



SOMAIYA
VIDYAVIHAR

K J Somaiya Polytechnic

(An autonomous aided institute of Govt. of Maharashtra - Accredited by NBA-AICTE)



COURSE REGISTRATION NORMS AND EXAMINATION RULES

TO BE IMPLEMENTED

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PREFACE

K. J. Somaiya Polytechnic has been awarded academic autonomy by Government of Maharashtra vide letter No. WBP / 1093 (2640) (69) / TE-2 dated 13-01-94, since its recognition by the Government of Maharashtra. This autonomy grants on the Institute the responsibility of designing and developing its own curriculum and framing, implementing, and periodically revising its own academic rules and regulations governing enrolment, registration of course and examination registration, assessment, detention, and the award of the Diploma.

This document compiles, the rules and regulations applicable to students of the Full Time and Working Professional Diploma programmes. It covers definitions and abbreviations used throughout the document, the autonomy status of the Institute, course and examination registration procedures, enrollment and re-admission norms, the detention policy, provisions for change of programme, exemption rules, concessions for students with learning disabilities, improvement of class, award of class and Diploma, malpractices in examinations and the associated quantum of punishment, and the Academic Bank of Credits framework.

All students, faculty, and staff are advised to read this document carefully and refer to it whenever a clarification is needed on academic procedures. The provisions herein are binding on all students and are subject to revision by the Institute from time to time, as approved by the competent academic authorities.



Principal

K. J. Somaiya Polytechnic



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1.0 **DEFINITION** : -

- I. **COURSE** : Subject that define contents.
- II. **PROGRAMME** : Which contains all courses of a particular engineering stream. e.g. Civil Engg., Electrical Engg. etc.
- III. **COURSE REGISTRATION** : A student has to register online/offline for all courses of a particular semester at the beginning of that semester, which shall be confirmed by the department. A course registration form needs to be filled and preserved by dept for one academic year. The form is to be preserved if filled offline or online storage in case of Google form. Course registration is made final only after payment of prescribed fees in the office.
- IV. **EXAMINATION REGISTRATION**: A student must register for the examination by paying the examination fees prescribed by the institute from time to time. The examination fees will be charged per semester, irrespective of the number of backlogs in that semester. In case any student of 2023 curriculum is registered in 2025 curriculum and particular course has to registered which is not offered for that academic year against which fees have been paid, in such cases a credit fees of Rs.2000/- must be paid. Backlog Examination fees are based on semester and do not depend upon number of backlog in that semester. If a student has backlog in II and III semesters, he must pay backlog fees for both semesters.
- V. **EXEMPTION** : A student is not required to register for the courses which he/she must have completed as a part of his/her previous qualification. Exemption will be granted as per the norms issued by MSBTE. Working professional students will be exempted from all regular Ist year courses.
- VI. **CONDONED** : A student who requires a maximum of 10 marks or fewer in only one course to secure the award of the Diploma will be granted the same, with this remark noted on the Diploma-awarding mark sheet, or a maximum of 10 marks for improvement of class.
- VII. **DISALLOWED / DETAINED**: If a student does not satisfy the attendance/Termwork requirement, he/she will not be permitted to appear for the examination and will not be allowed to submit term work. Also, when the term work is not completed and not submitted on time, he/she will be detained. His/her entire fee is forfeited, and he/she needs to pay fees again when joins the institute. Detention will be applied to academic year. If a student has been detained in any semester, he/she will have to register and complete the same before registering for next semester.
- VIII. **GRACE MARK** : A maximum of 03 Grace marks per theory course will be awarded for passing the course. The marks awarded will be based on total of test and end theory exam. No such provision is there for non-theory course.



2.0 ABBREVIATIONS :

Exemption	: EX	Condoned	: CON
Credit	: CR	Learning Disability	: LD
Theory	: TH	Detained or disallowed	: DS
Practical	: PR	Tutorial	: Tut
Test	: TS	Engineering	: ENGG
Termwork	: TW	Full Time Diploma	: FTD
Lecture	: L	Working Professional Diploma	: WPD
Oral	: OR	Workshop	: W/S
Carry Forward	: #	Absent	: AB

AUTHORITIES

Somaiya Vidyavihar	: SVV
Directorate of Technical Education	: DTE
Maharashtra State Board of Technical Education	: MSBTE
Apex Board of Studies	: ABOS
Programme wise Board of Studies	: PBOS
Head of the Department	: HOD
Controller of Examinations	: COE
Training & Placement Officer	: TPO
Workshop Superintendent	: W/S
Working Professional	: WP

3.0 AUTONOMY

K. J. Somaiya Polytechnic has been awarded academic autonomy by Government of Maharashtra, vide letter No. WBP / 1093 (2640) (69) / TE-2 dated 13-01-94 in recognition of consistent high degree of academic achievements, high standard and reputation maintained by the Polytechnic in the field of education.

3.1. TO DEVELOP INDUSTRY-INSTITUTION INTERACTION:

The Programme Curriculum is designed keeping the needs of industry as one of the inputs, for which members from industry are involved. Regular feedbacks are taken from industry which help in designing good curriculum. Eminent personalities from industry are invited to deliver lectures and seminars. Students are sent for internships to industries for one semester. Some students also undertake industry-based projects, for which industries extend their cooperation. Internship of fixed duration has to be carried out by students for becoming eligible for award of Diploma.

3.2 TO DEVELOP INTERACTION WITH THE OTHER NEIGHBORING POLYTECHNICS AND ENGINEERING COLLEGE:

Senior faculty members from neighbouring, reputed Polytechnics and Engineering Colleges are involved to establish a healthy rapport, enabling the sharing of information, innovative ideas, experiences, etc. they are invited to give expert lectures and latest technology information.



3.3 FORMATIVE ASSESSMENT OF STUDENTS :

There will be formative assessment of the students throughout the term, for which due weightage will be given. As a result, the students will be encouraged to study regularly, and regular feedback on their merits and demerits can be given to them. Formative assessment for test will be the average of two tests of 30 marks each. Formative assessment has self-learning hours and assessment (SLH), Tests, Assignments, case studies, Term work etc. as integrate part of the assessment strategies. Weightage for TW/OR/PR/SLA/PROJECT marks will be decided at the PBOS meeting and further approved by ABOS.

3.4 ORIENTATION OF DIPLOMA HOLDERS :

Owing to the involvement of industry personnel and the Industry–Institute Interaction, adequate knowledge, training and expertise (skills) can be imparted to the students so that, upon passing their Diploma examination, they can begin contributing to industry immediately by taking up employment (or at least with minimal training).

Students wishing to start their own business (or join a family business) can also be given a suitable course. Optional courses are suitably designed for students desirous of degree education.

4.0 “COURSE REGISTRATION”

4.1 ELIGIBILITY FOR REGISTRATION

A student admitted to either Full Time or Working Professional Diploma in the First Year has to compulsorily opt for all the courses required to complete the Diploma, irrespective of any other higher qualification he/she may hold. However First year of Working Professional Diploma (WPD) will be given exemption in courses of first year FTD programme. They have to complete all the courses of FTD (IIIrd to VIth Semester) in three years. No additional exemption will be given based on any other higher qualification. A Diploma holder interested in pursuing a Diploma in any other stream will be eligible for admission to the second year of that stream subjected to availability of vacant seat.

The student of old curriculum of 2022/2018/2015/2013/2010 etc. if any wants to continue the programme they have to re-register as fresh candidate and complete all the courses in fresh manner. No continuity of any old curriculum is available and all are closed. The maximum duration of course is Six years with addition of two grace years with permission of HOI.

The Departments will place the courses appropriately across all six semesters of FTD so that Direct Second Year admitted students have minimal loss of core courses. **(For Direct Second year, eligibility criteria for Group and sub-group of qualifying group will be as per guidelines of DTE from time to time).** In case of Working professional students the entire Diploma will be completed in three years. The number of courses for WP will be equal to FTD courses (III Sem onwards) and will be evenly distributed across six semesters. The Diploma awarding courses will be same as the FTD courses.

A FTD student admitted in first year will need to complete 120 credits in three years. DSY FTD students 80 Credits in two years and WPD student 80 Credits in three years.



4.2 ENROLLMENT NUMBER AND REGISTRATION FOR COURSE

Once the admission date is over, enrollment numbers will be allotted to each student based on the name specified in the SSC mark list. The provisional enrollment list will be generated based on the student's name as specified in the SSC mark list. If any corrections are reported by the student, they will be corrected based on documentary evidence, and a final list will be generated. If any student reports a correction late, the change will be made only after paying a penalty of Rs. 500/-.

The students eligible to register for a semester have to opt for all the courses offered by the department in that particular semester. A student cannot register for any course of a lower or higher semester under Full Time, nor can he/she register for any course under Working Professional. The minimum duration for completing the Diploma is three academic years. No WP student is eligible to register for any course in FTD. In cases where students have been transferred from the old curriculum to the 2025 curriculum, if a course must be registered for a previous semester, special classes shall be conducted for such students before or after working hours.

4.3 REVIEW FOR ENTRY:

Review of entry will be conducted only at the beginning of the odd term. At the beginning of the even term, no student will be allowed to register if he/she has not registered in the previous immediate odd term. A student must complete all semesters in chronological order only, e.g., if a student is detained in the odd/even semester, he/she will be ineligible for registration in the next higher semester and will have to re-register for the odd/even semester subsequently.

4.4 PERMITTED BACKLOGS:

While undertaking course registration, only four theory backlog courses are permitted. Backlogs in practical courses are not counted. Re-admission granted to any student will require fresh course registration compulsorily from the First semester onwards. Entry will be given only in the ODD semester, except for detained students who were detained in the even semester of the previous year who will enter in even semester.

5.0 DURATION FOR COMPLETION OF DIPLOMA

The maximum duration for completion of the Diploma is six years for Full Time and Working Professional students. A maximum two-year extension may be granted at the discretion of the Principal, only in extraordinary cases, provided the student has applied for the extension for justified reasons. The student must register for a new equivalent course if the previous course has been closed. Applying for course registration through the online/offline procedure is the responsibility of every student who has secured admission to Polytechnic.



6.0 RE-ADMISSION TO PROGRAMME : -

Student having any number of backlogs, or having performed poorly in the tests, who wishes to apply for re-admission has to follow the guidelines mentioned below:

1. He/she can apply only once for re-admission.
2. His/her earned credits shall all be nullified or lapsed, and he/she has to pay the fees applicable for that academic year, as approved for that year.
3. He must begin fresh from Semester I and complete all the courses offered in that curriculum.
4. No provisions are there for re admission to higher semester. Compulsorily fresh from semester I admission must be done. Re-admission form has to be filled in by the student available in examination section

7.0 EXAMINATION REGISTRATION:-

The examination section will issue examination forms online; all students must download the examination forms through their exam login. Students can opt for a maximum of 13 courses (including both theory and practical courses) based on their backlog. There is no choice for students to select course, it will be exclusively based on examination module where immediate semester course are preferred. The examination fees for the current semester must be paid as per the rules of the institute. Additional fees for backlog course(s) of any semester must be paid separately, as decided from time to time. The student has to compulsorily fill backlog form with fees and has no claim to skip backlog course for any reasons. **Student must compulsorily adhere to dates for filling examination form, once date has been lapsed no student will be entertained on any conditions.**

Examinations for courses commencing from the academic year 2025-26 curriculum onwards shall be conducted for as long as that course is offered by the Department in Full Time or working professional. Once the department closes a course and replaces it with a new equivalent course, the examination section shall conduct of examinations for the new equivalent course only; old courses shall be closed for examination. All students who have failed the old courses will have to compulsorily appear for the new equivalent course. It is mandatory for the student to contact the Head of his/her department and verify the equivalent course. The institute's decision is binding on the students, and they cannot claim any rights in this regard.

8.0 DETENTION POLICY:-

The Institute has adopted a revised scheme for detention effectively from the academic year 2025-26. As per this scheme, a student will be detained for all courses registered in that semester if he/she has a shortfall in attendance for any course or has failed to submit term work satisfactorily. Detention will be applied to entire academic calendar year. If a student is detained in a particular semester he has to re-register for all the courses of a particular semester in next academic year in which he/she has been detained. Entire Diploma has to be completed in chronological order compulsorily. As example if a student



is detained in III semester, he cant register for IV semester. The entire academic year will be lost. He has to re-register in next academic year for that semester in which he/she was detained.

1. The student must compulsorily have minimum 75% of attendance in all the courses of current semester.
2. The student must satisfactorily complete the term work in all respects and submit the same to the course in-charge. Both formative and summative assessment are equally important.
3. The Head of Department must exercise due care and diligence while marking a student as DETAINED. For this purpose, he/she must convene a meeting of all faculty members and, through the record, verify the attendance and term-work performance before approving the detention of the student.
4. If a student has low attendance in only one or more courses, no detention shall be applied provided the average attendance across all courses in that semester is greater than or equal to 75%. The student must justify the reason for low attendance in the particular course(s), and the decision of the Principal in this matter shall be binding.
5. **Grant of Term -**
 - a. Term shall be granted to all students who have successfully completed and submitted term work of the registered practical / theory courses and have more than equal to 75% attendance.
 - b. If the term is granted, the minimum marks must be awarded to such students, irrespective of any reasons.

9.0 PROCEDURE FOR THE CHANGE FROM ONE PROGRAMME TO ANOTHER :-
(BRANCH TRANSFER)

1. This facility is available only to Full Time students.
2. Any Full Time student who wishes to change his/her programme will do so only after completion of 1st year. Such student will be eligible only if he/she secures at least 1st class in first year with no backlogs.
3. As per the merit and vacancy position, the student shall be permitted to change his/her programme.
4. Once a student is transferred to another programme, he/she will automatically be given exemption for the first two semesters of that programme.
5. The student has to fill in a new enrolment form and pay the prescribed fees.
6. Such student will be given a new enrolment number.
7. Students have to visit the institute website regularly for updates on the matter.

10.0 RULES FOR EXEMPTION :-

1. Exemption shall be granted only at the time of entry.
2. Exemption shall be granted only to Direct second year students.
3. All First Year courses would be exempted for Direct Second Year students.



4. Students admitted to the First Year with any higher qualification would not be given any exemption for any course. He/she has to register for all First Year courses offered by the department.
5. If a student who has completed BE/B.Tech or a Diploma wishes to secure admission to a Diploma, the department will form a committee to decide on the exemptions and, as the case may be, will register the student in the IVth or Vth semester. The student has to earn the credits of all Diploma-awarding courses, irrespective of whether the course is in a lower or higher semester.

11.0 CONCESSIONS TO STUDENTS WITH LEARNING DISABILITY:-

A student who has applied under the learning disability category at the time of admission, and whose admission has been confirmed upon verification of documents, is eligible to apply for concession under the learning disability quota. The student has to apply for the concession midway through the term; such concessions will be granted as per the Government of Maharashtra Resolution. A student with such a disability is required to claim this concession, along with the necessary documents, from the Principal, KJSP, through the COE. Further details shall be displayed on the website and the examination noticeboard from time to time. Once the end theory examination begins, student can't claim for any concession

12.0 IMPROVEMENT OF CLASS AT DIPLOMA: -

A student desirous of improving his/her class at the Diploma level shall have to surrender all previous original mark sheets and re-register for the theory and practical end examinations for all coded courses shown in red mark sheet and considered for the award of the Diploma, as applicable, along with the prescribed fees.

His/her marks in all other course heads shall be carried forward. This facility is offered to a student only once, to be availed of in the immediately following end examination. Once the result is declared, the theory-head result of the surrendered mark sheet shall be treated as cancelled if he/she has improved his/her score. The result will be declared on the basis of the most recent examination. The student has to apply for this facility within one month of the declaration of the final result.

NOTE: No facility exists for any student to improve marks in Test/TW/SLA/Project, whether for class improvement or for clearing backlog courses.

13.0 AWARD OF CLASS :-

- (a) No class will be awarded for a particular term or examination; however, Pass and Promoted, Pass with ATKT, or Fail will be mentioned on the mark sheet for that particular examination.
- (b) For an individual programme (with all course heads taken together), class will be awarded as follows:-
 - (i) First Class with Distinction : 75% and above.
 - (ii) First Class : 60% and above less 75% marks.
 - (iii) Second Class : 45% and above less than 60% marks.
 - (iv) Pass Class : 40% and above less than 45% marks.



- (c) A student passing the Diploma will be given a condonation of 10 marks to enable him/her to secure First Class, First Class with Distinction, or Second Class. Such students will be awarded the class with the Condonation symbol noted on the mark sheet. This facility will not be extended to students who have already been granted condonation marks (10 marks) for passing the Diploma.
- (d) The student's exact percentage, up to two decimal places, will be displayed on the mark list. Where condonation is awarded for class, only the marks will be rounded off.
- (e) The department will submit the list of Diploma-awarding courses to the examination section, duly approved by PBOS and ABOS. The Diploma will be awarded based on the marks earned by the student in those courses.
- (f) For any purpose the percentage in Diploma awarding courses will be treated as final for any institute award/ admission to higher Degree courses. Semester individual percentage will not be considered for any other purpose. (This is course to any changes suggested by MSBTE or any other authority.)

14.0 AWARD OF DIPLOMA :-

A student who has successfully earned required credits by completing/exemptions of all courses offered from I to VI semester including internship will be awarded a diploma certificate by the Chairman, Governing Body, K. J. Somaiya Polytechnic, Mumbai - 400 077 on behalf of Somaiya Vidyavihar. Courses to changes as per regulatory guidelines.

15.0 MALPRACTICES IN EXAMINATIONS :-

The revised norms for malpractices in examinations were placed before the Examination Committee and were duly approved by the committee vide reference no. KJSP/EXAMINATION/2022-23/953(A) dated 21/04/2023. The new norms will be applicable from academic year 2018-19 onwards. (**ANNEXURE - I**).

16.0 ACADEMIC BANK OF CREDITS

As per instructions received from the regulating authorities, the institute has adopted online digital verification through DigiLocker. The institute registers student details—including APAAR ID, Aadhar number, and other relevant information—on the Academic Bank of Credits portal. The online results of individual semesters are uploaded for all students in chronological order, specifying details such as credits earned, marks scored, aggregate percentage, and the overall percentage for the diploma-awarding course. The government agency publishes these records on DigiLocker from time to time, as per its own convenience and procedures. Third-party verification can be carried out online through this portal.



17.0 In case of any examination related matters which is over and above the rules and regulations mentioned from 1.0 to 16.0, Final decision is vested with management of Somaiya Vidyavihar

Judicial Purview : Any dispute, difference, or claim arising out of or in connection with the provisions of this document, admission, registration, examination, or any academic matter governed hereunder shall be subject to the exclusive jurisdiction of the competent courts and judicial/quasi-judicial authorities situated at **Mumbai** only, and no other court or forum shall have jurisdiction to entertain any such dispute, notwithstanding that part of the cause of action may have arisen elsewhere.

Disclaimer : This document is compiled for the general guidance of students, faculty, and staff based on rules applicable as on the date of publication. The Institute reserves the right to amend, add to, or delete any provision herein at any time without prior notice, and such changes shall be binding on all students. This document does not constitute a legal contract, and no claim shall arise against the Institute on the basis of any provision contained herein.

NOTE :-

1. *In case any new point related to the 2025 curriculum arises in future, the decision made by the Head of the Institute will be final and binding on all students.*
2. *These rules will be applicable to all students who have secured admission from 2025 onwards in the first year of the respective programme. In case any student from a previous year enrolls for any course(s) under the 2025 curriculum, he/she will follow the rules mentioned in this booklet.*
3. *The instructions to be followed by the students during examination are mentioned in (ANNEXURE – II).*
4. *The rules and regulations stated in these documents should be strictly followed by all departments. No deviation from the rules is permitted, and no special case should be made or recommended for any action*



ANNEXURE - II

K. J. SOMAIYA POLYTECHNIC, MUMBAI - 77

INSTRUCTIONS FOR STUDENTS DURING THEORY END EXAMINATIONS

1. Full time students should wear the uniform during examinations; Part time students should wear decent clothes during examinations.
2. Mobile phones, smart watches and electronic gadgets are strictly prohibited inside the examination hall.
3. Candidate's are not allowed to carry writing pad, any type of stationary box / pouch in examination hall.
4. Candidate's are strictly prohibited to carry any books / reference / study materials to the examination hall.
5. Candidate's must bring hall ticket, identity card, examination fees receipt
6. If a student forgets to produce hall ticket on the day of examinations, duplicate hall ticket will be issued by examination section on request with prescribed charges which will be valid only for one day.
7. Hall ticket must be colour printed. Black and white print out of hall ticket will not be allowed.
8. Candidate's should tally the course, course code of the question paper received to him/her with the course and course code mentioned in the Hall ticket before the start of examination.
9. Candidate's are required to be present in examination hall 20 minutes prior to commencement of examination.
10. Candidate's are required check that both sections of answer-book has identical serial number, also they have to verify that all pages (1-20) are intact. Answers for both the sections should be written separately in section – I and section – II.
11. Candidate's are not allowed to tear out any paper from answer-book or supplement.

S. J. Gawane

B. D.

12. Candidate's should write their enrollment number clearly on receiving answer-book & question paper from invigilator. (Do not overwrite the enrolment number on answer-book)
13. Candidate's will not be allowed to leave the examination hall during the first hour and / or during the last 10 minutes of examination.
14. Candidate's will be punished as per KJSP's malpractices examination norms, if they disobey any instruction issued by the Invigilator / Officer In-charge Examination / Controller of Examinations.
15. Candidate's are forbidden to write their enrollment number either in words or figures on any part of answer book and supplement except on the cover page in the space provided for the purpose.
16. Do not write your name, signature or any other matter that will in any way reveal your identity anywhere in the answer book.
17. Candidate's should write 'End' at the end of answer-book and put diagonal cross on blank pages.
18. Candidate's should do their rough work on the last page of answer-book if needed. Candidate's are not allowed to do any rough work on question paper else be consider as Copy Case.
19. If Candidate's leave the examination hall after 1 hour of start of examination and before last end of examination; he/she are required to submit their question paper to the invigilator, same will be retain till the end of examination.
20. All answer-books and supplement issued to candidate's, whether written or blank must be returned back to the invigilator after the final bell is rung.
21. Candidate's should verify courses in the examination form with registered courses and backlog courses, before submitting to Account Office. (One copy of exam to be preserved by the students)
22. Candidate's are required to verify with the examination form copy (earlier filled) on their hall ticket before they print the same.

SHawar Khan

BND

23. No supplement will be provided/ issued in last 10 minutes.

Refer Annexure – 1 penalties to the examinee for various instances of malpractices in theory end examinations.

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