Notice

Attention :   Students appeared for Exam of **B.TECH SEM I (KJSCE 2018) , M.TECH SEM I**
Students appeared for Exam of B.TECH SEM I & SEM II (KJSCE 2014) , SEM IV, SEM VI

General Rules and Instructions for Open day for ESE NOV-DEC 2018 scheduled on 16 [th] and 17th
January 2019 for B.TECH SEM I (KJSCE 2018) , M.TECH SEM I and KT SEM I, II, IV, VI .

* Attending open day is a must to apply for re-verification / reassessment.

1. Students are expected to come to see their answer books in person on the Open Day as per specified time table which will be displayed on the department notice board. No query regarding any paper will be entertained after allotted date and time for respective students. After 15 minutes students are not allowed to come in the class.

2. No one other than the student is allowed to attend the Open Day; including Parents, Guardians, Friends or any other student representative. All the students are required to sign the attendance sheet at the venue (class room) where the answer books will be shown to them.

3. Students can carry question papers and print outs of marking scheme/evaluation scheme of each course along with them in the class room.

4. Students should not carry pen, pencil or any other writing material with them while entering the room to view / read their answer books; so as to avoid tampering of answer books.

5. However pens will be provided to them to fill up the grievances forms & attendance sheet.

6. No mobile phones, cameras or any such kind of electronic gadget is allowed to be carried in the hall. Taking image of any part of answer book will be treated as **Unfair Means** and in such case disciplinary action will be taken against that student.

7. Once coming inside the classroom, students are not allowed to leave the class room for any reason, unless they give back the answer books. Also, the answer books cannot be taken outside the room.

8. No food items and even drinking water is allowed to be carried while students are handling answer books. This is for safety of answer books.

9. **Tampering of answer book with pen, pencil, using any writing material or other means will be strictly reviewed. If so found, then suitable disciplinary action will be taken and it will be considered as Unfair Means. Find the APPENDIX-B attached herewith regarding the punishments for unfair means at Open day.**

10. Students must keep their belongings safely. College authorities will not be responsible for any untoward incident.

11. **Students' grievances will not be resolved on the spot** and the students will have to fill necessary forms .

12. **Students can apply for following types of grievances**

    *   **Only Re-verification of Marks (Type I):** Student can apply for any no. of theory ESE courses for totalling mistake /un-assessed answer .The student will have to fill up blue colour application form and pay Rs.250 per course. For reverification. (refundable in case of changes in marks)

- **Re-assessment of answer book (Type II):** Maximum 03 theory ESE courses. This includes re-assessment of the entire paper. Student will have to fill up yellow colour application form and pay Rs.500 per course for re-assessment .

- For Change in CA marks/ any varition in marks displayed on Intranet and on the theory paper, student have fill up **Type 0** Form (Pink Colour) in the Class room itself which is free of cost.

13. **How to apply?** All application forms type 0, type I and II will be made available to the students in the class room.

14. The Students those who are present on open day, should make the payment of Fees for Re-verification of Marks (Type I) and /or Re-assessment of answer book (Type II) **online** on or before **19/1/2019.** Refer Annexure - I for Instructions

15. It is mandatory to Confirm the Payment details by submitting payment receipt in Exam Cell on or before 21/1/2019 .

16. After Re-verification of Marks (Type I) and /or Re-assessment of answer book (Type II), change in marks if any will be displayed on Exam Cell Notice Board. No personal / telephonic enquires regarding this will be solicited.

17. Unfair means cases during open day, if any, will be reported to Exam Cell immediately on the same day.

18. All instructions mentioned in notice should be followed strictly.

19. **The detailed schedule of open day will be notified by the respective HOD .**

Refer following link for online payment :-

https://kjscefees.com/DefaultMiscPayment.aspx

Note: **For Open day of FY B.Tech SEM I (KJSCE 2018) Marks of ESE (out of 100) , CA, TW, OR/PR will displayed on Intranet. Final results with grades and appropriate gracing will be displayed in due course of time.**

Date: 14 /1/2019

Principal/COE

K. J. Somaiya College of Engineering, Mumbai-77
(Autonomous College Affiliated to University of Mumbai)

Annexture I

Instructions to students for payment of Fees for Re-assessment/ Reverification

1) You should make single payment at a time i.e., Re-verification /Re- totalling or Re-assessment .
   Both should be paid separately by two transactions leading to 2 receipts.

2) All fields like roll No, Email address, Mobile No and remarks must be filled up appropriately.

3) In remarks field write names of all those courses for which you want to apply for Re-verification or Re-assessment.

4) Using your debit card or NEFT banking facility if you are making payment for your friend then put his/her Roll No, email ID, Mobile No and his/her courses. Do not fill up your details. Receipt should show payment for whom not by Whom.

5) Save pdf of receipt or take screenshot of receipt & save it, print it and **submit copy of that receipt to COE on or before Last date.** At least send pdf of that receipt on email to COE. (coe.engg@somaiya.edu)

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