



**BHARATI VIDYAPEETH'S
COLLEGE OF ENGINEERING FOR WOMEN, PUNE**

Pune-Satara Road, Dhankawadi, Taluka – Haveli, Dist.- Pune

Accredited by NAAC with "A" Grade, Affiliated to Savitribai Phule Pune University (SPPU)

Approved by DTE. Govt. Of Maharashtra and AICTE, New Delhi

DTE Institute Code-EN6285, Pun Code-PU/PN/Engg. /150/2000

E-mail: -coewpune@bharatividyaapeeth.edu

Website: - <http://coewpune.bharatividyaapeeth.edu>



Ref. No.: BV/COEW/ **ICQA**/2025

Date: **25/2** / 2025

Instructions to the Students during the examination

- Students shall carry **I-CARD/Hall Ticket and proof of PRN such as PREVIOUS EXAM HALL TICKET or MARKSHEET** compulsory.
- All students must be present **15 minutes** prior to the scheduled time of the examination as per the seating arrangement.
- Students shall maintain **Silence** in the examination hall during the exam time.
- Students shall carry **pens, pencils, erasers, scale, and scientific calculator only** with them.
- Students can carry **transparent stationary pouch, writing pad and water bottle** with them.
- Students shall enter **Roll Number (in figures and words), Permanent Registration Number, Semester, Subject Name, Class, and Exam Date in the designated space on the first page of the answer book/graph paper/drawing sheets.**
- Students should **write only their Roll Number** in the designated space on the **question paper**. Any other writing on the question paper is strictly prohibited and punishable.
- Students are strictly prohibited from carrying any written or **printed material, paper sheets, mobile phones, pen drives, tablets, smartwatches, programmable calculators, or unauthorized data sheets/tables** into the examination hall. Possession of such items will result in **disciplinary action** and will be considered as a **copy**.
- **No student shall share any part of their answer sheet or question paper** with another student. Engaging in such **malpractice** will lead to disciplinary action against all involved.
- Students **should not bring valuables to the examination hall**, as the college authorities will not be responsible for any loss.
- Students **must wear the college uniform**. (blazers are not allowed in the examination hall).




Principal
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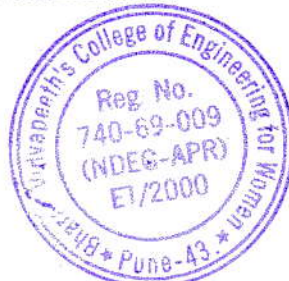
Ref. No.: BV/COEW/IQA U2025

Date:

FE (2024 pattern), SE, TE & BE (2019 Pattern) EXAMINATION

Instructions to Jr. Supervisor during examination

- Observe the **code of conduct** for the students during examination.
- **Examination duty is compulsory. In case of emergency, alternative arrangement to be made with proper channel. (application for the alternative arrangement with Exam coordinator/ CEO/ Sr. Supervisor)**
- All Jr. Supervisors **must report** at the exam control room, **30 min.** before the schedule time of the examination **and must reach to respective examination hall before 15 minutes** of the examination schedule time.
- All **Jr. Supervisors** must observe **discipline** in the examination hall.
- **Supervisors are not allowed to carry Mobile phones in the Examination Hall.**
- Ensure the students have occupied their respective seats according to seating arrangement.
- Distribute the answer books to the students 15 minutes before the examination and ask them to fill in all the details on the answer book.
- **Verify the Hall ticket / I-card/PRN of the students in the examination hall.**
- Take the signature of the student on the attendance sheet and put own signature, name and date on the answer sheet.
- Jr. Supervisor must watch the students continuously and should be vigilant.
- **Please move in the examination hall to prevent indiscipline / copying.**
- Jr. Supervisor should not leave examination hall/discuss anything with the students, during examination period.
- **Outside invigilators / faculty are not allowed to enter into the examination halls without consent of concerned exam coordinator/CEO.**
- Provide the **supplement answer books / graph sheets** to the students when requested by them.
- Request the students to tie their supplement answer books **prior 10 minutes** of the end of the examination time.
- Jr. Supervisor must be **vigilant, prevent unfair means** and will **report unfair means** cases if any, without any discrimination.




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Instructions to the Paper Setter

All the faculty members are informed to follow the given instructions.

1. The syllabus for the **Unit Test-I** is **Unit No. I and II** for **FE, SE, TE & BE** classes. The **Unit Test-I** for **FE** will be of **12 marks (30 min)** duration. The **Unit Test-I** for **SE, TE & BE** will be of **30 marks (1 Hr.)** duration.
2. The syllabus for the **Unit Test-II** is **Unit No. IV and V** for **SE, TE & BE** classes. The **Unit Test-II** for **SE, TE & BE** will be of **40 marks (1 Hr. 30 min)** duration.
3. **All Question papers shall have 4 questions such as**
 Q.1 or Q.2 **Q.3 or Q.4**
Each question will have three sub questions such as
 Q.1) a) 5 Marks
 b) 5 Marks
 c) 5 Marks
(for SE to BE Classes)
4. **All Question papers shall have 4 questions such as**
 Q.1 or Q.2 **Q.3 or Q.4**
Each question will have two sub questions such as
 Q.1) a) 3 Marks
 b) 3 Marks
for FE Classes only.
5. The question paper should be generated from **ERP software** only.
6. Question papers should have proper Course Outcome (CO's) for Unit Test I as CO1 & CO2 and Unit Test II as CO4 & CO5.
7. Add **Course Outcome (CO's)** statements after the instruction to the student.
8. All questions must be mapped to proper **Bloom's Taxonomy Level (BTL)**.
9. After generating question paper in **ERP software**, use customize option for taking the printout of the paper. Don't select **faculty name, Sr.no. & performance indicator**.
10. Two sets of question papers should be submitted along with the marking scheme and solution.
11. Fill up the required information on envelope and submit the question papers in sealed form with the **course teacher and H.O.D. signatures**.
12. These sealed envelopes shall be submitted to the **Exam Section** of the institute through the **Department Exam Coordinator**
13. Out of two sets, one paper will be selected randomly & the other will be used for the Retest.




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Instructions for Examiners for Internal Assessment of Answer Sheets

All the course/ subject teachers of all the departments are informed to follow the given process for paper checking and assessment.

Preparation and Setup

- Set up CAP centre at every department and ensure all answer sheets are organized by subject, student number, and exam paper.
- Have clear guidelines and assessment rubrics ready before starting the evaluation.
- Ensure a quiet and focused environment for assessment.
- Make entry in register while issuing the answer sheets for assessment.
- Make entry in register while submitting the answer sheets after assessment.
- Do not carry any answer sheets out of the CAP center/room.

General Assessment Guidelines

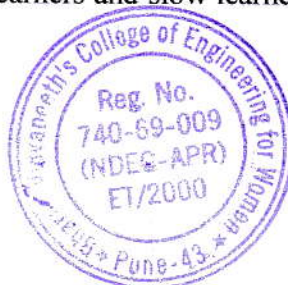
- Follow the marking scheme provided for each question. If there is no specific marking scheme, apply consistent standards for correctness, clarity, and logical presentation.
- Award marks based on the quality of the answer.
- Evaluate each answer in its entirety, considering how well the student has demonstrated understanding, critical thinking, and application of knowledge.
- **Remarks by examiners** – Add remarks on the answer sheet based on evaluation of the answer sheet.

Grading Scale

- Ensure that the final marks aligns with the marking scheme.
- Double-check the sum of marks for each student to ensure accuracy in final marks.

Final Checks

- Once all the papers are checked, conduct a final review to ensure no errors in marking or recording.
- Submit the checked answer sheets and mark sheets (including fail students and absent students) by the specified deadline.
- Prepare the reports of advanced learners and slow learner students as per the prescribed format.



Display of results

- Department Examination coordinator will prepare a schedule for showing the answer sheets to the students.
- According to schedule subject teacher will issue the checked answer sheets and show to all students in class. Ensure that all the **students** are writing **comments** on answer sheet as satisfied/ not satisfied or any other relevant comment.

Addressing Grievances of the students:

- Faculty shall ask students to report the grievances if any in written application form.
- The received grievances are to be addressed and resolved by the concern course teacher through proper procedure.
- Course teacher can resolve the same in consultation with course mentor/ senior faculty / exam coordinator and HOD.

Providing Feedback

- Provide constructive and encouraging feedback, especially on areas that need improvement.
- Point out key mistakes or misunderstandings and offer suggestions for improvement.
- Ensure feedback is professional, respectful, and clear.

Conduction of Retest examination for fail and absent students

- All the subject teachers are informed to conduct the retest for fail and/absent students.
- Complete the evaluation process as per above guidelines and Submit the checked answer sheets and complete mark sheets by the specified deadline.




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