



**PUNE VIDYARTHI GRIHA'S**  
**COLLEGE OF ENGINEERING, TECHNOLOGY**  
**& MANAGEMENT, PUNE**

(An Autonomous Institute Affiliated to Savitribai Phule Pune University)



**Excellence in  
Rules & Regulations  
for  
Examination and Evaluation Guidelines 2025  
(B. Tech, M. Tech. and M.B.A Programs)**

**(With effect from Academic Year 2025-26)**



## Preamble

In pursuit of academic excellence and integrity, this set of *Examination System Guidelines* is established to uphold the credibility, transparency, and fairness of the assessment process at our autonomous institute. These guidelines are designed to provide a structured framework for conducting examinations across all Engineering and MBA programs, ensuring that evaluation standards align with institutional goals, national educational policies, and global best practices.

As an autonomous institution, we recognize the responsibility of maintaining rigorous academic standards while fostering innovation, accountability, and continuous improvement in our examination processes. These guidelines aim to support students, faculty, and administrative staff by clearly outlining procedures, roles, responsibilities, and ethical expectations associated with internal and external assessments.

By adhering to these guidelines, the institute reaffirms its commitment to nurturing competent, ethical, and industry-ready professionals through a fair and robust evaluation system that reflects true learning outcomes.



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## **Abbreviation**

UG	Under Graduate
PG	Post Graduate
CCE	Comprehensive Continuous Evaluation
ESE	End Semester Evaluation
OR	Oral
PR	Practical
TW	Term Work
BOS	Board of Studies
FA	Formative Assessment
SA	Summative Assessment
SGPA	Semester Grade Point Average
CGPA	Cumulative Grade Point Average
CO	Course Outcomes
COE	Controller of Examination
VSEC	Vocational Skill Enhancement Courses
IKS	Indian Knowledge System
AEC	Ability Enhancement Course
CCC	Co-Curricular Courses
CAP	Central Assessment Program
ATKT	Allow to Keep Term
GRC	Grievance Redressal Committee

## **Introduction**

The Examination Scheme is based on semester pattern for both UG and PG, Engineering and MBA programs. Course contents and credits for each course are recommended by the Board of Studies (BOS) and approved by the Academic Council.

For both, UG and PG programs, the evaluation of candidate for academic performance in a course is based on the performance of candidate in all heads of passing which includes Comprehensive Continuous Evaluation (CCE)/Formative Assessment (FA), End Semester Evaluation (ESE)/Summative Assessment (SA), and/or Oral/Practical/TW etc.

Following are the **objectives** of the examination and evaluation system

1. To maintain academic integrity and fairness by introducing transparent and consistent system
2. To get insights regarding student performance which helps to identify learning needs and take suitable actions for possible improvement
3. To Evaluate student's performance through continuous evaluation process throughout the semester.
4. To design curriculum-appropriate assessment tools to meet institute-specific learning goals.
5. To Encourage Innovation and Critical Thinking ability of students.
6. To provide constructive feedback to students by providing areas of improvement in his academic performance.
7. To provide transparent evaluation process.
8. To align with guidelines issued by AICTE, UGC, NAAC, NBA and other accreditation bodies in align with NEP 2020.
9. To provide support to the students through Grievance Redressal System.
10. To ensure timely declaration of results for progression to higher semesters or graduation.

# **1. Guidelines for Theory and Oral/ Practical Examination Scheme Engineering (UG & PG)**

## **1.1 Theory Evaluation:**

The theory Evaluation shall be conducted in two different parts Comprehensive Continuous Evaluation (CCE) and End-Semester Evaluation (ESE).

## **1.2 Comprehensive Continuous Evaluation (CCE) :**

Comprehensive Continuous Evaluation (CCE) will be of 50 marks based on all the Units of course syllabus to be scheduled and conducted centrally. To design a Comprehensive Continuous Evaluation (CCE) scheme for a theory subject of 50 marks with the specified parameters, the allocation of marks and the structure can be detailed as follows:

Table 1: Allocation of marks and the structure of CCE

Sr.	Parameters	Marks	Coverage of Units
1.	Mid Semester Exam	30 Marks	Units 1 & Unit 2 (15Marks/Unit)
2.	Continuous Assessment with tools listed below	20 Marks	Units 1 to Unit 5 (4 Marks/Unit)

## **1.3 Format and Implementation of Comprehensive Continuous Evaluation (CCE):**

### **Mid Semester Exam:**

Mid-semester exam of 30 marks based on first two units and the weightage for both units will be same i.e. 15 Marks each mapped to COs of unit 1 and 2 respectively.

### **Format:**

Questions designed as per Bloom's Taxonomy guidelines to assess various cognitive levels (Remember, Understand, Apply, Analyze, Evaluate, Create).

### **Implementation:**

Mid semester Exam will be conducted centrally after completion of one month from starting of semester. Ensure the question paper is balanced and covers key concepts and applications.

### **Continuous Assessment:**

Continuous assessment will be based on all units and contains various analytical tools. Course instructor must use minimum two tools from the list. The selection of applicable and appropriate tools depends on the nature of the course and will be decided by the course in charge by taking approval from respective Chairman of Board of Studies. The marks assigned for mid semester exam will be 30 and continuous assessment are 20. Total marks for internal evaluation including mid semester exam and continuous assessment will be 50.

List of Analytical Tools for continuous assessment

1. Presentations
2. Group assignments
3. MCQ test
4. Poster presentation
5. Model making
6. Quiz
7. Field Survey
8. Flipped classroom
9. Paper presentation in conference or journal
10. Filing of patent
11. Any other active learning methodology subjected to mapping of COs.

### **Evaluation and Feedback:**

**Mid semester Exam:** Evaluate promptly and provide constructive feedback on strengths and areas for improvement by showing answer papers to the students in specific time schedule provided by COE office.

**Continuous assessment:** Assess the quality of submissions based on the provided rubric. Offer feedback to help students understand their performance. Periodic monitoring of CCE will be done by respecting board of studies members, whenever required. Staff members should keep all the records, of Mid semester exam and continuous assessment tools used, duly signed by head of the department.

### **1.4 Format and Implementation of End Semester Evaluation (ESE)**

#### **End Semester Evaluation (ESE) :**

End Semester Evaluation (ESE) is based on Unit 3, Unit 4 and Unit 5 mapped to COs. It will be conducted at the end of semester. The weightage of marks is 50 and is uniformly distributed amongst all three units.

#### **Question Paper Design :**

Below structure is to be followed to design an End-Semester Evaluation (ESE) for a theory subject of 50 marks on last 3 units of the syllabus with questions set as per Bloom's Taxonomy guidelines, mapping to COs and equal marks allocated per unit. For papers such as Engineering Graphics and others, which are lengthy, chairman should specifically mention time for answer paper while submitting question paper (2 Hrs or 2 & ½ Hrs) with pre sanctioned from respective BOS chairman. If no such specific time is shown on question paper, by default it will be considered as two hours.

#### **Balanced Coverage:**

Ensure balanced coverage of all units with questions that assess different cognitive levels of Bloom's Taxonomy: Remember, Understand, Apply, Analyze, Evaluate, and Create.

## **Detailed Scheme:**

**Unit-Wise Allocation (16/17 Marks per Unit):** Each unit will have a combination of questions designed to assess different cognitive levels. By following this scheme, you can ensure a comprehensive and fair assessment of students' understanding and application of the course material, adhering to Bloom's Taxonomy guidelines for cognitive skills evaluation.

## **Assessment & Moderation:**

There will be the digital/offline assessment of end semester papers. All answer sheets will be scanned. Papers will be digitally masked and will be made available to the examiners for assessment. Internal examiners recommended by respective BOS chairman and appointed by COE can assess the papers with on screen evaluation system. Examiners should evaluate promptly and provide constructive feedback on strengths and areas for improvement by showing answer papers to the students in specific time schedule provided by COE office. Assessment for Engineering Graphics and answer papers which are solved on drawing papers will be done in offline mode in CAP arranged by COE office.

## **Moderators:**

Recommended by respective BOS chairman and appointed by COE can assess the papers in following range of obtained marks of the student:

12 to 19 Marks – 100%,  
21 to 45 – 5% and  
more than 45 marks – 100%

Moderator can be internal experienced faculty or external faculty from other college or from industry. Grade moderation committee will finalize the decision related to moderation of answer papers based on assessment of examiner.

## **1.5 Guidelines for Term Work Evaluation**

Term Work assessment shall be conducted for the theory courses, lab practical, VSEC, IKS, AEC, CCC, exit courses and shall be in the form of the assignments submitted in journal form. Term work is continuous assessment based on work done, submission of work in the form of report/journal, timely completion, attendance, and understanding.

It should be assessed by subject teacher. The final grade for a Term Work shall be assigned based on the performance of the student and predefined rubrics and is to be submitted to the COE office at the end of the semester.

Students will submit a journal documenting their practical assignments, providing a comprehensive record of their practical work and learning experiences throughout the course. The journal will include detailed descriptions of the practical assignments, observations, results, reflections, and any additional relevant materials.

Each practical assignment should be clearly labelled and dated. Assignment should include prompt, objectives, materials used, procedures, observations, and results. Ensure that assignments cover a variety of practical skills and techniques as outlined in the syllabus.

To pass the Term Work/Practical/Oral, the student has to earn Minimum of 40 percent marks in each respective Evaluation head.

A student who fails in the Term Work on account of unsatisfactory performance shall be given F grade and on the account of inadequate attendance shall be given FX grade.

Failing in a particular course Term Work shall not be the criteria for detention in the semester.

Evaluation can be done based on completeness, quality of work, organization, presentation, creativity and engagement of work.

### **Submission Guidelines:**

Journals should be submitted in a file and/or digital format as specified by the instructor. Ensure that all components are included and properly organized before submission. Late submissions may be subject to penalties as per the course policy.

### **1.6 Guidelines for conducting Tutorial Session**

Following guidelines are to be used for conduction of tutorial session for a theory subject: Tutorial must be conducted in batches. Ensure a thorough understanding of the theory subject and select key topics or concepts to cover during the session. Tutorials should be design to match with course COs. Necessary materials such as lecture notes, slides, handouts, and any supplementary resources or examples should be discussed with students before conduction of tutorial.

Encourage all students to actively engage in discussions and activities throughout the session. Utilize multimedia presentations or online tools to enhance learning experiences and engagement. Incorporate group discussions or collaborative activities to promote peer learning and interaction.

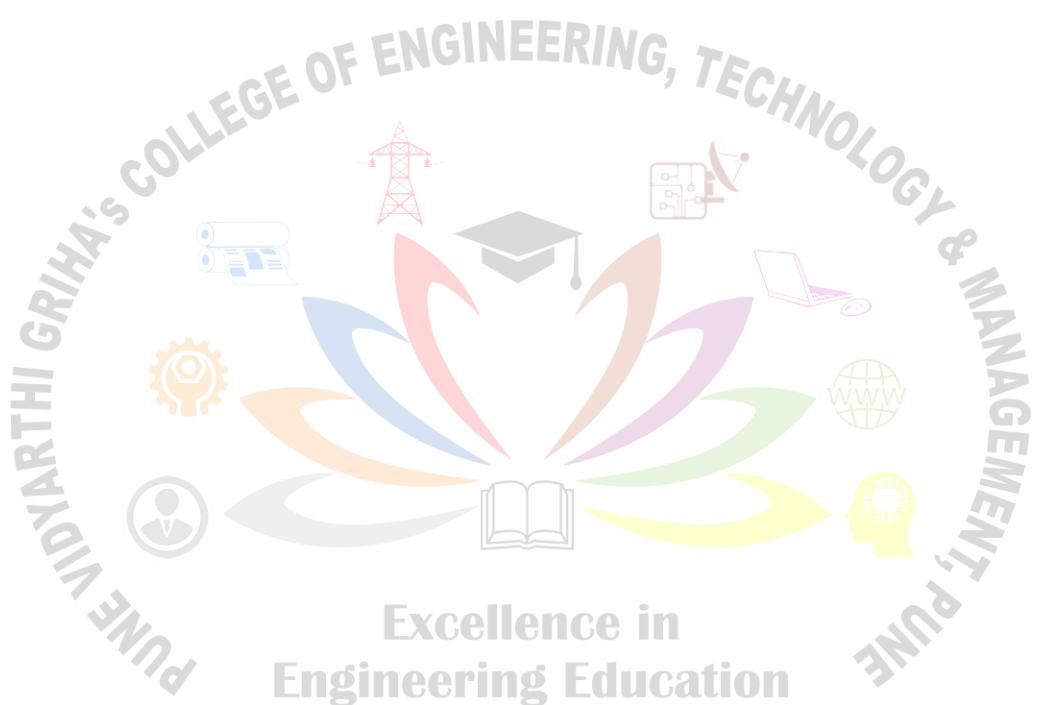
### **Evaluation criteria:**

Assess student understanding through informal assessments, discussions, and problem-solving activities. Ensure a comfortable and conducive learning environment with adequate seating, lighting, and equipment for presentations. Assign the marks for each tutorial by following predefined rubrics and subjected to mapping of COs.

### **1.7 Rules for Practical/Oral/Exit course Presentation:**

1. Practical and Oral Evaluation is to be conducted and assessed jointly by internal and external examiners (from academia or industry). The performance in the Practical and Oral Evaluation shall be assessed by at least one pair of examiners recommended as examiners by the respective Chairman of Board of Studies (BOS) and appointed by COE.
2. The examiners will prepare and submit the mark / grade sheet to COE office
3. To pass the Term Work/Practical/Oral, the student has to earn Minimum of 40 percent marks in each Evaluation head.
4. To earn credits of a course (Theory/Term Work/Practical/Oral) student must pass the

- course with minimum passing marks/grade
5. The failing student in PR/OR exams can appear for backlog exams in subsequent semester.
  6. Student cannot apply for the Revaluation of Oral/Practical/Term work/CCE Examinations.



## **2. Guidelines for Theory Examination Scheme (MBA)**

### **2.1 Theory Examination:**

The theory Examination shall be conducted in two different parts Formative Assessment (FA) and Summative Assessment (SA)

### **2.2 Formative Assessment (FA):**

Formative Assessment (FA) will be of 50 marks based on all the Units of course syllabus to be scheduled and conducted at institute level. To design a formative assessment scheme for a theory subject of 50 marks with the specified parameters, the allocation of marks and the structure can be detailed as follows:

Table 2: Allocation of marks and the structure of FA

Sr.	Parameters	Marks
1.	Continuous Assessment with tools listed below	50 Marks

### **2.3 Format and Implementation of Formative Assessment (FA):**

Continuous assessment will be based on all units and contains various analytical tools. Course instructor must use minimum two tools from the list. The selection of applicable and appropriate tools depends on the nature of the course and will be decided by the course in charge by taking approval from respective Chairman of Board of Studies. Total marks for internal evaluation will be 50.

#### List of Tools for continuous assessment

1. Class Test
2. Open Book Test
3. Written Home Assignment
4. In-depth Viva-Voce
5. Case Study
6. Caselet
7. Situation Analysis
8. Presentations
9. Field Visit / Study tour and report of the same
10. Small Group Project & Internal Viva-Voce
11. Model Development
12. Role Play
13. Scrap Book
14. Creating a Quiz
15. Creating and Presenting Posters
16. Book Review
17. Online Exam
18. Library Magazines Based Assessment
19. Peer Assessment
20. Webinar based assessment
21. Research Paper Presentation/Publication
22. Simulation Techniques
23. Any other active learning methodology subjected to mapping of COs.

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## **Evaluation and Feedback:**

**Continuous assessment:** Assess the quality of submissions based on the provided rubric. Offer feedback to help students understand their performance. Periodic monitoring of FA will be done by respecting board of studies members, whenever required. Staff members should keep all the records, of continuous assessment tools used, duly signed by head of the dept.

## **2.4 Format and Implementation of Summative Assessment (SA)**

### **Summative Assessment (SA):**

Summative Assessment (SA) is based on all Units mapping Course Outcomes. It will be conducted at the end of semester. The weightage of marks is 50.

### **Question Paper Design:**

Summative assessment (SA) for a theory subject are of 50 marks on all units of the syllabus with questions set as per Bloom's Taxonomy guidelines, mapping to COs and equal marks allocated per unit. For papers, which are lengthy, chairman should specifically mention time for answer paper (2 Hrs or 2 & ½ Hrs) with pre sanctioned from respective BOS chairman. If no such specific time is shown on question paper, by default it will be considered as two hours.

### **Balanced Coverage:**

Ensure balanced coverage of all units with questions that assess different cognitive levels of Bloom's Taxonomy: Remember, Understand, Apply, Analyze, Evaluate, and Create.

### **Detailed Scheme:**

Unit-Wise Allocation. Each unit will have a combination of questions designed to assess different cognitive levels. By following this scheme, you can ensure a comprehensive and fair assessment of students' understanding and application of the course material, adhering to Bloom's Taxonomy guidelines for cognitive skills evaluation.

### **Assessment & Moderation:**

There will be the digital assessment of end semester / Summative Assessment papers. All answer sheets will be scanned. Papers will be digitally masked and will be made available to the examiners for assessment. Internal examiners recommended by respective BOS chairman and appointed by COE can assess the papers with on screen evaluation system. Examiners should evaluate promptly and provide constructive feedback on strengths and areas for improvement by showing answer papers to the students in specific time schedule provided by COE office.

**Moderators** recommended by respective BOS chairman and appointed by COE can assess the papers in following range of obtained marks of the student:

12 to 19 Marks – 100%,

21 to 45 – 5% and

more than 45 marks – 100%

Moderator can be internal experienced faculty or external faculty from other college or from industry.

## **2.5 Guidelines for conducting Tutorial Session**

Following guidelines are to be used for conduction of tutorial session for a theory subject. Ensure a thorough understanding of the theory subject and select key topics or concepts to cover during the session. Tutorials should be design to match with course COs. Necessary materials such as lecture notes, slides, handouts, and any supplementary resources or examples should be discussed with students before conduction of tutorial.

Encourage all students to actively engage in discussions and activities throughout the session. Utilize multimedia presentations or online tools to enhance learning experiences and engagement. Incorporate group discussions or collaborative activities to promote peer learning and interaction.

### **Evaluation criteria:**

Assess student understanding through informal assessments, discussions, and problem-solving activities. Ensure a comfortable and conducive learning environment with adequate seating, lighting, and equipment for presentations. Assign the marks for each tutorial by following predefined rubrics and subjected to mapping of COs.

## **2.6 Rules for Practical/Oral/Exit course Presentation:**

1. Practical and Oral Evaluation is to be conducted and assessed jointly by internal and external examiners (from academia or industry). The performance in the Practical and Oral Evaluation shall be assessed by at least one pair of examiners proposed as examiners by the respective Board of Studies (BOS) and approved by Controller of Examination.
2. The examiners will prepare the mark / grade sheet in the format as specified by the Controller of Examination (COE) office
3. To pass the Term Work/Practical/Oral, the student has to earn Minimum of 40 percent marks in each Evaluation head.
4. To earn credits of a course (Term Work/Practical/Oral) student must pass the course with minimum passing marks/grade
5. The failing student in PR/OR exams can appear for backlog exams in subsequent semester.
6. Student can not apply for the Revaluation of Oral/Practical/Term work/CCE Examinations

### **3. Guidelines for Special exam and Summer in term Exam**

#### **3.1 Rules and Regulation for conduction of special examination**

This exam will be scheduled for Students who will participate or have participated in inter-university, national, or international level cultural and sports competitions, as well as other events during the exam period.

1. Student athletes who have been selected for national level Asian or Olympic competitions.
2. Students participating/having participated in competitions at the state level, national and international levels as well as in National Cadet Corps, National Service Scheme, Debate Competition and competitions approved by the Academic Council from time to time.
3. Students participating in/having participated in the National Physical Performance and University Education Programme.
4. Students participating in/have participated in cultural and sports competitions organized by various recognized institutions from time to time and approved by the College Academic Council.
5. If two subjects are being examined at the same time on the same day due to equivalent subjects and other reasons.

If Central Entrance Examination (CET), National Eligibility Test (NET), State Eligibility Test (SET), C.A., CMA, UPSC, MPSC, NPTEL, GATE, CAT etc. and similar exams.

Students who satisfy any of the above criteria should submit separate application to COE office along with necessary proof. Final decision for allowing student to appear for special exam will be of COE office. No permission is granted for medical or any other specified purposes, under any circumstances.

#### **3.2 Rules for appearing for Summer Term exam**

Students who fail in either of the semesters in End semester Evaluation (ESE)/Summative Assessment (SA) have to appear for their backlog papers in summer term exam which will be carried out after 15 days after completion of regular even semester End semester exams. Students are required to pay Rs. 250/- per course and re-register for their backlog courses separately before appearing for the summer term exam.

## 4. Guidelines for Evaluation

### 4.1 Assessment and Grade Point Average (Common to UG, PG Engineering and MBA)

1. **Marks/Grade/Grade Point:** A grade is assigned to each head based on marks obtained by a student in Evaluation of the course. The marks obtained in mid- semester and end semester Evaluation are considered together to calculate the grade of the course. Decision for award of grades for each course will be decided by grade moderation committee. These grades and their equivalent grade points are given in Table 3.

Table 3: Grade and Grade Point

Sr. No.	% of Max. Marks	Grade Point	Grade Letter
1	$90 \leq \text{Marks} \leq 100$	10	O (Outstanding)
2	$75 \leq \text{Marks} \leq 89$	9	A+ (Excellent)
3	$60 \leq \text{Marks} \leq 74$	8	A (Very Good)
4	$55 \leq \text{Marks} \leq 59$	7	B+ (Good)
5	$50 \leq \text{Marks} \leq 54$	6	B (Above Average)
6	$45 \leq \text{Marks} \leq 49$	5	C (Average)
7	$40 \leq \text{Marks} \leq 44$	4	D (Pass)
8	$\text{Marks} < 40$	0	F (Fail)
9	Nil	0	AB (Absent)
10	--	0	FX (Detained, Repeat the Course)
11	--	0	IC (Incomplete Course- Ab for Exam but continue for the course)

#### **4.2 Passing Grade: (Common to UG and PG Engineering and MBA)**

- The grades O, A+, A, B+, B, C, D are passing grades
- A candidate acquiring any one of these grades in a course shall be declared as PASS. Student shall earn the credits for a course only if the student gets passing grade in that course
- F Grade -The Grade F shall be treated as a failure grade
- The student with F grade in OR/PR/TW, will have to pass the concerned course by re-appearing in backlog exam.
- The student with F grade in theory exam, will have to pass the concerned course by re-appearing for in summer term exam.
- The student with F grade for any stage of the Project Work, will have to carry out additional work/ improvement as suggested by the examiners and re- appear in backlog exam.
- FX Grade-The grade FX in a course is awarded by the Institute, if a student does not maintain the minimum attendance in the Lecture / Tutorial /Practical class as prescribed by the Institute and/or his performance during the semester is not satisfactory.
- The student with FX grade in a given course is not permitted to take the end semester Evaluation and practical Evaluation in that course. Such a student will have to re-register for the course
- The student with F / FX in a course shall not be awarded any credits for that course.
- If student is absent for any of exam, he will be awarded as AB grade, He/she can appear for OR/PR/TW/FA exam as backlog and ESE/SA theory paper in summer term by doing reregistration for the course.

#### **4.3 Performance Indices (Common to UG and PG Engineering and MBA)**

The semester end grade sheet will contain grades for the courses along with titles and SGPA. Final grade sheet and transcript shall contain CGPA and percentage of marks.

**SGPA** -The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses, seminars and projects registered by the student during the semester. SGPA is printed on students marksheets of every semester only if he/she clears all heads of passing of exam.

**CGPA**- The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral) of first semester to eighth semester for the students admitted in the First year and third to eighth semester for the students directly admitted at Second year. CGPA is calculated in the same manner as the SGPA and both are awarded in each

semester. Diploma final year result grade points will be considered for calculating CGPA of directly second year admitted students.

SGPA and CGPA is calculated up to two decimal places by rounding off.

$$CGPA = \frac{\sum_{i=1}^p CiGi}{\sum_{i=1}^p Ci}$$

$$SGPA = \frac{\sum GradePointsEarned \times CreditsForEachCourse}{TotalCredits}$$

In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.

**The calculation of Percentage from CGPA is done based on following formula:**

**% of Marks**

$$\left\{ \begin{array}{l} \text{If O grade then } 20 \times \text{CGPA} - 100 \\ \text{If A+ grade then } 10 \times \text{CGPA} - 5 \\ \text{If A grade then } 10 \times \text{CGPA} - 5 \\ \text{If B+ grade then } 12 \times \text{CGPA} - 20 \\ \text{If B grade then } 5 \times \text{CGPA} + 23.75 \\ \text{If C grade then } 10 \times \text{CGPA} - 2.50 \\ \text{If D grade then } 6.6 \times \text{CGPA} + 13.6 \end{array} \right.$$

The class shall be awarded on the basis of CGPA as follows:

Table 8: CGPA and Class awarded

CGPA	Class Awarded
CGPA of 7.75 & above	First Class with Distinction
CGPA of 6.75 & above and less than 7.75	First Class
CGPA of 6.25 & above and less than 6.75	Higher Second Class
CGPA of 5.5 & above but less than 6.25	Second Class
CGPA of 4.0 & above but less than 5.5	Pass Class

## **5. Rules for Passing (Common to UG, PG Engineering and MBA)**

### **5.1 Passing in CCE/FA and ESE/SA:**

**R1 (Term Work/Practical/Oral Seminar/Presentation):** To pass any practical-related component (like term work, practical, oral, Seminar examinations, or presentations), the student must score at least 40% in each individual component.

**R2 (Theory – CCE/FA):** For theory subjects, the student Should appear for mid semester exam. Combined marks obtained by student in mid semester exam and continuous internal assessment will be considered as final marks as applicable to course.

**R3 (Theory – ESE/SA):** The student must score at least 40% (20 Marks) in the End- Semester Evaluation (ESE)/SA for theory subjects.

**R4 (Theory - Overall):** A student must score at least 40% (40 Marks) in the combined total of both the CCE/FA and ESE/SA to pass the theory subject.

**R5 (Repeating ESE/SA):** A failing student can repeat the End-Semester Evaluation (ESE)/Summative Assessment (SA) in summer term exam which will be carried out after completion of regular even semester exams.

**R6 (Carry Forward Marks of CCE/FA):** The marks obtained by failed student in CCE/FA in particular course will be carried forwarded to the next semester.

**R7 (Course Credits):** In order to earn credits for any course (whether it's a theory, term work, practical, or other components), the student must pass the course with the minimum required marks or grade.

**R8 (Revaluation):** Students are allowed to apply for revaluation of their End-Semester Theory papers only.

### **5.2 Rules for applying revaluation of answer Books**

Student can apply for revaluation of answer paper only for ESE/SA exam papers. student can apply for revaluation of answer paper within 05 days after declaration of result. Revaluation fee of Rs. 500/- should be paid separately to Examination cell at the time of application for revaluation.

### **5.3 Rules of ATKT (Allowed to Keep Term) (Common to UG, PG Engineering and MBA)**

1. Student can register for the third semester (S.Y.), if he/she earns minimum 32 credits of the total of first and second semesters (F.Y.)
2. A student can register for the fifth semester (T.Y.), if he/she earns minimum 32 credits of the total of third and fourth semesters (S.Y.) and all the credits of first and second semester (F.Y.)
3. A student can register for the seventh semester (B.Tech.), if he/she earns minimum 32 credits of the total of fifth and sixth semesters (T.Y.) and all the credits of third and fourth semester (S.Y.)

4. Student can register for the third semester (S.Y.), if he/she earns minimum 32 credits of the total of first and second semesters (F.Y.)
5. Completion of the UG course is expected in six years after admission
6. Completion of the PG course is expected in four years after admission
7. A student will be awarded the UG degree if he/she earns minimum stipulated credits.
8. A student will be awarded the PG. degree if he/she earns minimum stipulated credits.

#### **5.4 Grace marks (Common to UG and PG Engineering and MBA)**

##### **5.4.1 Grace Marks for Passing in each of exam head of passing (ESE/SA/Practical /Oral).**

The examinee shall be given the benefit of grace marks only for passing in each head of passing, (CCE/FA/ESE/SA/Practical/Oral) as follows:

Sr. No	Head of Passing	Grace Marks UP TO
1	Up to 25 Marks	01
2	Up to 50 Marks	02
3	Up to 100 Marks	03

Provided that benefit of such gracing marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination. Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All-India level such as AICTE and UGC etc.

##### **5.4.2 Condonation**

If a candidate fails in only one head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned, limited and restricted up to maximum of 10 marks only.

##### **5.4.3 Grace Marks for getting Higher Class.**

A candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class, Higher Second Class, First Class or First class with Distinction by marks not more 1% of the aggregate marks of that examination shall be given the required marks to get the next higher class or grade as the case may be.

Provided that benefits of above-mentioned grace marks shall not be given. if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.

## **5.5 Guidelines for appearing for Theory exam For Handicapped, Blind and Learning-Disabled Students (Common to UG and PG Engineering and MBA)**

1. The Senior Supervisors of the concerned examination is authorized to make the appointment of a writer at an examination for Handicapped, Blind and Learning-Disabled Students.
2. The writer to be appointed must not have passed the examination at which he is appointed to work for the examination.
3. The concerned writer should not be first relative with Examinee, i.e. Mother-Father, Sister-Brother, Paternal and Maternal Uncle.
4. Such candidate will be given 20 min/Hr extra time for all examinations.
5. However, students will have to submit the medical certificate of endorsing Civil Surgeon. An application of the student must be received and approved through the Senior Supervisor to COE office for appointing the writer.



## **6. Guidelines for appearing for Examination**

1. Every student before appearing for each exam has to do subject registration/fill the exam form through institute ERP system as per notice regarding the registration process. Students also required to pay the necessary examination fee at the time of subject registration / filling the exam form. If student fails to do timely registration, late fee charges will be taken as Rs. 150/- extra in addition to examination fee per registration.
2. Hall Ticket and I-card is compulsory during all exams.
3. Student should carefully check and write their exam seat no. on answer paper as per hall ticket.
4. Students must bring their journal/report at the time of oral/practical exam.
5. Seating arrangement on every day for theory exam will be sent to students on their college email ID, 30 min before the start of exam.
6. Every day, for theory exam, there will be different seating arrangements for students.
7. Students must report 30 minutes before scheduled exam timing.
8. Wearing of Scarf, cap, jacket, shoes etc during exam period is strictly not allowed.
9. Carrying of smart watch, electronic programmable gadget, mobile phones etc are strictly not allowed inside the examination hall.
10. Malpractices for doing copy during exam are strictly not allowed.
11. Students cannot leave the exam hall for first 30 minute and last 15 minute.
12. Exchange of material is not allowed. Students must carry their own writing and drawing material.
13. No supplement's will be given for any of the paper. Students have to manage complete paper writing in the main answer book only.
14. Once exam is started, no one will be allowed to go out of exam hall for any reason, even bio-break (break for bathroom/toilet etc).
15. Late reporting 30 minutes after exam schedule timing will not be allowed to appear for the exam.
16. If student fall ill during exam, and is unable to complete examination, the concern student should alert the invigilator and senior supervisor so as to make suitable arrangements for medical help.
17. Students are not allowed to take question paper outside the exam hall till first 30 min after starting of exam.

## **7. Grievances & Malpractices in Examination**

### **7.1 Redressal Rules (Common to UG and PG Engineering and MBA)**

#### **1. Objective**

To establish a fair, impartial, and transparent mechanism for resolving grievances raised by students, faculty, and staff pertaining to academic, administrative, or personal issues within the institution.

#### **2. Scope**

These rules apply to grievances related to:

- Academic matters (evaluation, attendance, examination, results, etc.)
- Misconduct or disciplinary actions

#### **3. Constitution of Grievance Redressal Committee (GRC)**

**Grievance Redressal Committee (GRC)** comprising of three members, Controller of Examination, Dean academics and senior faculty member nominated by the principal.

#### **4. Procedure for Filing a Grievance**

- The aggrieved party must submit a signed written complaint via:
- A physical grievance box located in key areas of the campus
- A dedicated institutional email or online grievance portal
- Anonymous complaints will not be entertained unless containing verifiable evidence.
- Grievances must be filed within 10 days of the incident/decision.

#### **5. Preliminary Review**

- The GRC shall acknowledge receipt of the grievance within 3 working days.
- A preliminary review will determine if the complaint falls under the purview of the committee. If not, it will be redirected to the appropriate authority.

#### **6. Resolution Process**

- The GRC shall meet at least once every month or as required in urgent cases.
- A fair hearing shall be given to all involved parties.
- Resolutions shall be made within 15 working days of receiving the grievance.
- In case of complex issues, a justified extension (up to 30 working days) may be permitted with prior notification.

## **7. Appeals**

- If student is unsatisfied with the decision, the complainant may appeal to the Principal or an appellate committee within 10 working days.
- The decision of the appellate authority shall be final and binding.

## **8. Confidentiality**

- All proceedings of the GRC will be kept confidential.
- Retaliation against any complainant is strictly prohibited and will result in disciplinary action.

## **9. Reporting**

- An annual report of grievance redressal activity shall be submitted to the Principal and included in the institute's Quality Assurance records.

## **10. Review and Amendment**

- These rules shall be reviewed annually by the GRC and modified as required in line with regulatory changes and institutional needs.

### **7.2 Rules for Malpractice and Copy Cases in Examinations (Common to UG and PG Engineering and MBA)**

Malpractice refers to any unfair means or dishonest act used by a student or any other stakeholder with the intent to gain an undue academic advantage during examinations. This includes but is not limited to:

- Possession or use of unauthorized material (e.g., written notes, electronic devices)
- Copying from another student or allowing others to copy
- Impersonation or arranging someone else to write the exam
- Tampering with answer books, mark sheets, or official records
- Misbehaving with invigilators or examination staff
- Use of artificial intelligence tools or pre-programmed devices in online exams

### **Responsibilities of Examination Staff**

- Invigilators must remain vigilant and report any suspicious behavior immediately.
- All cases must be documented using a standard **Malpractice Report Form**.
- The student must be asked to sign the report; refusal must be recorded.

## **Classification of Malpractice Cases**

Malpractice cases are categorized into the following levels:

### **Level I (Minor Offense)**

- Possession of written material without evidence of use
- Talking or exchanging materials during the exam

#### **Punishment:**

- Warning and cancellation of exam in that subject
- Permitted to write future exams

### **Level II (Moderate Offense)**

- Copying from another student or using unauthorized notes/devices
- Writing on body/clothing or other hidden places

#### **Punishment:**

- Cancellation of exam in that subject
- Debarred from writing remaining exams of the current semester
- Subject to appear in next regular attempt
- Fine of Rs. 1000/- will be imposed.

### **Level III (Major Offense)**

- Impersonation
- Forging documents or tampering with answer sheets
- Repeated malpractice

#### **Punishment:**

- Cancellation of all examinations for the current semester
- Debarred from writing exams for the next semester
- Possible expulsion depending on severity
- Fine of Rs. 1000/- will be imposed.

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## **Procedure for Handling Malpractice**

1. **Seizure of material** and preparation of Malpractice Report.
2. **Submission of the report** along with the answer script and materials to the COE office.
3. **Enquiry Committee Hearing:**
  - The student will be given an opportunity to present their side.
  - Hearings shall be conducted within 7 working days.
4. **Decision and Penalty:**
  - The Committee shall recommend penalties based on evidence and past records.
  - Final approval rests with the Principal or Controller of Examination.

## **Appeal Process**

- The student may appeal the decision in writing to the Academic Appeals Committee within 5 working days.
- The appeal shall be reviewed, and a final decision made within 08 working days.

## **Record Keeping**

- All malpractice cases shall be recorded and maintained in the examination cell.
- Repeat offenses will be treated with heightened severity.

## **Confidentiality and Fairness**

- All cases shall be treated confidentially.
- Students have the right to a fair hearing.
- No penalty shall be imposed without due process.

## **Policy Review**

- These rules shall be reviewed periodically by the Examination Committee align with changes in regulations and best practices.

## **8. Summary**

- The academic, Examination and Evaluation guidelines and regulations regarding conduction of examination of UG and PG students are published in this document. The Academic Council reserves the right to modify these policies/regulations as and when required to achieve academic excellence.
- Rules for grace marks, consideration of extracurricular activities, condonation, amendment of results, unfair means resorted to by the students and punishments, policies for physically challenged and disabled students will be govern by the ordinance approved in Academic Council. These policies will be in concurrent with the rules and guidelines of professional statutory bodies such as AICTE, UGC and affiliating university SPPU.
- Any questions as to the interpretation of these guidelines shall be decided by the institute head, whose decision shall be final and binding in any matter. The institute head shall also have power to issue clarifications to remove any doubt, difficulty or anomaly, which may rise regarding the implementation of these guidelines.
- The Decision of the Director (Chairman, Academic Council) shall be final and binding on all the concerned for the cases not covered through this document and in case of dispute, difference in opinion in interpretation of this regulation and emergent cases.

**These Examination and Evaluation guidelines are applicable for all years and all branches of UG and PG under autonomy and commencing from AY 2025-26.**

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