

EXAMINATION CELL
Rules and Regulations
for
UG and PG Programs
(Autonomous)

For the Award of
B.TECH., B.TECH.(Hons.), M.TECH., MCA and MBA Degrees

[Applicable with effect from Academic Year 2022-23]



**K. K. Wagh Institute of Engineering Education and Research,
Nashik**

**Affiliated
To**

Savitribai Phule Pune University

Ganeshkhind, Pune - 411 007.

Maharashtra State, India.



[For Students Circulation A.Y. 2022-23]

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1 Definitions

1. “Academic Council” means Academic Council of the Institute; year;
2. “AICTE” means All India Council for Technical Education;
3. “Authority” means the Government of Maharashtra or Savitribai Phule Pune University or Board of Governors of KKWIEER or Director of KKWIEER, as applicable;
4. “BoE” means Board of Examination;
5. “BoS” means Board of Studies of a specific Discipline of the Institute;
6. “B.Tech.” means Bachelor of Technology, a Undergraduate Degree awarded by the University;
7. “CCE” means Continuous Comprehensive Evaluation;
8. “CoE” means Controller of Examination;
9. “Course” means in individual teaching subject typically lasts in a semester;
10. “Dean” means Dean of the Institute, with the specific functions also indicated along with the title;
11. “Director” means Director of the Institute;
12. “Dy.CoE” means Deputy Controller of Examination;
13. “ESE” means End Semester Examination;
14. “Government” means Government of Maharashtra;
15. “HoD” means Head of the Department of a specific Department of the Institute;
16. “Honours” means a set of courses taken from the verticals of the same programme of B.Tech. study by a student, over and above the prescribed credits for B.Tech. Degree and receiving an additional certificate at the end of graduation period;
17. “Institute” means K. K. WAGH Institute of Engineering Education and Research (KKWIEER);
18. “ISE” means In-Semester Examination;
19. “MBA” means Master of Business Administration, a Post Graduate Degree awarded by the University;

20. “MCA” means Masters of Computer Applications, a Post Graduate Degree awarded by the University;
21. “MOOC” means massive open online course;
22. “M.Tech.” means Master of Technology, a Post Graduate Degree awarded by the University;
23. “NPTEL” means National Programme on Technology Enhanced Learning;
24. “OR” means Oral;
25. “PG”, means Post Graduate Degree programme;
26. “PR” means Practical;
27. “Programme” means a combination of courses and/or requirements to be completed that lead to a degree or certificate; Example, B.Tech. in Civil Engineering, B.Tech. in Mechanical engineering etc.
28. “PROJ” means Project Work;
29. “Regulations” means K. K. WAGH Institute of Engineering Education and Research Regulations for the Award of B.Tech, B.Tech.(Hons.), M.Tech., MCA, MBA Degree;
30. “Sem” means Semester;
31. “SPPU” means Savitribai Phule Pune University;
32. “SWAYAM” means Study Webs of Active-Learning for Young Aspiring Minds;
33. “TH” means Theory;
34. “TUT” means Tutorial;
35. “TWE” means Term Work Evaluation;
36. “UG”, means UnderGraduate Degree programme;
37. “UGC” means University Grants Commission;
38. “UMIC” means Unfair Means Inquiry Committee;

2 General Guidelines:

2.1 Theory:

1. The ISE will be conducted in the middle of the semester.
2. The ISE will not be conducted a second time. Absent students will be marked as AB in ISE.
3. The ESE will be conducted at the end of semester.
4. (a) **UG Programme:**

Minimum marks for combine passing each course will be as shown in Table 1 and Marks weightage per unit for examination for each course will be as shown in Table 2;

Table 1: Marks weightage for examination (UG Programme)

Sr. No.	Evaluation	Min. Marks	Max. Marks
1	Continuous Comprehensive Evaluation	8	20
2	ISE	8	20
3	ESE	24	60
4	Total	40	100

Table 2: Marks weightage per unit for examination (UG Programme)

Unit No.	ISE	ESE
1	10	-
2	10	-
3	-	20
4	-	20
5	-	20
Total	20	60

(b) PG Programme:

- i. **M.Tech.:** Minimum marks for combine passing each course will be as shown in Table 3 and Marks weightage per unit for examination for each course will be as shown in Table 4;
- ii. **MCA:** Minimum marks for combine passing each course will be as shown in Table 5 and Marks weightage per unit for examination for each course will be as shown in Table 6;

Table 3: Marks weightage for examination (M.Tech. Programme)

Sr. No.	Evaluation	Min. Marks	Max. Marks
1	Continuous Comprehensive Evaluation	8	20
2	ISE	8	20
3	ESE	24	60
4	Total	40	100

Table 4: Marks weightage per unit for examination (M.Tech. Programme)

Unit No.	ISE	ESE
1	10	-
2	10	-
3	-	20
4	-	20
5	-	20
Total	20	60

Table 5: Marks weightage for examination (MCA Programme)

Sr. No.	Evaluation	Min. Marks	Max. Marks
1	Continuous Comprehensive Evaluation	8	20
2	ISE	8	20
3	ESE	24	60
4	Total	40	100

Table 6: Marks weightage per unit for examination (MCA Programme)

Unit No.	ISE	ESE
1	10	-
2	10	-
3	-	20
4	-	20
5	-	20
Total	20	60

- iii. **MBA:** Minimum marks for combine passing each course will be as shown in Table 7 and Marks weightage per unit for examination for each course will be as shown in Table 8;

Table 7: Marks weightage for examination (MBA Programme)

Sr. No.	Evaluation	Min. Marks	Max. Marks
1	Continuous Comprehensive Evaluation	8	20
2	ISE	8	20
3	ESE	24	60
4	Total	40	100

Table 8: Marks weightage per unit for examination (MBA Programme)

Unit No.	ISE	ESE
1	10	-
2	10	-
3	-	20
4	-	20
5	-	20
Total	20	60

5. ESE shall be conducted once for a course in the main semester. But to give an opportunity to the failed students, the Re-examination shall be conducted after every even semester, i.e. after 2nd, 4th, 6th and 8th semester, for the theory courses only offered in both the semester, on the dates announced in the academic calendar. Details are given in section (6).
6. The question papers, particularly at ESE, shall be set covering the entire syllabus and the students shall be given an opportunity to answer questions from the full syllabus of the course by restricting their choice out of each unit in the syllabus.
7. Attendance for all examinations, both ISE and ESE of each course shall be compulsory for the students. Absence in ISE shall automatically lead to awarding zero marks for the respective test. Absence in ESE shall automatically lead to the award of grade 'FX' (Refer Tables 10 to 13) in that course. Such students shall not be eligible for Re-examination of failed courses.
8. Students absent in ISE can appear next semester i.e. Odd to Odd & Even to Even semester along with regular students. There will be no backlog examination for ISE.
9. Students having the following deficiencies shall not be permitted to attend the ESE/Re-Examination:
 - (a) Disciplinary action by the Institute pending against him/her;

- (b) Failure to meet the standards of attendance prescribed;
10. The external examiner shall be associated with the course instructor only in the setting of the question paper and/or conducting the oral examinations.
 11. Continuous Comprehensive Evaluation: This will be consisting of Assignments/ Open book test/Class Test/Surprise quiz/Presentations/ Innovative Teaching-Learning activities etc.
Any 2 of these (Pre decided) can be conducted, one aspect before ISE and other aspect after ISE but before ESE with prior declaration.
The upper 3 learning levels as indicated in Bloom's Taxonomy i.e. analysis, evaluation and creation will be assessed in extended course works or in a variety of student works like course projects, mini/minor projects, internship experience and final year projects.
The rubrics of CCE and upper 3 learning levels of Bloom's Taxonomy will be based on timely performance, attendance, and timely submission.
 12. A student must score a minimum of 40% in CCE (both aspects put together), 40% in ISE and 40% in ESE to be eligible to get a letter grade other than 'FX'. However, the passing standard/threshold for each of the courses shall be minimum 40% marks from the CCE, ISE and ESE scores taken together.
 13. If a student has satisfactory attendance at the classes and performance in other CCE components of evaluation (sum of marks obtained for aspect 1 and aspect 2 is greater than or equal to 40%, put together), but, absence in ESE in a semester for valid and convincing reasons acceptable to the Department, in such cases; the Transitional Grade 'IC' shall be awarded by the CoE for a course(s), based on the recommendation of the HoD.
 14. In the case of a student being absent in CCE aspects, the evaluation of ISE or ESE shall be permitted by ensuring the gravity and the genuineness of each case. Such a evaluation will be done with grade less than in the normal case.
 - (a) The genuine reasons to be absent in CCE aspects, ISE or ESE shall include:
 - A student having ill health or other emergency medical reasons which disables him/her from appearing at the examination;
 - A calamity in the family (Death of a parent or sibling, a serious illness involving a serious heart, brain or kidney disease, any kind of cancer, or a major operation of a parent) at the time of the examination, which required the student to be away from the Institute;

- Representing Institute in University/State/National/International competitions of repute;
- (b) The following are not adequate reasons to be absent in CCE, ISE and ESE: Family functions (social or religious), illness of family members, participation in student activities such as organizing functions or raising money, preparing for other examinations or searching for jobs, internship etc.
- (c) The student shall be required to intimate the reasons for absence on or before the one week of the event of evaluation of CCE aspect/ISE/ESE with a hard copy of the application to be submitted to the concerned HoD duly signed by concerned class coordinator and course instructor. Applications received after this period shall not be entertained.
- In the case of a student representing the Institute at the national level competition, prior permission has also to be taken from Dean (Academics).
 - In the case of medical reasons, a student shall be required to submit the relevant proofs (Prescription and medical certificate from the Registered Medical Practitioner, Medicine purchase bill etc.).
 - In the case of family calamity, the application must be duly signed by the parent.

A committee comprising of faculty mentor, HoD and Dean (Academics) shall decide whether to permit for re-test/re-examination based on the gravity and the genuineness of each case.

- (d) A student shall be permitted for Re-evaluation for aspect 1 and for aspect 2 of CCE. The course instructor shall decide the aspects the missed CCE within atleast one week before the conclusion of the term.
- (e) A student who was absent in ESE and awarded 'IC' Grade for such course(s) after receiving permission to attend Re-examination, shall be allowed for the Re-examination and the new SGPA is calculated based on the one grade less evaluation.

2.2 Term Work Evaluation:

The Term Work Evaluation shall be conducted for the Lab Practice, Project, Tutorials and Seminar. Term Work Evaluation (TWE) is CCE based on work done, submission of work in the form of report/journal, timely completion, attendance, and understanding. It should be assessed by the subject teacher of the Institute for all 8 semesters. At the end of the semester, the final grade for a TWE shall be assigned based on the

performance of the student. A student who fails in the TWE 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 TWE may be the criteria for detention in the semester.

2.3 PR/OR/Presentation:

PR/OR/presentation is to be conducted and assessed jointly by internal and external examiners. The performance in the PR/OR/Presentation examination shall be assessed by at least one pair of examiners appointed by the Institute. The examiners will prepare the mark/grade sheet in the format as specified by the Institute and authenticate it.

2.4 Evaluation:

There shall be an evaluation of all the students attending a course, like a lecture course, Laboratory/Tutorial/Design/Drawing etc. course or a combination of these. The evaluation shall be done in three parts, as follows, all of them being important in assessing the students performance and achievement in the particular course. The evaluation is to be done as per guidelines provided by competent authority.

1. Continuous Comprehensive Evaluation (CCE):

- The weightage for CCE is 20 marks. The evaluation is to be done by the course instructor, who shall spell out the components of CCE in advance, maintain transparency in its operation and declare the evaluation results in time as notified in the academic calendar. This shall include mid-term tests: aspect 1/aspect 2, weekly/fortnightly class tests including surprise tests, homework assignments, flip class discussions, problem solving, group discussions, quiz, seminar, mini-project and other means.
- The course instructor shall declare the detailed examination/ evaluation scheme for conducting the various segments of CCE and their weightages at the beginning of the semester.
- The course instructor shall also show the assessed answer scripts to the students before submission of the final marks to the Controller of Examinations.
- The course instructor shall also submit the marking scheme and model answers.
- The above mentioned guidelines are indicative of minimum standards of evaluation. However, the Instructors are encouraged to follow innovative

schemes of evaluating the students for CCE, after its intimation to the students well in advance.

2. In-semester examination (ISE):

The weightage for ISE is 20 marks. The ISE evaluation shall be organized centrally at the CEP center, by the Examination Cell of the Institute. The ISE evaluation will be done by the Expert who is appointed as an examiner for the courses as per 48(3) panel of Maharashtra public university act 2016.

3. End-semester examination (ESE):

The weightage for ESE is 60 marks. The ESE evaluation shall be organized centrally at the CEP centre by the Examination Cell of the Institute. The ESE evaluation will be done by the Expert who is appointed as an examiner for the courses as per 48(3) panel of Maharashtra public university act 2016.

General Guidelines:

1. The Institute shall maintain a high standard in CCE, ISE and ESE. Also, ensure the declaration of final results of the courses attended by a student in a semester before the end of the semester as per the academic calendar.
2. The performance of a student in a course shall be judged by taking into account the results of CCE, ISE and ESE together.
3. The records of both ISE and ESE shall be maintained by the Examination Cell.
4. Question Papers: For being able to conduct achievement testing of the students in an effective manner, good question paper shall be used as the principal tool, making it necessary for the question papers at ISE and ESE to:
 - Cover the sections of the course syllabus uniformly;
 - Be unambiguous and free from any defects/errors;
 - Emphasize knowledge testing, problem solving and quantitative methods;
 - Contain adequate data/other information on the problems assigned;
 - Have clear and complete instructions to the students.
 - Be set taking into consideration Bloom's Taxonomy and align the questions to one or more Course outcomes (COs) as per the philosophy of Outcome Based Education (OBE).
5. For a MOOC course, the performance evaluation shall be conducted by either the course instructor or by the MOOC platform and an equivalent grading pattern shall be followed inline with the Institute norms.

6. In the case of other requirements, such as seminar, comprehensive viva voce, etc. the evaluation shall be made as determined by the Grade Awarding Authority of the Institute.

3 Guidelines against Unfair Means

1. (a) On receipt of a report regarding use of unfair means by any student at any Institute examination, including breach of any of the rules laid down by the KKWIEER Authorities, for proper conduct of examination, the BoE shall have power, at any time, to Institute inquiry and to punish such student for resorting to unfair means or for breach of the rules, by exclusion of such student from any examination or from any course in a Institution or from any Convocation for the purpose of conferring Degree, either permanently or for a specified period; or by cancellation of the result of the student in the Institute examination for which the student appeared; or by deprivation of any Scholarship held by him/her or by cancellation of the award of any prize or medal given to him/her; or by imposition of fine or in any two or more of the aforesaid ways, within a period of one year.
- (b) Where the examinations of the courses are conducted by the Institute, the Director/Head of the Institute, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the Institution Authorities for proper conduct of examination, shall have power at any time to Institute inquiry and to punish such student for resorting to unfair means or for breach of any of the rules, by exclusion of such a student from any such examination or from any Institution course, either permanently or for a specified period; or by cancellation of the result of the student in the Institute examination for which he/she appeared; or by deprivation or by cancellation of the award of Institute prize or medal gives to him/her; or by imposition of fine or in any two or more of the aforesaid ways.
- (c) On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the Institution including breach of the rules laid down for proper conduct of examination, the UMIC/BoE shall have power at any time to Institute inquiry and to punish for such malpractices or lapses by declaring disqualified the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the authorities concerned for taking such disciplinary action as deemed fit, as per the rules provided for or in any two or more of the aforesaid ways.

2. Competent Authority:

- (a) The UMIC/BoE of the Institute constituted shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the Institute.
- (b) The Director of the Institution shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the Institute or Institution.

3. Definition-Unless the context otherwise requires:

- (a) “Student” means and includes a person who is enrolled as such by the Institute for receiving instruction qualifying for any Degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the Degree, diploma or certificate examination.
- (b) “Unfair means” includes one or more of the following acts of commission or acts of omission on the part of student/s during the examination period.
 - i. Possessing unfair means material and or copying there from.
 - ii. Transcribing any unauthorised material or any other use thereof.
 - iii. Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
 - iv. Unauthorisedly communicating with other examinees or anyone else inside or outside the examination hall.
 - v. Mutual/Mass copying.
 - vi. Smuggling-out, either blank or written, or smuggling-in of answer books as copying material.
 - vii. Smuggling-in blank or written answer-book and forging signature of the Jr. Supervisor thereon.
 - viii. Interfering with or counterfeiting Institute seal, or answer books or office stationary used in the examinations.
 - ix. Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.

- x. Impersonation at the Institute examination.
 - xi. Revealing identity in any form in the answer written or in any other part of the answer book by the student at the Institution examination.
 - xii. Or any other similar act/s of commission and/or acts of omissions which may be considered as unfair means by the competent authority.
- (c) “Unfair means relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtain wrongful gain to him or to any other person or causing wrongful loss to other person/s.
 - (d) “Unfair means material” means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise, on the person or on clothes, or body of the student (examinee) or on wood or other material, in any manner, or in the form of chart, diagram, map or drawing or electronic aid such as programmable calculator, e-watch, cell phone etc. which is not allowed in the examination hall.
 - (e) “Possession of unfair means material by a student” means having any unauthorised material on his/her person or desk or chair or table or at any place within his/her reach in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
 - (f) “Student found in possession” means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the Vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided, report to that effect is submitted by the Sr. Supervisor or any other authorised person to the CoE or Director of the Institution concerned or any officer authorised on this behalf.
 - (g) “Material related to the subject of examination” means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become eligible for any of the reasons referred to in clause (f) above; the presumption shall be that the material did relate to the subject of the examination.

4. During examination, examinees and other students shall be under disciplinary control of the Chief CoE.
5. CoE of the Examination Cell shall, in the case of unfair means, follow the procedure as under:
 - (a) The student shall be called upon to surrender to the CoE, the unfair means material found in his or her possession, if any and his/her answer book.
 - (b) Signature of the student concerned shall be obtained on the relevant materials and list thereon. Sr. Supervisor and the CoE shall also sign on all the relevant materials and documents.
 - (c) Statement of the student and his/her undertaking in the prescribed format and the statement of the Jr. Supervisor and Sr. Supervisor concerned shall be recorded in writing by the CoE. If the students refuses to make statement or to give undertaking the Sr. Supervisor concerned and CoE shall record accordingly under their signatures.
 - (d) CoE shall take one or more of the following decisions depending upon seriousness/gravity of the case:
 - i. In the case of impersonation or violence, expel the student concerned from the examination and not allow him/her to appear for remaining examination.
 - ii. Obtain undertaking from the student to the effect that decision of the competent authority concerned in his/her case shall be final and binding and allow him/her to continue with his/her examination.
 - iii. May report the case to the concerned Police Station as per the provisions of Maharashtra Act No.XXXI 1982 - An Act to provide for preventing malpractices at Institute and other specified examinations.
 - iv. Confiscate his/her answer book, mark it as “suspected unfair means case” and issue him/her fresh answer book duly marked.
 - (e) All the materials and list of material mentioned above and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No.(ii) and (iii) and the answer book/s shall be forwarded by the CoE, along with his report, to the Controller of Examinations/Director of the Institution, as the case may be, in a separate and confidential sealed envelope marked “Suspected unfair means case”.
 - (f) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or authorised person concerned shall record the facts in writing and

shall report the same to the CoE/Director of the Institution, as the case maybe.

6. Procedure to be followed by examiner during evaluation:

If examiner at the time of evaluation of answer book suspects that there is a prima-facie evidence that the student/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the Chairman in the subject, and through the Director of CEP along with the evidence, to the CoE/Director of the Institution, as the case may be, with his/her opinion in separate confidential sealed envelope,; marked as “Suspected unfair means case”.

7. The case which is prima-facie a case of unfair means, reported to the Institute by the CoE/Jr./Sr. Supervisor and or examiners shall be inquired into by the UMIC/BoE/Director of the Institution, as the case may be, in the event cases of unfair means reported through any other sources, the Officer/In-charge of the Sub-section/Unit concerned to which the case is primarily pertained, at the Examination Cell of the Institute shall scrutinise the case, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the Competent Authority concerned. If the Competent Authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The Officer of the Sub-Section/Unit concerned through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

8. Examination Results of the concerned student/s involved in such cases shall be held in reserve till the Competent Authority takes final decision in the matter and the student/s concerned, shall be informed accordingly.

9. Appointment of Unfair Means Inquiry Committee:

(a) For the purpose of investigating unfair means resorted to by students at the Institute examination, the BoE shall appoint/approve a Unfair Means Inquiry Committee in terms of the provisions made under Section 32(6) (a) of the Maharashtra Universities Act 1994. The term of the Committee shall be five years subject to provisions of Section 42 & 43 of the said Act.

(b) For the purpose of investigating unfair means resorted to by students at the examination held by the Institution, the Unfair Means Inquiry Committee

appointed by the Institution shall consist of Director, CoE, All Deans, All HoDs, Legal Expert one of whom shall be designated as Chairperson. The Unfair Means Inquiry Committee appointed by the Institution shall consist of minimum five teachers to be nominated by the Director/ Head of the Institution, the Director shall be designated as Chairperson.

- (c) The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to the competent authority concerned, which will issue final orders with regard to the penal action to be taken against the student/s after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated student concerned in his/her defence, the principles of natural justice have been followed and the recommended quantum of punishment is in accordance with the guidelines laid down on this behalf.

10. Procedure of the Committee should be as under:

- (a) The CoE of the Institute/Director of the Institution, or the Officer authorised by them, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- (b) The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/herself only shall present his/her case before the Committee.
- (c) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student shall be shown to him/her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, shall be recorded in the presence of the delinquent.
- (d) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making a final recommendation in the case.
- (e) The Committee shall follow the above procedure in the spirit of the principle of natural justice.

- (f) After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances, if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.
 - (g) The Committee shall submit its report to the competent authority concerned, along with its recommendations regarding punishment to be inflicted or otherwise.
11. Punishment: The Competent Authority concerned, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose anyone or more of the following punishments on the student/s found guilty of using unfair means:
- (a) Annulment of performance of the student in full or in part in the examination he/she has appeared for.
 - (b) Debarring student from appearing for any examination of the Institution for a stipulated period not exceeding five years.
 - (c) Debarring student from taking admission for any course in the Institution for a stipulated period not exceeding five years.
 - (d) Cancellation of the Institution Scholarship/s or award/s or prizes or medal etc. awarded to him/her in that examination.
 - (e) In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment/penalty, as it may deem fit.
 - (f) As far as possible, the quantum of punishment should be as prescribed (category wise) in (12) below.
 - (g) The student concerned shall be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised by it in this behalf, under intimation to the Institution he/she belongs to.

12. The Broad Categories of Unfair Means Resorted to by Students at the Institute Examinations and the Quantum of Punishment for each Category thereof.

Sr. No.	Nature of Malpractice	Quantum of Punishment
1	Possession of copying material.	Annulment of the performance of the student at the Institution examination in full *(Note: This quantum of punishment shall apply also to the following categories of malpractices at Sr.No.1 to Sr.No.12 in addition to the punishment prescribed thereat.
2	Actual copying from the copying material.	Exclusion of the student from Institution examination for one additional examination.
3	Possession of another student's answer-book.	Exclusion of the student from Institution examination for one additional examination (Both the students).
4	Possession of another student's answer book + actual evidence of copying there from.	Exclusion of the student from Institution examination for two additional examinations (Both the students).
5	Mutual/Mass copying.	Exclusion of the student/s from Institution examination for two additional examinations.
6	(i) Smuggling-out or smuggling-in of answer book as copying material. (ii) Smuggling-in of written answer book based on the question paper set at the examination. (iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	Exclusion of the Student from Institution examination for two additional examinations. Exclusion of the student from Institution examination for three additional examinations. Exclusion of the student Institution examination for four additional examinations.
7	Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement.	Exclusion of the student from Institution examination for four additional examinations.

8	Interfering with or counterfeiting of Institute seal, or answer books or office stationery used in the examinations.	Exclusion of the student from Institution examination for four additional examinations.
9	Answer book main or supplement written outside the examination hall or any other insertion in the answer book.	Exclusion of the student from Institution examination for four additional examinations.
10	Insertion of currency notes/to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from Institution examination for four additional examinations. (Note: This money shall be credited to the Income of Examination Cell)
11	Using obscene language/violence threat at the examination centre by a student at the Institution examination to Jr./Sr Supervisors/CoE or Examiners.	Exclusion of the student from Institution examination for four additional examinations.
12	(a) Impersonation at the Institution examination. (b) Impersonation by the student of Institution student at S.S.C/H.S.C/any other examinations.	Exclusion of the student from Institution examination for five additional examinations (both the students if impersonator is the student of Institution). Exclusion of the impersonator from Institution examination for five additional examinations.
13	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the Institution examination.	Annulment of the performance of the student at the Institution examination in full.
14	Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the Student at the Institution examination in full.

15	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the Institution examination in full, and severe punishment depending upon the gravity of the offence.
16	If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.	
17	Student involved in malpractices at PR/Dissertation/Project Report examinations shall be dealt with as per the punishment provided for the TH examination.	
18	The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.	

*(Note: The Term “Annulment of Performance in full” includes performance of the student at the TH as well as Annual PR examination, but does not include performance at TWE, PROJ work with its TWE, OR or PR & dissertation examinations unless malpractice used thereat.)

4 Result:

4.1 Rules of Passing

1. To pass the TWE/PR/OR/presentation, the student has to earn Minimum of 40% marks in each respective examination head.
2. To pass the Theory subject head, the student has to earn minimum of 40% marks in End-Semester Examination and 40% total marks (ISE and ESE).
3. The failing student can repeat the ESE to pass the head in any semester and the ISE marks will be retained as it is.

OR

The failing student can repeat for the ESE as well as ISE for the head of Even semester in the Even semester only and for the head of Odd semester in the Odd semester only for the theory head.

4. To earn credits of a course (TWE/PR/OR/presentation) student must pass the course with minimum passing marks/grade.
5. Students can apply only for the Re-evaluation/Photocopying of End-Semester theory examination.

4.2 Amendment of Results:

(A) Due to errors:

In any case where it is found that the result of an examination has been affected by errors, the CoE shall have power to amend such result, in such manner, as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of BoE, provided the errors are detected within 6 months from the date of declaration of results. Errors detected thereafter, shall be placed before the BoE.

Error Means:

1. Error in computer/data entry, printing or programming and the like.
2. Clerical error, manual or machine, in totalling or entering of marks in ledger/register.
3. Error due to negligence or oversight of the examiner or any other person connected with evaluation, moderation and result preparation.

(B) Due to fraud, malpractices etc.:

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of the BoE been party of privy to or connived at such malpractice, fraud or improper conduct, the BoE shall have power, at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the BoE considers necessary on that behalf.

4.3 Rules of ATKT (Allowed To Keep Term):

1. UG Programme:

- (a) A student can register for the third semester (S.Y.B.Tech.), if he/she earns minimum 50% credits of the total of both first and second semesters (F.Y.B.Tech.).
- (b) A student can register for the fifth semester (T.Y.B.Tech.), if he/she earns minimum 50% credits of the total of both third and fourth semesters (S.Y.B.Tech.) and all the credits of first and second semester (F.Y.B.Tech.).
- (c) A student can register for the seventh semester (Final year B.Tech.), if he/she earns minimum 50% credits of the total of both fifth and sixth semesters (T.Y.B.Tech.) and all the credits of third and fourth semester (S.Y.B.Tech.).
- (d) A student will be awarded the bachelor's degree if he/she earns 172 credits and clears all the mandatory non credit courses in respective semesters

2. Rules for Honors/Minors Programme:

- (a) It is absolutely not mandatory to any student to opt for Honours or Minors Program. Choice is given to individual student to undertake Honours/Minors programs from the third year engineering (Fifth Semester) to fourth year engineering (Eighth Semester). Honors/Minors programs will be opted from offered programs by Institute. Once selected he/she will not be permitted to change the Honors/Minors program in forthcoming semesters.
- (b) The registration for Honors/Minors Programme will lead to gain additional credits to such students. The result of Honours/Minors Program will get reflected on mark-sheet and ledger to be maintained at Institute level. After the completion of the Honours/Minors program by concerned students,

details of credits earned in Honours/Minors program be printed in the mark sheet of eighth semester. For those students, who will not be able to complete Honours/Minors program, details about the additional credits earned will not get printed on mark-sheet and on Institute ledger.

- (c) Credits earned through registration and successful completion of the Honours/ Minors Programme will not be considered for the calculation of SGPA or CGPA. As per the standard practice, SGPA and CGPA calculations will be done with common base only by considering mandatory credits assigned for the Bachelor programme as per the structure approved by the Academic Council.
- (d) Students once registered for the programme need to complete all credits assigned for the specific Honours and Minors Programme in the period of 4 years from the Semester-V. Degree with Honors/Minors will be awarded only after the completion of Honours/Minors Programme along with respective UG programme degree. Student may opt to cancel the registration for Honours/Minors within this period of 4 years. After 4 years expire automatically Bachelor's degree will be awarded to such a student provided he has earned the credits needed for graduation.
- (e) Backlog Honors/Minors courses will not contribute in the decision of A.T.K.T.
- (f) Examinations for Honours/Minors Program will get organized at the Institute Level. Question paper will be common for all students who had opted/registered for the specific Honours/Minors Programme. The evaluation of answer books for Honors/Minors programme will be done at the respective CEP Centers.
- (g) Additional examination fees as per prevailing rules and regulations will be charged from those students who had registered for Honours/Minors Programme to match the expenses for paper setting and the evaluation of answer books at the CEP Centre.

3. M. Tech.:

- (a) A student can register for the third semester (S.Y.M.Tech.), if he/she earns minimum 50% credits of the total of both first and second semesters (F.Y. M.Tech.).
- (b) A student will be awarded the Master's degree if he/she earns 172 credits and clears all the mandatory non credit courses in respective semesters.

4. MCA:

- (a) A student can register for the third semester (S.Y.MCA), if he/she earns minimum 50% credits of the total of both first and second semesters (F.Y. MCA).
- (b) A student will be awarded the Master's degree if he/she earns 172 credits and clears all the mandatory non credit courses in respective semesters

5. MBA:

- (a) A student shall be said to have earned the credits for a course if he/she earns minimum 40% marks.
- (b) A student shall earn the credits for a given course in a maximum four attempts.

4.4 Grace Marks:

The grace marks for UG programme is as follows.

The grace marks are not applicable for any PG programme.

4.4.1 For passing in each Head of Passing:

The examinee shall be given the benefit of grace marks only for passing in each head of passing, (TH/PR/OR/Sessional) in External or Internal examinations as follows: Provided that benefit of such gracing marks given in different heads of passing shall

Sr. No.	Head of Passing	Grace Marks Upto
1	Upto 50	2
2	51-100	3
3	101-150	4
4	151-200	5
5	201-250	6
6	251-300	7
7	301-350	8
8	351-400	9
9	401 & above	10

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 such as AICTE, UGC etc..

4.4.2 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 or First Class by marks not more than 1% of the aggregate marks of that examination or upto 10 marks, which-ever is less, 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.
- Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies such as AICTE, UGC etc..

4.4.3 For getting Distinction in the subject only:

- A candidate who passes in all the Subjects/Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the subject/s falls short by not more than three marks for getting distinction in the subject/s shall be given necessary grace marks upto three in maximum two subjects, subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.
- Provided that benefit of the above mentioned grace marks shall be given to the candidate only for such examination/s for which provision for distinction in a subject has been prescribed.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies such as AICTE, UGC etc..

4.4.4 For students with Disabilities:

Grace marks for passing in each head of passing (Theory, Practical, Oral, Sessional, Project Work etc.) (External and Internal Examinations) for students with disabilities (Divyang students):

1. A students with disability (Divyang students) who fails in one or more heads of passing or in the aggregate head of passing, shall be given benefit of grace marks to extent of maximum of 3% of the aggregate marks of examination of the course, in the following manner;
 - (a) by distributing the grace marks in one or more than one heads of passing in which he/she fails;
and/or
 - (b) in the aggregate head of passing, if he/she fails to obtain required aggregate marks as per the standard of passing prescribed for that course.
2. A students with disability (Divyang students) shall be given benefit of grace marks in Theory, Practical, Oral, Sessional, Project Work etc. in External and Internal Examinations in each semester of the course.
3. A students with disability (Divyang students) shall be entitled to get benefit of these grace marks in addition to the grace marks awarded to examinees under other ordinances.
4. A students with disability (Divyang students) shall be entitled for grant of all such benefits as per the directives of the state government/competent authority, issued from time to time.

4.5 Condonation:

The condonation rules are applicable for only UG programme and not for any PG programme.

1. 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 by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.
2. Condonation of deficiency of marks be shown in the Statement of Marks in the form of asterisk (★) and Ordinance number.
3. Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies such as AICTE, UGC etc..

Notes for Ordinances from (4.4.1) to (4.5):

1. If a candidate fails in a head of passing, which is included in another head of passing, of the same subject, he/she shall be entitled to the benefit of the Condonation in both the heads, if necessary subject to the maximum limit of Condonation permissible.
2. If a deficiency of marks is condoned, the class/grade in the examination concerned, of the candidate, shall be declared on the actual marks obtained by the candidate.
3. The benefit of not more than one Ordinance shall only be given for one examination of one course.
4. The benefits of above mentioned Ordinances may be given to the candidates appearing in the examination with backlog and/or exemption whenever such a exemption/system of backlog has been provided.
5. The benefits under above mentioned Ordinances shall be given at the time of declaration of final examinations only.
6. Final examination for the purposes of these Ordinances means and includes such examination/s on the basis of marks on which class/grade is awarded.

4.6 Additional marks for extra curricular activities:

1. Notwithstanding anything contained in any other ordinance, five additional marks may be granted to candidate appearing for examination of any Degree, Diploma or Certificate, as an incentive, for his participation in any one or more of the following activities:
 - (a) NSS,
 - (b) Inter-University, National/International sports, tournaments/debating/ education/dramatics and such other competitions as approved by the Academic Council from time to time,
 - (c) National Physical efficiency drive,
 - (d) Adult Education program of Pune University.
2. The additional marks may be added
 - (a) to any heads of passing or to any subject/s, as case may be in examination if the student has failed in such head/s of passing subject/s and if such additional marks enable the students to get necessary passing marks; or

- (b) to any subject if such additional marks enable the students to get benefits of exemption. Such additional marks only as are required for examination shall be given.

If after the grant of additional marks under clause (2a) and (2b) above, if there is any balance of marks, it shall be added to the total number of marks of the examinations.

OR

- (c) to the total number of marks, secured by the candidate in the examination. Provided that the additional marks shall not be taken into consideration for the purpose of award of any prize, scholarship, merit list or for such other similar purposes.

- 3. The additional marks shall be granted to the candidate only for that examination during the course of which the candidate has participated in the activities mentioned in clause no. (1) of the section (4.6) above.

- 4. The additional marks shall be granted to the student subject to the conditions mentioned hereunder;

- (a) NSS: Candidate enrolled in NSS must have completed 120 hours of effective work and attended the necessary number of camps, as required under NSS programme.
- (b) National Physical efficiency drive: Candidate enrolled in National Physical efficiency drive must have acquired three stars under the programme.
- (c) Inter-University tournaments/competitions: Candidate must have participated in the Inter-University tournaments/competitions as a representative of this University.
- (d) National/International tournaments/competitions: Candidate must have participated as a representative of the state of Maharashtra/India.
- (e) Adult Education program of Pune University: Candidate must have completed 200 clock hours work to the satisfaction of the project in-charge and secured necessary certificate of the course.

- 5. Candidate shall submit an application before the date of commencement of his examination along with fee of Rs.10 for the grant of additional marks along with necessary original certificate or copies thereof countersigned by the Director of the Institute. No application received after the date of commencement shall be entertained.

6. If any difficulty arises in giving effect to provisions of this ordinance, the Director may in consultation with Dean (Academics) give his decision which shall be final and binding in such matters.

4.7 Best of Performance:

1. Notwithstanding anything contained in any other Ordinance, if an examinee passes in any one or more subject/s, head/s of passing of any examination he shall not be allowed to appear for subject/s, head/s unless there is specific provision to the effect in respect of concerned examination.

2. If an examinee fails in any subject/s, head/s of passing in the examination, the marks obtained by him/her in such subject/s, head/s of passing shall not be carried forward.

If an examinee does not appear in any subject of passing in which he/she has failed in previous attempt, his/her performance in such subject/head of passing shall be treated as nil unless he/she claims the benefits provided in clause (3) below.

3. If an examinee appears for the subject/head of passing of the same examination of the Institute for more than once, highest marks obtained by him/her in the last two preceding examination shall be given effect to in the result of concerned examinations, on the following conditions:

- (a) If an examinee submits an application for the purpose along with copies of the statement of marks of the concerned examination attested by the Director of the Institute with a fee of Rs.100 within a period of one week from the day of declaration of result.
- (b) If due to such marks of the previous attempt, the examinee passes the subject concerned and also the examination as a whole.
- (c) If an examinee has not failed in more than one subject/head of passing.

4. In case of change of marks due to verification or revaluation, the date on which revised statement of marks is issued, shall be the date of declaration of result of the examination for the purpose of clause (3a) above.

5. The clause (3) shall not be applicable to:

- (a) All examinations for which passing in all the subjects is required at the one and the same attempt.

- (b) If the examinee remains absent for the subject/head of passing of the examinations.

5 Grading System

There shall be absolute grading. The grades are defined in section (5.3)

5.1 UG Programme:

1. A grade is assigned to each head based on marks obtained by a student in examination of the course. The marks obtained in ISE and ESE are considered together to calculate the grade of the course. The grades, their equivalent grade points for Theory, Practical, Oral, TWE and Project Examinations are given in Table 10.

Table 10: B.Tech: Marks/Grade/Grade Point

Grade	% Marks	Grade Point	Description of Performance
O	90-100	10	Outstanding
A	80-89	9	Excellent
B	70-79	8	Very Good
C	60-69	7	Good
D	50-59	6	Average
E	40-49	5	Below Average
F	Below 40	0	Fail
FX	-	0	Detained, Repeat the course
IC	-	0	Incomplete course - Absent for exam. but continue for the course
AC	-	-	Audit Course Completed
ACN	-	-	Audit Course Not Completed
PP	-	-	Passed (Only for Non Audit course)
NP	-	-	Not passed (Only for Non Audit course)

2. The Institute shall follow the award of these letter grades and the corresponding grade points to the students based on their performance at the end of every semester.

5.2 PG Programme:

5.2.1 M.Tech.

A grade is assigned based on the total marks obtained by a student in all the heads of examination of the course. These grades, their equivalent grade points are given in Table 11.

Table 11: M.Tech: Marks/Grade/Grade Point

Grade	% Marks	Grade Point	Description of Performance
O	90-100	10	Outstanding
A	80-89	9	Excellent
B	70-79	8	Very Good
C	60-69	7	Good
D	50-59	6	Average
E	40-49	5	Below Average
F	Below 40	0	Fail
FX	-	0	Detained, Repeat the course
IC	-	0	Incomplete course - Absent for exam. but continue for the course
AC	-	-	Audit Course Completed
ACN	-	-	Audit Course Not Completed
PP	-	-	Passed (Only for Non Audit course)
NP	-	-	Not passed (Only for Non Audit course)

5.2.2 MCA

A grade is assigned to each head based on marks obtained by a student in examination of the course. The marks obtained in internal and end-semester examination are considered together to calculate the grade of the course. These grades, their equivalent grade points are given in Table 12.

5.2.3 MBA

A grade is assigned to each head based on marks obtained by a student in examination of the course. The marks obtained in Comprehensive Concurrent Evaluation (CCE) and end-semester examination are considered together to calculate the grade of the course. These grades, their equivalent grade points are given in Table 13.

5.3 Grade definitions

1. The grades 'O', 'A', 'B', 'C', 'D', 'E', 'P' are passing grades.
2. A candidate acquiring any one of these grades in a course shall be declared as PASS. And student shall earn the credits for a course only if the student gets a passing grade in that course.

Table 12: MCA: Marks/Grade/Grade Point

Grade	% Marks	Grade Point	Description of Performance
O	90-100	10	Outstanding
A	80-89	9	Excellent
B	70-79	8	Very Good
C	60-69	7	Good
D	50-59	6	Average
E	40-49	5	Below Average
F	Below 40	0	Fail
FX	-	0	Detained, Repeat the course
IC	-	0	Incomplete course - Absent for exam. but continue for the course
AC	-	-	Audit Course Completed
ACN	-	-	Audit Course Not Completed
PP	-	-	Passed (Only for Non Audit course)
NP	-	-	Not passed (Only for Non Audit course)

Table 13: MBA: Marks/Grade/Grade Point

Grade	% Marks	Grade Point	Description of Performance
O	90-100	10	Outstanding
A	80-89	9	Excellent
B	70-79	8	Very Good
C	60-69	7	Good
D	50-59	6	Average
E	40-49	5	Below Average
F	Below 40	0	Fail
FX	-	0	Detained, Repeat the course
IC	-	0	Incomplete course - Absent for exam. but continue for the course
AC	-	-	Audit Course Completed
ACN	-	-	Audit Course Not Completed
PP	-	-	Passed (Only for Non Audit course)
NP	-	-	Not passed (Only for Non Audit course)

3. 'F' Grade - The grade 'F' shall be treated as a failure grade.
4. The student with 'F' grade will have to pass the concerned course by re-appearing for the examination.
5. 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 for the examination.

6. 'AC' and 'ACN' Grade - The student registered for audit course shall be awarded the grade 'AC' after satisfactory completion of audit course and shall be included in the semester grade report for that course, provided the student has the minimum attendance as prescribed by the Institute and satisfactory In-semester performance and secured a passing grade in that course. Student who is unable to complete audit course will be awarded as 'ACN' grade.
7. '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 class as prescribed by the Institute and/or his performance during the semester is not satisfactory and/or he/she fails in the TWE head of that course.
8. The student with 'FX' grade in a given course is not permitted to take the end of semester examination in that course. Such a student will have to re-register for the course.
9. The student with 'F'/'FX' in a course shall not be awarded any credits for that course.
10. In addition to the grades given in Table 10, the instructors shall use a transitional grade 'IC' that shall be awarded in two cases:
 - (a) If a student has satisfactory attendance in the classes, have satisfactory performance in all components of the Continuous Comprehensive Evaluation (minimum 30% in aspect 1 and aspect 2, put together), but absent in ESE due to convincing genuine reasons.
 - (b) Not having sufficient progress to submit the project work.
11. A student is considered to have completed a course successfully and earned the credits if the student secures a letter grade other than Grade 'IC' or Grade 'FX' in that course. Letter grade 'FX' in any course implies failure in that course.
12. PP/NP Grade: The non-credit courses, such as Practical Training, Communication Skill, Field Visit Courses etc. shall be awarded PP/NP grades. No grade points are associated with these grades and performance in these courses is not accounted in the calculation of the performance indices SGPA and CGPA. However, the award of the degree is subject to obtain a PP grade in all such compulsory courses.

6 Re-examination

1. ESE of the main semester shall be conducted for a course once in a semester. But to give an opportunity for students who appeared for ESE, but failed, the re-examination (ONLY for 60 marks equivalent to ESE) shall be conducted after every even semester, i.e. after 2nd, 4th, 6th and 8th semester, for the theory courses only offered in both the semester.
2. The Re-examination shall be held as per dates notified in the academic calendar.
3. Re-Examination facility shall also be extended to students who may have been missed the ESE of one or more courses in a semester for valid reasons that is/are recommended by the HoD and the case is approved by Institute Director. In such cases the reduction of grade by one will not be applicable, as in the case of failed students.
4. The students failed in even ESE may appear for re-examination (next attempt) immediately after declaration of result at the end of even semester (before commencement of next year). The candidate can appear for re-examination only once in a year subjected to max. 3 attempts.
5. Students intending to avail this facility shall have to register for the courses by paying the prescribed fees within the stipulated time as notified in the academic calendar. A student can appear for the re-examination of all the failed theory courses of both the semester.
6. The students, who have passed/dropped the course(s) or have been detained for any reason in the course(s), shall NOT be allowed to take the Re-examination of the respective course(s). For aspect any even semester of the first year B.Tech., M.Tech., MCA, MBA Degree courses, the re-examination of such courses may be synchronized with the ESE of the summer term.
7. For taking Re-examinations of a regular course, the students need not have to attend the lectures in that course once again. For final grading, aspect 1, aspect 2 scores and grading scheme of the respective semester shall be used.
8. For any Integrated Course (where theory and laboratory are combined into a single course), Re-Examination shall be conducted only for the ESE component of the theory in the respective semester. Existing CCE components of the Examination scheme of theory and all the components of Laboratory shall be used for final grading.

9. In the case of a failed MOOC course, where the examination is taken by the MOOC platform, the Re-examination shall be conducted at the Institute. However, the similar grading yardstick of course originally conducted in MOOC platform shall be considered for the grade award.
10. The standard of conducting the Re-examination shall be the same as the normal ESE of the main semester.
11. The grade range used for the course shall be the same as that of ESE of the main semester. After conduction and evaluation of Re-Examination, the course instructor shall award the appropriate grade to the student for the concerned course.
12. The Institute shall follow the award of the letter grades after Re-examination as per Table 14.

Table 14: Re-Examination: Marks/Grade/Grade Point

Grade	% Marks	Grade Point	Description of Performance
A	90-100	9	Excellent
B	80-89	8	Very Good
C	70-79	7	Good
D	60-69	6	Average
E	50-59	5	Below Average
P	40-49	4	Pass
F	Below 40	0	Fail

13. Re-Examination facility ensures that the students have one more opportunity to clear a course in the same semester. But, the grading in Re-examination shall be one grade less compared to what the student would have obtained based on main ESE absolute grading pattern, subject to a minimum grade of 'F'. For example, if a student secures 'A' grade in Re-examination of a particular course, the students final result after Re-examination will be declared in 'B' grade in that course. However, if a student secures 'F' grade in Re-examination of a particular course, the students final result after Re-examination will be declared and retained in 'F' grade in that course and not downgraded to 'FX'. For those students with an 'IC' grade and who take re-examination, "One Grade Less" policy will not be applicable.

14. After Re-examination, the course Instructor shall communicate the marks obtained in ESE, actual grades secured and grades (one grade less) to be declared as a final result after Re-examination, of each student to the Controller of Examinations (through Head of the Department) within the notified date in the academic calendar.
15. Any outstanding Grade 'IC' after the declaration of results of the Re-Examination shall be automatically converted into grade 'FX'.
16. Thereafter, a student shall have to re-register for all the failed courses at any further semester when they are offered again. Whenever the structure of the curriculum changes and in case of non-availability of the failed subject(s) for re-registration, the equivalent course(s) in the new structure shall be decided by the respective BoS.

7 Performance Indices

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

- (a) **SGPA:** The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA).

A SGPA is the weighted average of the grade points obtained in all courses, registered by the student during the semester which shall be computed for all the students in a Department for each semester, as follows:

$$\text{SGPA} = \frac{\text{ΣGrade points earned * Credits for each course}}{\text{Total credits for the semester}}$$

It shall be calculated as follows:

$$\text{SGPA} = \frac{\sum_{i=1}^p C_i G_i}{\sum_{i=1}^p C_i}$$

Where, C_i = the number of credits earned in the i^{th} course of a semester for which SGPA is to be calculated.

G_i = the grade point earned in the i^{th} course.

$i = 1, 2, 3, \dots, p$ represents the number of courses in which a student is registered in the concerned semester. Suppose a student has registered for five subjects in a semester. The credits earned by him/her for five subjects of this semester are C_1, C_2, C_3, C_4, C_5 and the grades earned are G_1, G_2, G_3, G_4, G_5 respectively, then his/her SGPA will be,

$$\text{SGPA} = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + C_4 G_4 + C_5 G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

- (b) **CGPA:** A Cumulative Grade Point Average (CGPA) is the weighted average of the grade points obtained in all the courses (TH/TWE/PR/OR/presentation) 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.

$$\text{CGPA} = \frac{\sum_{j=1}^m C_j G_j}{\sum_{j=1}^m C_j}$$

Where, C_j = the number of credits earned in the j^{th} course of a semester for which CGPA is to be calculated.

G_j = the grade point earned in the j^{th} course. 'A' letter grade lower than 'D' (i.e. grade point < 4) in a course shall not be taken into consideration

for the calculation of CGPA.

$j = 1, 2, 3, \dots, m$ represent the number of courses in which a student is registered upto the semester for which CGPA is to be calculated.

$$\text{Percentage} = \text{CGPA} * 8.80$$

2. Whenever, a student repeats or substitutes a course in any semester, the lower of the two grades obtained by him/her in the course shall be ignored in the computation of CGPA from that semester onwards and the students shall be given the benefit of a higher grade.
3. Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such for ease of presentation. Whenever the CGPAs are to be used for the purpose of determining the merit ranking in a group of students, only the rounded off values shall be made use of.
4. When a student gains the grade 'IC' for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester shall be tentatively calculated ignoring the 'IC' graded course(s). The SGPA and CGPA for that semester shall be finally recalculated after conversion of grade 'IC' to the appropriate grade as obtained after passing the respective course(s).
5. Other academic requirements for the Programme include the following two grades as viz., 'PP' (Passed) and 'NP' (Not Passed) for Non-Audit courses. However, there shall be no grade points associated with these grades and they shall not figure in the calculation of SGPA or CGPA. But, obtaining a PP shall be a mandatory requirement to qualify for the UG Degree award.
6. It shall be open to each student to take additional courses for audit from the fifth semester onwards, with the concurrence of the faculty mentor. Students having $\text{CGPA} \geq 7.5$ and acquiring all the stipulated previous credits shall be normally encouraged to take such courses. While the performance of the student in audited courses shall be included in the Semester Grade Report, they do not contribute to the SGPA or CGPA of the concerned student.
7. It shall be open to each student to take additional courses leading to Honors/Minors certification from the fifth semester onwards. Students with no backlogs in the previous semesters and having $\text{CGPA} \geq 6.5$ shall be normally encouraged to take such courses. While the performance of the student in Honors/Minors courses shall be included in a separate Certificate and they do not contribute to SGPA or CGPA of the concerned student.

7.1 Performance Improvement (CGPA) Scheme:

1. Students who secure CGPA less than 6.75 after completing the pre-requisite credits for the award of the degree and wish to improve their CGPA shall be permitted for CGPA improvement. Such students shall be permitted to withdraw their grade in a given course with poor grade and permitted to reappear for the examinations for improving the grade and in turn CGPA.
2. A student shall appear for grade improvement examination within one year from the date of passing the UG Programme with the conditions that the student has not taken
 - (i) Leaving Certificate from the Institute and
 - ii) Degree from the University through convocation.
3. A student seeking permission to register for CGPA improvement shall submit a written application within the stipulated time to the Dean (Academics) through the Head of the Department from where the student has graduated. No student shall be admitted once the semester credit registration process of that semester ends.
4. A student shall choose a maximum three theory courses from a particular semester (either odd or even) offered for the third year or the final year for which the student has secured 'DD' or 'CD' grade. The student shall be required to register for these courses in a particular semester in which those courses are offered by paying the appropriate fees as laid down by the Institute from time to time.
5. At the time of registration, the student shall be required to surrender all the original Semester Grade Reports given to him/her by the Institute He/she shall give an affidavit on Rs.100 judicial stamp course that he/she shall not do any use of surrendered Semester Grade Reports till he/she gets official results of the courses for which he/she wishes to appear for grade improvement. No change of courses or drop of courses shall be permitted after the course registration.
6. A student who wishes to appear for grade improvement shall be exempted from attending the regular classes since the student has already undergone the course instructions. But he/she shall have to appear for all the evaluation tests/ESE conducted for the registered courses. In the case the student misses any of the tests or examinations, no Re-examination or summer term shall be permitted. Absentee for ESE shall automatically lead to the award of grade 'FF' in that course.

7. The grading process as used for the regular students appearing for that course shall be applicable and no concession of any sort shall be granted on account of absentee for any of the examinations.
8. A student wishing to use the facility of grade improvement shall be required to pass in all the three courses in a single attempt. He/she shall not be entitled to the Re-examination or Summer Term in such cases.
9. If the student fails to secure higher grades resulting in a reduction in overall CGPA then the original result of the student before registering for grade improvement shall be retained.
10. A student who succeeds in improving CGPA shall be issued a fresh Semester Grade Report by the Institute. These Semester Grade Reports shall have star against the courses for which the student has appeared for grade improvement and will state “Grade Improvement”. The date on the new Semester Grade Reports shall be issued for other students appearing in those courses. Name of the student shall be communicated to University and the student shall be required to apply for a degree certificate from the University thereafter.

7.2 Grades to Percentage of Marks:

1. The Institute shall permit to use a formula for the conversion of CGPA to the percentage of marks as $\text{Percentage of Marks} = ((\text{CGPA} - 0.5) \times 10)$
2. However, the conversion formula shall be printed on the backside of the Semester Grade Report.
3. The Institute shall not declare the CLASS based on acquired CGPA. The recruiter or the agencies requesting declaration on such conversion may refer to the AICTE or appropriate guidelines in this regard.

8 Result

8.1 Result Declaration:

Based on the performance of the student in the semester examinations, the Institute will declare the results and issue the Semester Grade sheets. The class shall be awarded to a student on the CGPA calculated. The award of the class shall be as per Table 15. The same will be applicable to UG and PG courses.

Table 15: CGPA and Class awarded

Sr. No.	CGPA	Class of the Degree Awarded
1	7.75 or More than 7.75	First Class with Distinction
2	6.75 or more but less than 7.75	First Class
3	6.25 or more but less than 6.75	Higher Second Class
4	5.5 or more but less than 6.25	Second Class

8.2 Photocopy and Revaluation:

The benefit of the revaluation shall be given to a candidate if the original marks and the marks obtained after revaluation exceed by 5% or more of the maximum marks of the theory paper(s) and only these marks will be accepted by the Institute and are binding on the candidate. For the purpose of computing the 5% difference in marks, half percent of the marks assigned to a paper or a part there shall be taken into account and rounded up for the next successive higher integer. This will be applicable with effect from the examination held in the year 2022-23.

A. Supply of photocopy(ies) of assessed answer book(s):

1. Procedure for submission of application for supply of photocopy(ies) of evaluated/re-evaluated answer book(s):
 - (a) Photocopy(ies) of assessed answer book(s) of ESE examinations conducted by the Institute for award of degree certificate shall be provided to the student(s) as per the procedure prescribed hereinafter.
 - (b) Students of the Institute shall fill in an online application for the demand of photocopy(ies) of assessed answer book(s) using online application submission system available on the official website of the Institute.
 - (c) Online application for obtaining photocopy(ies) of assessed answer book(s) shall be made along with the online payment of the requisite fees

within one week from the date of declaration of results of the examination concerned.

2. Fee structure: Rs.200 per answer book.
These fees of are non-refundable.
3. Terms relating to supply of photocopy(ies) of assessed answer book(s):
 - (a) Photocopy(ies) of only written part of answer book(s) shall be provided.
No photocopy(ies) of blank pages of answer book(s) shall be provided.
 - (b) Photocopy(ies) of assessed answer book(s) of student(s) shall be sent to the student concerned through his/her registered login on the official website of the Institute. The examinee shall be sole custodian of the photocopy(ies) so supplied and shall not transfer the same to anybody for the purpose, whatsoever. The examinee shall further read refrain him/herself for putting such a photocopy(ies) to any misuse that might jeopardize the reputation of the Institute.
 - (c) In case of misuse of photocopy(ies) by the examinee, the Institute shall be at liberty to take action against such candidate as per the provision of Section 48(5) of the Maharashtra Public University Act, 2016.
 - (d) Upon receipt of the application forms by the Institute “Examination Cell providing photocopy of the answer book(s)” (hereinafter referred to as “Examination Cell”) shall scrutinize the answer book(s) and shall verify the following:
 - i. Whether the total marks in the given paper awarded to the examinee on the statement of marks matches with the marks awarded to the examinee on the cover page of the answer book(s).
 - ii. Whether the question-wise marks awarded to all the questions inside the answer book(s) are correctly carried over to the cover page?
 - iii. Whether the total of the question-wise marks on the cover page is correct?
 - iv. Whether all the answers of or parts thereof in the answer book(s) have been assessed by the examiner?
 - v. Any other matter as may be prescribed by the BoE of the Institute.
 - (e) Discrepancy, if any on the counts as mentioned above, noted by the Examination Cell shall be corrected by the Examination Cell.
 - (f) If any question or part thereof in the answer book(s) is found to be not evaluated/re-evaluated, the same shall be got evaluated/re-evaluated from the same examiner and additional marks awarded, if any, shall then

be mentioned on the cover page and added in the total of the marks. If the examiner who has evaluated/re-evaluated the answer book(s) is not available due to death, resignation or any other cause beyond his control, the answer book(s) shall be got evaluated/re-evaluated from another examiner to be appointed by the Dean (Academics).

- (g) The change, if any, on the counts mentioned in clause above, shall be informed to the student concerned, by the Institute. The student concerned shall surrender the original statement of marks to the Institute within one week from the date of receipt of communication. Corrected statement of marks shall be issued to the student, as the case may be, on surrendering the original statement of marks to the Institute, without charging any fees.
- (h) Photocopy(ies) of the answer book(s) shall be made available to the student after making corrections, if any, in the marks on the cover page and after awarding grace marks, if any, as per rules, and concealing the identity of the examiner/moderator/re-evaluator.
- (i) The designed officer of the Examination Cell shall certify on main page of the answer book by placing his/her signature and seal. The designated officer, before issuance of the photocopy of the answer book shall ensure that the same contains all pages of the written part of the answer book.
- (j) No complaint regarding the manner of evaluation of answer book(s) by the examiner/modulator/re-evaluator shall be entertained by the Institute.
- (k) Photocopy(ies) of an evaluated/re-evaluated answer book(s) will be permitted only once in respect of the examination concerned.
- (l) The Institute shall not be liable for failure or delay in supplying photocopy(ies) of an evaluated/re-evaluated answer book(s) due to any reason beyond the control of the Institute.

B. Revaluation of answer book(s) of Theory paper(s):

- (a) Procedure for submission of application for revaluation of answer book(s) of Theory Paper(s):
 - i. A student shall be eligible to apply for revaluation of answer book(s) of theory paper(s) of the Institute examinations only after receipt of photocopy(ies) of those answer book(s).
 - ii. A student shall submit an application along with the requisite fees through an online payment option provided in the application, within

one week from the date of receipt of photocopy(ies).

- iii. The application form shall have to be filled in and signed by the student concerned only.

(b) Fee structure: For UG Courses:

Rs. 1000 per answer book.

For PG Courses:

Rs. 1000 per answer book.

These fees are non-refundable in case of no change. However, if the change of marks is $\geq 5\%$ or more of the maximum marks of the theory paper(s), and he/she gets passed in the course, the revaluation fees will be refunded.

(c) Terms relating to revaluation of answer book(s) of Theory paper(s):

- i. If on verification of marks at the time of supply of photocopy(ies) of answer book(s), it is found that the marks originally shown in the marks list issued to a student have changed as result of verification, the changed marks shall be considered as original marks for the purpose of revaluation.
- ii. The revaluation of the answer book(s), however, shall not be permitted in respect of scripts of Practical Examination/Term Work/Internal Evaluation/Sessional Marks/Dissertation/Thesis/Clinical/MCQ (Multiple Choice Question in practical examination)/online examination/In-Sem theory examination and Viva-Voce, etc.
- iii. The change in marks after revaluation shall be informed to the student concerned, by the Institute. The student concerned shall surrender the original statement of marks to the Institute within one week from the date of receipt of communication. Corrected statement of marks shall be issued to the student, as the case may be, on surrendering the original statement of marks to the Institute, without charging any fees.
- iv. The fee for revaluation may be refunded, if the application is not entertained and not processed for revaluation and if the student concerned submits his/her request for refund.
- v. A student shall note that the result of the revaluation of his/her answer-book(s) of the theory paper(s) shall be binding on him/her and that he/she shall accept the revised marks obtained in his/her theory paper(s) after revaluation.
- vi. The benefit of the revaluation shall be given to a student if his

original marks and the marks obtained after revaluation exceed by 5% or more of the maximum marks of the theory paper(s) and only those marks will be accepted by the Institute and are binding on the student. For the purpose of computing the 5% difference in marks, half percent of the marks assigned to a paper or a part there shall be taken into account and rounded up for the next successive higher integer.

- vii. The revised marks obtained by the student after revaluation as accepted by the Institute shall be taken into account for the purpose of amendment of his result in accordance with the relevant rules of the Institute.
- viii. For the purpose of this order, revaluation of the answer book(s) of the theory paper(s) shall be an additional facility provided to the students with a view to improve upon their results at the preceding Institute examination, it being understood that delay in the declaration of revaluation result for any reason, whatsoever, shall not confer any right upon them to the next higher class and such matters shall be always regulated in accordance with the relevant ordinance(s) and rules or regulations framed by the Institute.
- ix. As a result of revaluation, if a student attracts the provision of condonation of deficiency of marks/grace marks, the same shall be applied to him as per relevant ordinance(s).

C. General Terms:

1. Evaluated/Re-evaluated answer book(s) shall be preserved by the Institute for a period of four months from the date of declaration of result of the examination concerned.
2. If the last day of submission of application happens to be a holiday to the Institute, the next working day will be treated as the last day.
3. Incomplete/incorrect application forms and/or with illegible entries and those submitted after due dates shall be summarily rejected without any further reference and fees paid along with the application forms shall not be refunded.
4. Any question as to the interpretation or application of this order shall be decided by the Director of the Institute whose decision shall be final and binding.

Special Note: *Any other point or rule not mentioned above will be appropriately discussed by the members of BoE and the decision will be made accordingly.*

9 Annexure

9.1 Forms:

The following and other required forms will be available with Examination Cell;

1. Examiner form
2. Student unfair means form
3. Student undertaking form
4. Report of Jr. Supervisor
5. Report of Sr. Supervisor
6. Report of CoE
7. Complaint against student to Police Station
8. CEP examiner undertaking
9. Proforma for additional marks for Extra curricular activities
10. Eligibility fee will be as per SPPU circular.