RULES AND REGULATIONS FOR EXAMINATIONS AND EVALUATIONS (Standard Operating Procedures)

Governing the Undergraduate & Postgraduate Courses

offered by SCES's Indira College of Commerce & Science, Pune

An Autonomous College

(Autonomous Status granted by UGC vide letter F.22-1/2017 (AC) dated 15.07.2020)

Shree Chanakya Education Society's Indira College of Commerce & Science, 89/2A, "Dhruv", New Pune Mumbai Highway, Tathawade, PUNE 411033, Maharashtra , INDIA

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1. PREAMBLE

Shree Chanakya Education Society's (SCES), Indira College of Commerce & Science, Pune is one of the premium College under Savitribai Phule Pune University, Pune. The College has been awarded an Autonomous Status by UGC vide their letter F.22-1/2017 (AC) dated 15.07.2020)

We, at Examination Department, Indira College of Commerce and Science, Affiliated to Savitribai Phule Pune University, envisage the need for radical reforms in traditional examination and assessment system and are working towards evolving a credible, valid, effective and transparent evaluation system that responds confidently to the challenges and newer demands of a knowledge society. We have set ourselves for adopting technology to facilitate easy interface for exchange of information.

- o Devise and monitor strategies and implementation of useful examination practices at college.
- o Online mode of examination form filling that will help generate student summary & Hall Tickets to optimize time and eliminate errors.
- o Provide guidelines for creating and including questions in the banks which then can act as the sole source for question paper generation.
- o Create question banks for various subjects and courses to facilitate random selection of question papers.
- o Inform and train teaching and non-teaching faculty members about the conduct and organization of examination and examination material.
- o Strengthen Student Facilitation Centre for prompt response and delivery of student queries.
- o Coordinate with Examination Section SPPU to ensure credibility and stability to examination system.
- o Respect autonomy, promote excellence and inclusiveness where they exist and are due.

2. Examination Committee

Sr.	Description	Name	Designation
01	Chairperson	Dr. Prakash Pandare	Principal
02	Special Invitee	Mr. Mahesh Kakade,	Director, Board of Examinations and Evaluations, Savitribai Phule Pune University, Pune.
03	Member	Dr. Thomson Varghese	HOD- BBA,BBA-IB
04	Member (Secretary)	Dr. Santosh Kulkarni	Controller of Examination(COE)
05	Member	Mr. Saurabh Pandey	Registrar
06	Member	Mr. Jitendra Vaidya	Non-Teaching Co-ordination
07	Member	Mr. Mahendra Pawar	Non-Teaching Co-ordination

3. Continuous Internal Evaluation (CIE):

Course teacher shall evaluate the performance of the students in the respective courses.

Performance shall be evaluated by the following evaluation tools:

- ❖ Class Test
- ❖ Open Book Test
- ❖ Written Home Assignment
- ❖ In-depth Viva-Voce
- ❖ Case Study
- ❖ Situation Analysis
- ❖ Field Visit / Study tour and report of the same
- ❖ Small Group Project & Internal Viva-Voce
- ❖ Model Development
- ❖ Role Play
- ❖ Story Telling
- ❖ Fish Bowls
- ❖ Learning Diary
- ❖ Scrap Book / Story of the week / Story of the month
- ❖ Creating a Quiz
- ❖ Designing comic strips
- ❖ Creating Brochures / Bumper Stickers / Fliers
- ❖ Creating Crossword Puzzles
- ❖ Creating and Presenting Posters
- ❖ Writing an Advice Column
- ❖ Library Magazines based assessment
- ❖ Peer assessment
- ❖ Autobiography/Biography
- ❖ Writing a Memo
- ❖ Work Portfolio
- ❖ Book Review
- ❖ Drafting a Policy Brief
- ❖ Drafting an Executive Summary
- ❖ Literature Review
- ❖ Term Paper

- ❖ Thematic Presentation
- ❖ Publishing a Research Paper
- ❖ Annotated Bibliography
- ❖ Creating Taxonomy
- ❖ Creating Concept maps
- ❖ Online Exam
- ❖ Simulation Exercises
- ❖ Gamification Exercises
- ❖ Presentation based on Google Alerts
- ❖ Webinar based assessment
- ❖ Creating Webpage / Website / Blog
- ❖ Creating Infographics / Infomercial
- ❖ Creating podcasts / Newscast
- ❖ Discussion Boards

Student has to secure minimum 40% marks in the internal examination for passing the internal exam of particular course. For example, (Minimum passing marks/out of):

i.   06/15

ii.   12/30

iii.   10/25

iv.   20/50 etc

Head of the respective department shall check and communicate the internal marks to the students for all the courses and hand over the final copy of the same to the examination department.

4.   General- Structure of UG courses and ATKT Rules

The UG programme consist of 3 years (Six Semesters). There are 132 Academic credits and 8 extra credits which sums up to 140 credits. 140 credits are mandatory to get UG Degree certificate. The credits are distributed in to 6 semesters.

ATKT rules:

1. **First Year to Second Year:** A student has to secure minimum 50% of academic credits of first year (sem-I and sem-II) to avoid year down.

   Fail: If student earns less than 50% academic credits
   Fail ATKT: If student earns 50% or more academic credits but less than 100%
   Pass: If student earns 100% academic credits

2. **Second Year to Third Year:** A student has to earn 100% of first year academic credits and he/she earns minimum 50% of academic credits of second year (sem-III and sem-IV) to avoid year down.

   Fail: If student earns less than 100% academic credits of first year OR 50% academic credits of second year
   Fail ATKT: A student has to earn 100% of first year academic credits, but he/she earns 50% or more academic credits but less than 100% of second year
   Pass: If student earns 100% academic credits of first year and second year

3. **Third Year (Degree completion):** A student has to earn 100% of all semesters academic credits and he/she earns minimum 8 additional credits to avoid year down.

   Fail: A student earns less than 100% of any of semesters academic credits OR he/she earns less than 8 additional credits
   Pass: A student earns 100% of all semesters academic credits and he/she earns minimum 8 additional credits.

ATKT Rules for
BBA / BBA-IB / BBA-HTM / BBA-IE / B.Sc.(Computer Science) / B.Sc. (Cyber Security) / BCA (Science)

Sr.No.	Year	Semester	Promotion	Total Academic Credit	Fail (Year down)	Fail ATKT	Pass
1	First Year	Sem-I & II	FY to SY	44	FY Academic Credit earned < 22	22 <= FY Academic Credit Earned < 44	FY Academic Credit earned = 44
2	Second Year	Sem-III & IV	SY to TY	44	(SY Academic Credit earned < 22) or (FY credits < 44)	(22 <= SY Academic Credit Earned < 44) and (FY Academic credits = 44)	(SY Academic Credit Earned = 44) and (FY Academic credits = 44)
3	Third Year	Sem-V & VI	TY completion	44	(Academic Credit earned <132 or (Additional Credit < 8))	---	(Academic Credit earned =132 & (Additional Credit >= 8))

ATKT Rules for B.Com & B.Com. (FM)

Sr.No.	Year	Semester	Promotion	Total Academic Credit	Fail (Year down)	Fail ATKT	Pass
1	First Year	Sem-I & II	FY to SY	46	FY Academic Credit earned < 23	23 <= FY Academic Credit Earned < 46	FY Academic Credit earned = 46
2	Second Year	Sem-III & IV	SY to TY	44	(SY Academic Credit earned < 22) or (FY credits < 46)	(22 <= SY Academic Credit Earned < 44) and (FY credits = 46)	(SY Academic Credit Earned = 44) and (FY credits = 46)
3	Third Year	Sem-V & VI	TY completion	42	(Academic Credit earned <132 or (Additional Credit < 8))	----	(Academic Credit earned =132 & (Additional Credit >= 8))

ATKT Rules for BBA (CA)

Sr.No.	Year	Semester	Promotion	Total Academic Credit	Fail (Year down)	Fail ATKT	Pass
1	First Year	Sem-I & II	FY to SY	42	FY Academic Credit earned < 21	21 <= FY Academic Credit Earned < 42	FY Academic Credit earned = 42
2	Second Year	Sem-III & IV	SY to TY	45	(SY Academic Credit earned < 23) or (FY credits < 42)	(23 <= SY Academic Credit Earned < 45) and (FY credits = 42)	(SY Academic Credit Earned = 45) and (FY credits = 42)
3	Third Year	Sem-V & VI	TY completion	45	(Academic Credit earned <132 or (Additional Credit < 8))	---	(Academic Credit earned =132 & (Additional Credit >= 8))

5) LIST OF ADDITIONAL 8 CREDIT NON-CGPA COURSES

Extra Credit: In addition to the compulsory 132 credits, students has to earn minimum extra 8 credits from the following groups by taking/participating/conducting respective activities**:**

Groups	Courses
Groups	**Courses**
DEG-001	DEMOCRACY, ELECTION AND GOVERNANCE - 02 Credit Compulsory for F.Y.
G-1	PHYSICAL EDUCATION - 02 Credit Compulsory for F.Y.
Group 1:	Sport Representation at Inter Collegiate/Inter Zonal level -01 credit
	Sport Representation at Inter University Level -02 credits
	Sport Representation at International Level -03 credit
Group 2:	National Social Services Scheme(Participation in Camp): 01 Credit
	N.C.C.(with participation in annual Camp)- 01 Credit
	N.C.C.(with B Certificate / C certificate award)- 02 Credits
	N.S.S./N.C.C. Republic day parade participation -04 Credits
Group 3:	Avishkar participation; Extension activity participation, Cultural activity participation -01 credit
	Avishkar Selection at University level -02 credits
	Avishkar winner at state level -04 credits
Group 4:	Research paper presentation at State/National level - 01credits
	Research paper presentation at International level - 02 credits
Group 5:	Participation in Summer school/programme; Short term course (not less than 1-week duration)- 03 credit.
Group 6:	Scientific Survey, Societal survey, - 02 credits.
Group 7:	Field Visits; Study Tours; Industrial Visits; Participation in curricular/ co-curricular competitions- 01 Credit.
Group 8:	Online certificate Courses /MOOC Courses/ Career Advancement Course up to 04 credits (Minimum 10 Hrs. / credit)

Advantages of Extra Credit: Apart from the academic credits, students must also acquire extra credit, which will help them in holistic development. Extra credits enable students to gain additional knowledge, equipping them to face the competitive world. Moreover, it plays a significant role in grooming their personality. Participating in sports activities can help students achieve accolades and bring honor to the institute. Engaging in Research Competitions can also foster brilliant ideas that could benefit society immensely. Additionally, participating in NSS/NCC camps allows students to make valuable contributions to society at large. Engaging in co-curricular and extra-curricular activities enhances managerial skills and polishes leadership traits in individuals.

6. Semester End examinations:

At the end of each semester, there shall be a Semester End Examination for every course. This examination will be based on the entire syllabus and will be further divided into 30 marks for Continuous Internal Evaluation (CIE) and 70 marks for the Semester End Written Exams (with an additional 20 marks for practical exams, if applicable, depending on the course structure).

The examination form filling process will commence at least 6 weeks before the start of the Semester End Examination. The Semester End Examination timetable will be displayed at least 3 weeks before the commencement of semester end examination.

All examination announcements and notices will be posted on the college website: *https://iccs.ac.in/announcements.*

PROCESS FOR EXAM FORM FILLING:

1. Login to the **cims.mastersofterp.in**
2. Student Login
3. Click Examination
4. Apply Examination
5. Select Exam Session- For example: October-2023. Here initially the status of students is "Not Registered".
6. Verify Your regular and backlog (if any) Subjects and Submit. After clicking the submit button the status will change to "Registered".
7. Click on "Payable Fees" and proceed with the payment of Examination Fee.
8. After successful payment click on Payment Receipt (Note: Transaction will be reflected in 24 hrs.)

If the student fails to submit the examination form and payment of fees online through ERP he/shewill be responsible for the same.

Semester End Examinations shall commence on the same day as per the schedule approved by the examination committee. However, in case of any emergency the COE is empowered to reschedule any examination.

For smooth and proper conduct of examination in the College COE shall communicate with the Police Station, if required during the Examination.

7. **General Instructions for Semester End Examination**

1. Students must carry Hall ticket & College I-Card for all examination.

2. Students should report and occupy their seats 30 min. before the commencement of examination.

3. Mobile phones, smart watch, any digital device, study material are strictly not allowed in examination hall.

4. Students should carry personal water bottle.

5. The supervisor at any time can ask the students to produce their ID proof & hall ticket.

6. If students found in any sort of malpractice, will be considered as copy case and action will be taken.

7. Formal dress is mandatory for Examination.

8. Copy case Report of student's misbehaviour, indiscipline, malpractices etc shall be submitted to the Exam Control room for further necessary action.

9. Students must tie their supplements 10 minutes before the end of examination.

10. Students must Hand over the answer books to the invigilator before leaving the examination hall.

11. Examination Team shall take rounds in the different rooms/halls to confirm that discipline is being maintained during examination.

12. If any examinee is not in position to write at all, or write as fluently as normal student, on account of physical disability or injury due to accident just before the examination and he/she produces a medical certificate from the Civil Surgeon on this account, then a writer shall be allowed to such examinee. Such a writer shall not be a student of same year. The examinee shall, however, apply in a prescribed format to the COE asking for permission to allow for such a writer. The COE then shall verify the medical certificate and give a permission letter to the examinee for

the writer after taking the undertaking from the writer in a prescribed format. The examinee shall produce the permission letter to the invigilator for examination of each course.

13. If any students are appearing for the examination of professional courses like CA, CS, CMA, UPSC, MPSC and other competitive exams on the same date of Semester end exam, special examination shall be scheduled within 30 days after the proper submission and verification of documents. If student fails to attempt special exam, no more chance shall be given.

14. In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he/she may be allowed to write for 20 minutes extra for all the courses, provided he/she seeks permission from the Head of department for extra writing time on account of his/her disability by producing medical certificate from Civil Surgeon to this effect.

15. Examination Committee shall appoint a flying squad composed of senior faculties including a lady faculty. Members of flying squad will arrange surprise visits to all examination blocks to check:

   i. All examination related procedures are followed.

   ii. Time schedule for examination related procedures is followed scrupulously.

   iii. Cases of unfair means if any.

8. UNFAIR MEANS AND PENALTY GUIDELINES

As per the SPPU guidelines any candidate found in unfair means to gain any advantage during examination will be subjected to disciplinary action as per guidelines.

In case of any attempt of unfair means during exams the reports of supervisors / invigilators statement of accused candidate and relevant papers, the Principal or COE in absence of Principal as per the report and the nature of seriousness of the unfair practice involved will recommend the following disciplinary action based on the categories mentioned herein:-

CATEGORY – [A]

Taking assistance from any candidates or any other person in any unauthorized manner what so ever in answering the question paper during the course of examination or assisting any other candidate writing examination or writing anything on question paper or deliberately disclosing one's identity or marking any distinction mark in answer book is not allowed in examination and will be grouped under this category.

Penalty: Candidates in the above category will be given first warning and should be allowed to continue writing exam. Repetition of the same unfair means and found guilty his/her seating arrangement shall be done at isolated place in college.

CATEGORY – [B]

During the course of examination, if an invigilator finds any student in possession with any books or unauthorised written papers or notes connected with the subject paper of which the examination is going on the candidate irrespective of whether he is copying or not will be under this category. If any unauthorized electronic device like mobile phone, etc. is found in the possession of a student after the exam has begun.

Penalty: The candidate will not be allowed to sit for that particular paper and the invigilator will prepare a report and the examination committee with the attached copy of the material found and the examination committee will decide the additional punishment, if required.

CATEGORY –[C]

If a candidate leaves the examination hall finally without handing over his answer book to invigilator or brings in an unauthorised answer book or supplement sheet or replaces or gets replaced answer book or sheet or it's any page or continuation sheet during or after examination with unauthorised answer book or sheet.

Penalty: Present Examination (All papers) will be cancelled in full.

CATEGORY – [D]

If candidate tries to misbehave or disturbs the examination or force others to leave examination hall or tries to forcefully obstruct the others not to appear in examination will be grouped in this section.

Penalty: The candidate will not be allowed to sit for that particular paper and the invigilator will prepare a report and the Examination committee will decide the punishment. And the Present Examination will be cancelled in full.

Note: All final decisions will be with the Appellate Authority i.e. [Chairman, Examination Committee]

9. Practical Examination:

1. Practical examination shall be conducted as per the examination schedule approved by the Examination committee. However, in case of any emergency the Examination may be rescheduled with the prior approval of Examination committee.

2. Department Coordinators shall prepare detailed timetable (batch-wise) for the practical examination. A consent of Heads of other departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem.

3. After the practical examination of the course is over, the internal examiner along with the external examiner shall fill in the marks given to the students in the mark sheet or in the computer though the ERP and hand over the same to the Examination Department on the same day.

10.   CENTRAL ASSESSMENT PROGRAMME (CAP):

Centralised Assessment Programme will be arranged in the College and Examination Committee shall appoint the CAP team, examiners, moderators from inside and outside the college as per SPPU norms.

11. **DECLARATION OF RESULTS**

Online Results on ERP:

PROCESS to see online results:
1. Login to the **cims.mastersofterp.in**
2. Student Login
3. Click Examination
4. Online Examination Result
5. Select exam session (for example April 2023)

6. Select the semester and click on "Get Result" to view results.

Tabulation and Declaration of Provisional Results

1) **Award of Credits & Completion of Degree Course:** A student who earn 140 credits (Academics 132 + Extra 8), shall be considered to have completed the requirement of UG degree program and CGPA will be calculated for such student. Following is table for final grade calculation:

Sr.No.	CGPA	GRADE
1.	9.5 CGPA and above	O (Outstanding)
2.	8.25 <= CGPA < 9.5	A+ (Excellent)
3.	6.75 <= CGPA < 8.25	A (Very Good)
4.	5.75 <= CGPA <6.75	B+ (Good)
5.	5.25 <= CGPA < 5.75	B (Above Average)
6.	4.75 <= CGPA <5.25	C (Average)
7.	4.00 <= CGPA <4.75	D (Pass)

Cumulative Grade Point Average (CGPA): The CGPA is the weighted average of the grade points obtained of all the courses (Theory/Practical/Project/Oral etc.) of all the Six semester.

SGPA Calculation:

Sr.No.	% of Max. Marks Obtained	Grade Point	GRADE
1.	90<= Marks <=100	10	O (Outstanding)
2.	75<= Marks < 90	9	A+ (Excellent)
3.	60<= Marks <75	8	A (Very Good)
4.	55<= Marks <60	7	B+ (Good)
5.	50<= Marks < 55	6	B (Above Average)
6.	45<= Marks < 50	5	C (Average)
7.	40<= Marks < 45	4	D (Pass)
8.	Marks < 40	0	F (Fail)

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

$$\text{SGPA} = \frac{\sum \text{Grade points earned x Credits for each course}}{\text{Total Credits}}$$

C_i = Credits for each subject.

G_i = Grade points earned.

1. The Semester End Examination Provisional Result will be declared within 40 working days after the end of examination.

2. After declaration of provisional result, student may submit his grievance through COE within one week from the date of declaration of provisional result.

Tabulation and Declaration of Final Results (Mark sheet Distribution):

1. After all grievances are addressed, the final result will be declared by COE office.

2. Grade cards shall be prepared and then issued to the students signed by Principal and COE.

3. For any correction in Grade card student may apply to COE. The original grade card should be submitted with the application. After corrections new grade card will be issued to student within 2 weeks.

12. Grace Marks and Ordinance:

Ordinance 1 Grace Marks for Passing in each of head of passing (Theory /Practical /Oral /Sessional). (External /Internal)

The examinee shall be given the benefit of grace marks only for passing in each head of passing, (TheorylPractical/Oral/Sessional) in External or Internal examinations as follows:

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

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

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, MCI, Bar Council, CCIM, CCIII, NCTE, etc.

13) Photocopy of Answer Sheets:

After the provisional results have been declared, the Photocopy of Answer sheets shall be issued to the students on demand.

Revaluation of Answer Sheets:

If student is disagreeing of Semester End Examination marks declared, he/she may apply for the revaluation of answer book. All the cases of re-valuation where there is any change in marks, should be reported to the Chairman, Examination Committee.

Application forms shall be available at the Exam department during the given dates for photocopy and revaluation:

Process for Photocopy & Revaluation of Answer Sheets:

1. **Taking photocopy is must for applying revaluation of any subject.**
2. Fill in the application form carefully for required subjects.
3. Verify the form by Verification Authority.
4. Pay the fees in the Accounts Department.
5. Submit the filled form with attached xerox of marks sheet to the Examination Department in the stipulated time period.
6. Students can apply for a maximum of 3 subjects **(Photocopy/Revaluation of Practical, Internal and project are not allowed)**
7. Forms will not be available after the last date.

- ✓ **Fees for Professional Courses:**
- ✓ Form Fees 30

  For Photocopy 200/- per subject. For Revaluation 250/- per subject.
- ✓ **Fees for Non- Professional Courses: (Commerce and Arts only)**
- ✓ Form Fees 20

  For Photocopy 150/- per subject For Revaluation 200/- per subject

16. Makeup Examination:

To avoid the academic loss of the students, The Examination committee shall prepare schedule of Makeup examination. Interested students can apply for the makeup examination in the stipulated time period.

Process for Makeup Exam Application:
1. Application forms shall be made available at the Exam department.
2. Fill in the form carefully for all subjects (Internal/Practical/External) which student has failed.
3. Verify the form by Verification Authority.
4. Pay the fees in the Accounts Department.
5. Submit the filled form with the marks sheet to the Examination Department.
6. Forms will not be available after the last date.
7. Students found in copy case/mal practices in the latest semester end examination will not be allowed for makeup examination.

17. GRIEVANCE REDDRESAL AND COMMITTEE:

If students have any grievances regarding examination, he/she can apply in the prescribed format and attach photocopy of marksheet to the application and submit it to examination department. Examination grievances committee will scrutinize the applications and take the further necessary action in a reasonable time.

Sr.	Description	Name	Designation
01	Chairperson	Dr. Prakash Pandare	Principal
02	Member	Dr. Janardan Pawar	Vice Principal and HOD-BSc(Computer Science/Cyber Security), M.Sc. (Computer Science)
03	Member	Prof. Shivendu Bhushan	Vice Principal and HOD-BBA(CA) and BCA-Science
04	Member	Dr. Nalanda Wani	HOD- Commerce
05	Member	Dr.Thomson Varghese	HOD-BBA, BBA-IB, BBA-HTM, BBA-IE
06	Member	Prof. Mahesh Jagtap	Examination Incharge
07	Member (Secretary)	Dr. Santosh Kulkarni	Controller of Examination(COE)

Dr. Prakash Pandare   **Dr. Santosh Kulkarni.**
Chairperson, Examination Committee   **COE, Member (Secretary)**