

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR UNIVERSITY EXAMINATION FORM FILLING OF STUDENTS</p>	<p>KCCCMSR/EXAM /SOP/01 Date:11/09/2018</p>
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1. PURPOSE:

To get the examination forms filled and process them as per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Admin Account Clerk, Examination Cell Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

EXTC- Electronics and Telecommunication Engineering

COMP- Computer Engineering

IT- Information Technology Engineering

ETRX- Electronics Engineering

SEM I- Semester I

SEM II- Semester II

SEM VII- Semester VII

SEM VIII- Semester VIII

5. PROCEDURE:

- The University Exam form dates for FE and BE students is displayed on notice board according to University circular
- Collecting the Online acknowledgement Form from student with exam fees receipts and marksheet on given dates
- Collecting hardcopy Form from student (if any)
- Verifying the Online Acknowledgement Form of students with marksheet copy and receipt copy attached to it
- Approving Online Acknowledgment form online on University Website
- Preparing Exam fees paid Sheet
- Forwarding the letter to Account department for Exam fees verification
- Verifying the Exam fees paid receipt with Accounts department
- After verification Account department prepares the cheque.
- Drafting the University letter
- Taking Online Report printout from University Website
- Submitting the Online Report of University with cheque and University letter.

6. REFERENCES:

- University website (www.mu.ac.in)

7. RECORDS:

- Filled Exam Forms
- Receipt of payment of examination form

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR COLLEGE EXAMINATION FORM FILLING OF STUDENTS</p>	<p>KCCMSR/EXAM /SOP/02 Date:11/09/2018</p>
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1. PURPOSE:

To get the examination forms filled and process them as per the rules prescribed by Mumbai University

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Admin Account Clerk, Examination Cell Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

EXTC- Electronics and Telecommunication Engineering

COMP- Computer Engineering

IT- Information Technology Engineering

ETRX- Electronics Engineering

SEM III- Semester III

SEM IV- Semester IV

SEM V- Semester V

SEM VI- Semester VI

5. PROCEDURE:

- The College Exam Form date for SE and TE students is displayed on notice board.
- Collecting the Form from student with exam fees receipts, marksheet and previous semester marksheet on given dates
- Verifying the Form of students with marksheet copy and receipt copy attached to it
- Preparing Exam fees paid sheet
- Forwarding the letter to Account department for Exam fees verification
- Verifying the Exam fees paid receipt with Accounts department
- After verification Account department prepares the cheque.

6. REFERENCES:

- College Web Site (www.kccemsr.edu.in)
- Notice Board

7. RECORDS:

- Filled Exam Forms
- Receipt of payment of examination form

	<p align="center">K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p align="center">ADMINISTRATIVE PROCEDURE FOR CLASS TEST CONDUCTION OF STUDENTS</p>	<p>KCCCMSR/EXAM /SOP/03 Date:11/09/2018</p>
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1. PURPOSE:

To conduct class test examinations for the students as per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Examination Cell Incharge along with Class Test Coordinator, Examination Cell Co-Incharge and Principal.

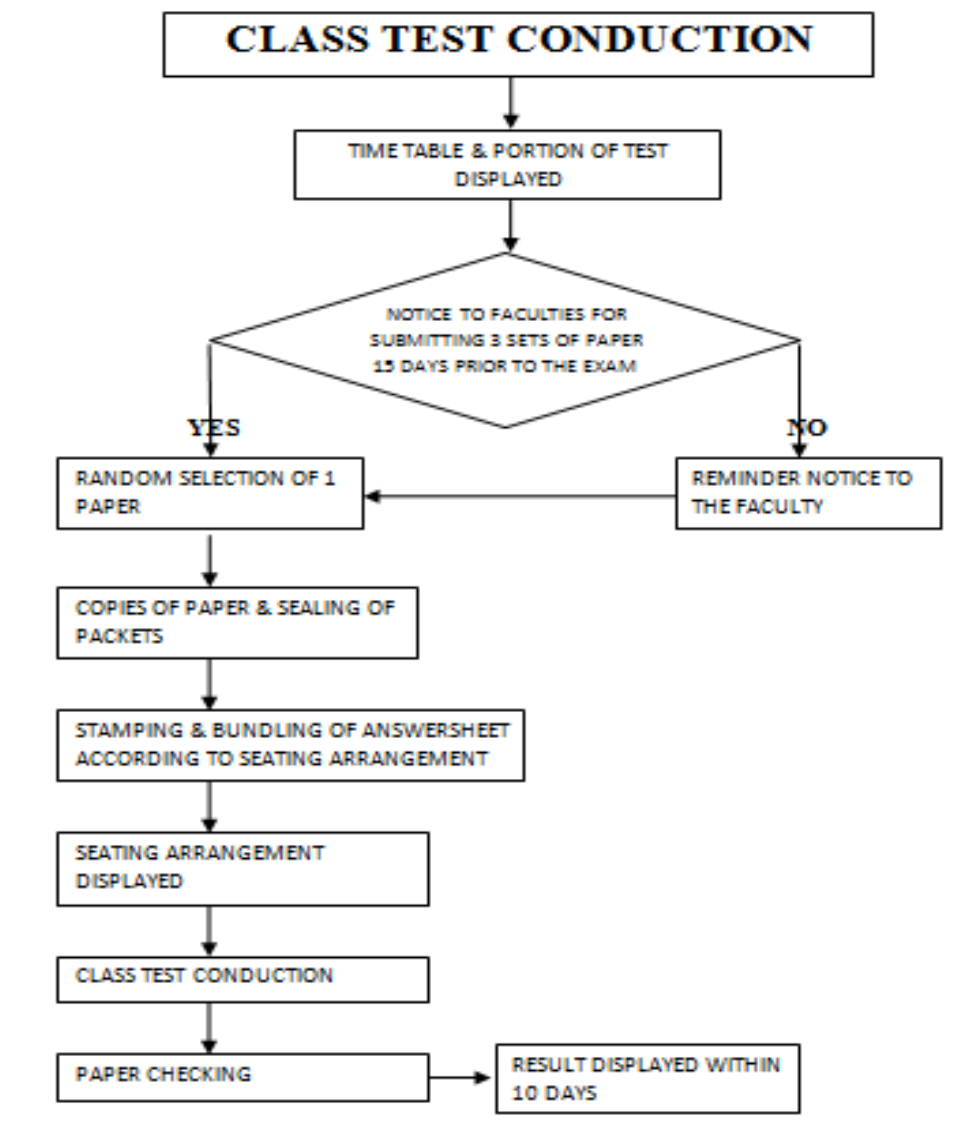
4. ABBREVIATION:

S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences

5. PROCEDURE:

- Syllabus report for the class test is displayed on departmental notice board.
- 3 sets of question paper are collected from the subject teachers 15 days prior to the class test.
- Randomly 1 paper is selected from them for the exam.
- Seating arrangement and supervision duty chart are made.
- Class test time table is displayed a week before on the departmental notice board.
- Required number of answersheets are stamped and bundled about a week before the exam and kept in exam cell custody.
- The selected question paper are photocopied and bundled according to the block arrangement.
- Class Test Coordinator from each department plays a role of Senior Supervisor in class test conduction whereas exam cell Incharge acts as a CC.
- The allotted supervisor reports the exam conduction room 15 minutes before the test and reaches the block 10 minutes prior to the commencement.
- Answersheets are distributed to the candidates 5 minutes prior while the question papers are distributed at the exact time.

- Question papers in sealed envelope are given in each block by the Class Test Coordinator 5 minutes prior to the class test.
- After the completion of class test, Class Test Coordinators collect the answersheets from supervisor and verify it before keeping it in their custody.



6. REFERENCES:

- Ordinances relating to Examination (University of Mumbai)

7. RECORDS:

- Class Test conduction file semester wise

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR CONDUCTION OF ORAL PRACTICAL EXAMINATION OF STUDENTS</p>	<p>KCCEMSR/EXAM /SOP/04 Date:11/09/2018</p>
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1. PURPOSE:

To conduct oral practical examinations for the students as per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Department wise Examination Coordinator, All HoD's, Examination Clerk and Principal.

4. ABBREVIATION:

S.E- Second Year Engineering

T.E- Third Year Engineering

B.E- Bachelor of Engineering

EXTC- Electronics and Telecommunication Engineering

COMP- Computer Engineering

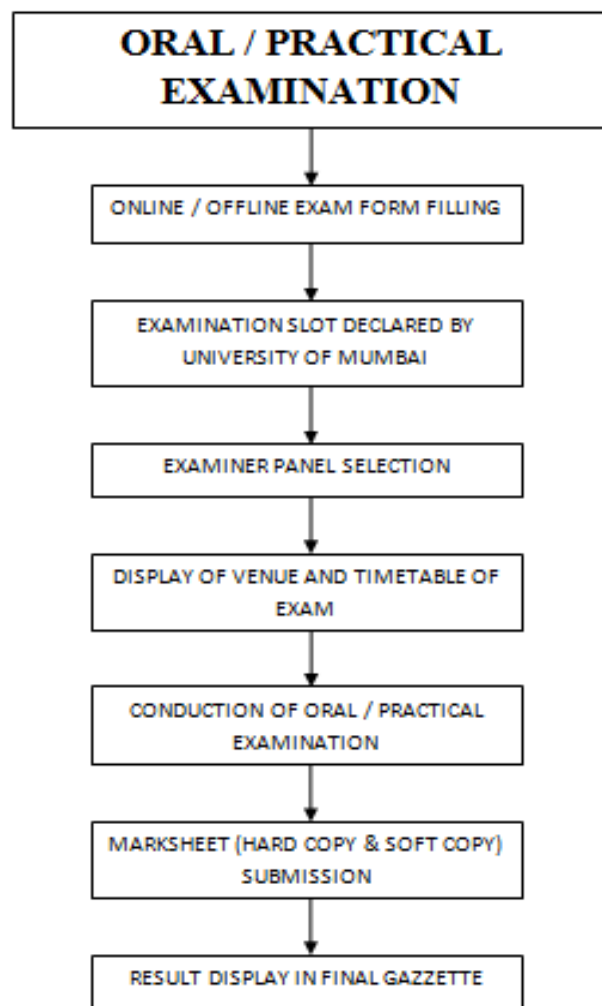
IT- Information Technology Engineering

ETRX- Electronics Engineering

BASIC- Humanities & Applied Sciences.

5. PROCEDURE:

- To get the count of number of students appearing for the examination from the list of students who have filled the examination form
- To fix the dates & labs for the conduction of Oral / Practical examination.
- To assign Internal Examiner.
- To call the External Examiners for the exam.
- To get the attendance of the student while appearing for exam.
- Get the marks filled by the External Examiner in the external marksheet.
- Get the marks filled by the Internal Examiner in the internal marksheet.
- Consider the average of both for final result.




6. REFERENCES:

- Ordinances relating to Examination (University of Mumbai)
- Permanent circular file Exam Cell

7. RECORDS:

- Oral / Practical exam Answersheets
- Oral / Practical exam Marksheet
- External / Internal Examiner Remuneration forms

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR PREPARING SUPERVISION DUTY CHART OF END SEMESTER EXAMINATION</p>	<p>KCCCMSR/EXAM /SOP/05 Date:11/09/2018</p>
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1. PURPOSE:

To prepare Supervision duty chart for the conduction of End Semester Examination per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Examination Clerk, Examination Cell Co-Incharge and Examination Cell Incharge

4. ABBREVIATION:

EXTC- Electronics and Telecommunication Engineering

COMP- Computer Engineering

IT- Information Technology Engineering

ETRX- Electronics Engineering

BASIC- Humanities & Applied Sciences.

SS- Senior Supervisor

JS- Junior Supervisor

CC- Chief Conductor

SS- Senior Supervisor

JS- Junior Supervisor

US- Under Study Supervisor

AUS- Assistant to Under Study

HoD's- Head of the Department

ATKT- Allow to Keep Terms

5. PROCEDURE:

- Exam cell provides the slots department wise to the HoD's
- HoD's confirmed & forwards the individual teaching & non-teaching faculty for the preferred slot.
- After the release of the Examination time table, day wise time table is made.
- The day wise count of appearing students is calculated for the morning & evening sessions from the list of students who filled exam forms.
- Based on the count of students, the numbers of blocks required are calculated approximately.
- The number of blocks required gives the count of Jr. Supervisor required.
- 2 Sr. Supervisors are appointed for regular examination & 1 Sr. Supervisor for KT examination.
- Each US (Under Study) is appointed for 1 Regular & 1 KT examination.


- There are 4 AUS (Assist of US) under 1 US in each team.
- Total numbers of duties for the entire examination divided by total number of Jr. Supervisors gives the average numbers of duties allotted to each Jr. Supervisors.
- Duties are allotted randomly within the slot accepted by the person following the maximum limits on the allotted supervision duties.

6. REFERENCES:

- Ordinances relating to Examination (University of Mumbai)
- Examination Time Table (University of Mumbai)

7. RECORDS:

- Examination conduction file (Exam Cell)

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR CONDUCTION OF END SEMESTER EXAMINATION</p>	<p>KCCCMSR/EXAM /SOP/06 Date:11/09/2018</p>
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1. PURPOSE:

To conduct End Semester Examination for the students as per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

CC, SS, JS, US, AUS.

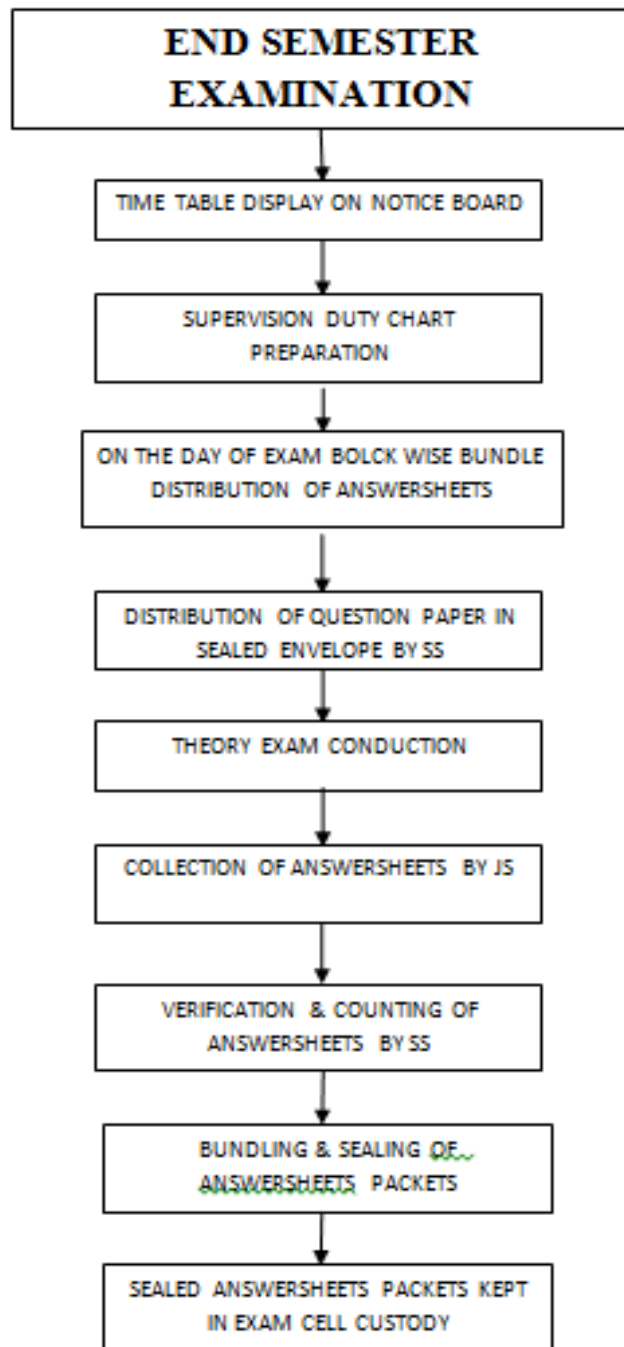
4. ABBREVIATION:

S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.
CC- Chief Conductor
SS- Senior Supervisor
JS- Junior Supervisor
US- Under Study Supervisor
AUS- Assistant to Under Study

5. PROCEDURE:

- Calculating exact number of students appearing from the filled examination forms for that subject.
- Seating arrangement is prepared according to the limits of 40 students per block.
- Answer sheets are stamped and bundles are made according to the blocks allotted.
- From the supervision duty chart, Jr. Supervisor and Relievers are allotted for each block.
- Jr. Supervisor reports the exam conduction room 30 minutes before and moves to the classroom 15 minutes before the exam.
- Answer sheets are distributed 10 minutes before the exam commencement to the candidates for information filling.
- Question paper in sealed envelope distributed by Sr. Supervisor in each block 5 minutes before the exam commencement.
- Question papers are distributed to the candidates after the long bell.

- Once the exam is over, Jr. Supervisor reports to the exam conduction room where Sr. Supervisor verifies the answer sheets count, number of supplements taken etc. And collect from Jr. Supervisor.
- US and team seals the collected answer sheets duly signed by Sr. Supervisor and CC.
- The sealed answer sheets are kept in exam cell custody.




6. REFERENCES:

- Ordinances relating to Examination (University of Mumbai)
- Examination Time Table (University of Mumbai)

7. RECORDS:

- Examination conduction file (Exam Cell)

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR CONDUCTION OF COLLEGE CAP</p>	<p>KCCCMSR/EXAM /SOP/07 Date:11/09/2018</p>
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1. PURPOSE:

To complete the Evaluation and moderation of the answersheets as per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Department wise Examination Coordinator, Examination Clerk and Examination Cell Incharge.

4. ABBREVIATION:

S.E- Second Year Engineering

T.E- Third Year Engineering

B.E- Bachelor of Engineering

EXTC- Electronics and Telecommunication Engineering

COMP- Computer Engineering

IT- Information Technology Engineering

ETRX- Electronics Engineering

BASIC- Humanities & Applied Sciences.

CAP- Centralised Assessment Process

5. PROCEDURE:

- Answer sheet bundles are sent to the CAP on next working day of the exam.
- Cap coordinators collect the answer sheets bundles & maintain the inward / outward entry. Cap coordinators maintain entry register & issue /return register of the faculty
- After evaluation of the answer sheets, papers falling in moderation category are separated.
- Moderation of papers is done by moderators.
- Remuneration forms are filled by Evaluators and Moderators.
- Corrected papers and subject wise mark sheets are sent to the Exam Cell.

6. REFERENCES:

- Ordinances relating to Examination (University of Mumbai)

7. RECORDS:

- CAP Assessment Register
- CAP Attendance Register
- Internal and External examiner panel list

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR CONDUCTION OF UNIVERSITY CAP</p>	<p>KCCEMSR/EXAM /SOP/08 Date:11/09/2018</p>
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1. PURPOSE:

To complete the Assessment and moderation of the answer sheets as per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Department wise Examination Coordinator, Examination Clerk and Exam Cell Incharge.

4. ABBREVIATION:

EXTC- Electronics and Telecommunication Engineering

COMP- Computer Engineering

IT- Information Technology Engineering

ETRX- Electronics Engineering

CAP- Centralised Assessment Process

5. PROCEDURE:

- Installation of Mumbai University Software on the PC's of the lab allotted for University CAP with University coordinators
- Maintenance of CAP Attendance Record
- Taking Printout of Individual Evaluation Report of each and every examiner reported in CAP centre from University CAP Login ID
- Maintenance of University CAP File
- Preparation of Income and Expenditure statement and University Letters
- Final Submission of University CAP Documents

6. REFERENCES:

- Ordinances relating to Examination (University of Mumbai)

7. RECORDS:

- CAP Assessment Report
- CAP Attendance Report
- Internal examiner panel list

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR RESULT PREPARATION</p>	<p>KCCMSR/EXAM /SOP/09 Date:11/09/2018</p>
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1. PURPOSE:

To prepare the Gazette copy of the Result and Marksheet as per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Examination Clerk, Examination Cell Co-Incharge, Examination Cell Incharge and Principal.

4. ABBREVIATION:

EXTC- Electronics and Telecommunication Engineering

COMP- Computer Engineering

IT- Information Technology Engineering

ETRX- Electronics Engineering

ESE- End Semester Examination

IA- Internal Assessment

TOT- Total

OR/PR- Oral / Practical

TW- Term Work

SGPI- Semester Grade Performance Index

CGPI- Cumulative Grade Performance Index

ATKT- Allow to Keep Terms

5. PROCEDURE:


- Collecting files from department Exam Coordinator of TW, PR/OR, Internal Marks (Regular / KT).
- TW, PR / OR, Internal marks entry in software.
- De-masking and Decoding of Answer sheet.
- Marks entry in software. Preparation of Gazettes of Result and printing of result.
- Verification of result.
- Prepare statistics of result.
- Old Result enters marks and prepares Gazettes.
- All result sends to the University for Approval.
- Approved result received from University
- Printing marksheet of Individual students, semester wise & department wise

6. REFERENCES:

- Ordinances relating to Examination (University of Mumbai)
- Result Preparation Software Manual

7. RECORDS:

- Gazette copy of the result

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR HANDLING GRIEVANCE CASES</p>	<p>KCCCMSR/EXAM /SOP/10 Date:11/09/2018</p>
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1. PURPOSE:

To solve the Exam related Grievances (Photocopy & Revaluation of the Answersheets) of the students

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Admin Account Clerk, Examination Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

S.E- Second Year Engineering

T.E- Third Year Engineering

B.E- Bachelor of Engineering

EXTC- Electronics and Telecommunication Engineering

COMP- Computer Engineering

IT- Information Technology Engineering

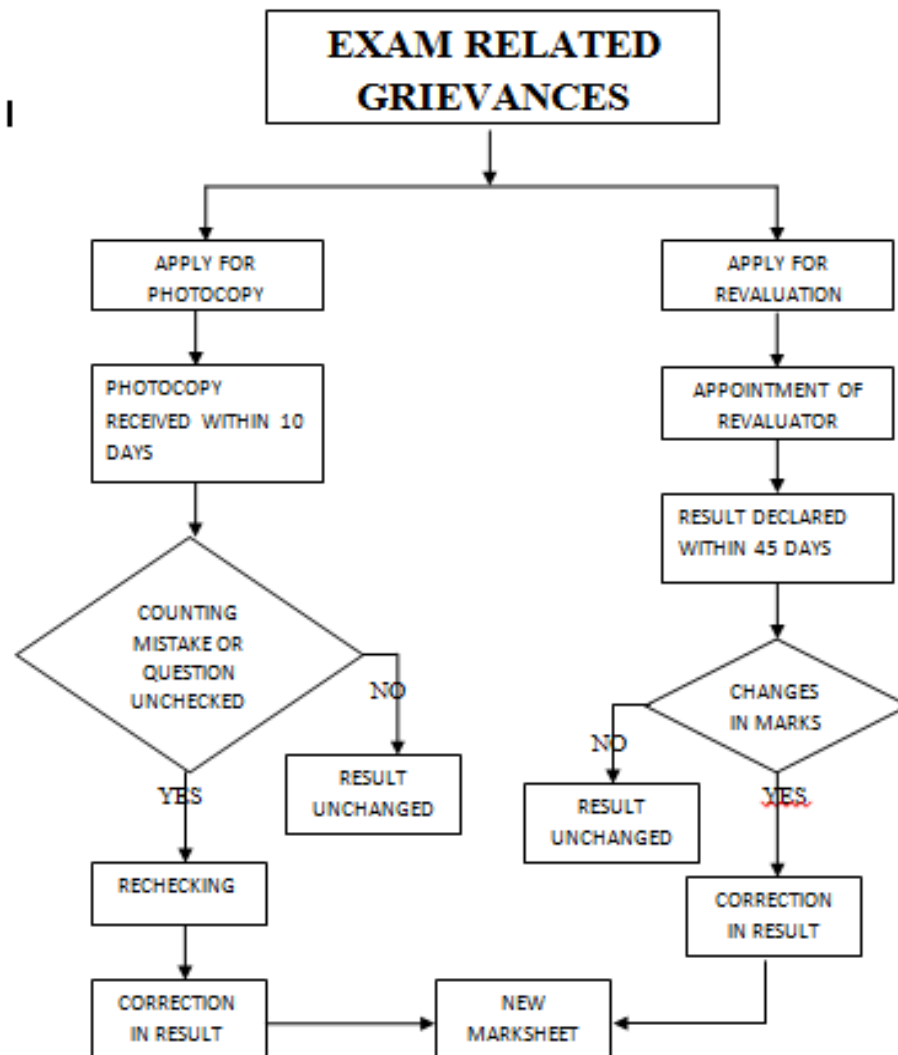
ETRX- Electronics Engineering

BASIC- Humanities & Applied Sciences.

5. PROCEDURE:

- Preparing the excel list of students who applied for Photocopy and Revaluation process in College format.(Photocopy and Revaluation work book)
- Verifying each and every application of student with seat no, subject applied and revaluation fees paid.
- The Exam Cell Incharge writes the letter to the Accounts department for making the payment and forwarding the letter to the Accounts department.
- The Accounts department Verifies the excel sheet with the no of forms and exam fees receipt paid by student.
- The Accounts department Prepares the “Yourself cheque” for making payment to the examiners.
- Forwarding the cheque to the Exam Cell for further process.
- Preparing the RTGS Excel list for External Examiners in the PNB Bank Format (Name of the Examiner, Account no, IFSC code, Bank name and Branch name).
- Filing RTGS form of PNB Bank.
- Forwarding the cheque, RTGS form and Bank List to the PNB Bank for payment purpose.

- Taking Acknowledgement from Bank
- Intimating department through mail regarding the RTGS payment of Examiners.




6. REFERENCES:

- Ordinances relating to Examination (University of Mumbai)
- Result Preparation Software Manual

7. RECORDS:

- Revaluation & Photocopy Application Forms
- Revaluation & Photocopy fee receipt
- Gazette copy of the revaluation result

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR PHOTO COPY & REVALUATION FOR UNIVERSITY EXAMINATION</p>	<p>KCCMSR/EXAM /SOP/11 Date:11/09/2018</p>
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1. PURPOSE:

To provide the Photocopy of the answer sheet to the student and reassess the answer sheet of the student who applies for it as per the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Admin Account Clerk, Examination Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

S.E- Second Year Engineering

T.E- Third Year Engineering

B.E- Bachelor of Engineering

EXTC- Electronics and Telecommunication Engineering

COMP- Computer Engineering

IT- Information Technology Engineering

ETRX- Electronics Engineering

BASIC- Humanities & Applied Sciences.

5. PROCEDURE:


- Preparing the excel list of students who applied for Photocopy and Revaluation process in University format.(Photocopy and Revaluation work book)
- Verifying each and every application of student with seat no, subject applied and revaluation fees paid.
- The Exam Cell Incharge writes the letter to the Accounts department for making the payment and forwarding the letter to the Accounts department.
- Verifying the excel sheet with the no of forms and exam fees receipt paid by student
- The Accounts dept. prepares the cheque in the name of “The Finance and Accounts Offices, University of Mumbai” and forwards the cheque to the Exam Cell for further process.
- The Exam Cell prepares Final Excel workbook of Photocopy and Revaluation
- Arranging the Application form seat no wise and taking signature of Principal on each and every application.
- Preparing Softcopy CD’s Branch wise and semester wise.
- Forwarding the letter to University with Cheque copy and soft copy CD to University of Mumbai.

6. REFERENCES:

- Ordinances relating to Examination (University of Mumbai)
- Result Preparation Software Manual

7. RECORDS:

- Revaluation & Photocopy Application Forms
- Revaluation & Photocopy fee receipt
- Gazette copy of the revaluation result

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR RESULT ANALYSIS FOR UNIVERSITY & COLLEGE EXAMINATION</p>	<p>KCCCMSR/EXAM /SOP/12 Date:11/09/2018</p>
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1. PURPOSE:

To analyse the result semester wise as well as division wise with respect to grades, gender and find the toppers with respect to SGPI and CGPI (even semester)

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Examination Clerk, Examination Cell Co- Incharge and Examination Cell Incharge

4. ABBREVIATION:

S.E- Second Year Engineering

T.E- Third Year Engineering

B.E- Bachelor of Engineering

EXTC- Electronics and Telecommunication Engineering

COMP- Computer Engineering

IT- Information Technology Engineering

ETRX- Electronics Engineering

BASIC- Humanities & Applied Sciences.

SGPI- Semester Grade Performance Index

CGPI- Cumulative Grade Performance Index

5. PROCEDURE:

- Getting a Result Gazette copy
- Filter the students according to the grades (O,A,B,C,D,E,P,F)
- Filter the students Subject wise according to the grades.
- Doing the analysis according to Boys & Girls, Passed & Failed.
- Getting the count of students in each category.
- Getting the count of passed and failed students.
- Finding the Toppers for the regular exam
- Doing the result analysis Division wise
- For even semesters finding the Toppers SGPI as well as CGPI wise
- After the declaration of revaluation result, doing the analysis of Number of students applied for revaluation and cleared in revaluation.
- Updating the result analysis after the revaluation result.

6. REFERENCES:

- Gazette copy of the Result
- Soft copy of the Gazette

7. RECORDS:

- Result Analysis file (Exam Cell)

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR FINDING THE ELIGIBILITY OF A STUDENT FOR ADMISSION</p>	<p>KCCMSR/EXAM /SOP/13 Date:11/09/2018</p>
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1. PURPOSE:

To find whether the student is eligible for the admission to the higher class according to the rules prescribed by Mumbai University.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Examination Clerk, Examination Cell Co- Incharge and Examination Cell Incharge

4. ABBREVIATION:

FE- First Year Engineering
S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.
ATKT- Allow to Keep Terms

5. PROCEDURE:

- Maintaining the Academic result data of all students Department wise, Branch wise, Year wise
- Updating the result after every exam in detail i.e. No of External heads & Internal heads.
- Checking for the following conditions in the data.
 - For the admission to TE, no backlog from FE is acceptable and for admission to BE, no backlog from SE is acceptable.
 - The total number of KT's from previous semester should be less than or equal to 5 External & 3 Internal. The no. of External KT's should be less than or equal to 5 with maximum count 8 including external and internal KT's.

6. REFERENCES:

- Gazette copy of the Result
- Soft copy of the Gazette

7. RECORDS:

- Eligibility list

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR PROVISIONAL ADMISSION OF A STUDENT</p>	<p>KCCCMSR/EXAM /SOP/14 Date:11/09/2018</p>
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1. PURPOSE:

To provide provisional admission to the students whose eligibility for final admission is withheld due to some awaited results.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Admin Account Clerk, Examination Clerk, Examination Cell Co-Incharge and Examination Cell Incharge

4. ABBREVIATION:

S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. PROCEDURE:


- After checking the eligibility, the students who are not eligible can apply for provisional admission under certain conditions.
- If a student applies for revaluation or grievance whose result is awaited when the admission process is going on, he can take provision admission by paying particular fees.

6. REFERENCES:

- Gazette copy of the Result
- Soft copy of the Gazette

7. RECORDS:

- Eligibility list

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR ISSUING TRANSCRIPT</p>	<p>KCCCMSR/EXAM /SOP/15 Date:11/09/2018</p>
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1. PURPOSE:

To issue transcripts to the students who applies for it for the purpose of higher education abroad.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Admin Clerk, Examination Clerk, Examination Cell Co-Incharge, Examination Cell Incharge and Principal.

4. ABBREVIATION:

S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. PROCEDURE:


- Filling the application form with set of all marksheet Xerox attached.
- Pay prescribed application fees.
- Mail transcript template to students E-mail id.
- Check the received filled transcript template.
- Verify it.
- Get it verified by Exam cell Incharge
- Take the required number of sets of printout.
- Get the signature of Exam cell Incharge, Principal.
- Call the student for collecting the transcript.
- Make an entry in an outward register.

6. REFERENCES:

- Gazette copy of the Result
- All Marksheets

7. RECORDS:

- Transcript file (Exam Cell)

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR PAYMENT OF UNIVERSITY SHARE OF COLLEGE EXAM FEES</p>	<p>KCCCMSR/EXAM /SOP/16 Date:11/09/2018</p>
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1. PURPOSE:

To Calculate & Pay the University share to the University in the exam fees paid by the students to the college.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Admin Account Clerk, Examination Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

S.E- Second Year Engineering

T.E- Third Year Engineering

B.E- Bachelor of Engineering

EXTC- Electronics and Telecommunication Engineering

COMP- Computer Engineering

IT- Information Technology Engineering

ETRX- Electronics Engineering

BASIC- Humanities & Applied Sciences.

5. PROCEDURE:


- Preparing the student list semester wise branch wise and exam fees receipt wise in excel format
- If regular student, than the exam fees Rs 900 + Cost of mark sheet Rs 50 (University share is 25 % of Rs 900)
- If KT student , than the Exam fees is Rs 200/- for 1 KT, Rs 400 for 2 KT and Rs 900 for 3 or more KT + Cost of marksheet Rs 50 (University Share is 25 % of Rs 200,400 and 900)
- Verifying the exam fees paid receipt with the exam form
- Making the exam fees paid chart in excel according the University circular
- The Exam cell Incharge writing the letter to the Accounts department for issuing a cheque and making payment to the University and forwarding the same to the Accounts department for verification.
- Verifying the exam fees receipt with Accounts department
- The Accounts department is preparing the cheque in the name of “The Finance and Account officers, University of Mumbai” and forwarding the cheque to the Exam cell for further process.
- The Exam cell is forwarding the cheque and letter to the University.
- The process should be done within 3 months of completion of Examination.

6. REFERENCES:

- Permanent Circular file Exam Cell

7. RECORDS:

- Examination forms
- Examination fee receipt
- University Share file

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR PAYMENT OF UNIVERSITY SHARE OF UNIVERSITY EXAM FEES</p>	<p>KCCCMSR/EXAM /SOP/17 Date:11/09/2018</p>
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1. PURPOSE:

To Calculate & Pay the University share to the University in the exam fees paid by the students to the college.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Admin Account Clerk, Examination Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

FE- First year Engineering
S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. PROCEDURE:


- Taking print of online filled Report from University site
- Collecting One copy of Online Acknowledgement from FE (Semester I & II) and BE (Semester VII & VIII) students
- Preparing the list of student who filled Hardcopy Exam form
- Preparing the letter of 75% share amount according to the Online Acknowledgment form submitted by students.
- Verifying the same with the no of forms and exam fees receipt paid by student
- The Exam cell Incharge writes the letter to the Accounts department for making the payment and forwarding the letter to the accounts department.
- Verifying the same with the accounts department
- The Accounts department prepares the cheque in the name of “The Finance and Accounts Offices, University of Mumbai” and forwards the cheque to the Exam Cell for further process.
- Forwarding the letter to University with the cheque and Online University Report and Hardcopy filled form.

6. REFERENCES:

- Permanent Circular file Exam Cell

7. RECORDS:

- Examination forms
- Examination fee receipt
- University Share file

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR PAYMENT OF REMUNERATION OF ORAL/PRACTICAL/TERMWORK EXAMINATION</p>	<p>KCCCMSR/EXAM /SOP/18 Date:11/09/2018</p>
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1. PURPOSE:

To make the payment of remuneration to the internal and external examiners of oral/ practical/ termwork examinations.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Account Clerk, Examination Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

FE- First year Engineering
S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. PROCEDURE:

- Collecting the Filled Remuneration Form from Internal Examiners and External Examiners for making payment.
- Verifying the dates, subjects, semesters, no of students filled in the form
- Making the university rates entry in the form as per university circular and calculating the same.
- Writing the letter to the Accounts department for making RTGS payment to the examiners to the accounts department for verification.
- Verifying the External and Internal Examiners form with Accounts department as per university circular
- The Accounts department Prepares the “Yourself cheque” for making Payment to the examiners.
- Forwarding the cheque to the Exam Cell for further process.
- Preparing the RTGS Excel list for External Examiners in the PNB Bank Format (Name of the Examiner, Account no, IFSC code, Bank name and Branch name).

- Preparing the Internal Examiners PNB Account No Bank list
- Filing RTGS form of PNB Bank.
- Forwarding the cheque, RTGS form and Bank List to the PNB Bank for payment purpose.
- Taking Acknowledgement from Bank
- Intimating department through mail regarding the RTGS payment of Examiners.
- Taking the signature of the examiners on the bank sheet after receipt of the payment

6. REFERENCES:

- Permanent Circular file Exam Cell

7. RECORDS:

- Remuneration forms
- Exam Cell Account File

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR PAYMENT OF COLLEGE CAP REMUNERATION</p>	<p>KCC EMSR/EXAM /SOP/19 Date:11/09/2018</p>
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1. PURPOSE:

To make the payment of remuneration to the CAP director, CAP co-ordinators, assessors, moderators as per the rules prescribed by the university of Mumbai.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Account Clerk, Examination Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

FE- First year Engineering
S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. PROCEDURE:

- Collecting the Filled Remuneration Form from Internal Examiners and External Examiners for making payment.
- Verifying the dates, subjects, semesters, no of students filled in the form
- Making the university rates entry in the form as per university circular and calculating the same.
- Verifying total no of papers checked in cap and calculating the Administrative Expenses of cap as per university circular chart (Share of Cap Director, Cap coordinator, Accountant, Clerk and Peon.)
- The Exam cell Incharge writes the letter to the Accounts department for making RTGS payment to the examiners and forwarding the same to the accounts department for verification.
- Verifying the External and Internal Examiners form with Administrative expenses sheet with accounts department as per university circular.

- The Accounts department Prepares the “Yourself cheque” for making Payment to the examiners.
- Forwarding the cheque to the Exam Cell for further process.
- Preparing the RTGS Excel list for External Examiners in the PNB Bank Format (Name of the Examiner, Account no, IFSC code, Bank name and Branch name).
- Preparing the Internal Examiners PNB Account No Bank list.
- Filing RTGS form of PNB Bank.
- Forwarding the cheque, RTGS form and Bank List to the PNB Bank for payment purpose.
- Taking Acknowledgement from Bank
- Intimating department through mail regarding the RTGS payment of Examiners.
- Taking the signature of the examiners on the bank sheet after receipt of the payment.

6. REFERENCES:

- Permanent Circular file Exam Cell

7. RECORDS:

- Remuneration forms
- Exam Cell Account File

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR PAYMENT OF COLLEGE EXAM SUPERVISION DUTY</p>	<p>KCCCMSR/EXAM /SOP/20 Date:11/09/2018</p>
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1. PURPOSE:

To make the payment of remuneration to the supervisors and other members involved in End semester exam as per the rules prescribed by the University of Mumbai.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Account clerk, Examination Clerk, Examination Cell Co-Incharge, Examination Cell Incharge and Principal.

4. ABBREVIATION:

FE- First year Engineering
S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences
CC- Chief Conductor
SS- Senior Supervisor
JS- Junior Supervisor
US- Under Study Supervisor
AUS- Assistant to Under Study

5. PROCEDURE:

- Preparing the Exam Supervision Bill semester wise of particular examinations.
- Verifying the bill with college attendance register.
- The Exam cell Incharge writing the letter to the Accounts department for making RTGS payment to the supervisors and forwarding the same to the Accounts department for verification.
- After verification, the Accounts department is preparing the “Yourself cheque” for making Payment to the examiners.
- The Accounts department prepares and forward the cheque to the Exam Cell for further process.
- Preparing the Internal Examiners PNB Account No Bank list.

- Filing RTGS form of PNB Bank.
- Forwarding the cheque, RTGS form and Bank List to the PNB Bank for payment purpose.
- Taking Acknowledgement from Bank
- Intimating department through mail regarding the RTGS payment of Supervisors.
- Also taking the signatures in the bill of the CC, SS, JS, US and his team members and Peon involved in the examination.

6. REFERENCES:

- Permanent Circular file Exam Cell

7. RECORDS:

- Attendance Record
- Exam Cell Account File

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR PAYMENT OF UNIVERSITY EXAM SUPERVISION DUTY</p>	<p>KCCMSR/EXAM /SOP/21 Date:11/09/2018</p>
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1. PURPOSE:

To make the payment of remuneration to the supervisors and other members involved in End semester exam as per the rules prescribed by the University of Mumbai.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Account clerk, Examination Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

FE- First year Engineering
S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences
CC- Chief Conductor
SS- Senior Supervisor
JS- Junior Supervisor
US- Under Study Supervisor
AUS- Assistant to Under Study

5. PROCEDURE:

- Preparing the Exam Supervision Bill semester wise of particular examinations.
- Verifying the bill with college attendance register.
- Taking the signature of the CC, SS, JS, US and his team members and Peon involved in the examination.
- Claiming the bill to the University for making payment.
- Taking Xerox of all the bills
- Forwarding the Bill and Letter to University for making payment.
- After receiving the cheque from university, depositing the same in exam cell bank account.

- After clearing the cheque in the bank, forwarding the letter to the Accounts department for making RTGS payment to the supervisors and forwarding the same to the Accounts department for verification.
- After verification, the Accounts department is preparing the “Yourself cheque” for making Payment to the examiners.
- The Accounts department prepares and forward the cheque to the Exam Cell for further process.
- Preparing the Internal Examiners PNB Account No Bank list.
- Filing RTGS form of PNB Bank.
- Forwarding the cheque, RTGS form and Bank List to the PNB Bank for payment purpose.
- Taking Acknowledgement from Bank
- Intimating department through mail regarding the RTGS payment of Supervisors.

6. REFERENCES:

- Permanent Circular file Exam Cell

7. RECORDS:

- Remuneration forms
- Exam Cell Account File

	<p>K.C.COLLEGE OF ENGINEERING & MANAGEMENT STUDIES & RESEARCH <i>(Affiliated to the University of Mumbai)</i></p> <p>ADMINISTRATIVE PROCEDURE FOR HANDLING UNFAIR MEANS CASES</p>	<p>KCCCMSR/EXAM /SOP/22 Date:11/09/2018</p>
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1. PURPOSE:

To allot the punishment to the students caught using unfair means during the examination according to the rules as prescribed by University of Mumbai.

2. SCOPE:

All the departments of K.C. College of Engineering & Management Studies & Research

3. RESPONSIBILITY:

Examination Clerk, Examination Cell Incharge and Principal.

4. ABBREVIATION:

FE- First year Engineering
S.E- Second Year Engineering
T.E- Third Year Engineering
B.E- Bachelor of Engineering
EXTC- Electronics and Telecommunication Engineering
COMP- Computer Engineering
IT- Information Technology Engineering
ETRX- Electronics Engineering
BASIC- Humanities & Applied Sciences.

5. DEFINATION:

‘Unfair means’ includes one or more of the following acts or omission on the part of students during the examination period -

- Possessing unfair means material and or copying there from.
- Transcribing any unauthorized material or any other use thereof.
- Mutual / Mass copying.
- Smuggling-out, either blank or written, or smuggling-in of answerbooks as copying material.

6. PROCEDURE:

- The Controller of Examinations of the University / Principal of the College or Head of the Recognized Institution, or the officer authorized by them, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him / her, and shall ask him / her to show cause as so why the charge/s leveled against him / her should not be as proved and punishment stipulated in the show cause notice be imposed.

- The Student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply / explanation to the show cause notice served on him / her there in. The student himself / herself only shall present his / her case before the committee.
- The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge against the student should be shown to him / her by the inquiry committee, if the student presents himself / herself before the committee. The evidence, if any, should be recorded in the presence of delinquent.
- Reasonable opportunity, including oral hearing, shall be given to the student to the show cause notice shall be considered by the committee before making final recommendation in the case.
- After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the committee in his / her defense. Even after offering two chances if the student concerned fails to appear before the committee, the committee shall take decision in his / her case in absentia, on the basis of the available evidence / documents, which shall be binding in the student concerned.
- The committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

Punishment –

- Annulment of performance of the student in full or in part in the examination he / she has appeared for.
- Debarring student from appearing for any examination of the University or College for a stipulated period not exceeding five years.
- Debarring student from taking admission for any course in the University or College for a stipulated period not exceeding five years.
- Cancellation of the University or College Scholarship or prize etc. awarded to him/her in that examination.
- In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment / penalty as it may deem fit.
- The student concerned be informed of the punishment finally by it in this behalf, under intimation to the College he / she belongs to.

7. REFERENCES:

- Ordinances relating to Examination (University of Mumbai)

8. RECORDS:

- Unfair Means file