



# **ARMY INSTITUTE OF TECHNOLOGY, PUNE**

**Autonomous Institute Affiliated to Savitribai Phule Pune University**

## **RULES AND REGULATIONS FOR ASSESSMENT & EVALUATION**

**Applicable to all Autonomous UG Programmes**

**(With effect from AY 2025-26)**

## **VISION**

To become a "Globally Recognized" technical institute providing world class education and research facilities to the wards of Defense personnel.

## **MISSION**

- (a) Provide the right environment, to the wards of Defense personnel, for development of physical, intellectual, emotional and spiritual quotients, with a view to produce total quality engineers.
- (b) Create an ecosystem, which can foster the culture of research, innovation, creative thinking and higher studies.
- (c) Develop an education system, which creates entrepreneurs, and technology leaders who are committed towards sustainable development of society and nation building.

## **CORE VALUES**

Excellence, Honesty, Integrity, Team Work, Continuous Learning and Innovation

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## 1. Preamble

This document outlines the rules and regulations for assessment and evaluation at Army Institute of Technology under the framework of academic autonomy. It aims to establish a transparent, fair, and comprehensive system that promotes student learning, development, and achievement while upholding the institution's commitment to academic excellence and ethical practices.

## 2. General Framework

General framework serves as a framework for developing specific policies and procedures for assessment and evaluation at AIT Pune. It will be adapted and updated as needed to meet the changing needs of the institution and its students.

### 2.1 Guideline Principles

**Student-Centered Approach:** Assessment should prioritize the individual needs and learning styles of students.

**Constructive Feedback:** Feedback should be timely, specific, and actionable, providing opportunities for improvement.

**Transparency and Accountability:** Assessment procedures and criteria should be clearly communicated to all stakeholders.

**Fairness and Equity:** All students should have equal opportunities to demonstrate their knowledge and skills.

**Academic Integrity:** Academic honesty and ethical conduct are paramount in all aspects of assessment and evaluation.

**Continuous Improvement:** The assessment and evaluation system should be regularly reviewed and refined based on data analysis and feedback.

### 2.2 Assessment Methods

A variety of assessment methods will be utilized: This may include examinations, assignments, projects, presentations, research papers, portfolio submissions, peer reviews, self-assessments, and other appropriate means.

Assessment methods should be aligned with learning outcomes: Each assessment method should be chosen to measure specific skills and knowledge outlined in the course syllabus.

Assessment methods should be appropriate for the level of study: The difficulty and complexity of assessments should be appropriate for the academic level of the students.

### 2.3 Evaluation Criteria

**Clear and specific criteria:** Evaluation criteria should be clearly defined and communicated to students in advance.

**Rubrics:** Rubrics may be utilized to provide detailed guidelines for evaluating student work.

**Assessment weighting:** The weightage of each assessment task should be clearly defined and communicated to students.

**Alignment with learning outcomes:** Evaluation criteria should directly assess the learning outcomes stated in the course syllabus.

### 2.4 Feedback and Grading

**Regular feedback:** Students should receive regular and constructive feedback on their academic performance throughout the course.

**Timely feedback:** Feedback should be provided in a timely manner to facilitate student learning and improvement.

**Grading standards:** Grading standards should be consistent and fair, reflecting the overall performance of students against the established evaluation criteria.

**Grading policies:** Specific grading policies, including late submission penalties and grading appeals processes, should be clearly outlined.

### 2.5 Academic Integrity

**Academic misconduct:** All forms of academic misconduct, such as plagiarism, cheating, and collusion, will be strictly prohibited and subject to disciplinary action.

**Policies and procedures:** Clear policies and procedures for addressing academic misconduct will be established and communicated to students.

**Support and resources:** Students will be provided with resources and support to understand and avoid academic misconduct.

### 2.6 Student Rights and Responsibilities

**Access to information:** Students have the right to access information about assessment policies, procedures, and criteria.

**Right to appeal:** Students have the right to appeal assessment decisions following the established appeals process.

**Academic support:** Students are entitled to access appropriate academic support services to enhance their learning and academic performance.

**Responsibility for learning:** Students are responsible for understanding and adhering to the rules and regulations related to assessment and evaluation.

## **2.7 Faculty Responsibilities**

**Develop and implement assessments:** Faculty are responsible for designing and implementing fair and valid assessment methods.

**Provide timely and constructive feedback:** Faculty are expected to provide regular and comprehensive feedback to students.

**Maintain academic integrity:** Faculty are responsible for upholding academic integrity in their courses and ensuring fair and unbiased evaluation of student work.

**Participate in professional development:** Faculty are encouraged to engage in ongoing professional development to enhance their assessment skills.

## **2.8 Review and Revision**

**Regular review:** The assessment and evaluation system will be reviewed regularly by the [relevant academic committee/department/faculty] to ensure its effectiveness and alignment with evolving best practices.

**Data analysis:** Data from student performance will be analyzed to inform improvements to the assessment and evaluation system.

**Feedback and input:** Feedback from students, faculty, and other stakeholders will be considered during the review process.

## **2.9 Institutional Support**

**Resources:** The institution will provide adequate resources, including technology, training, and support, to facilitate effective assessment and evaluation practices.

**Professional development:** The institution will support faculty professional development in areas related to assessment and evaluation.

**Quality assurance:** The institution will implement mechanisms to ensure the quality and integrity of the assessment and evaluation system.

### 3. Assessment and Evaluation

#### 3.1 Achievement Testing through Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE)

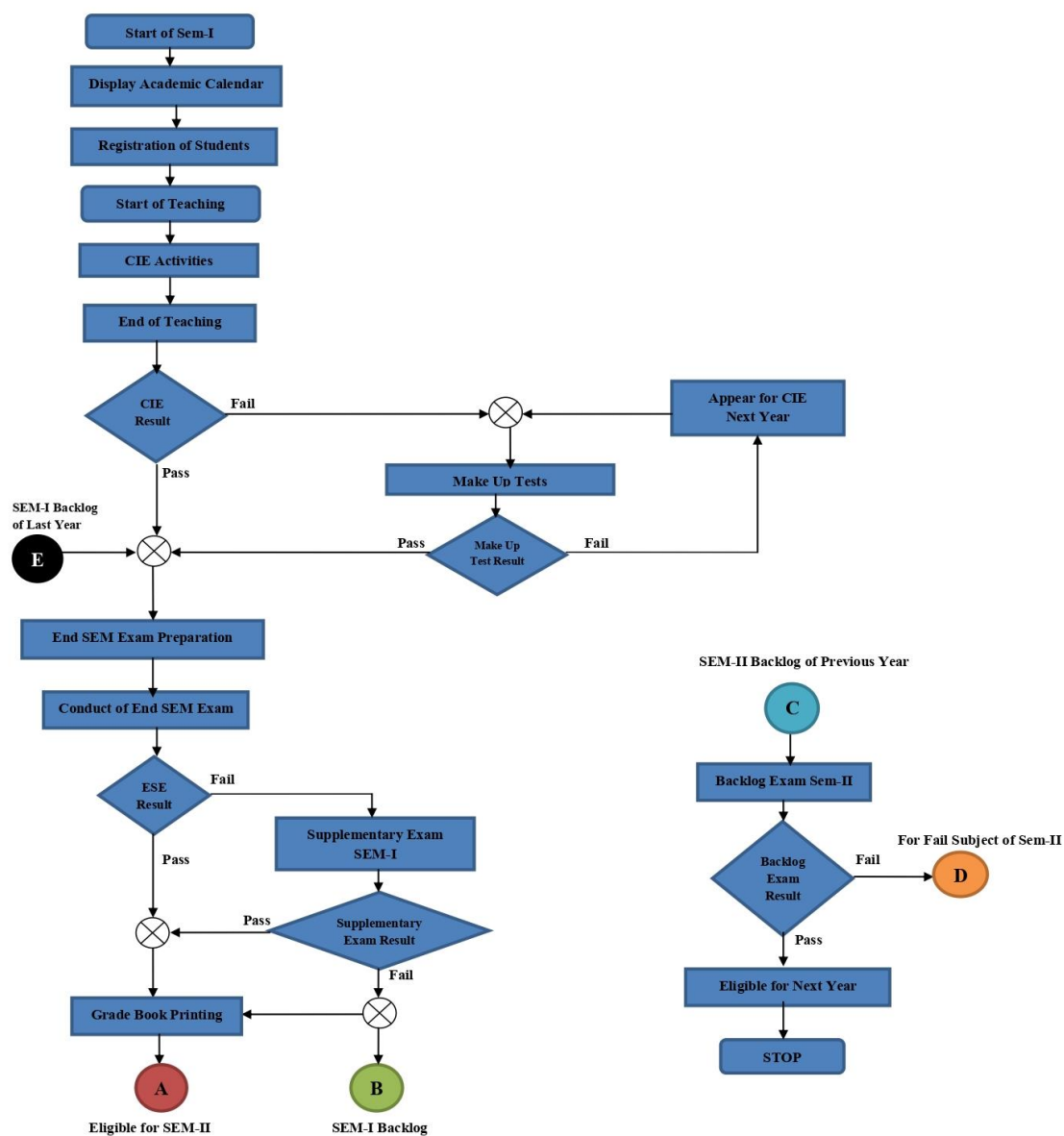
In technical education, the assessment has to be preferably of the achievement-testing type, so that a student's knowledge, understanding and competence in the courses studied are properly assessed and certified. The Regulations given below enable the Autonomous Colleges to achieve this goal and gain the confidence and respect of their stake holders, particularly students. Typically, achievement- testing is done in two parts as follows, both of them being important in assessing a student's achievement:

- a) **Sessional:** Involving Continuous Internal Evaluation (CIE), to be conducted by the course instructor all through the semester. This includes Alternative Assessment Tools (AAT) such as unit tests, weekly/ fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project, open ended experiments, minute videos and other means. The instructor to spell out the components of CIE to the students in advance, maintain transparency in its operation, declare the evaluation results in time and then return the answer scripts and assignment sheets to them as soon as possible.
- b) **Terminal:** covering End Semester Examinations (ESE), to be conducted at the end of a semester, on dates to be fixed at the College level. This includes a written examination for theory courses and practical/design/project-work/internship/seminar examination with built-in oral and/or practical part for these courses.
- c) Both CIE and ESE being equally important in judging the coursework performance of students, they need to be conducted with equal rigor and equal seriousness in the credit system. This makes it necessary that both of them are assigned equal (50:50) weightage. And, a student's performance in coursework shall be judged by taking into account the results of both CIE and ESE individually and also together by giving equal weightage for them. This practice is followed for all courses offered and for all programmes.
- d) The course faculty will prepare a detailed plan of CIE before the start of semester. The plan will be approved by respective Head of Department and will be communicated to Examination Cell and students before the start of the semester.
- e) Term work (TW) will be assessed progressively by the course faculty/batch in-charge. The course faculty/batch in-charge will prepare a detailed plan of TW assessment before the start

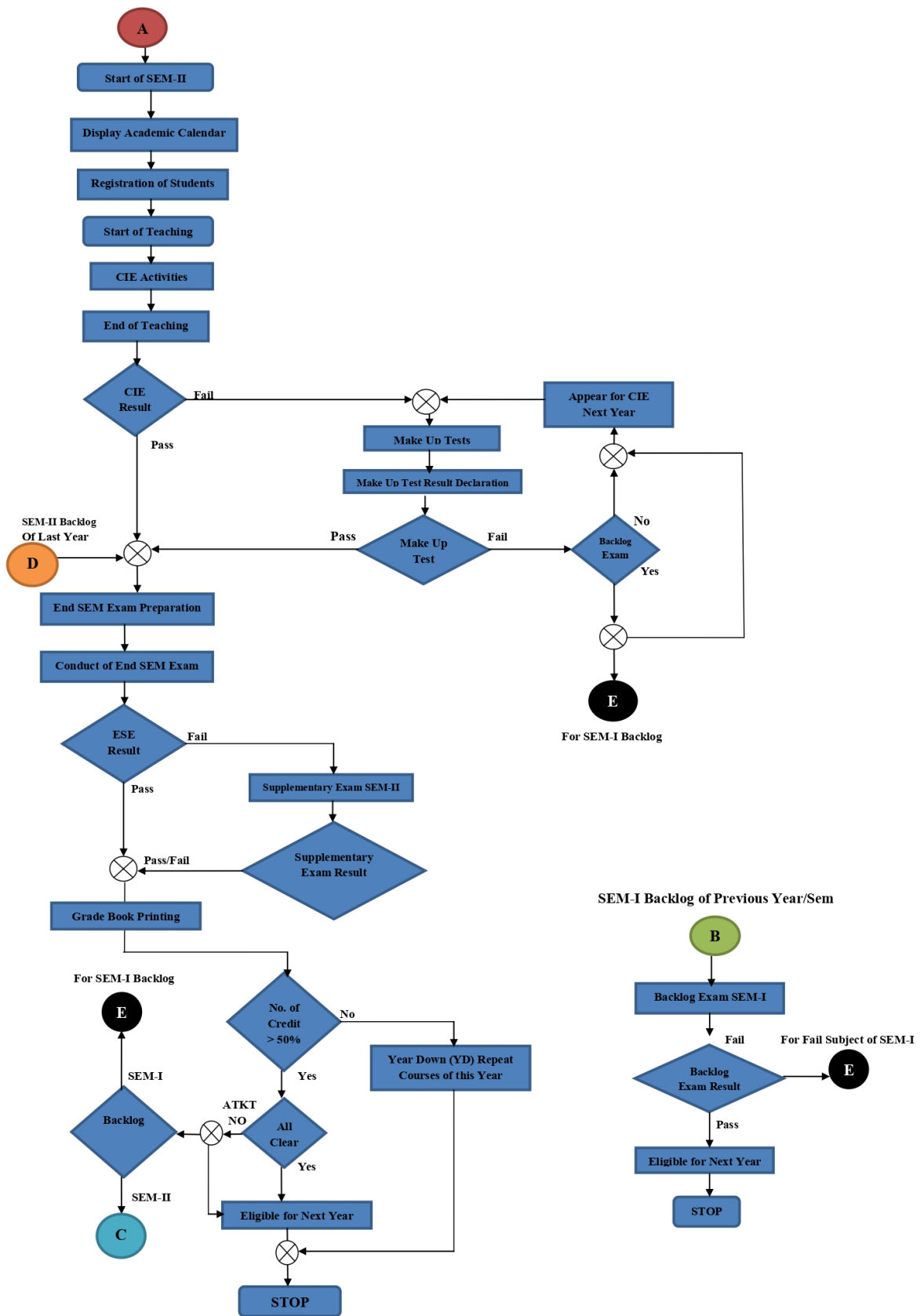


of semester. The plan will be approved by respective Head of Department and will be communicated to Examination Cell and students before the start of the semester.

- f) **Makeup/Compensatory Test (CT):** It will be conducted at the end of semester before ESE. It is conducted purely to address genuine student cases. A Compensatory Test for CIE will be provided to those students who are having satisfactory attendance, course-wise but remained absent for the regular CIE due to valid /unavoidable circumstances with prior permission or aim for improvement in the CIE component of the course. The details of CT will be included in the CIE plan.
- g) **Supplementary Examination:** It will be conducted after declaration of results of ESE. It will be conducted for students who remained absent for valid reasons or students who have failed in the ESE.
- h) **Backlog Examination:** Backlog examination will be conducted only for those students whose term has been granted but due to some legitimate reasons were unable to attend or failed in ESE of any course of previous semesters. The grade card will indicate the fact that the particular course has not been cleared in the first attempt for the students passing a particular course in the Backlog Examination. A student shall have to register for the Backlog Examination by paying additional examination fees per course that he/she registers for Backlog Examination after declaration of Result of Even Semester.
- i) There shall be no Compensatory/ Supplementary examination for any Course for students:
  - (i) Who have absented themselves from attending CIE or ESE without any valid reason.
  - (ii) Who have shortage of attendance in that course work.
  - (iii) Who have withdrawn from the course.
  - (iv) Who were involved in malpractice during CIE/ESE.Such students shall be required to re-register for the Course(s) and go through CIE and ESE again. The re-registration shall be possible only when the particular Course is offered again in the next year.
- j) For the courses having both CIE and ESE, if the student fails in CIE even after appearing in Compensatory Test, he/she will not be allowed to appear for ESE. The student has to appear for the CIE and ESE of the course again in the next year (odd to odd and even to even semester).
- k) The detailed flow of various assessments and evaluations to be conducted during semester I & II of an academic year is provided in Figure 1 & 2 respectively.



**Figure 1:** Details of sequence of Assessments and Evaluations to be conducted during Sem I of an Academic Year



**Figure 2:** Details of sequence of Assessments and Evaluations to be conducted during Sem II of an Academic Year

### 3.2 Question Papers

- a) **Question Paper Pattern:** For an effective achievement testing of students in a course, a good question paper needs to be used as the principal tool. This makes it necessary for the question papers used at CIE and ESE to;
- (i) Cover all sections of the course syllabus.
  - (ii) Align with intended Course Outcomes (COs).
  - (iii) Be unambiguous and free from any defects/errors.
  - (iv) Emphasize knowledge testing, problem solving and quantitative methods.
  - (v) Contain adequate data/ other information on the problems assigned.
  - (vi) Have clear and complete instructions to the candidates.
  - (vii) Have some questions should be of higher order Bloom's Taxonomy level with equal distribution among easy, moderate and high difficulty level.
- b) **Question Paper Planning:** The above requirements make it necessary for a Question Paper to cover the entire syllabus, with a provision for the students to answer questions from the whole syllabus. As students need to be given some choice in the questions included in the Paper, it is necessary for the Question Papers at ESE, in particular, to have built in choice under each module of the syllabus.

### 3.3 End Semester Examinations (ESE)

- a) The course instructor shall conduct the ESE jointly with an external examiner appointed for this purpose by the College. Here, the external examiner to mainly associate with the work of Question Paper setting which will ensure quality of question paper. (refer Table 1 for details).
- b) The answer scripts of ESE shall be evaluated by the course instructor. But as a healthy step, a Departmental Committee may oversee this task and ensure the quality and standard of evaluation in few cases where the results are found to be abnormal.

### 3.4 Project work Evaluation

The evaluation of CIE of the project work shall be based on the progress of the student in the work assigned by the project supervisor periodically evaluated by him/her together with a Project Evaluation Committee (PEC) constituted for this purpose by the department. PEC comprises two faculties of the department/programme-wise and one faculty supervisor/Project guide (as assigned by the department for every student/student group).

The evaluation of ESE of the project work shall be jointly conducted by the Project Guide and an External examiner.

The rubrics for evaluation of CIE and ESE will be decided by the respective department based on common guidelines provided at college level.

### 3.5 Internship/On Job Training(OJT) Evaluation

The evaluation of CIE of the Internship/OJT shall be based on the progress of the student in the work assigned by the supervisors periodically evaluated by him/her together with an Internship Evaluation Committee (IEC) constituted for this purpose by the department. IEC comprises two faculties of the department/programme-wise and one faculty supervisor (as assigned by the department for every student/student group).

The evaluation of ESE of the internship/OJT shall be jointly conducted by the Internal Supervisor and External examiner who will be preferably the external guide (Industry Supervisor) from the organization in which internship was work was carried out.

The rubrics for evaluation of CIE and ESE will be decided by the respective department based on common guidelines provided at college level.

### 3.6 Evaluation Methods

The evaluation methodologies for various types of evaluations are summarised in Table 1 below.

**Table 1: Details of Evaluation Methods**

S#	Type of Evaluation	Method(s) of Evaluation	Paper Designer Setter/ of Evaluation/ Examiner	Evaluator/ Examiner	Remark
1	CIE	i) Assignments ii) Quiz iii) Seminar /Presentation iv) Group Task v) Paper writing vi) Mini Project vii) Survey viii) Any other AAT	Subject/Course Teacher	Subject/Course Teacher	To be appointed by HoD
2	ESE	Question Paper	<b>Internal Examiner:</b> Course Teacher <b>External Examiner:</b> Subject Expert from outside College	Course Teacher	To be appointed by Principal
3	Practical Exam	a) CIE b) ESE- Hands on Assignment	<b>For CIE</b> Course Teacher <b>For ESE:</b> Course Teacher & External subject expert	<b>For CIE</b> Course Teacher <b>For ESE:</b> Course Teacher & External subject expert	To be appointed by Principal

S#	Type of Evaluation	Method(s) of Evaluation	Paper Designer/ Setter/ of Evaluation/ Examiner	Evaluator/ Examiner	Remark
4	Ora Exam/ Seminar	a) CIE b) ESE - Viva	<b>Internal Examiner:</b> Course Teacher <b>External Examiner:</b> Subject Expert from outside College	<b>Internal Examiner:</b> Course Teacher <b>External Examiner:</b> Subject Expert from outside College	To be appointed by Principal
5	Term Work	Continuous Assessment based on Attendance, Performance, Documentation	Course Teacher/Batch In-charge	Course Teacher/ Batch In-charge	To be appointed by HoD
6	Mini Project/ Capstan Project	b) CIE c) ESE - Viva	Project Evaluation committee.(Rubric)	<b>For CIE Internal Examiners:</b> Project Evaluation committee and Guide <b>For Viva-Guide &amp; External Examiner-</b> Subject Expert from outside College preferably from industry	To be appointed by Principal
7	Internship	d) CIE ESE - Viva	Internship Evaluation committee.(Rubric)	<b>For CIE &amp; Viva-Internal Examiners:</b> Internship Evaluation committee and Supervisor <b>For Viva-Supervisor &amp; External Examiner:</b> Subject Expert from outside College preferably from industry in which internship is completed.	To be appointed by Principal

### 3.7 Passing Standards

To earn credits for a course (Theory/Termwork/Practical/Oral/Presentation) student must pass the course with minimum passing marks/grade.

For the courses having both CIE and ESE, it is necessary to pass CIE in order to appear for ESE.

To pass a particular course head having both CIE and ESE, the student must earn minimum 40% marks in CIE and ESE separately.

- a) To pass a particular course head having only CIE, the student must earn minimum 40% marks in CIE.
- b) To pass a particular course head having only ESE, the student must earn minimum 40% marks in ESE.
- c) A student failed in ESE can appear in backlog examination and his CIE marks will be retained as it is.

### **3.8 Promotion Criteria or Rules of ATKT (Allowed To Keep Term)**

In order to be promoted to the higher class (year) each student will have to earn 50 percent of the credits of the previous year and 100 percent credits of the pre-previous year. The students who do not satisfy these criteria will not be permitted to take admission to the higher class and will consequently lose one academic year.

- a) A student can register for the **third semester** if he/she earns a minimum of 50% credits of the total of first and second semesters.
- b) A student can register for the **fifth semester** if he/she earns a minimum of 50% credits of the total of third and fourth semesters and all the credits of first and second semester, i.e. The student will be promoted to the third year, only if first year is ALL CLEAR.
- c) A student can register for the **seventh semester** if he/she earns a minimum of 50% credits of the total of fifth and sixth semesters and all the credits of third and fourth semester i.e. The student will be promoted to the fourth year, only if first and second year is ALL CLEAR.
- d) The student should earn minimum 50% of total credits for promotion to next year of study. If the student shall be considered as under the category ATKT in next academic year.
- e) If the student cannot meet above criteria then the student shall be considered as FAIL and treated as Year Down (YD). These students are NOT allowed to take admission in next year unless they fulfill the required condition stated above.

### **3.9 Paper Showing/Re-evaluation/Open House**

Before declaration of final results, respective subject teacher will announce marks obtained by the students. Students who are interested in re-valuation will apply for the same. These students will be shown the answer sheets by the subject teacher. In case of any queries or grievances regarding the evaluation of their answer scripts, a scrutiny committee consisting of HOD, department coordinator and subject teacher will address the queries /grievances. If student remains absent for the declared date for paper showing he/she is not entitled to file grievance after the date.

### **3.10 Tabulation and Declaration of Result**

Final Results shall be declared within 7 to 10 working days after the last theory/practical examination. The soft copy of the results is sent to the heads of respective departments for circulation to the respective faculty members and students. The hard copies of the grade card are printed after the declaration of the results of the Backlog examination/ supplementary examinations.

### **3.11 Semester Grade Report**

- a) A Grade Report in the form of Grade Card shall be issued to students at the end of each Semester
- b) The Grade Card shall include the following.
  - (i) The list of courses registered for an academic year along with credits.
  - (ii) The letter grade obtained in each course.
  - (iii) The total number of credits earned by a student.
  - (iv) SGPA, CGPA Details
  - (v) Examination details
  - (vi) Grading System, calculation of performance indices and conversion of CGPA to equivalent percentage shall be provided on the back page of grade card.
  - (vii) Grade Cards shall be used to prepare Transcripts of the student.

### **3.12 Course equivalence as per the new pattern**

A departmental committee headed by HoD will recommend course equivalence in case of change of pattern or migrated students or lateral entry students or students joining through multiple exit multiple entry system. The same will be put up to Academic Council through Board of Studies (BoS) of respective department for final approval.

### **3.13 Students with disabilities**

As per the directives of the Government of Maharashtra (GR 2016 / 302 dated 4 March 2017) the assessment and evaluation of the specially abled students (Divyang) must be done in a manner different from the other students. A list of twenty-one special needs have been listed.

These specially abled students shall be allowed certain concessions in the examinations- namely provision of extra time (twenty minutes per hour) for the duration of examination, facility of a writer and provision for award of additional grace (3% in either one subject or all subjects) marks and other facilities that are listed in the above mentioned GR



### **3.14 Special Provision of Amanuensis/Writer**

- a) The departmental exam coordinator shall help in the arrangement for the facility of amanuensis/writer to the visually challenged examinee or any examinee who is temporarily incapacitated due to an accident or mishap, with extra time of half an hour to one hour above the stipulated time of the examination of the paper. The writer should be less qualified than the visually challenged / physically handicapped student. Before providing any such facility the controller of examination shall verify the medical certificate issued by a medical practitioner.
- b) The Examination coordinator shall provide at his level the facility of giving extra half an hour, over and above the stipulated time of the paper, to write answers during the examination to the paraplegias, orthopedically handicapped students who have hand co-ordination problem and to the visually handicapped students after verification of Medical Certificate issued by the Civil Surgeon/Orthopedic Surgeon.

### **3.15 Issue of Duplicate Grade Card and TC**

The students will submit online application for duplicate Grade Card along with necessary documents and fees. The duplicate Grade Card will be issued after necessary verifications.

### **3.16 Procedure for Applying for Transcripts**

Candidates can apply for transcripts by submitting application & photocopies of the grade cards, name of the University where he/she wish to apply and prescribed fees.

### **3.17 Criterion for Awards of Degree and Degree Certificate**

After successful completion of the program at the Institution, the student will be eligible for award of degree by Savitribai Phule Pune University. A student shall be eligible for the award of the degree only if the student has

- a) Obtained eligibility certificate from the University.
- b) Registered & passed all the prescribed courses & earned minimum credit requirement (CGPA  $\geq 5.0$ ) for the said degree
- c) Satisfied all requirement specified by the concerned department; if any.
- d) Satisfied all requirements specified by the Academic Council and/or ordinances.
- e) Paid all the dues to the institute.
- f) No pending case of indiscipline.
- g) The student will be required to apply for the degree certificate on the Savitribai Phule Pune university website. The degree certificates will be distributed by Savitribai Phule Pune University. The university may also dispatch the degree certificate by post to individual students.

- h) If student fails to apply for degree certificate within time span specified by SPPU authorities, he/she has to apply for the degree certificate in next academic year.

### 3.18 Ordinance

- a) **Grace Marks for Passing:** The examinee shall be given the benefit of grace marks only for passing in each head of passing (Theory/Practical/Oral/Sessional) in External or Internal Examination. A Candidate shall get 1% of the total marks of the semester or 5 (five) grace marks (whichever is less) if he / she is getting failed and these marks may be distributed to maximum 1-2-3 courses as per the requirement for the passing the courses.

Head of Passing	Grace Marks up to
Up to 50	2
51-100	3
101-150	4
151-200	5

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All-India level such as AICTE UGC, etc.

- b) **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 or First Class by marks not more than 1% of the aggregate marks of that examination or up to 10 marks, whichever 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 at the All-India level such as AICTE UGC, etc.
- c) **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 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. Condonation of deficiency of marks be shown in the Statement of Marks in the form of asterisk

(#) and Ordinance number provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All-India level such as AICTE UGC, etc.

### **3.19 Additional Marks for students representing University**

Students participating consistently in sports, cultural as well as academic activities to represent SPPU at International, National and State level will be eligible for additional marks. The request shall be validated by the Dean-Student Affairs in consultation with Director-Physical education/Cultural Head/Head-Social initiates/Dean. The same shall approved by the Principal and Director. These students will avail the facility of additional marks or grace marks, either of it.

- a) It is proposed to award the additional marks as per following details (With prior approval)
  - (i) International participation and won a medal = 25 marks
  - (ii) International Participation = 20 marks
  - (iii) National Participation and Medal = 15 marks
  - (iv) National Participation/University level participation= 10 marks
- b) Marks shall not exceed the maximum marks for any particular course when allotted.
- c) The marks can be distributed over one or more regular courses. The marks can be used even for meeting the passing requirement of one or more regular courses.

## **4 GRADING**

### **4.1 General**

In recent years, the grading system has replaced the evaluation of students' performance in a Course based on absolute marks, because of its many advantages.

**Letter Grades:** A letter grade is basically a qualitative measure (an alphabet/letter) giving the performance of a student, such as, Outstanding (O), Excellent (A+), Very Good (A), Good (B+), Above Average (B), Average (C) and Pass (P), Fail (F), based on the raw score (marks, as in conventional practice) obtained by the student. This is usually arrived at after the student's performance in a Course, which includes both CIE and ESE, is assessed and raw score (marks) for the total are awarded to begin with, followed by grouping of all the students at a Course under different grading levels, as above.

**Absolute Grading:** The College adopts the absolute grading system.

## 4.2 Grade Points

- a) Depending on the letter grades assigned, a student earns certain grade points. As the grading system can have different scales for grade points (like 5, 8, 10.) with more number of points in the scale being desirable for providing higher resolution in the assessment.

Moreover, all Autonomous Colleges under the University need to follow the same scale for uniformity in their operations. Hence, the Autonomous Colleges under the University shall follow the 10-point grading system, as given in Table 2 for the absolute grading system.

**Table 2: Grade Points Scales for Absolute Grading**

Sr No	Percentage of Marks	Grade Points	Grade	Remark
1.	$90 \leq \text{Marks} \leq 100$	10	O	Outstanding
2.	$80 \leq \text{Marks} < 90$	9	A+	Excellent
3.	$70 \leq \text{Marks} < 80$	8	A	Very Good
4.	$60 \leq \text{Marks} < 70$	7	B+	Good
5.	$50 \leq \text{Marks} < 60$	6	B	Above Average
6.	$45 \leq \text{Marks} < 50$	5	C	Average
7.	$40 \leq \text{Marks} < 45$	4	P	Pass
8.	Marks < 40	0	F	Fail
9.	-	0	FF	Failed in CIE and Hence Not eligible for ESE
10.	-	0	AB	Absent
11.	-	0	DR	Detained, Repeat the Course
12.	-	0	AC	Audit Course Completed
13.	-	-	ACN	Audit Course Not Completed
14.	-	-	II	Satisfactory performance in CIE (Pass) but absent in ESE due to valid reason (Incomplete due to Illness)
15.	-	-	XX	Very good performance in CIE ( $\geq 80\%$ ) but poor performance in ESE leading to fail (F) overall grade
16.	-	-	CT	Transitional Grade for students who are permitted under semester exchange/Credit Transfer scheme

**Note:** 'II', 'XX' and 'CT' are transitional grades awarded which will be converted to actual grades earned in supplementary examination else will automatically get converted in to 'F' grade. Candidate can avail facility of XX grade only once over the span of program for theory courses.

- b) The grade points given in Table 2 helps in the evaluation of credit points earned by the student in a Course as the credit points are equal to the number of credits assigned to the Course multiplied by the grade points awarded to the student in that Course. This shall be used in

arriving at the credit index of the student for that semester, as it is the sum total of all the credit points earned by the student for all the Courses registered in that semester.

- c) **Earning of Credits:** A student shall be considered to have completed a Course successfully and earned credits if he/she secures an acceptable letter grade in the range O to P. Letter grade F in any Course implies failure of the student in that Course and no credit shall be earned.
- d) **Transitional Grades:** The transitional grades, such as, 'II', 'XX' and 'CT' shall be awarded to a student in the cases indicated in Table 2. These grades need to be converted into one or the other of the letter grades (O-F) after the student completes his/her Course requirements, including the examinations.
- e) **Grade 'II':** Awarded to a student having satisfactory attendance at classes and meeting the passing standard at CIE in a Course, but remained absent from ESE for valid and convincing reasons acceptable to the College, like:
  - (i) Accident or severe illness leading to hospitalization, which disables the student from attending End Semester Examination (ESE);
  - (ii) A calamity in the family at the time of ESE, which requires the student to be away from the College;
  - (iii) In the event of (i) and (ii) above, it is the responsibility of the student/ parent/ guardian to inform the college authorities (proctor/HOD) immediately. The information can be in the form of either written communication, personal communication by parent/guardian/peer or an e-mail or mobile message. The candidate needs to submit all the relevant evidences (hospital reports, police reports, certificates from competent authorities, etc.).
  - (iv) Prior intimation is mandatory. Any intimation after the conduct of examination shall not be entertained.
- f) **Grade 'XX':** Awarded to a student having attendance  $\geq 75\%$  and CIE rating ( $\geq 90\%$ ) in a course, but ESE performance observed to be poor, which could result in an overall 'F' Grade in the Course. No 'F' Grade is awarded in this case but student's performance record is maintained separately. The student will be provided an opportunity in the Supplementary examination.
- g) **Grade 'FF':** Awarded to a student who has failed in CIE even after compensatory test and hence becomes ineligible to appear for ESE.
- h) **Grade 'CT':** Awarded to students who are permitted under semester exchange/Credit Transfer scheme.
- i) **Supplementary Examination:** The Supplementary Examination facility shall be available to the students who have been awarded the transitional Grades (II - Grade or the XX - Grade). The Supplementary Examination shall be held as per dates notified in the Academic Calendar. The standard of the Supplementary Examination shall be the same as that of the regular ESE for the

Courses. The student will be provided an opportunity in the Supplementary exam. The Grade earned by the student will be retained in case of 'II' Grades, while in the case of 'XX' Grades, the student will be awarded the next lower passing Grade i.e. grade will be reduced to the next lower grade, while the Grade 'P' will remain unchanged).

- j) **Grade Card:** Each student shall be issued a Grade Card at the end of each semester. This shall have a list of all the Courses registered by a student in the semester together with their credits. The letter grades with grade points awarded in each case. Only those Courses registered for credit and having grade points shall be included in the computation of the student's performance, like SGPA and CGPA. The Courses taken for audit shall not form part of this computation. The results of mandatory courses, which are of the non-credit type, shall also be reflected in the Grade Card as AC (for Passed) or ACN (for Not Passed). It shall be noted that each UG student shall have to obtain the grade AC in each mandatory course to qualify for the Degree award by the University.

#### 4.3 Grade Point Averages

- a) **SGPA and CGPA:** The credit index can be used further for calculating the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA), both being Important academic performance indices of the student. While SGPA is equal to the credit index for a semester divided by the total number of credits registered by the student in that semester, CGPA gives the sum total of credit indices of all the previous semesters divided by the total number of credits registered in all these semesters. Both the equations together facilitate the declaration of academic performance of a student, at the end of a semester and at the end of successive semesters respectively. Thus,

##### Semester Grade Point Average (SGPA)

$$SGPA = \frac{\sum[(Course\ Credit)(Grade\ Point)]}{\sum(Course\ Credit)}$$

Considering all courses registered in that semester.

##### Cumulative Grade Point Average (CGPA)

$$CGPA = \frac{\sum[(Course\ Credit)(Grade\ Point)]}{\sum(Course\ Credit)}$$

For all courses registered until that semester.

- b) The two equations will be used in calculating SGPA and CGPA, both of them shall be normally calculated up to the second decimal position, so that the CGPA, in particular, can be made use of in rank ordering the students' performance in a class. If two students get the same CGPA, the tie

shall be resolved by considering the number of times a student has obtained higher SGPA. But, if it is not resolved even at this stage, the number of times a student who has obtained higher grades, shall be taken into account in rank ordering of the students in the class.

- c) Minimum standard for CGPA = 5.0 (At the end of each academic year) and, failure to secure a minimum CGPA = 5.0 at the end of any year for the first time, shall attract a warning before approval of the student to continue in the following semester and such a student shall be placed on probation.
- d) **Award of Class:** Sometimes, it is necessary to provide equivalence of these averages, viz., SGPA and CGPA with the percentages and/or Class awarded as in the conventional system of declaring the results of University examinations. This shall be done by Autonomous Colleges under the University only at one stage by prescribing certain specific thresholds in these averages for First Class with Distinction, First Class, Higher Second Class and Second Class, at the time of Degree Award. The following Formula for Conversion of CGPA to percentage of marks to be used only after a student has successfully completed the programme:’

$$\text{Percentage of Marks} = (\text{CGPA} - 0.5) \times 10$$

**Class designation:**

- a.  $\text{CGPA} \geq 7.75$  - First class with distinction
- b.  $6.75 \leq \text{CGPA} < 7.75$  - First class
- c.  $6.25 \leq \text{CGPA} < 6.75$  - Higher second class
- d.  $5.50 \leq \text{CGPA} < 6.25$  - Second class
- e.  $5.00 \leq \text{CGPA} < 5.50$  - Pass Class

#### 4.4 Transitory Regulations

- a) These regulations are applicable to students who were discontinued for some reasons and rejoin the program. They shall be governed by the scheme of examination, syllabi contents and the rules and regulations in force at the time of rejoining of student.
- b) A candidate, who is detained or discontinued in the year/semester, will be re-registered on paying the prescribed fees as decided from time to time. On re-admission, he/she shall be required to pass in all the courses in the curriculum prescribed for such batch of students in which the student joins subsequently. However, exemption will be given to those candidates who have already passed in such courses in the earlier semester(s) he/she was originally admitted into.

#### 4.5 Examination Fees

The student shall be paying the examinations fees as per the norms. The fees will be paid at the time of filling examination form.

#### **4.6 Performance (CGPA) Improvement Scheme**

- a) 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.
- b) 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.
- c) A student seeking permission to register for CGPA improvement shall submit a written application within the stipulated time to the Principal 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.
- d) 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 C or P 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.
- e) 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 100 Rs. judicial stamp stating 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 will be permitted after the course registration.
- f) 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 CIE & ESE conducted for the registered courses. In the case the student misses any of the tests or examinations, no Re-examination shall be permitted. Absentee for End-semester examination shall automatically lead to the award of grade F in that course.
- g) 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.
- h) A student wishing to use the facility of grade improvement shall be required to pass in all the three courses in a maximum two attempts. He/she shall not be entitled to the Re-examination in such cases.



- i) There will be no provision for improvement of grades in practicals / internal assessment/ seminar or project work.
- j) No additional classes or counselling will be organized for these students. Examination of these students will be conducted along with the regular students' examination. There will not be any separate question paper of arrangement for the students registered for grade improvement.
- k) 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.
- l) 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 that as 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.
- m) A student appearing for improvement of grades shall not be entitled to get benefit of any prize/scholarship/award.

#### **4.7 Interpretations of Rules and Regulations**

In case of any dispute, ambiguity or difference of opinion in interpretation of these rules and regulations or any other matter not covered here, the decision of the Chairman, Academic Council / Director of the institute shall be final and binding

#### **4.8 Helpdesk**

The helpdesk is the facility made available by Examination Cell for the students to assist in various matters such as, Official documents such as Degree certificate, Correction in grade cards/certificates etc.

## **Annexure I: Examination related Malpractice and Unfair Means**

### **I.1 Acts of Malpractices and unfair means**

Every student appearing for the Examination is liable to be charged with committing malpractice(s) / use of unfair means, if he / she is observed as committing any of the acts given below.

- a) Misbehavior with officials / using unfair means / creating nuisance / using obscene language / violence / threat at the centre to the person involved in conduct of examination etc. or any other kind of rude behaviour in or near the Examination Hall.
- b) Writing on the Question Paper/ Admission Card & or passing on any type of written paper to the other student(s) in the examination Hall.
- c) Disclosing his/her identity by writing any words or by making any peculiar marks on the pages other than the facing sheet in the answer scripts.
- d) Possession of electronic gadgets like Smart phones, Smart watches, Programmable calculator, Smart Calculator, pen-drive or such other storage devices in the Examination Hall.
- e) Communicating with any other student(s) any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- f) Giving or receiving assistance in answering the question papers to or from any other student /person in the examination hall or outside during the examination hours.
- g) Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
- h) Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- i) Making any request of representation or offer of any threat for inducement or bribery to Room Invigilator and / or any other official for favors in the Examination Hall or in the answer script.
- j) Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favors in the examination.
- k) Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and / or inserting pages written outside the examination hall into the answer scripts.
- l) Receiving material from outside or inside the Examination Hall for the purpose of copying.
- m) Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript or such other material or matter in the Examination Hall.
- n) Copying or taking aid from any material or matter referred to in sub- clauses (l & m) above to answer in the examination.
- o) Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- p) Having in one's possession any paper, book, note or any other unauthorized material (unless it is allowed for Open Book Examination), any written matter on scribbling pad, calculator, palm,

hand, leg, any part of body, clothing (clothes/garments/handkerchief), socks, instrument box, identity Card, Hall Ticket, Scales, anything was written on any other instrument or any kind of furniture etc.

- q) Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination Hall. Notwithstanding anything contained above, any other activity in which the student has indulged and which in the opinion of the authorities of college constitutes malpractice/ use of Unfair means will be construed as malpractice/ use of Unfair means.

## **I.2 Procedure for reporting malpractices / use of unfair means**

- a) The Director/Principal shall constitute a vigilance squad to ensure proper conduct of examination and for prevention of unfair means for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the college. This squad shall submit its report and recommendations to the Director / Examination Section for appropriate actions.
- b) If the malpractice case is detected, the room invigilator / Squad member will seize the incriminating materials and the answer script(s) and report the same to Senior Supervisor immediately in the prescribed form.
- c) In the case of unfair means/malpractices observed by Invigilator/Squad/Course Instructor, respective Answer Script shall be sealed along with the concerned material belongings in a **specific color envelope** with the undertaking signed by the student and overleaf signed by Invigilator/Squad/Course Instructor. Such sealed envelope labelled in specific format shall be submitted to Exam Cell. All submitted envelopes shall be filed and stored in lock and key for presenting it to the Disciplinary Committee for Examination.
- d) When malpractice / use of unfair means is brought to the notice of the Senior Supervisor either by Squad members or by the room invigilators, he/she shall hold a preliminary inquiry and take on record the report of the room invigilator, the statement of the student concerned.
- e) The student, the room invigilator, the concerned Squad Member (if the case was detected by the squad member) shall be required to give their statement in the prescribed form supplied by the controller of examinations. The statement of all concerned shall be in their own handwriting.
- f) If the student refuses to handover the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/ her refusal to give a statement. If he/she refuses to do even that the facts will be recorded by the officer in-charge and / or the squad member. Separate charge of non-cooperation will be initiated. His entire exam will be considered null and void.

- g) When, a student noted under unfair means, debar the student from writing that particular paper, in which he/she has been caught under alleged unfair means.

### **I.3 Procedure for Imposing Penalties & Punishments**

- a) The disciplinary committee shall meet after the conclusion of each End Semester examination on the dates fixed by the COE and inquire on all matters connected with the students Caught using unfair means. After detailed inquiry, the committee shall prepare a report giving its recommendation on the penalties and punishments to be imposed for the consideration of the Board of Examination.
- b) In the case of failure by the student to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and punishments.
- c) The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose. The disciplinary committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged Unfair means. After ascertaining the severity of the case, the disciplinary committee shall recommend suitable penalties or punishments on the student.

### **I.4 Guidelines for imposing penalties & punishments**

A student found using unfair means/malpractices or involved in disorderly conduct or disturbing other students, at or in connection with an examination shall be referred to the Disciplinary Committee. The committee after consideration of the case shall decide punishment as one or more of the following:

- (i) Cancellation of the examination of the course in respect of which he is found to have been guilty; and/or
- (ii) Cancellation of the examination of the semester examination for which the student was participated and/or debarring from the examination for the future semester(s).
- (iii) Any other punishment deemed suitable by the Disciplinary Committee.

### **I.5 Other Examination Matters**

- a) **Unfair means while valuing the answer scripts:** The examiners shall, if he/ she suspects use of unfair means while valuing the answer scripts or other material such as insertion of answer sheet, revealing of identity or enclosure, such as currency, return the answer script with reasons in writing to the controller of examination and by name desist from further valuation. If already valued, marks shall not be entered in the regular mark list.

- b) **Questions Out of Syllabus / Wrong question / Question with Incomplete data:** This matter shall be placed before the Controller of Examinations. The CoE shall get the question paper examined by the Chairman, BOS concerned. On the report of the Chairman, BoS, the CoE shall either reject the representation or direct the examiner to allot full marks to those students who have attempted such question. The Chairman, BoS may take opinion of the course expert.
- c) **Leakage of a Question Paper:** The CoE will forward recommendation for cancellation of examination of that course to the Director/Principal and after approval cancel the examination of a course on the leakage of a question paper. The examination of this course will be conducted after the last paper of schedule of the examination. A high-level Enquiry committee constituted by the Director shall examine the causes, the reasons and the person(s) responsible for leakage of the question paper. There after the Enquiry Committee shall submit the report to the Director