MIT | Academy of Engineering

An Autonomous institute affiliated to Savitribai Phule Pune University, Pune

Alandi (D), Pune – 412 105, Maharashtra, India

Examination Rules and Regulations

B. Tech Programme

(2019, 2022, 2023 and 2026 Patterns)

Academic Year 2026–27

Prepared by	Approved by
Controller of Examinations	**Chairman Board of Examinations**

Office of the Controller of Examinations

August 2026

ACADEMY OF ENGINEERING Exam Section

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ABBREVIATIONS

Abbreviation	Full Form
B. Tech	Bachelor of Technology
BoS / BOS	Board of Studies
BOE	Board of Examinations
CGPA	Cumulative Grade Point Average
CIA	Continuous Internal Assessment
COE	Controller of Examinations
ERP	Enterprise Resource Planning (institute's online system for marks and results)
ESE	End Semester Examination
GMC	Grade Moderation Committee
GPA	Grade Point Average
GR	Government Resolution (Government of Maharashtra)
IA	Internal Assessment
MITAOE	MIT Academy of Engineering, Alandi, Pune
MSE	Mid Semester Examination
NCC	National Cadet Corps
NSS	National Service Scheme
PG	Postgraduate
SGPA	Semester Grade Point Average
SPPU	Savitribai Phule Pune University, Pune
TC	Transfer Certificate
UG	Undergraduate

GLOSSARY

Term	Meaning	Section
Academic Council	The apex academic body of the Institute that approves these Rules and Regulations, the examination scheme and the course content (syllabi).	1, 3
Audit Course	A course recorded only as completed (grade PP) or not completed (grade NN); it carries no grade points.	11
Backlog Course	A course that a student has failed or been detained in and must clear when it is offered next.	4, 7
Board of Examinations	The authority that approves or modifies the recommendations on unfair means cases and approves rescheduling of examinations.	9.2.1, 13.3
Board of Studies	The body that recommends the examination scheme and course content of a programme; its Chairman submits panels of examiners.	3, 9.2.3
Continuous Internal Assessment	Assessment carried out during the semester, comprising the Mid Semester Examination and Internal Assessment.	3.1.1
Credit	The weightage assigned to a course. A student earns the credits of a course only on obtaining a passing grade.	11.3.1
Detention	Barring a student in a course for less than 75% attendance or less than 40% marks in Internal Assessment; shown by grade XX / X.	6, 11.3.1
Direct Second Year Student	A student admitted directly to the second year, whose credits and CGPA are counted from Semester III onwards.	4.1, 11.3.1
Divyang	A specially abled student entitled to concessions in examinations as per the Government of Maharashtra GR.	11.6.1
Grace Marks	Marks granted under the Institute's grace policy to help a student pass a course or reach a higher division.	11.4
Grade Improvement	A scheme allowing a B. Tech pass-out with CGPA below 6.75 to reappear for theory examinations to improve grades.	11.5
Grade Point	The number (0 to 10) associated with a letter grade, used to calculate SGPA and CGPA.	11
Head of Passing	A component, such as Internal Assessment or the theory examination, in which minimum passing marks must be obtained separately.	9.2
Internal Assessment	Assessment by the course teacher throughout the semester through assignments, quizzes, seminars and other activities.	3.1.1
Letter Grade	The grade (O, A+, A, B+, B, C, P, F and others) awarded to a student in a course according to the marks obtained.	11
Moderation	Review of marks and grades by the Grade Moderation Committee before results are declared.	9.3, 11.3
Promotion	Admission to the next year of study on earning the credits prescribed in the promotion criteria.	8

Term	Meaning	Section
Re-evaluation	Fresh assessment of an answer book on a student's application after declaration of results.	9.3
Re-examination	An examination held after ESE results for students who failed or were absent from the ESE for legitimate reasons.	5
Remedial Term	A short supplementary term after the even semester in which backlog courses are taught and examined.	7
Senior Supervisor	The officer appointed to conduct all theory examinations of the Institute in a semester.	9.2.1
Transcript	A consolidated statement of a student's academic record issued on application.	15
Transitional Grade	A temporary grade (NP or X) awarded for absence from the ESE on valid grounds or for detention.	11.3.1
Unfair Means / Malpractice	Any of the acts listed in Section 13, or any other act that the Institute considers unfair, during an examination.	13
Unfair Means Committee	The Examination Sub-committee that inquiries into unfair means cases and recommends penalties.	13.2
Vigilance Squad	A squad constituted by the Director to ensure proper conduct of examinations and prevent use of unfair means.	13.1
Writer	A person who writes the answers on behalf of a student with disability, with prior permission of the Director / Controller of Examinations.	11.6.1.1

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1 Commencement

- These Rules and Regulations are implemented after approval from the Academic Council and Governing Council of MITAOE. They are subject to change or modification from time to time as and when required. These rules and regulations are also in line with the Savitribai Phule Pune University.
- These Rules and Regulations are applicable to students enrolling for the B. Tech degree programs at MITAOE from the Academic year 2016-17 (commencement of autonomy).

2 Preamble

The Rules and Regulations listed herein have been formulated by the institute to facilitate the smooth and orderly conduct of the academic programs, examinations and other activities of the B. Tech students.

- The Rules and Regulations made shall be applicable to all the B. Tech Programs offered at the Institute.
- They shall also be applicable to any new B. Tech programs that may be started at the institute in the future.
- The Academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by a student for eligibility towards award of the B. Tech degree

3 Examination Scheme

The Institute shall have Examination Scheme based on semester pattern for every Program and course content (syllabi) for the courses recommended by the Board of Studies (BoS) and approved by the Academic Council. The flow of the examination system starting from registration for courses to result generation is highlighted in the Figure 1.

3.1 Performance Assessment

The evaluation of a student for his/her academic performance in a course shall be based on his/her performance in tutorials, practicals, homework assignments, seminars, quizzes, mid-semester examinations and End Semester examinations. There shall be an assessment of all the students attending a course.

3.1.1 Continuous Internal Assessment (CIA)

- **Mid-semester Examination (MSE):** For the second and third year, the MSE will be based on thirty percent of the curriculum for the courses. There will not be an MSE for first- and final-year students under 2026 pattern. The mode of conduct of MSE will be announced by the course faculty at the beginning of the course. It will be conducted approximately after five weeks from commencement of the term.
- **Internal assessment (IA):** This shall be conducted by the course teacher all through the semester. IA shall include homework assignments, problem solving, group discussions, quizzes, seminars and various other activities carried out in class. The course teacher shall announce the detailed methodology for conducting the various segments of IA together with their weightage at the beginning of the semester.

3.1.2 End Semester Examination (ESE)

The ESE will be based on entire syllabus. It will be conducted at the end of the semester.

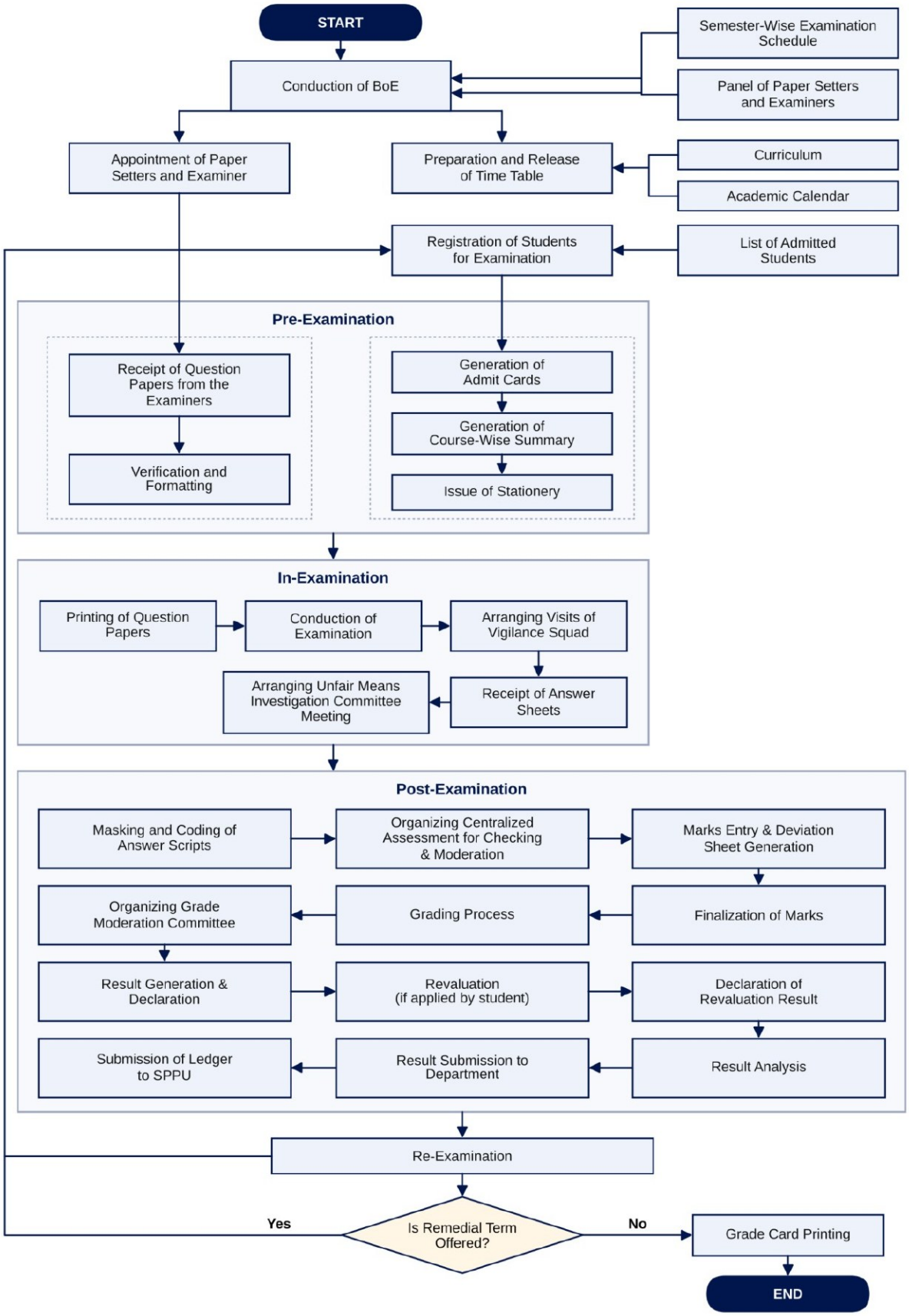


FIGURE 1: EXAM FLOW CHART

3.2 Pattern-wise Assessment Scheme

The assessment of students admitted under the 2019, 2022 and 2023 pattern curricula, and of First Year students under the 2026 pattern curriculum, shall be as set out in 3.2.1 to 3.2.4. These norms were approved in the meeting held on 15 September 2026, chaired by the Director and attended by the Deputy Director, the Chairman of the Boards of Studies of all programs and the Controller of Examinations. For students of these patterns, the norms in this clause shall prevail wherever they differ from any other provision of these Rules and Regulations.

3.2.1 Assessment – 2019 Pattern

3.2.1.1 Nomenclature of Assessment Components

(i) Uniform terminology shall be adopted across all programs for the theory and practical components of a course, as set out in the table below.

Term	Component	Minimum Passing
MSE	Mid Semester Examination	Part of CIA
IA	Internal Assessment	Part of CIA
CIA	Continuous Internal Assessment (MSE + IA)	40% (independent head)
ESE	End Semester Examination	40% (independent head)
Practical	Laboratory / Practical Assessment (marks as per credits)	40% (independent head)

3.2.1.2 Distribution of Theory Marks

(i) The Mid Semester Examination (MSE) shall be conducted for 50 marks and scaled down to 35 marks.

(ii) The End Semester Examination (ESE) shall be conducted for 50 marks and scaled down to 35 marks.

(iii) Internal Assessment (IA) shall be for 30 marks.

(iv) The theory component of a course shall thus carry a total of 100 marks, distributed as set out in the table below.

Head	Maximum Marks	Minimum Passing (40%)
MSE	35 (conducted for 50)	—
IA	30	—
CIA (MSE + IA)	65	26
ESE	35 (conducted for 50)	14
Total (Theory)	100	40

3.2.1.3 Practical Marks

(i) Marks for the practical / laboratory component of a course shall be allotted as per the credits assigned to that component in the curriculum structure of the respective program.

(ii) Each practical / laboratory head shall be a separate passing head with a minimum passing criterion of 40% of the marks allotted to it.

3.2.1.4 Independent Passing and Minimum Passing Criteria

(i) The minimum passing criterion for theory is 40% of the marks allotted.

(ii) Theory shall have separate passing: a student must secure a minimum of 40% marks in CIA (MSE + IA), i.e. 26 out of 65, and a minimum of 40% marks in ESE, i.e. 14 out of 35.

(iii) Passing in one component shall not be compensated by performance in another.

(iv) Practical / laboratory heads shall be passed independently as per clause 3.2.1.3 (ii).

3.2.1.5 Failure in a Component and Grade Entry

(i) If a student fails to secure 40% marks in CIA or in ESE, the actual marks earned by the student shall be entered on the ERP, an "F" grade shall be generated for that course, and the student shall be eligible for re-examination.

(ii) The same procedure shall apply in the case of failure to secure 40% marks in a practical / laboratory head.

3.2.1.6 Re-examination Norms

(i) For re-examination of theory, combined passing shall apply: the marks of ESE (re-examination) and IA taken together shall be a minimum of 40%, i.e. 26 out of 65 (ESE 35 + IA 30).

(ii) The IA marks earned by the student in the regular semester shall be carried forward for the re-examination.

(iii) For practical / laboratory heads, the passing criterion shall remain unchanged, i.e. a minimum of 40% marks in the head, and the marks of the other components shall be carried forward.

3.2.1.7 Responsibility for Implementation

(i) Office of the Controller of Examinations — to configure the ERP to scale MSE and ESE marks as prescribed, to record marks under separate passing heads (CIA, ESE and practical heads), to apply combined passing of ESE and IA for re-examination, and to generate the F grade and re-examination eligibility accordingly.

3.2.2 Assessment – 2022 Pattern

3.2.2.1 Nomenclature of Assessment Components

(i) Uniform terminology shall be adopted across all programs for the theory and practical components of a course, as set out in the table below.

Term	Component	Minimum Passing
MSE	Mid Semester Examination	Part of CIA
IA	Internal Assessment	Part of CIA
CIA	Continuous Internal Assessment (MSE + IA)	40% (independent head)
ESE	End Semester Examination	40% (independent head)
Practical	Laboratory / Practical Assessment (marks as per credits)	40% (independent head)

3.2.2.2 Distribution of Theory Marks

(i) The Mid Semester Examination (MSE) shall be conducted for 20 marks and shall be considered out of 20 marks (no scaling).

(ii) The End Semester Examination (ESE) shall be conducted for 50 marks and shall be considered out of 50 marks (no scaling).

(iii) Internal Assessment (IA) shall be for 30 marks.

(iv) The theory component of a course shall thus carry a total of 100 marks, distributed as set out in the table below.

Head	Maximum Marks	Minimum Passing (40%)
MSE	20	—
IA	30	—
CIA (MSE + IA)	50	20
ESE	50	20
Total (Theory)	100	40

3.2.2.3 Practical Marks

(i) Marks for the practical / laboratory component of a course shall be allotted as per the credits assigned to that component in the curriculum structure of the respective program.

(ii) Each practical / laboratory head shall be a separate passing head with a minimum passing criterion of 40% of the marks allotted to it.

3.2.2.4 Independent Passing and Minimum Passing Criteria

(i) The minimum passing criterion for theory is 40% of the marks allotted.

(ii) Theory shall have separate passing: a student must secure a minimum of 40% marks in CIA (MSE + IA), i.e. 20 out of 50, and a minimum of 40% marks in ESE, i.e. 20 out of 50.

(iii) Passing in one component shall not be compensated by performance in another.

(iv) Practical / laboratory heads shall be passed independently as per clause 3.2.2.3 (ii).

3.2.2.5 Failure in a Component and Grade Entry

(i) If a student fails to secure 40% marks in CIA or in ESE, the actual marks earned by the student shall be entered on the ERP, an "F" grade shall be generated for that course, and the student shall be eligible for re-examination.

(ii) The same procedure shall apply in the case of failure to secure 40% marks in a practical / laboratory head.

3.2.2.6 Re-examination Norms

(i) For re-examination of theory, combined passing shall apply: the marks of ESE (re-examination) and IA taken together shall be a minimum of 40%, i.e. 32 out of 80 (ESE 50 + IA 30).

(ii) The IA marks earned by the student in the regular semester shall be carried forward for the re-examination.

(iii) For practical / laboratory heads, the passing criterion shall remain unchanged, i.e. a minimum of 40% marks in the head, and the marks of the other components shall be carried forward.

3.2.2.7 Responsibility for Implementation

(i) Office of the Controller of Examinations — to configure the ERP to scale MSE and ESE marks as prescribed, to record marks under separate passing heads (CIA, ESE and practical heads), to apply combined passing of ESE and IA for re-examination, and to generate the F grade and re-examination eligibility accordingly.

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3.2.3 Assessment – 2023 Pattern

3.2.3.1 Nomenclature of Assessment Components

(i) Uniform terminology shall be adopted across all programs for the theory and practical components of a course, as set out in the table below.

Term	Component	Minimum Passing
MSE	Mid Semester Examination	Part of CIA
IA	Internal Assessment	Part of CIA
CIA	Continuous Internal Assessment (MSE + IA)	40% (independent head)
ESE	End Semester Examination	40% (independent head)
Practical	Laboratory / Practical Assessment (marks as per credits)	40% (independent head)

3.2.3.2 Distribution of Theory Marks

(i) The Mid Semester Examination (MSE) shall be conducted for 20 marks and shall be considered out of 20 marks (no scaling).

(ii) The End Semester Examination (ESE) shall be conducted for 50 marks and shall be considered out of 50 marks (no scaling).

(iii) Internal Assessment (IA) shall be for 30 marks.

(iv) The theory component of a course shall thus carry a total of 100 marks, distributed as set out in the table below.

Head	Maximum Marks	Minimum Passing (40%)
MSE	20	—
IA	30	—
CIA (MSE + IA)	50	20
ESE	50	20
Total (Theory)	100	40

3.2.3.3 Practical Marks

(i) Marks for the practical / laboratory component of a course shall be allotted as per the credits assigned to that component in the curriculum structure of the respective program.

(ii) Each practical / laboratory head shall be a separate passing head with a minimum passing criterion of 40% of the marks allotted to it.

3.2.3.4 Independent Passing and Minimum Passing Criteria

(i) The minimum passing criterion for theory is 40% of the marks allotted.

(ii) Theory shall have separate passing: a student must secure a minimum of 40% marks in CIA (MSE + IA), i.e. 20 out of 50, and a minimum of 40% marks in ESE, i.e. 20 out of 50.

(iii) Passing in one component shall not be compensated by performance in another.

(iv) Practical / laboratory heads shall be passed independently as per clause 3.2.3.3 (ii).

3.2.3.5 Failure in a Component and Grade Entry

(i) If a student fails to secure 40% marks in CIA or in ESE, the actual marks earned by the student shall be entered on the ERP, an "F" grade shall be generated for that course, and the student shall be eligible for re-examination.

(ii) The same procedure shall apply in the case of failure to secure 40% marks in a practical / laboratory head.

3.2.3.6 Re-examination Norms

(i) For re-examination of theory, combined passing shall apply: the marks of ESE (re-examination) and IA taken together shall be a minimum of 40%, i.e. 32 out of 80 (ESE 50 + IA 30).

(ii) The IA marks earned by the student in the regular semester shall be carried forward for the re-examination.

(iii) For practical / laboratory heads, the passing criterion shall remain unchanged, i.e. a minimum of 40% marks in the head, and the marks of the other components shall be carried forward.

3.2.3.7 Responsibility for Implementation

(i) Office of the Controller of Examinations — to configure the ERP to scale MSE and ESE marks as prescribed, to record marks under separate passing heads (CIA, ESE and practical heads), to apply combined passing of ESE and IA for re-examination, and to generate the F grade and re-examination eligibility accordingly.

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3.2.4 Assessment – 2026 Pattern (First Year)

3.2.4.1 Nomenclature of Assessment Components

(i) Uniform terminology shall be adopted across all programs for the theory and practical components of a course, as set out in the table below.

Term	Component	Minimum Passing
TCA	Theory Continuous Assessment	40% (independent head)
LCA	Laboratory Continuous Assessment	40% (independent head)
T-ESA	Theory End Semester Assessment	40% (independent head)
L-ESA	Laboratory End Semester Assessment	40% (independent head)

3.2.4.2 Independent Passing and Minimum Passing Criteria

(i) Every component shall have a separate passing head.

(ii) Passing in one component shall not be compensated by performance in another.

(iii) The minimum passing criterion for each component is 40% of the marks allotted to that component.

3.2.4.3 Failure in a Component and Grade Entry

(i) If a student fails to secure 40% marks in TCA or LCA, the actual marks earned by the student shall be entered on the ERP, an "F" grade shall be generated for that course, and the student shall be eligible for re-examination of that component only.

(ii) The same procedure shall apply in the case of failure to secure 40% marks in T-ESA or L-ESA.

3.2.4.4 Re-examination Norms

(i) For re-examination, the passing criteria shall remain unchanged, that is, independent passing with a minimum of 40% marks in each component.

(ii) The other component marks should be carry forwarded.

3.2.4.5 Responsibility for Implementation

(i) Office of the Controller of Examinations — to configure the ERP to record component-wise marks under separate passing heads (TCA, LCA, T-ESA, L-ESA) and to generate the F grade and re-examination eligibility accordingly.

4 Course Registration

(i) Each student shall be required to register for the course at the commencement of each semester.

(ii) Students who fail to register on the notified date may be permitted for late registration after payment of an additional fee decided by the authorities of the institute.

(iii) Each student shall fulfil the following conditions at the time of registration for course work in any semester:

(a) Each student of the First Year shall register for all the courses in the first two semesters. Similarly, Direct Second Year students will also register for all courses in the third and fourth semester.

(b) A student who has been detained or has failed or dropped a particular course will have to re-register for that course whenever it is offered next i.e. odd or even semester. It is mandatory for the students to register for the backlog courses also along with the courses of the regular semester.

4.1 Exceptions

(i) Credits may be transferred from other universities / institutes where a student may pursue certain courses / internships.

(ii) For students taking admission directly to the second year, credits are given from third semester onwards as they join in the second year. Their final grade card is also based on their scores from the second year onwards. Direct Second year students require around 120 credits to graduate, but their promotion to consequent years will be the same as regular students.

5 Re-examination

(i) ESE shall be conducted for a particular course only once in a semester but to give a chance to the failed students, a re-examination will be conducted.

(ii) Re-examination for end semester examination will be conducted at the end of the semester. The re-examination will be scheduled after the declaration of the End Semester examination results. The scores of the Internal Assessment (IA) will be carried forward.

(iii) The grade card will indicate the fact that the particular course has been cleared in the second attempt for the students passing a particular course in the re-examination.

(iv) A student shall have to register for the re-examination by paying additional examination fees per course that he/she registers for.

(v) Re-examination will be conducted only for those students whose term has been granted but due to some legitimate reasons were unable to attend the ESE or failed in any course in ESE. Under no circumstances shall a detained student be allowed to appear for the re-examination.

(vi) The legitimate reasons include illness on or immediately before the examination date, the critical illness of a close family member; bereavement i.e. death of someone in a close relationship with the student; or a crowded exam schedule (2 or more End semester exams in one day); representing the institute in state/ national / international events.

(vii) The decision about which of the absent students should be allowed to appear for re-examination shall be taken by the Academic Council on a case-to-case basis. It is also subject to the condition that the information about the above-mentioned reasons should have been intimated to the concerned authorities from time to time.

6 Detention

(i) The practice of course wise detention will be continued in the current academic year. The detention will be based on

(a) Non-fulfilment of 75 percent attendance in each course

(b) Non-completion of Internal Assessment (IA), viz. scoring less than forty percent marks in the IA.

(ii) The detained student will have to re-register for the above course in the next academic year in whichever semester the course is offered next.

7 Remedial Term

(i) A supplementary or remedial term shall be conducted after the end of the academic year (after the even semester examinations) for backlog courses. This will include teaching of the backlog courses for two to three weeks, followed by examinations for those courses.

(ii) The courses of both odd and even term will be offered for the remedial term. All courses of both terms will not be offered by default. The respective Departments will declare the courses for which the remedial term may be offered.

(iii) Courses that will be offered in the remedial term shall be announced after the conclusion of the even semester. Students intending to avail of this facility will have to register for the courses offered by paying the prescribed fees within the stipulated time.

(iv) The remedial term shall be utilized primarily to facilitate the failed students to attend the courses that they have not managed to pass. This term shall not be utilized to launch any new credit courses.

(v) The academic activity in the remedial term will be for approximately two to three weeks. It shall also be necessary to fulfil requirements of Continuous Internal Evaluation for all the courses like that in a regular semester.

(vi) The detained students will not be permitted to register for the courses in which they are detained in the remedial term. They will have to register for the course in which they are detained, whenever they are offered next.

8 Promotion Criteria

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.

9 Evaluation Process

The evaluation is as follows:

9.1 Mid Semester Examination (MSE)

This examination shall be conducted centrally in the scheduled week approximately six weeks after commencement of the semester.

9.2 End Semester Examination (ESE)

The End Semester examination shall be conducted after completion of the semester for which the dates are given in the Academic Calendar. The duration of examination will be as per the examination scheme decided by the Board of Studies.

The separate passing system will be followed. The students will be declared passed if they score a minimum of 40 percent marks separately in the Internal assessment head and 40 percent in the theory exam head.

9.2.1 Conduct of End Semester Theory Examination/Practical Examination / Presentations/ Orals

(i) A senior supervisor will be appointed for the conduct of all the theory examinations (mid semester, end semester, re-examinations and remedial examinations). The senior

supervisor will conduct all the examinations across the institute. The senior supervisor and his team will be appointed from each school, by rotation, to conduct all the examinations in a semester.

(ii) End Semester practical examination/ presentations/ orals shall be conducted as per the schedule declared by the individual department. In case of emergency or due to some unavoidable circumstances the examination dates may be rescheduled with the approval of the BOE.

(iii) The Departmental Examination Coordinator shall act as coordinator for conducting practical examinations and various examination related activities of the concerned department. He / She shall be responsible for the proper conduct of practical examination / presentation / orals. He /She shall take the services of the staff of his/her department for this purpose.

9.2.2 Assessment of UG Project

(i) Evaluation of projects / dissertations shall be conducted as per the declared schedule.

(ii) The evaluation of the UG projects shall be carried out by a panel of examiners consisting of external examiner and Internal examiner /project guide as per the declared schedule.

(iii) The appointment orders of Examiners from Industry / Academics for the end semester evaluation of UG project shall be issued by COE based on the recommendations from Chairperson, BOS.

9.2.3 Central Assessment

(i) Assessment of all the examinations conducted in the semester shall be done centrally in the case of offline examinations.

(ii) All the assessment of a course shall be done by the concerned faculty.

(iii) It shall be mandatory for every faculty member to assess the answer books of his/her course or answer books of other courses as instructed by the Examination Section within the stipulated time.

(iv) Each BOS Chairman will submit a panel of examiners for all the courses under the particular board. The panel will include

a) chairman for the course b) moderators and c) members.

(v) The Chairman/ champion of each course will be expected to conduct a meeting of the course team before the commencement of the assessment of answer sheets for the respective courses.

(vi) The minutes of the meeting, thus conducted, will have to be submitted to the office of the Controller of Examinations. The assessment of the question paper shall also be done and errors, if any, shall be minute along with corrective actions.

(vii) In case of any discrepancies in the question paper that may affect the assessment, a committee consisting of Dean Academics, Chairman BOS and COE shall decide the course of action and shall give guidelines for assessment.

(viii) Faculty appointed as paper setters, examiners, moderators or supervisors shall not decline the assignment except for reasons accepted by the COE. An appointee who does not respond within the notified time shall be deemed to have accepted. Paper setters shall submit each question paper with its model answer and scheme of marking by the notified date.

(ix) Moderation shall cover (a) all answer books of students failing by up to 10 percent of the maximum marks of the paper; (b) all answer books with 70 percent marks or more

9.3 Grievance Handling

After the End-Semester Assessment of all courses is completed, the marks undergo the moderation process. Following moderation, the finalized marks are entered into the ERP system, and the results are declared.

After the declaration of results, students are given an opportunity to apply for re-evaluation. The marks obtained after re-evaluation are then considered for the final grading, wherever applicable.

9.4 Disposal of Answer Sheets

The answer sheets of any examination during the academic year shall be preserved for one year after declaration of results of that particular examination. The process of disposal of answer sheets of previous academic year examinations shall be initiated and carried out under the supervision of the COE.

10 Tabulation and Declaration of Result

10.1 Results shall be declared within ten to fifteen working days after the last theory/practical examination. The students can see their results in ERP. The hard copies of the grade card are printed after the declaration of the results of the re-examination/ remedial examinations.

10.2 Amendment of Results

(i) Where an error in a declared result, such as a data-entry, totalling or clerical error, is detected within six months of declaration, the COE may amend the result with the approval of the Chairman, BoE. Errors detected after six months shall be placed before the BoE.

(ii) Where a result has been obtained through malpractice, fraud or impersonation to which the student was a party, the BoE may amend or cancel the result at any time, even after a grade card, certificate, prize or scholarship has been issued, and these shall be withdrawn.

11 The Grading System

The absolute grading system is followed, where the marks earned by the students are converted into grades as indicated in the table below.

For every course taken by a student he/she is assigned a grade based on his/her performance in all the assessments including MSE, IA and ESE. Performance is first quantified as marks and then assigned letter grades

The grade indicates a qualitative assessment of the student's performance and is associated with an equivalent number called a grade point.

Grades	Range of Marks	Grade Points	Description
O	90-100	10	Outstanding
A^+	80-89	9	Excellent
A	70-79	8	Very good
B^+	60-69	7	Good
B	51-59	6	Above average
C	46-50	5	Average
P	40-45	4	Pass
F	Below 40	0	Fail (Permitted to repeat ESE)
XX		--	Detained (Re register for the course)
NP		--	Absent for the examination (Permitted to repeat ESE)
PP		-	Completed the Audit course successfully
NN		-	Not completed the audit course

Table 1: The grading System

(ii) The academic performance shall be graded on a 10-point scale. The letter grades and their equivalent grade points are listed below.

(iii) The letter grades (up to P only) awarded to a student in all the courses shall be converted into a semester and cumulative grade point average to be calculated following the procedure given in section 11.2.

11.1 The Grading Process

The marks of the MSE, IA and ESE will be used to decide the total marks for each student. If the total has a fractional part, then it shall be rounded off to the next integer.

(i) The grades will then be assigned to each student.

(ii) The grades will then be examined and verified by the Grade Moderation committee.

11.2 Performance Indices

11.2.1 Calculation of Semester Grade Point Average (SGPA)

The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the Semester.

$$\text{SGPA} = \frac{\sum_{i=1}^{n} C_i P_i}{\sum_{i=1}^{n} C_i}$$

where,

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

Pi= Grade point earned in the i^{th} course i=1, 2,……., n represent the number of courses in which a student is registered in the concerned semester

The SGPA is calculated to two decimal places.

11.2.2 Calculation of Cumulative Grade Point Average (CGPA)

An up-to-date assessment of the overall performance of a student from the time of his first registration is obtained by calculating a number called CGPA, which is the weighted average of the grade points obtained in all the courses in prescribed semesters for the UG/PG Programs. CGPA for a student of undergraduate/postgraduate Programs shall be calculated only when the grade point (minimum up to pass marks) of all the semester examinations is available.

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

where,

Cj = The number of credits earned in the jth course up to the semester for which CGPA is to be calculated.

Pj = Grade point earned in the jth course. A grade point less than 4 in an undergraduate course shall not be taken into consideration for calculation of CGPA.

j = 1, 2,……., m represents the number of courses in which a student is registered up to the semester for which the CGPA is to be calculated.

The CGPA is also calculated to two decimal places.

11.2.3 Computation of CGPA

The system will calculate the Grade point average for each semester (SGPA) and consequently the Cumulative grade point average (CGPA) through the three steps as shown below

(i) Calculate the course grade point or weighted score of the course achieved by multiplying (Grade Point obtained for a particular course) by (Number of Credit Units for the Course)

(ii) Obtain the Grade Point Total by adding all the Grade Points (or weighted scores) for each course taken.

(iii) Obtain the Grade Point Average (GPA) by dividing the (Grade Point Total or total weighted score) by the (Total Number of Credit Units).

The conversion of CGPA into percentage of marks shall be calculated as per the following formula

% of Marks = (CGPA – 0.75) * 10

11.3 Guidelines for the Award of Grades

The following are the general guidelines for the award of grades:

(i) For each student, all evaluations in different components of a course shall be done in absolute marks considering the weightage in the teaching scheme.

(ii) The marks of various components shall be added to get total marks secured on a 10-points scale. The rounding off shall be done on the higher side.

(iii) Examination committee shall appoint a sub-committee which shall be called the Grade Moderation Committee. (GMC) This committee shall be responsible for grade moderation. The ordinances of Savitribai Phule Pune University will be recommended for implementation by the grade moderation committee as and when the situation arises.

(iv) The course in-charge, course faculty and Grade moderation committee's decision regarding grade thresholds and grade allotment will be final.

11.3.1 Explanation for Grades

(i) **Passing Grades** -The grades O, A^+, A, B^+, B, C, and P are passing grades. A candidate acquiring any one of these grades in a course shall be declared as passed. A student shall earn the credits for a course only if the student gets passing grade in that course.

(ii) **F Grade**

(a) Letter grade F in any course implies failure in that course.

(b) A student who was awarded "F" grade in a course has to repeat it compulsorily when it is offered next and until a passing grade is obtained.

(iii) **The Transitional Grades NP and X shall be awarded in the following cases:**

Grade NP to a student only on satisfactory attendance at classes and performance in other components of assessment, but absence from ESE/ECE in a semester for valid and convincing reasons acceptable to the Department, such as,

(a) Illness or accident, which disabled him/her from appearing at the examination;

(b) A calamity in the family at the time of the examination, which required the student to be away from the College;

(c) Grades X to a student on his/her overall performance in the course during the semester. This grade will be awarded to a student who is detained in that particular course.

(iv) 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.

(v) A student is considered to have completed a course successfully and earned the credits if he/she secures a letter grade other than NP, X or F in that course.

(vi) For UG Direct Second Year Admitted Students CGPA will be calculated from III to VIII Semester.

11.4 Awarding of Grace Marks

The Institute shall consider the grant of grace marks as below (As decided in the Examination Moderation committee meeting dated 27 December 2022 and 2 January 2023).

1. Grace marks to the extent of 1 percent of the total marks for the semester – maximum up to seven marks, wherever applicable, can be considered for the grant.
    - These marks will be awarded for not more than three courses in a semester.
    - Grace will be awarded first to those courses in which a student is failing by the least number of marks.
    - Grace marks will only be awarded for theory examinations.
    - The grant of grace marks will not be applicable to practical courses/ project work and non-credit courses.
    - The decision regarding the number of grace marks or the courses to which they are awarded, cannot be contested by any student.
2. The grace marks will be awarded only, if a candidate appears in all the papers prescribed for the examination in case of regular candidates. Absence of a candidate in any papers(s) that he or she has registered for, will make him/her ineligible for grace marks in the said examination.
3. Grace marks shall be awarded only to the required extent to help the candidate pass the paper/subject and not evener if the candidate has a higher limit of eligible grace marks in that examination.
4. If a candidate who passes in all subjects and heads of passing in the examination without the benefit of any grace mark but misses Distinction or First class by marks less than 1% his/her aggregate in the final examination, such grace marks shall be awarded to him/her to entitle him/her for the respective higher division. Such marks shall be added to the paper in which he/she gets the least marks in the final. The marks entered in the final result will be inclusive of such grace marks and will not be shown separately.
5. The students cannot claim the grant of grace marks as a matter of right. The final decision/ authority regarding award of grace marks is with the examination moderation committee.
6. The grace policy is not applicable to the students having backlogs. The criteria of combined passing will be implemented for these students.

11.5 Grade Improvement Scheme

(i) A student who has passed the B.Tech Degree examination from the institute and wishes to improve his/her grade points and whose CGPA is less than 6.75 will be permitted to reappear for the examinations.

(ii) The candidate will be allowed to reappear in maximum two attempts for the examination for improvement of grade within a period of two years (SPPU Circular 182 of 2024) from the date of passing the Bachelors examination.

(iii) A student will be allowed to reappear for minimum of 1/3 or maximum all theory courses on which the grade is awarded.

(iv) A maximum of two attempts will be allowed for grade improvement within the stipulated period of two years.

(v) There will be no provision for improvement of grades in practicals / internal assessment/ seminar or project work.

(vi) No additional classes or counseling 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 or arrangement for the students registered for grade improvement.

(vii) If the student fails to appear for the improvement examination after registration or if there is no upgradation in the grade after availing the improvement chance, the grade obtained in the first appearance will be retained.

(viii) If the grade secured at the improvement examination is improved, it shall be considered as final grade. A new grade card will be issued to the student and will be marked as 'Grade Improvement Examination'.

(ix) A student appearing for improvement of grades shall not be entitled to get benefit of any prize/scholarship/award.

(x) A student whose grade improves shall surrender the original grade card(s), passing certificate and provisional degree certificate, if issued, before the revised documents are issued.

(xi) A student appearing for grade improvement shall not be eligible for grace marks.

11.6 Exceptional Cases

11.6.1 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 especially abled students (Divyang) must be done in a manner different from the other students. A list of twenty-one special needs has been notified therein.

These especially abled students shall be allowed certain concessions in the examinations, namely provision of extra time for the duration of examination, facility of a writer and provision for award of additional grace marks and other facilities that are listed in the above-mentioned GR.

11.6.1.1 Providing of additional facilities and benefits to Person with disability (PwD) students

A student with disabilities mentioned in the Maharashtra Government Resolution No.: Misc. 2016/pr. Kr. 302/UE-3 (संकीर्ण -२०१६/प्र. क्र. ३०२/विशि-३) dated 04 March 2017 will entitled to claim all the additional benefits related to examinations mentioned. As per the Government resolution especially abled students are categorized as per the following:

1. Blindness	8. Mental illness	15. Speech and Language Disability
2. Low vision/Partial Blind	9. Autism Spectrum disorder	16. Thalassemial/ Cancer
3. Leprosy Cured Persons	10. Cerebral palsy	17. Hemophilia
4. Hearing Impairment-deft and hard of hearing.	11. Muscular Dystrophy	18. Sickle Cell disease
5. Locomotor disability including orthopedic disability	12. Chronic Neurological Conditions	19. Multiple Disabilities
6. Dwarfism	13. Specific Learning Disabilities'	20. Acid Attack Victim
7. Intellectual Disability-mentally challenged/ slow learner	14. Multiple Sclerosis	21. Parkinson s disease

All the above types of availing higher-level education should be provided with the following facilities and concessions are to be given to the especially abled students in the above categories taking education at higher education/University level.

A. Nearest exam center shall be allotted to especially abled students keeping in mind their convenience (As far as possible the center should be the institute where students is studying in or exam center near to his residence). A "PWD" stamp mark is to be printed on the answer sheet of specially abled students and their answer sheet should kept separately for evaluation. After evaluation again it will be mixed with other respective answer sheet.

B. Extra 20 minutes per hour is to be given to the specially abled students to solve the question paper for all types of examinations. (Internal, External, Practical)

C. These specially abled students will be benefited with grace of extra 3% of the total marks in all type of examinations (Internal, External, Practical, Oral, Project internship etc.) under this ordinance. The grace marks of 3% of the total marks shall be given to only students those who are fail in respective semester for one course or many courses. If student fails in more than one course then these 3% marks of the total marks will be distributed as per the required courses of respective semester.

D. A writer facility can be availed to these students with prior permission from the Director/ Controller of Examinations of the institute. However the arrangement of writer is to be made by parents as per the guidelines provided by the University.

E. All above benefits related to examination will be provided as per student with disabilities mentioned in the Maharashtra Government Resolution No.:Misc. 2016/pr.Kr. 302/UE-3 (संकीर्ण - २०१६/प्र.क्र. ३०२/विशि-३) dated 04 March 2017

11.6.2 Grant of Additional Marks for Extra-curricular Activities

(1) Notwithstanding anything contained in the Ordinance no. 1 to 6, maximum 15 (fifteen) marks/ maximum 0.15 CGPA points may be granted to candidate appearing for End Term examination of any degree, diploma or certificate, as an incentive, for his Participation in any one or more of the following activities:

(a) NCC: National Cadet Corps;

(b) NSS: National Service Scheme;

(c) Sports: Savitribai Phule Pune University Inter-zonal Sports Tournament/ Inter University Sports Tournament/ All India Inter University Sports Tournament;

(d) Cultural/Research: Savitribai Phule Pune University Level or State Level Inter University/Inter-University Zonal Cultural (debating/ elocution/ dramatics/ moot court, etc.)/ Research (Avishkar) or All India Inter-University Cultural (debating/ elocution/ dramatics/ moot court, etc.)/ Research (Anveshan) competition and such other competitions as approved by the Chancellor, from time to time.

(2) In case of student is failed in any heads of passing/subject/s in that academic year then the benefit can be granted in the form of additional 15 marks. These addition 15 marks shall be added

(a) To any head/s of passing or to any subject/s, as case may be, in the examination if the student has failed in such head/s of passing/subject/s and if such additional marks make enable the student to get necessary passing marks or;

(b) To any subject, if such additional marks enable the student to get benefits of exemption.

Such additional marks only as are required for examination shall be given. These additional marks under the clause (a) and (b) above will be granted to student in multiple of 5. If there is any balance of marks, the corresponding CGPA points against the balance marks shall be added to the CGPA, secured by the candidate in the academic year.

(3) In case of student is Pass in all the heads of passing/subject/s in that academic year then the benefit can be granted in the form of additional 0.15 CGPA points. These additional 0.15 CGPA points shall be added

(a) To the CGPA, secured by the candidate in the academic year, subject to the condition that final CGPA of the candidate should not cross 10 points.

Provided that the additional marks/ CGPA points shall not be taken into consideration for the purpose of award of any prize, scholarship, merit list or for such other similar purposes.

(4) Additional marks/ CGPA points shall be granted to the student subject to the conditions mentioned hereunder:

(a) NCC:

(i) A candidate who has enrolled in NCC and attended 75% parades out of total number of parades and one annual training camp prescribed for NCC, will get 10 marks/0.10 CGPA points.

(ii) Out of the cadets mentioned in sub-clause (i) above, those who have participated in National Integration Camp / National ThalSena Camp / R.D. Parade, New Delhi. /Army attachment Camp or a National Level Camp approved by NCC Group Head Quarter, will get 5 marks/ 0.05 CGPA points.

(iii) The cadets fulfilling the conditions mentioned in (i) and (ii) above at a time, will get maximum 15 marks/ 0.15 CGPA points in that particular academic year.

(b) NSS:

(i) A candidate who has enrolled in NSS and completed 120 hours of effective work and attended the necessary one special camp as required under NSS Programme and/or has participated in State Level 'Avhan' activity, will get 10 marks/ 0.10 CGPA points.

(ii) A candidate who has Participated in NSS and completed 120 hours of effective work and participated in State Level and National Level R. D. Parade, will get 5 marks/ 0.05 CGPA points.

OR

(ii) A candidate who has Participated in NSS and completed 120 hours of effective work and participated in National / International Integration Camp/ National Adventure Sports Camp, e.g. mountaineering, paragliding, skiing etc. organized by SS on behalf of Youth Sports Mantralaya of Central Government, will get 5 marks/ 0.05 CGPA points.

(iii) Candidates fulfilling the conditions mentioned in (i) and (ii) above at a time, will get 15 marks/ 0.15 CGPA points in that particular academic year.

(c) Sports:

(i) A candidate Participated in Savitribai Phule Pune University Inter- Zonal Sports Tournaments through Savitribai Phule Pune University Sports Department, will get 5 marks/ 0.05 CGPA points in that particular academic year.

OR

(ii) A candidate Participated in State Level Inter University and/or West/ South zone Inter University and/or All India Inter- University sports Tournaments through Savitribai Phule Pune University Sports Department, will get 10 marks/ 0.10 CGPA points in that particular academic year.

OR

(iii) candidate Participated in all India Inter-University Sports Tournament sponsored by Association of Indian University (A.I.U), New Delhi, and obtained First/ Second/ third tank in that sports tournament, will get 15 marks/ 0.15 CGPA points in that particular academic year.

(d) Cultural/Research Competition:

(i) A candidate Participated in Savitribai Phule Pune University Level Cultural / Research Competition of events approved by the Chancellor, will get 5 marks/ 0.05 CGPA points in that particular academic year.

OR

(ii) A candidate Participated in State Level Inter- University and/or Inter University Zonal Cultural/Research (Avishkar) Competition through Students' Welfare Department of Savitribai Phule Pune University, will get 10 marks/ 0.10 CGPA points in that particular academic year.

OR

(iii) A candidate Participated in All India Inter-University Cultural/ Research Anveshan) Competition sponsored by Association of Indian Universities (A.I.U.), New Delhi, through Students' Welfare Department of Savitribai Phule Pune University and obtained first / second/ third rank in that competition, will get 15 marks/ 0.15 CGPA points in that particular academic year.

(5) A student shall submit a certificate in a prescribed format within a period of six months from the date of declaration of result of that academic year for the grant of additional marks along with necessary original certificate/s or copies thereof countersigned by the respective cell coordinator and Head of the Department.

No any application received after the above-mentioned period shall be entertained by Examination Cell for the award of additional marks.

(6) the If any difficulty arises in giving effect to provisions of this ordinance, the decision of the Director of institute shall be final and binding in such matters.

12 Maximum Period for Completion of B.Tech

(a) The duration of the undergraduate programme leading to the B. Tech degree is eight semesters (four years).

(b) However, academically weaker students will be granted the flexibility to pursue their studies at a slower pace and complete their degree requirements in more than eight semesters. The maximum duration for course completion will be twelve semesters.

(c) In any case the student has to complete the programme requirement of all credits within 12 semesters. Failure to complete the programme requirements by any student in this period shall lead to cancellation of his/her admission to the college forthwith.

13 Acts of Malpractices / Unfair Means

Every student appearing for the MSE and End Semester Examination is liable to be charged with committing malpractice(s) / use of unfair means, if he / she is observed as committing any of the following acts:

(i) Misbehaviour 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.

(ii) Writing on the Question Paper/ Admission Card & or passing on any type of written paper to the other student(s) in the examination Hall.

(iii) 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.

(iv) Possession of electronic gadgets like mobile phones, Programmable calculator, pen-drive or such other storage devices in the Examination Hall.

(v) Communicating with any other student(s) any other person(s) inside or outside the Examination Hall with a view to taking assistance or aid to write answers in the examination.

(vi) 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.

(vii) 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.

(viii) Approaching directly or indirectly the teaching staff, officials or examiners or bringing about undue pressure or influence upon them for Favor in the examination.

(ix) 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.

(x) Receiving material from outside or inside the Examination Hall for the purpose of copying.

(xi) 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.

(xii) Copying or taking aid from any material or matter referred to in sub- clauses (x & xi) above to answer in the examination.

(xiii) Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.

(xiv) Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg, any part of body, clothing, socks, instrument box, identity Card, Hall Ticket, Scales etc.

(xv) 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 MITAOE constitutes malpractice/ use of Unfair means will be construed as malpractice/ use of Unfair means.

13.1 Procedure for Reporting Malpractices / Use of Unfair Means

(i) The Director 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.

(ii) 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 Examination in-charge immediately in the prescribed form.

(iii) When malpractice / use of unfair means is brought to the notice of the examination in charge 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. The answer scripts of subsequent papers of such student noted under unfair means shall be sent directly to the Examination Section along with other answer scripts and shall not be marked as unfair means case anywhere.

(iv) 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.

(v) The statement of all concerned shall be in their own handwriting.

(vi) 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.

(vii) The student(s) noted under unfair means shall be allowed to write the subsequent papers. Having been allowed to appear for the papers after the case was noted under unfair means, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students noted under unfair means shall be evaluated and the results shall be kept in abeyance, until such time the Board of Examination approves the recommendations of the Examination Sub-committee appointed for the same.

(viii) When a student is noted under unfair means, the following steps shall be strictly adhered to:

- (a) Debar the student from writing that particular paper, in which he/she has been caught under alleged unfair means.
- (b) Issue a memo instructing the student to attend the meeting of the unfair means committee if required.
- (c) Send the answer script of that particular paper directly to the controller of examinations, along with relevant documents. It shall be super scribed on the left-hand corner of the facing sheet as Unfair means (Copy) Case.

13.2 Procedure for Imposing Penalties & Punishments

(i) Examination Sub-committee (Unfair means Investigation committee), consisting of the Controller of Examinations (COE) and other members shall be constituted to inquire into the Unfair means cases during the Examinations and to recommend the action to be taken on the cases to the Board of Examinations.

(ii) The above 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 a 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.

(iii) 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.

(iv) The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose. The student is awarded punishment only once though he may have indulged in Unfair means in several papers. This punishment will be decided taking into consideration all Unfair means during the End Semester examination.

(v) The Unfair means committee shall examine the evidence 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 Unfair means committee shall recommend suitable penalties or punishments on the student.

13.3 Authority for Imposing Penalties & Punishments

The Board of Examination will be the authority for approving or modifying the recommendations of the Examination Sub-committee (Unfair means committee).

13.4 Other Examination Matters

Also, the examiners shall, if he/ she suspects use of unfair mans while valuing the answer scripts or other material such as insertion of answer sheet, revealing of identity or enclosure, such as currency, shall 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 marks lists in which the marks awarded to other students are furnished.

13.4.1 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.

13.4.2 Leakage of a Question Paper

The Director/COE shall 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 for necessary action.

14 Issue of Duplicate Mark Sheet and TC

The students are required to come in person to the institute office for the issue of duplicate mark sheets and the Transfer Certificate (TC).

15 Issue of Transcript

Candidates can apply for transcripts by submitting an application (by email) and photocopies of the grade sheets, the name of the University to which he/she wishes to apply and prescribed fees.

16 Passing Certificate / Provisional Degree

The students, who have completed all requirements as set out in these rules and regulations, will be eligible for issue of Passing Certificate/ provisional certificate during graduation day ceremony of the institution.

17 Award 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

(i) Earned the all credits required as specified in the curriculum he/she is registered for.

(ii) Satisfied all academic requirements.

(iii) Satisfied all requirements specified by the concerned department, if any.

(iv) Satisfied all requirements specified by the Academic Council and/or ordinances.

(v) Paid all the dues to the institute.

(vi) No pending case of indiscipline.

The student will be required to apply for the degree certificate on the Savitribai Phule Pune University website. The university dispatch the degree certificate by post to individual students.

18 Transitory Regulations

These regulations are applicable to students who were discontinued for some reason and rejoin the programme. 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.

A candidate, who is detained or discontinued in the year/semester, will be re-registered on payment of the prescribed fees as decided from time to time. On readmission, he 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 was originally admitted into.

19 Termination from the Programme

The admission of a student to the UG program may be terminated and the student may be asked to leave the institution in the following circumstances:

(i) The student fails to satisfy the requirements of the program within the maximum period stipulated for that program.

(ii) The student fails to satisfy the norms of discipline specified by the Institution from time to time.

20 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.