

Amrutvahini College of Engineering Sangamner
(An Autonomous Institute)
(Permanently Affiliated to Savitribai Phule Pune University,
Pune)

Examination Rules and Regulations



Department of Examination and Evaluation

Amrutvahini College of Engineering, Sangamner-422608

(An Autonomous Institute Permanently affiliated to Savitribai Phule Pune University, Pune)

Department of Examination and Evaluation

Rules and Regulations related to students:

I. Examination Registration and Course Eligibility

- Course Registration: Every student must register for the course in each semester by the date specified by the Department of Examination and Evaluation.
- Late Registration: Students who miss the due date may be permitted for late registration with permission from the competent authority.
- Failed/Detained Courses: A student who has been detained due to attendance less than 75%, failed, or dropped a particular course must register for that course when it is next offered in an odd or even semester.
- Backlog Courses: Students must register for backlog courses along with their regular courses.
- Term Work Requirement (Term Grant): It is mandatory for the student to complete all experiments/assignments specified in the course curriculum for the grant of term work (TW).
- A student may be detained for incomplete term work and non-submission of the laboratory journal and shall be required to register for the course again.
- Students who fail to submit Term Work (marked as Absent) must fulfill the term work submission in the next applicable semester (Odd/Even).

II. Comprehensive Continuous Evaluation (CCE) Rules

The evaluation of students shall be based on continuous academic performance in a course based on Comprehensive Continuous Evaluation (CCE) and End Semester Examination (ESE).

Table 1: Allocation of marks & structure

Sr. No.	Examination	Conduction Marks	Marks	Coverage of Units
1	CCE –I (Class test – 1)	32	16	Units 1 & Unit 2 (8 Marks/Unit)
2	CCE –II (Class test – 2)	32	16	Units 3 & Unit 4 (8 Marks/Unit)
3	CCE –III (Assessment tools: Assignments, seminar, quiz, course project, field visit etc.)	08	08	Unit 5
4.	ESE (End Semester Examination)	60	60	Unit 1 to Unit 5

- Granting CCE: Student must be present for at least two components (CT1, CT2, CCEIII) of CCE to be eligible for ESE.
- Repetition of CCE: If a student is unable to complete the CCE, they will need to reappear for the CCE in the respective semester (Odd/Even) when the next opportunity is offered, provided they meet all required eligibility criteria.

End Semester Examination (ESE)

- The ESE is a compulsory examination for all students.
- The ESE examination will be conducted at the end of the semester by the institute DEE. The ESE will be based on syllabus (Unit 1 to Unit 5.)
- The ESE shall be of 60 marks conducted for 3/4 credit courses as mentioned in the programme structure.
- The courses carrying 50 marks having 1/2 credits, ESE shall be conducted as per the curriculum structure of the concerned BOS.

Transparency and Feedback:

- The marking scheme and rubrics will be shared with students at the start of the assessment process.
- Evaluated answer sheets will be shown to students for transparency and constructive feedback.
- Students will have the opportunity to ask questions and clarify any doubts regarding their performance after the review.

III. Evaluation and Passing Criteria

- Passing Criteria: To pass a course, the combined marks from the Comprehensive Continuous Evaluation (CCE) and End Semester Examination (ESE) must be equal to or greater than 40% of the total marks for that course.
- ESE Minimum Marks: A student is required to score a minimum of 40% marks in the individual ESE component.
- Passing for PR/OR/TW: The minimum passing mark for Oral (OR), Practical (PR), or Term Work (TW) is 40% in each course.
- Backlog Exams: Candidates who fail in PR/OR type courses must reappear for the backlog PR/OR examination.

1. Performance Indices:

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

- a) **A grade is assigned to each course based on marks obtained by a student in examination.**

Sr. No	Range of Marks	Letter Grade	Grade Point	Description
1	$90 \leq \text{Marks} \leq 100$	O	10	Outstanding
2	$80 \leq \text{Marks} \leq 89$	A+	9	Excellent
3	$70 \leq \text{Marks} \leq 79$	A	8	Very Good
4	$60 \leq \text{Marks} \leq 69$	B+	7	Good
5	$50 \leq \text{Marks} \leq 59$	B	6	Above Average
6	$45 \leq \text{Marks} \leq 49$	C	5	Average
7	$40 \leq \text{Marks} \leq 44$	P	4	Pass
8	Marks < 40	F	0	Fail
9	Nil	Ab	0	Absent
10		FX	0	Detained, Repeat the course
11		IC	0	Incomplete course-Absent for exam but continue for course
12		AC	0	Audit course completed
13		ACN	0	Audit course not completed

2. Semester Grade Point Average (SGPA)

The performance of a student in a semester is calculated in terms of SGPA. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester as given by Eq. (1). It shall be calculated as follows:

The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses, seminars and projects registered by the student during the semester.

$$SGPA = \frac{\sum_{i=1}^p C_i P_i}{\sum_{i=1}^p C_i} \dots\dots (1)$$

$$SGPA = \frac{\sum \text{Grade Points Earned} \times \text{Credits for each course}}{\sum \text{Total Credits}}$$

3. Cumulative Grade Point Average (CGPA)

The overall performance of a student from the first registration is calculated in terms of CGPA. The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral) from the first semester to the eighth semester for the students admitted in the first year and the third to the eighth semester for the students directly admitted at the Second year. The CGPA is calculated in the same manner as the SGPA. The CGPA for a student of UG/PG Programs shall be calculated only when the grade point (minimum up to pass marks) of all the semester examinations is available.

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

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

where-

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

P_j =Grade point earned in the jth course. A grade point less than 4 in an undergraduate course shall not be taken into consideration for the 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 SGPA and CGPA are calculated up to two decimal places by rounding off. Table 4 shows the sample calculation of CGPA.

Table 2 Sample Calculation for CGPA

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit: 20	Credit: 22	Credit: 25	Credit: 26	Credit: 26	Credit: 25
SGPA: 8.45	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.3	SGPA: 8.0
CGPA: 6.94 [(20 × 8.45) + (22 × 7.8) + (25 × 5.6) + (26 × 6.0) + (26 × 6.3) + (25 × 8.0)]/144					

4. Result Declaration

The result of ESE shall be declared within two weeks after the completion of the examination. The soft copy of the result ledger shall be given to the concerned HOD for circulation to students. The hard copies of the Grade card shall be printed after the result declaration of the Repeat End Sem examination. Based on the performance of the student in the semester examinations, the institution will declare the results and issue the Semester Grade sheets. The class shall be awarded to a student based on the CGPA calculated.

The Grade card/Report shall include the following:

- i. The list of courses registered for an academic year along with credits
- ii. The list of audit courses taken by the student
- iii. The letter grade obtained in each course
- iv. The total number of credits earned by a student
- v. SGPA, CGPA, and Grade obtained after improvement (if any)
- vi. Examination details (Name of student/Enrollment No/Branch)
- vii. Grading system, calculation of performance indices, and conversion of CGPA to equivalent percentage shall be provided on the back page of the grade card

The degree certificate shall be issued by the Institute with the approval from Savitribai Phule Pune University. The award of the class shall be as per table 2

Table 2. CGPA and Class Awarded

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

A student shall be awarded a B. Tech degree as per शासन निर्णय क्रमांक: एन इ पी / २०२२ / (६७/२३) / तां शि -२, दिनांक ४ जुलै २०२४.

Formula for Percentage Calculations (As per SPPU Circular 332/2020)

$$\begin{aligned} \% \text{ of Marks} = \{ & \text{if 0 grade then } 20 \times \text{CGPA} - 100 \\ & \text{A+ grade then } 12 \times \text{CGPA} - 25 \\ & \text{A grade then } 10 \times \text{CGPA} - 7.5 \\ & \text{B+ grade then } 5 \times \text{CGPA} + 26.25 \\ & \text{B grade then } 10 \times \text{CGPA} - 2.50 \\ & \text{C grade then } 10 \times \text{CGPA} - 2.50 \\ & \text{D grade then } 6.6 \times \text{CGPA} + 13.6 \} \end{aligned}$$

5. Rules for ATKT (Allowed to keep term) :

- Student should earn 50% of total credits from both semester exams.
- Student should not have failed in more than three theory subjects.
- To take admission in TY, FY should be all clear.
- To take admission in Final Year, SY should be all clear.
- Maximum duration for program completion will be as per UGC & SPPU guidelines which is N+2 where N is total number of legitimate years required to complete the course.

IV. Reappearing for End Semester Examination (Re-ESE)

- ❖ Frequency: The Re-ESE is conducted once in a year declaration of even semester results.
- ❖ Eligibility: The Re-ESE is for students who have failed in ESE or were absent due to valid reasons (like medical conditions or family calamity) and whose term has been granted.
- ❖ Fees: Students must pay additional examination fees for Re-ESE.
- ❖ Detained Students: Detained students are not eligible to appear for the Re-ESE.
- ❖ Prior Leave for Events: Students seeking prior leave for co-curricular/extracurricular activities (NSS, Sports, Cultural, etc.) must:
 - ❖ Take prior written permission from the Principal/Director/HOD through proper channels.
 - ❖ Submit the certificate/proof of participation from the competent authority upon returning to the Institute.
- ❖ Prior Leave for Illness/Calamity: Students seeking prior leave for severe illness/hospitalization or a calamity in the immediate family must:
 - ❖ Inform departmental authorities (Class Teacher/Mentor Teacher/HOD) immediately via email.
 - ❖ Submit a prior leave request in hard copy and obtain written permission.
 - ❖ Submit all relevant reports/certificates upon returning to the Institute.
- ❖ Any late intimation or non-submission of the report will mean the student is not eligible for the re-exam.

Grading in Repeat End Semester Exam:

- ❖ Re-ESE shall not be treated as an examination for grade improvement.
- ❖ Students who appear will be awarded one grade lower than the grade they would have received in the regular examination.
- ❖ The grade will be marked with an asterisk (*).
- ❖ Malpractice Cases: Students caught under unfair means/malpractices are not allowed to appear for the Re-ESE until approved by the Malpractice Investigation Committee.

V. Instructions for Examination Conduction

- ❖ Seating Time: Students must be seated in the examination hall 15 minutes before the official start time.
 - ❖ Late Entry: Students will not be allowed to appear for the examination after 30 minutes of commencement.
 - ❖ Leaving the Hall: No student can leave the examination hall in the first 30 minutes, nor during the last 10 minutes of the examination.
 - ❖ ID and Hall Ticket: It is the responsibility of the student to carry a valid Identity Card and Hall Ticket during the examination. If the Institute ID is forgotten, a driving license or other photo ID may be accepted after verification.
 - ❖ Attendance: Every student must ensure they have signed the attendance sheet before leaving the examination hall.
 - ❖ Communication: Students must keep themselves updated about examination dates, time, and place.
- Answer Book Rules:
- ❖ Students must correctly fill in the details on the front page of the answer book.
 - ❖ Students must strike off all unused blank pages before submitting the answer book to the invigilator.
 - ❖ No student can write their name, sign, or put any distinguishing mark anywhere on the answer book, as this will be treated as a case of unfair means.

- ❖ Unfair Means: The physical identity of the candidates shall be thoroughly checked, and possessing any written or printed material (unfair means) will make the student liable for punishment as per College/University guidelines.
- ❖ Medical Emergency: If a student falls ill during the examination, they must report it to the Invigilator immediately.
- ❖ Post-Result Review: A photocopy of any evaluated answer script can be demanded by the student immediately after the declaration of the result.

Dr. M. S. Harne
Controller of Examinations

Prof. V. P. Waghe
Registrar

Dr. M. A. Venkatesh
Principal