to him or by



holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal offense. Supreme Court of India has defined ragging as a criminal offense.)

- g. Eve teasing or disrespectful behavior to any women or girl students, an assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.
 - h. Being enrolled in more than one programme course of study simultaneously.
 - i. Committing forgery, tampering with documents or records, identity cards, furnishing false certificate or false information.
 - j. Organizing instant agitation/meetings without prior permission in the campus.
 - k. Viewing / downloading obscene information/data, images and executable files, sending obscene mails/ messages via Facebook / twitter /other social sites using institute servers.
 - l. Sharing the login and passwords & other details of IT facilities provided to other students/outsideers.
 - m. Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the institute campus.
 - n. Possessing or using any weapons and firearms in the institute campus.
 - o. Unauthorized occupation of a hostel, Accommodating guests or other persons in hostels without permission.
 - p. Malpractice in examination.
 - q. Indulging in anti-national activities contrary to the provisions of acts and laws enforced by the Government.
 - r. Any other act that may be considered by the Director or the Discipline Committee to be an act of violation of discipline.
- iii. Any act of indiscipline of a student reported to Director/concerned authority shall be referred to Grievance Redressal and Disciplinary Committee (GRDC) of the institute. The Committee shall enquire into the disciplinary action and recommend suitable punishment. The punishment/actions may include:
- a. Written warning and information to the parents/guardian.
 - b. Suspension from the Institute/Hostel/Mess/Library/ or availing of any other facility.
 - c. Suspension or cancellation of scholarships /fellowship or any financial assistance from any source.
 - d. Recover of loss caused to Institute property.
 - e. Debarring from participation in sports/NSS/student club.
 - f. Disqualifying from holding any representative position in the Class/institute / Hostel / Mess/Sports/ Clubs and in similar other bodies.
 - g. Disqualifying from appearing in placement and receiving any awards.



- h. Expulsion from the Hostel/Mess/Library/Club/institute for a specified period by forfeiting fees.
 - i. Debarring from an examination.
 - j. Action as per Maharashtra anti-ragging act 1999.
- iv. If a student is found guilty of malpractice in examinations, then he/she shall be punished as per the recommendations of the Complaint Redressal Committee (CRC) constituted by BOE. The CRC committee shall inquire and decide the punishment by following the guidelines for imposing punishment on examinee/s/others involved in unfair means. However, depending on the situation, committee may quantify the severity of the punishment which may include:
- a) Cancellation of the performance of the student in the course/s in which he/she was involved in malpractice.
 - b) Cancellation of the performance in that examination for all the courses.
 - c) Expulsion/termination from the institute if repeatedly involved.
 - d) Stoppage of scholarships/stipend.
 - e) Issuing warning.
 - f) Debarring from the examinations for a specified period.

Student/s involved in acts of indiscipline/malpractice in examination shall be issued notice asking him/her to be present before the respective committee (CRC) on the day at specified time and venue with his/her parents/guardian. He/she shall give written reply/oral explanation to the charges leveled against him/her for consideration. If the implicated students fail to appear before the committee, then a decision shall be taken in absentia, based on available evidence/documents, which shall be binding on the concerned student.

15.1 Conduct during Examination:

i. Timing:

- a) The students are required to be present outside the examination hall exactly 20 minutes before the start of the examination.
- b) Students will only be allowed to enter the examination hall 15 minutes prior to commencing the examination.
- c) The students will not be allowed to appear in the examination if they reach the examination center 30 minutes after commencement of examination.
- d) No student can leave for 30 minutes after the commencement of the examination.
- e) Students are not permitted to leave the examination hall during the last 10 minutes.
- f) Students are responsible for keeping themselves informed about exam dates, as well as the time and place of the examination.
- g) Differently abled students will be given additional time of 20 minutes/ hour



of examination.

ii. **Identity check-up:**

- a) Students will not be allowed into the examination hall without presenting an appropriate photo identity card, Hall ticket issued by the Institute.
- b) Invigilators are responsible to ensure full compliance with such requirements.
- c) If a student forgets his/her Institute Identity Card, the driving license/ other photo identity card will be accepted in place subject to verification by the concerned teacher/ examination coordinator/ Head of the Department concerned.

iii. **Breaks:**

- a) Breaks for visits to the bathroom may be taken only after permission from the invigilator and under the condition that the invigilator's instructions given on the occasion are followed.
- b) If a student falls ill during the examination and is unable to complete the examination, the concerned student should alert the invigilator and senior supervisor in consultation with the concerned Head of the Department may make suitable arrangements for proper medical attention.
- c) No student shall re-enter the examination hall after leaving it unless he/she was under approved supervision during the full period of absence.

iv. **Question papers and answer sheets:**

- a) During an ongoing examination students are not allowed to take the examination question paper outside the examination hall. After the examination, the student should personally submit his/her examination answer sheet to the invigilator.
- b) Even a blank answer sheet shall be handed over to the invigilator.
- c) Each answer sheet should contain details as mentioned on the front page.
- d) If there are any queries, regarding the exam questions the students must ask the invigilators who will contact the course teacher through the proper channel.

v. **Other materials:**

- a) Students should bring their own pencils, pens, erasers, rulers, non- programmable calculators, and any other tools required for the examination.
- b) Students are advised not to bring valuables for examination. Students shall keep their handbags, cases, outdoor clothes, etc. at identified locations for the same. Students are responsible for the safekeeping of all personal belongings they bring to the examination hall. The Institute takes no responsibility for the loss or damage of such belongings.
- c) Pencil cases, mobile phones, smart watches, earbuds/neck bands/headphones, dictionaries, electronic dictionaries, written or electronic media, digital media, or



any other materials are not permitted/ allowed into the examination hall, with the exception of devices used for assisting students with hearing visual or other physical difficulties.

- d) Exchange of pens, pencils, calculators, study material, etc. is not permitted.
- e) Calculators with more than one-line display or with alphanumeric display (programmable calculators) are not permitted into the examination hall unless specified in advance by the examiner. If the invigilator reasonably believes that, a student is using a calculator that does not conform to the rules, he/she has the discretion to replace the calculator and a report on the matter will be made on the invigilator's declaration form.

vi. **Disturbance:**

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

vii. **Miscellaneous:**

- a) The students must ensure before they leave the examination hall that they have signed the attendance sheet.
- b) The students with medical problems will be provided Writer in the Examinations only subject to prior permission from the Dean Academics.
The documentary proof along with recommendations of concerned HOD will be required. All such cases will be dealt with as per academic rules.
- c) If you suffer from language difficulties or any disabilities you can apply for an extension of the test time.
- d) Students are not allowed to wear a smart watch during the examination.
- e) Cheating, and attempts at cheating, will immediately be reported to the Examination Office. Consequences of proven cheating or attempts at cheating will be dealt with separately by the malpractice and grievance handling committee.

16. CONCLUSIONS


- i. The Academic, Examination and Evaluation Policies/Rules and Regulations regarding conduct of undergraduate programmes at NMIET are published in this document. The Academic Council reserves the right to modify these policies/ regulations as and when required from the point of achieving academic excellence.
- ii. The rules for grace marks, consideration of extracurricular activities, condonation,





amendment of results, unfair means resorted to by the students and punishments, physically challenged students will be governed by the ordinance approved in Academic Council. These policies will be in concurrent with the rules and guidelines of professional statutory bodies such as AICTE, UGC and affiliating university SPPU etc.


- iii. Interpretation: the institute head, whose decision shall be final and binding in the matter, shall decide any question as to the interpretation of these guidelines. The institute head shall also have the power to issue clarifications to remove any doubt, difficulty or anomaly, which may arise regarding the implementation of these Guidelines.
- iv. The decision of the Director (Chairman, Academic council) shall be final and binding on all concerned i) for the cases not covered through this document; ii) in case of dispute, difference of opinion in interpretation of this regulation; and iii) emergent cases.

These Academics, Examinations and Evaluation Guidelines are applicable for all years and all batches under autonomy, Regulations 2023 (aligned with NEP 2020), Regulations 2021 and Regulations 2020 commencing from the Academic Year 2025-26.


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NMIET


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Nutan Maharashtra Vidya Prasarak Mandal's (NMVPM's)
NUTAN MAHARASHTRA INSTITUTE OF
ENGINEERING AND TECHNOLOGY (NMIET)
An Autonomous Institute from 2025-26



Under Administrative Support - Pimpri Chinchwad Education Trust (PCET)

Approved by AICTE

Accredited by NAAC & NBA

Affiliated to SPPU

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Ordinances for Examinations

ORDINANCE 1: Grace Marks for Passing in each of head of passing Theory/ Practical/ Oral/ term work (External/Internal)

If a candidate fails in only one head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be improved by giving the benefit of grace marks required for passing in each head of passing Theory/ Practical/ Oral/ term work in External or Internal examinations as follows:

Head of Passing	Grace Marks Up to
Upto-50	2
51-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
401 & Above	10

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

ORDINANCE 2: Moderation

1. The Moderation System shall be applicable in exceptional cases to courses for undergraduate and post graduate examinations based on the recommendation of Department Undergraduate program committee (DUPC) or Post Graduate Program Committee or PG coordinator and HOD.
2. In case marks awarded by the moderator vary by more than 10% from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.

ORDINANCE 3: Vigilance Squads

1. The Vigilance Squad/s of three to four members including at least one lady member shall be appointed by the Director/Controller of examinations to visit the Control Room and blocks of Examinations to:

- i. Ensure that the Examinations are conducted as per norms laid down.
 - ii. Observe whether the Senior Supervisors and invigilator are following scrupulously instructions for conduct of the examinations.
 - iii. Check the students who try to resort to malpractices at the time of Examinations and report such cases to the Controller of Examinations.
2. The Vigilance Squad is authorized to visit examination control room without prior intimation and check the record and other material relating to the conduct of Examination. They can enter in any block of Examination for checking the candidate's identity card, hall ticket etc. to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the Examination by frisking.
 3. Vigilance Squad which may include Deans / HODs / Senior Teachers from various departments and desirably one lady teacher, and any other person as the Director considers appropriate.
 4. The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Controller of Examinations with a copy to the Dean Academics. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
 5. The Senior Supervisor shall be responsible for the smooth conduct of examination. He/ She shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the controller of examinations.
 6. Director and the controller of examinations will have authority to visit examination control room and examination blocks during examinations without prior notice.

ORDINANCE 4: Amendment of Results

A) Due to errors

In any case, where it is found that results of examinations are affected by any following errors, the Head of the institute / Controller of examinations (CoE) on the behalf of BoE have the power of amending such result, in such manner, as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Head of the institute or CoE on the behalf of Board of Examinations, provided the errors are detected within maximum 6 months from the date of declaration of results. Errors detected (from either side student or faculty member) thereafter, shall be placed before the Board of Examinations Errors means:

- i. Error in computer/data entry, printing or programming, etc.
- ii. Clerical error, manual or machine error in totaling or entering of marks in ledger/register.
- iii. Errors due to negligence or oversight of examiner or any other person connected with evaluation moderation and result preparation.

B) Due to fraud, Malpractices, etc.

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

ORDINANCE 5: Appointment of Paper setters, Examiners, Senior Supervisor, Conduct of Examination, etc.

1. No person can claim appointment as paper setter/examiner/moderator for any examination work

as a matter of right. Appointments of persons as paper setters/examiners/moderators shall be ordinarily made at the before the time of an examination. However, if it is necessary to do so, the appointment of papers setters will be made at the 1 month before the Examinations. These appointments shall be made from the panel of paper setters/examiners/moderators prepared by the Board of studies concerned.

Board of Studies (BOS) chairman shall recommend the names of the paper setters/examiners/moderators considering eligibility as

- I. Paper setter must have 5 Years of teaching experience.
 - II. Must have taught the course in relevant domain minimum 3 times / subject experts (to be decided by Chairman BOS).
2. The External/ internal paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work; they shall ensure that their unavailability of assignment is communicated to the Controller of Examinations in the prescribed time limit with valid reason. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper setter/examiner/moderator. The internal paper setters/examiners/moderators may refuse to do examination work in case he / she have a blood relation with any student at same examination center.
 3. An invitation letter seeking consent shall be sent to eligible external paper setter. After consent (Written / Verbal) to carry out examination work. The paper setter/examiner/moderator shall be issued appointment order.
 4. Paper setters shall follow the directions given by the Institute from time to time in respect of pattern of questions papers, the setting of question papers, model answers, the scheme of marking, etc.
 5. There shall be two senior supervisors appointed by Director for each exam conducted at institute level having a minimum of three years of experience of teaching in the college.
 6. The senior supervisor shall not allot the invigilation duties to the employee who is in the blood relation of the student appearing for the examination.
 7. The senior supervisor shall ensure that the stationary required for the conduct of examinations, question papers, etc. are received at the examination center. He/she shall also ensure that the packets of the correct question papers and in required quantity are received 20 minutes before the start of the examinations.
 8. The senior supervisor shall also ensure that the students are not resorting to unfair means/practices. In case incidences occur, he/she shall report the cases of unfair means to the controller of the examination along with his/her report. He/she shall not leave the examination center during the examination period.
 9. The senior supervisor shall ensure that the answer books are distributed to the students 10 minutes before the start of the examination.
 10. Students shall register the courses at the start of semester on or before due date mentioned in academic calendar.
 11. After the registration, the Exam cell shall issue the name list, summary, and admit cards before the 15 days of commencement of the examination.
 12. The senior supervisors shall immediately (on the same day of examination) after the examination is over, dispatch the answer books to the central assessment process cell of Examination department.
 13. The coordinator of the central assessment process cell shall ensure all the preparedness for assessment activity such as answer book collection, scanning of answer books, assessment program/schedule, examiners meeting, etc.
 14. The coordinator of the central assessment process cell shall receive the answer books and he/she

- shall be responsible for getting the answer book to assess within the prescribed time.
15. The coordinator of the central assessment process cell shall submit the mark lists to the controller of examination within the prescribed time.
 16. Controller of the examinations shall prepare the ledger and a statement of mark sheet or Grade Card report and declare the result and distribute it to the students.
 17. Examination section shall maintain the record of printed and used answer books, question papers.
 18. The answer books of examinations shall be preserved for at least 6 months from the date of declaration of result of the examination concerned.

ORDINANCE 6: Ordinance regarding unfair means resorted to by the student/faculty and staff:

1. On receipt of report regarding malpractices/unfair means
 - (i) On receipt of a report regarding use of unfair means by any student during the examination, including break of any of the rules laid down by the college Authorities, for proper conduct of examination, the Board of Examinations shall have power, at any time, to inquire and to punish such student for resorting to unfair means or for breach of the rules, by exclusion of such student from examination or from any course at institute or Department or from any Convocation for the purpose of conferring degree, either permanently or for a specified period; or by cancellation of the result of the student in the examination for which the student appeared; or by deprivation of any Scholarship held by him/her or by cancellation of the award of any University prize or medal given to him/her; or by imposition of fine or in any two or more of the aforesaid ways, within a period of one year.
 - (ii) On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher, staff or any other person connected with the conduct of examination held by the College or Institute including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the examinations, or the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the Institute, as the case may be shall have power at any time to inquire and to punish for such malpractices or lapses by declaring disqualified 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 or by referring his/her case to the authorities concerned for taking such disciplinary action as deemed fit, as per the rules provided for or in any two or more of the aforesaid ways.
2. Competent Authority
 - (i) The Board of Examinations of the college constituted Complaint Redressal Committee which will be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College.
 - (ii) The Director of the constituent College shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution.
3. Definition-Unless the context otherwise requires:
 - (i) "Student" means and includes a person who is enrolled as such by the College/Institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination.
 - (ii) "Unfair means" includes one or more of the following acts of commission or acts of omission

on the part of student's during the examination period.

- a) Possessing unfair means material and or copying therefrom.
 - b) Transcribing any unauthorized material or any other use thereof.
 - c) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
 - d) Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.
 - e) Mutual Mass copying.
 - f) Smuggling-out, either blank or written, or smuggling-in of answer books as copying material.
 - g) Smuggling-in blank or written answer-book and forging signature of the Jr. Supervisor thereon.
 - h) Interfering with or counterfeiting University/College/Institution seal, or answer books or office stationary used in the examinations.
 - i) Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
 - j) Impersonation at the University/ College/ Institution examination. (xi) Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination. ' .
 - k) Or any other similar acts of commission and/or acts of omissions which may be considered as unfair means by the competent authority.
 - l) In case of online examinations, "Unfair means" includes copying from other devices, capturing photos of monitor screen, passing question paper or solutions on multimedia social groups like WhatsApp, Instagram etc., taking help of other persons, not uploading original answer book, sharing questions on from one electronic device to other electronic device, seeing answers from books or any study material during the online examination.
- (iii) "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 obtain wrongful gain to him or to any other person or causing wrongful loss to other person/so
- (iv) "Unfair means material" means and includes any material whatsoever, related to the subject 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 chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- (v) "Possession of unfair means material by a student" means 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 center and its environs or premises at any time from the commencement of the examination till its conclusion.
- (vi) "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorized 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 person acting on his behalf to such an extent that it has become illegible. Provided, report to that effect is submitted by the Sr. Supervisor or Chief conductor or any other authorized person to the Controller of Examinations or Director or Head of the Institution

concerned or any officer authorized in this behalf.

- (vii) "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject 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 (vi) above; the presumption shall be that the material did 'relate to the subject of the examination.
- (viii) "Chief Conductor" means, Director of the College concerned or Head of the Institute or concerned where examination concerned is being conducted; and any other person duly authorized by him or person appointed as in-charge of examination, by prior approval of the Director or CoE on the behalf of BoE.
4. During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/so
5. Chief Conductors/ CoE of the Examination shall, in the case of unfair means, follow the procedure as under:
- (i) The student shall be called upon to surrender to the Chief Conductor/ CoE, the unfair means material found in his or her possession, if any and his/her answer book.
 - (ii) Signature of the student concerned shall be obtained on the relevant materials and list thereon. Sr. Supervisor and the Chief Conductor/ CoE concerned shall also sign on all the relevant materials and documents.
 - (iii) Statement of the student and his/her undertaking in the prescribed format and statement of the Jr. Supervisor and Sr. Supervisor concerned shall be recorded in writing by the Chief Conductor/ CoE. If the student refuses to make statement or to give undertaking the Sr. Supervisor concerned and Chief Conductor/ CoE shall record accordingly under their signatures.
 - (iv) Sr. Supervisor 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 student concerned from the examination and not allow him/her to appear for remaining examination.
 - (b) Obtain undertaking from the student to the effect that 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 concerned Police Station as per the provisions of Maharashtra Act No.xXXI 1982 - An Act to provide for preventing mal-practices at 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.
 - (v) All the materials and list of material mentioned in sub-clause (1) and the undertaking with the statement of the student and that of the Junior Supervisor as mentioned in clause No.(ii) and (iii) and answer book/s shall be forwarded by the Sr. Supervisor, along with his report, to the Controller of Examinations/ Head of the Institution concerned, as the case may be, in a separate and confidential sealed envelope marked "Suspected unfair means case".
 - (vi) In case of unfair means of oral, Practical type, the concern internal or external examiners /teacher will be authorized person concerned shall record the facts in writing and shall report the same to the Controller of Examinations/ Director or Head of the Institution, as

the case may be.


- (vii) In case of unfair means of online mode of examinations, the junior supervisor and Sr. supervisor will be authorized person concerned shall record the facts in writing and shall report the same to the Controller of Examinations/ Director or Head of the Institution, as the case may be.


Standard Operating Procedure (SOP):

If a student is found guilty of malpractice in examinations, then he/she shall be punished as per the recommendations of the Complaint Redressal Committee (CRC) constituted by BOE. The CRC committee shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means. However, depending on the situation, committee may quantify the severity of the punishment which may include:

- (a) Cancellation of the performance of the student in the course /s in which he/she was involved in malpractice.
- (b) Cancellation of the performance in that examination for all the courses.
- (c) Expulsion/termination from the institute if repeatedly involved.
- (d) Stoppage of scholarships/stipend.
- (e) Issuing warning.
- (f) Debarring from the examinations for a specified period.

Student/s involved in act of indiscipline/malpractice in examination shall be issued notice asking him/her to be present before the respective committee (CRC) on the day at specified time and venue with his/her parents/guardian. He/she shall give written reply/oral explanation to the charges levelled against him/her for consideration. If the implicated student/s fails to appear before the committee, then decision shall be taken in his/her absence, based on available evidence/documents, which shall be binding on the concerned student.


Controller of Examinations
Nutan Maharashtra Institute of Engineering
and Technology, Talegaon, Pune


Dr. S. B. Shinde
Dean Academic
NMIET





