

# SAMARTH GROUP OF INSTITUTIONS COLLEGE OF ENGINEERING

## **Examinations & the Code of Conduct**

Examinations are subject to the SGOICOE Code of Conduct as printed in NSPE Code of Ethics and the Exam Regulations printed below. In addition, the individual professor's exam instructions for each exam must be followed exactly. Be sure to take the time in each exam to read the instructions carefully and to count the pages of the exam once the Junior Supervisor starts the exam, ensuring that you have all the pages. Junior Supervisor does not remain at one place continuously in the examination rooms, although they circulate through the rooms periodically. Students are bound to follow all the applicable rules and to report to the Jr. Supervisor/External Senior Supervisor/Principal for any violations of rules or procedures that they believe may have occurred.

### Examination Regulations & Procedures

Amended 01/17

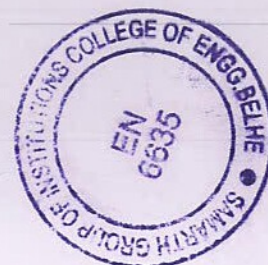
**1. CODE OF CONDUCT VIOLATIONS:** Students are bound by the Code of Conduct. It is published in the Student Handbook available on the SGOICOE website. All students must be familiar with the Code. Failure to report a violation of the Code of Conduct is itself a violation of the Code.

**2. IMPROPER DISCLOSURE:** Students must not disclose the form, content, degree of difficulty or any other information about an examination to a person who the student knows or should have known has not taken the exam, and must not discuss this information in the Law School building or any other place where someone who has not taken the examination may overhear.

**3. EXAMINATION NUMBERS:** Serial examination numbers are used instead of names on all exams. The student's serial examination number, and not the name, must be written on answer sheets, and on question paper of the examination. Students must obtain their exam numbers through their hall tickets issued by SPPU Pune. If you have any problems please contact the Registrar's Office, but you **must** get your exam number **before the first day of exams** as Registrar's staff will not be available for assistance when exams are being given.

**4. TIME AND PLACE:** All Exams: Students must be in the exam room and ready to start the exam at least 15 minutes before the designated start time published by the Registrar's Office.

**5. STARTING THE EXAMINATIONS:**



A. When the exam Jr.Supervisor so instructs, students must place all materials that are not specifically designated "permissible materials" in the area specified, including but not limited to, backpacks, computer bags, cell phones, notebooks, texts, papers, electronic devices, iPods, headphones, purses, and bags. Nothing except an article of clothing (sweater, etc.) or water bottles as specified in paragraph 18, may be kept at the student's seat. Once all materials are in the area specified, and students have returned to their seats, the Jr.Supervisor will distribute the exam according exam time demarked by university.

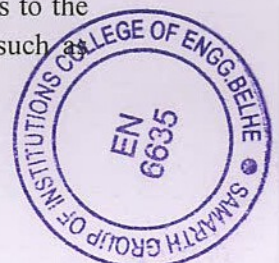
B. Once the Jr.Supervisor begins handing out the exams, students may not write anything (except if instructed by the Jr.Supervisor to write your examination number on the first page of answer sheet and question paper).

C. During online exams students must not open the exam until the exam administrator starts the exam and/or instructs students to do so. When the exam administrator starts the exam, students using exam software must click "Begin Exam" to lock down their computer. Students must check to ensure they have all pages of the exam, must fill out their examination numbers in the appropriate locations, and must read the instruction page(s) of the exam.

6. **EXAMINATION MATERIALS:** During online exams the examination will be handed out by the exam administrators. Should students need scrap paper or bluebooks, initially these materials will be at the front of the room, after the exam is started, if more paper or another bluebook is needed students may pick them up from the exam administrators in the exam room.

7. **LEAVING THE EXAMINATION ROOM:** Students may leave the room during the examination after ~~One Hour, they use the restrooms with Jr.Supervisor, and, in appropriate~~ circumstances. Students may not leave the building during the examination. Students **may not take any materials (including bluebooks, answer sheets, the examination, laptops, scrap paper, and unpermitted materials)** from the examination room during the examination. Books or other materials may not be placed in any area to which the students are permitted access during the examination. During the time the student is out of the exam room he/she may not talk with anyone except Jr.Supervisor, the Registrar and the Academic Dean or Tech Support personnel as appropriate.

8. **CONCLUDING THE EXAMINATION:** Students will be notified after every hour and when there are fifteen minutes and 1 minute remaining in the examination and when time has expired. Immediately upon the announcement that time has expired, all writing or typing must stop, all pens/pencils must be put down; and all students using computers must exit the program immediately. Students must hand over the answer sheers to Jr.Supervisor or upload their exam answers to the exam server. A student should not leave the exam room, or immediate proximity of the exam room until they have received confirmation that their exam was successfully submitted. A student may not review the examination or make any additions or deletions to the answers after time is called. Students who need to perform an administrative detail, such as



adding their exam numbers to the exam or answer books, **must ask the examination administrator for permission to do so.** Writing after time has been called is a violation of the Code of Conduct. Students may not remain in the room after completion of the examination.

**9. TURNING IN ANSWER BOOKS, ANSWER SHEETS, EXAMS, AND SCRAP PAPER:**

At the conclusion of the allotted time for the exam, or when finished before the allotted time, students must observe the following procedure:

**A.** The student must gather all examination materials, including **the examination, used answer books, answer sheets, used and unused scrap paper**, and all other materials provided to the student at the start and during the exam and hand over them to the Jr.Supervisor/Administrator.

**B.** Each student must write his/her exam ID number and the number of additional answer sheets used (if applicable) on the cover page of the exam.

**C.** Students completing the exam **before time is called** must return their exam materials to the Jr.Supervisor inside the exam room. Students turning in exams **when time is called** must return their exam materials as instructed by the exam administrator.

**D.** Once the examination has been handed in it may not be retrieved.

**10. EMERGENCY OR ILLNESS:** If a sudden emergency or serious illness arises during an examination, the student must contact the Jr.Supervisor, Registrar, Academic Dean or Exam representative as soon as possible. You **must not** speak to the other students whose examination may be affected, as this may interfere with the SGOICOE Code of Conduct policy.

**11. LATENESS:** Students must report on time for examinations. In the event that a student is late for an examination, he or she will not be allowed to enter in the examination hall. **A request for full time to complete the examination will be granted according to university guidelines only upon showing of truly extraordinary circumstances out of the student's control.** If permission is granted, the examination will be administered under direction of the Controller of Examinations (CEO).

**12. QUESTIONS ARISING DURING THE EXAMINATION:** Questions during an examination are handled only by an Honor Board representative or the Registrar. Honor Board representatives will be available throughout the examination. **Do not attempt to contact the professor directly.** For students taking computerized exams, technical questions should be directed to technology staff or the Honor Board proctor who will contact technology staff.

**13. MATERIALS:** Only the materials or equipment allowed by the University/CEO may be brought into the examination room and may only be used by the student bringing them into the room. **Coats, books, bags, cell phones (and other electronic devices) and other items must be placed at the front of the room or in the area specified location well before the examination is distributed. All cell phones must be OFF.**



**14. ELECTRONIC DEVICES:** No electronic devices of any kind will be permitted at the students' seats including, but not limited to, cell phones, PDAs, headphones, iPods, iPhones, or Android devices. Should the students specifically permit a calculator in the "materials permitted," this refers **only** to a basic function, non-memory calculator. No other device will be permitted.

**15. ANSWER BOOKS, ANSWER SHEETS AND SCRAP PAPER:** Unless otherwise specified by the Jr.Supervisor, examinations must be hand written in a answer book using only two side of the answer book page. Only the right paper distributed in the examination room may be used.

**16. COMPUTERIZED EXAMS:**

**A.** All students who are taking online exams on a computer are required to use username and password generated by University Exam Department in each semester.

**B.** The exam software must be installed during training and must be tested by the student to ensure that it is working properly. If technology staff determines that the software is not working properly on a particular computer, that student is not permitted to take the exam on his/her laptop and may be required to write the exam in a specified desktop in the computer lab.

**C.** Students using exam software to take their exams do so at their own risk understanding that if an electronic exam file becomes corrupted or irretrievably lost that there is a chance that the student will need to sit for the entire exam again.

**D.** Students should report any issues or problems during an exam to a technical staff member who will attempt to fix the problem..

**E.** Technology staff will consult with the University Exam Department re-login and attempt the exam to determine the amount of time lost dealing with a technical issue. If circumstances warrant, the online exam in charge will allow a student additional time to complete his or her examination commensurate with the time taken to address the technical issue problem.

**17. EXAM MATERIALS OPTIONS:** Students will be instructed by their professor regarding materials that are permitted into the exam room. The following materials options are available:

**MATERIALS PROVIDED ONLY:** Students may access only the materials provided by the Jr.Supervisor that will be included with the examination (for example, the University Rules of Evidence pamphlet included with the Evidence exam) or are supplied as an appendix (for example statutory provisions copied and attached to the exam). Students must operate the exam software in CLOSED mode.

**18. FOOD, DRINK AND SMOKING:** Food and drink are not permitted in the examination rooms, except or otherwise exceptional case students maintain basic standards of cleanliness,



quiet and respect for those around them. Students are required to keep sounds of eating, rustling of papers and containers and other bothersome noises to a minimum, and to exercise care with respect to spills.

SMOKING IS NOT PERMITTED IN THE SGOICOE CAMPUS. As noted above, students may not leave the building while taking an examination.

19. **TALKING:** Talking in the examination room is not permitted. Students taking the exam who leave the examination room during the exam may not speak to anyone except an Jr.Supervisor, the Registrar, Technology support personnel, or the Academic Dean. Upon completion of an examination students must quietly leave the examination room to allow those not finished to do so in silence. Students **must not** congregate (group) outside the examination room.

20. **SEATING:** Whenever practicable, students should sit in every other seat, unless conditions dictate otherwise or at the direction of the Jr.Supervisor or examination administrator



**Principal / Director**  
Samarth Rural Educational Institute, Rajuri's  
Samarth Group of Institutions  
College of Engineering  
At-Belhe, Bangarwadi, Tal. Junnar, (Pune)

## Professional Ethics and Code of Conduct

Professional Ethics and Code of Conduct Exceptionally high standards of honor and integrity are fundamental and essential to the study and practice of engineering. Academic preparation for the profession must be conducted in an atmosphere which fosters these values.

In addition to compliance with the Student Code of Conduct and Policy that applies to all students at SGOICOE, engineering students are expected to conduct themselves professionally. Violation of the National Society of Professional Engineers (NSPE) Code of Ethics found at <https://www.nspe.org/resources/ethics/code-ethics> or the Association for Computing Machinery (ACM) Code of Ethics and Professional Conduct at <http://www.acm.org/constitution/code.html> may lead to dismissal from the College's academic programs. Copies of these codes are also available in the Office of the Dean.


Violations of any of these codes will be handled as detailed in the publications listed above, and will be documented in the student's advisement file.

Faculty members may ask students to affirm in writing that they have neither given nor received unauthorized aid on an examination or assignment.

### Code of Ethics Links

1. National Society of Professional Engineers (NSPE) Code of Ethics:  
<https://www.nspe.org/sites/default/files/resources/pdfs/Ethics/CodeofEthics/Code-2007-July.pdf>
2. The NSPE Ethics Reference Guide:  
<https://www.nspe.org/sites/default/files/resources/pdfs/Ethics/EthicsReferenceGuide.pdf>

Dean Academics

  
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### HUMAN VALUES AND PROFESSIONAL ETHICS:

In order to make the students aware of human values various programs were arranged and motivated the students to participate the students. **Anti-ragging acts** and punishments are displayed in the campus as well as college. Students are motivated to participate in the **blood donation** camp inside and outside the college. The **NSS cell** of the college conducts various social services programmes in and around the Junnar Taluka and nearby villages

To improve the professional ethics of students we have conducted the classes for moral and ethical values, employable and life skills, better carrier options, community orientation etc. and essential to the study and practice of engineering. In addition to compliance with the Student Code of Conduct and Policy that applies to all students at SGOICOE, engineering students are expected to conduct themselves professionally. Better carrier options and also community orientation such as **Swatch Bharat Abhiyan, Tree Plantation, and Orphanage Home** visits are also organized to enhance their Social responsibility. The College celebrates the 15<sup>th</sup> august and 26<sup>th</sup> January by distributing sweet and organizing various programs like skirts, plays, dance on the theme “National integrity” to express feeling of affection towards the country.

