

Examination Ordinance AY 2025-26

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1. Preamble

1.1. Introduction

Under National Education Policy (NEP 2020) & Credit Based Grading System, the requirement for awarding a degree, diploma or certificate is prescribed in terms of specified minimum number of credits to be completed by the student.

This ordinance specifies the essential information regarding examination, types of examinations, credit and grading system, course evaluation scheme, formative and summative assessments, grading, grade points, grace marks applicable, term end examination eligibility criteria, examination conduction, convocation, issuance of degree, etc. are mainly the focused aspects of the ordinance and are discussed in the subsequent topics.

1.2. Background

- These Ordinances shall be called the Examination Ordinance, 2025.
- Examination Ordinance shall come into force from the Academic Year 25

2. Department of Examinations

The Department of Examinations is looking after various activities related to examinations, assessment, evaluation, result declaration and, thereafter, Convocation. Department of examination consist of

1. Controller of Examination
2. Program coordinator

3. Examinations

The examination will be conducted in two cycles i.e. Nov-Dec (Odd semesters) and April-May (Even semesters).

3.1. Regular Examination

- The Term End examination conducted for the regular courses taught in respective semester shall be referred to as Regular examination.
- The regular examinations shall be conducted in offline or online mode as per the semester requirement.

3.2. Backlog Examination

- The summative assessment (TEE) conducted by the institute shall be considered as backlog examination for student if he/she has failed, remained absent, was detained, was a defaulter for some or all the courses during regular examinations.

3.3. Supplementary Examination

- The opportunity of supplementary examination (additional Term Exam) shall be provided to the students if he/she has failed, remained absent. Student appearing for supplementary exam will be given only 50 marks out of 100, if they clear and pass the exam irrespective of N marks they get in the exam.

4. Examination Scheme

An Examination scheme of combination of **formative assessments and summative assessments** shall be employed. The weightage of the formative assessment shall be 50% and the weightage of the summative assessment shall be 50%

In 50:50 formative to summative assessment scheme, for all percentage distribution of the maximum marks could be more than 100 but it needs to be scaled down to 100. Upscaling of the marks shall not be permissible.

The evaluation of a student for each course shall be based on his/her performance in **formative assessments and summative assessments**, taken together. Student passing shall be applicable with minimum 50% in each course.

Table: Guidelines for the weightage of Formative and Summative Assessment

Assessment	**Formative Assessment**		**Summative Assessment**	**Total**
Type	**CCE 1**	**CCE 2**		
Weightage	25	25	50	100

1. Courses with 3 credits will have 2 formative assessments.
2. 1st formative assessment will be a class test, which is a compulsory form of assessment applicable to all courses. Exam department will publish a schedule of Class test conduction. If students missed it for what so ever reasons, CCE I will not be repeated and students will lose 25 marks.
3. CCE 2 assessment tool shall be different from CCE I. Faculty has liberty to conduct CCE 2 from the below listed assessment tools. If a student miss CCE 2, faculty are expected to repeat CCE II and ensure students submission to avoid any academic loss.
4. Courses with 2 credits shall have only **Formative Assessment**. **Summative Assessment** is not applicable.

Course T ype	**Course Type**
GCC – Generic Core Courses assessed for 100 Marks **(CCE-50+ESE-50=100)**	AEC – Ability Enhancement Courses assessed for 50 Marks **(CCE-50)**
SEC – Skill Enhancement Courses assessed for 50 Marks **(CCE- 50)**	VAC – Value Added Courses assessed for 50 Marks **(CCE-50)**

- The faculties shall be empowered to design and define the assessment method as per the course requirement and CO attainment.

Indicative list of assessment Tools

Sr. No	**Direct Assessment tools**	**Sr. No**	**Direct Assessment tools**
1.	Quiz/MCQ Test	**9.**	Case Study/ Case let
2.	Class Test	**10.**	In-depth Viva-Voce
3.	Class / Take Home Assignments	**11.**	Field visit / Study tour Report
4.	Open Book Test	**12.**	Minor Project
5.	Individual Presentation	**13.**	Summer Project
6.	Group Presentation	**14.**	Capstone
7.	Role Play	**15.**	Students Seminar/ conferences
8.	Flipped Classroom	**16.**	End-Semester Exam

***Assessment tool for CCE1 and CCE2 shall be different. End-term exam is a compulsory tool for all the 3 credit courses. For 2 credit courses, 2 assignments of 25 marks each are compulsory.**

- For MOOC, the learning can be imparted through the platform. The assessment of MOOC shall be carried out as per the MOOC Policy of the Institute
  The assessment to be mapped with CO.

5. Examination Management System - Eduplus

Digital Examinations shall be conducted by implementing the 'Bring Your Own Device' policy where in the students shall bring their own digital device(s) as per the examination instructions (mobile/Laptop/Tablet). The student may avail the network facilities of the institute.

The Examination Management system consist of below modules

- Student Management
- Exam Management
- Result Management

Students will be provided with usernames & Password.

Question paper patterns

- Multiple Choice Questions (MCQ)/Objective
- Subjective/ Descriptive/ Application based questions
- Hybrid (combination of Objective + subjective)

6. Examination activities

For the effective, smooth and efficient functioning of Department of Examination, the overall activities are divided into following three categories, on functional basis:

- Pre-examinations
- Conduct of Examinations
- Post-examinations

6.1 Pre-examinations

It includes time table display (30 days prior to the date of examination commencement), scheduling, question bank creation, completion of pre-requisites and thereafter issuing admit cards, Exam Fees payment in case of supplementary or backlog exam.

6.2 Conduct of Examinations

It includes block arrangement, invigilation, issuing exam related appointments, etc.

The invigilators, vigilance squad shall perform the duties as directed to maintain the examination sanctity.

6.3 Post-examinations

It includes assessment, result processing and declaration, re- evaluation, issuing documents, Convocation, etc.

7. Result Declaration and Post-result activities

7.1 Result Declaration

- Verification and confirmation of all the pre-requisites required for declaring the result.
- Preparation and declaration of result including Gracing, Grading, CGPA and displaying result.
- Annual grade cards shall be issued to the students admitted by the end of first year. This grade card shall display course wise performance of the respective academic year.

Grades:

Marks Range (%)	Grade Awarded	Grade Description	Grade Point
90-100	O	Outstanding	10
80-89	A+	Excellent	9
70-79	A	Very Good	8
60-69	B+	Good	7
55-59	B	Above Average	6
50-54	C	Average	5
0-49	F	Fail	0
AB	AB	Absent	0

Computation of SGPA and CGPA:

The Institute follows the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

The SGPA is the ratio of summation of the product of the number of credits with the grade points scored by a student in all the courses taken by a student in semester/ annual and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA\ (Si) = \frac{\sum (Ci \times Gi)}{\sum (Ci)}$$

where C_i is the number of credits of the ith *registered* course, and G_i is the grade point scored by the student in the ith *registered* course.

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student overall in the semester/year of a program, i.e.

$$CGPA = \frac{\sum (Ci \times Si)}{\sum (Ci)}$$

where Si is the SGPA of the ith semester/year and Ci is the total number of credits in that semester /year.

Marks Range	Grade	Grade Description	Grade Point	Credit Point (Credit X Grade)
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B+	6	3 X 6 = 18
Course 4	3	O	10	3 x 10 = 30
Course 5	3	C	5	3 X 5 = 15
Course 6	2	F	0	0
Total	18	A	8	115

The SGPA and CGPA shall be rounded off to two decimal points and reported in the transcripts.

Illustration of Computation of SGPA and CGPA

a. Illustration for SGPA

Thus, SGPA = 115/18 = 6.38

b. Illustration for CGPA

Semester 1	Semester 2
Credit : 20	Credit : 22
SGPA : 6.95	SGPA : 7.8

$$CGPA = \frac{(20 * 6.95) + (22 * 7.8)}{42} = 7.39$$

8. Examination Eligibility

a. Attendance

The student should have minimum 75% attendance in a semester considering all the concessions given for sports, sick leave etc. to appear for End semester examination for that semester. The exemption from minimum attendance criteria can be considered based on case to case as approved by the Dean.

b. Formative Assessment

Students are expected to earn 40% marks in the Formative assessment to become eligible for Summative assessment i.e. END SEM Exam.

c. Full payment of Tuition fees

Students are expected to pay semester fees to be eligible for exams.

9. Promotion Criteria

1. The student should score CGPA ≥ 5 AND 50% of total credits to be earned for particular AY.
2. The students should clear all the courses from odd/even semester to get admission in next year's

odd/even semester.

3. If the student cannot meet both the criteria then the student shall be considered as **FAIL** and **Year down**. These students are NOT allowed to take admission in next year unless they fulfill the condition 1 or 2 stated above.
4. The student will be promoted to the fourth semester, only if first year is ALL CLEAR.

10. Grace Marks for Passing

A Candidate shall get 1% of the total marks of the semester as grace marks if he / she is getting failed and these marks may be distributed to maximum 4 courses as per the requirement for the passing the courses.

1. Grace marks shall be allotted only to the candidate if he / she is getting failed and NOT for securing higher class or any award/scholarship.
2. The grace marks shall NOT be applicable to backlog courses or repeater candidate
3. The policy of grace marks shall be Semester wise or Year wise (if applicable).
4. The policy of grace marks shall be applicable only for Summative Assessment examinations
5. Course requiring least grace marks shall be given benefit of grace marks on first priority.
6. If there are two or more courses requiring same grace marks, then the course with maximum percentage marks in corresponding formative/summative assessments' marks shall be considered.
7. In case of tie at (6) above, the course appearing in mark-sheet ahead in the sequence shall be considered.
8. After distributing the grace marks, as per requirement of passing the courses, if sum of the marks is balanced the limit of grace marks shall lapse and cannot be carried forward.
9. Granting authority for the grace marks shall be with the Controller of Examinations in the limit of above rules.
10. All the grace marks required not to exceed 12 in total.

11. Academic Sanctity

- The Institute maintains high academic standards and shall not tolerate any form of academic dishonesty. Any violation of academic dishonesty shall be considered as plagiarism and will be dealt seriously. It shall be student's responsibility to ensure the trueness and authenticity of his/her academic work.
- All cases of indiscipline and unfair means shall be dealt strictly as per the Institute guidelines. It shall be student's responsibility to ensure disciplined behavior as prescribed by the Department of Examinations from time to time.
- The student failing to maintain the academic sanctity may not become eligible for the Examinations and Assessment.

12. Examinations

- Summative (TEE) are the examinations conducted at the end of each Semester/Year, as applicable, during the period/duration specified in the Exam Ordinance.

- The summative assessment, Term End examination, is conducted only for the summative components and not for the formative components. The formative component is assessed only during regular teaching-learning and not as backlog.
- The detailed time-table of Semester term end examinations shall be published/announced at least 01 (one) month before the scheduled date of examinations.
- These examinations shall be held at the designated examination hall
- The continuous formative assessment examinations/tests/assessments shall be conducted by the respective faculty members / course instructors as per the schedule announced in the respective Course Plan as per the Academic Calendar.
- Locking of the marks of formative assessments and attendance in the Moodle & Eduplus Software shall be executed by the concerned course faculty latest by 3 days from the last date of academic instruction as per approved academic calendar.
- The cases of students representing the Institute at National, International, State, levels in academic, sports, cultural activities as well as National level competitive examinations may be considered for rescheduled examinations eligibility.

13. Examination Code of conduct for students

- Student has to carry the Institute Identity card daily without fail for all the examinations.
- Students need to be seated in their respective allotted seat 10 minutes prior to examination time
- No student shall be permitted to go to the washroom / drinking water during the examination.
- No student who is late by more than 5 minutes shall be admitted to the examination hall.
- Students should write his / her Roll number in the space provided on the answer sheet and must fill up all columns provided in the answer sheet carefully.
- The students should read carefully all the instructions mentioned on the question paper.
- Each student is required to bring their own stationary. Students will not be permitted to borrow any stationary item for examination from other fellow students around.
- The use of scientific calculator is not allowed for any examination. The use of regular calculator and log tables shall be permitted for the concerned subjects.
- The use of Mobile phone is strictly prohibited during the examination. Any student found in possession of the mobile phone will be suspended from the examination room. Students should leave the mobile phone outside the exam room before the entering.
- The student shall have to return the answer sheet along with Supplements (if any) to the invigilator before leaving the examination room.
- If a student writes his/her name, Mobile No. or puts any special marks at any place in the answer sheet which is disclosed, in any way, the identity of the student, he/she will render himself / herself liable to disqualification, under Unfair Means Policy
- Students to sign the attendance sheets each day.
- Students to ensure that their Answer sheets and supplements are signed by the invigilators.
- No mal practices shall be tolerated. Peeping in to each other's paper, mutual jesters, talks or body language etc. indicating coping shall be immediately registered under the Unfair Means policy, by the exam invigilators. Any student found guilty for using unfair means of any nature in the examination room shall be liable for disciplinary action under Unfair Means Policy by the Institute Management.

Unfair Means Inquiry committee Process

The below process to be followed to deal with of the unfair means.

Step 1: Submission of the incident report by the observer to the COE

Step 2: Primary investigation and recording by the member secretary under the guidance of CoE

Step 3: Informing and inviting student

Step 4: Meeting conduction and resolution

Step 5: Committee decision to the student and concerned members

Step 6: Implementing the committee decision by the Controller of Examinations.

Punishment details

Sr. No.	Type	Description	Quantum of punishment
1	Minor	Possession of copying material, electronic gadget and/or copying from the same within examination hours	Annulment (null and void) of the performance of student at the course examination during which student was found with copying material in his/ her possession.
2	Minor	Possession of another student' s answerbook / supplement and /or actual evidence of copying there from.	Both the students will be punished as mentioned in Sr. No.1
3	Minor	Navigation from one Window to Other Window, using floating apps/windows/using any mobile app/website which may support cheating. Multiple faces in camera	As mentioned in Sr. No. 1
4	Minor	Possession of an additional device other than prescribed in the Examination Hall.	As mentioned in Sr. No. 1
5	Minor	Possession of the copying material but attempt to destroy the evidence by the examinee.	As mentioned in Sr. No. 1
6	Major	Mutual/Mass Copying	Annulment (null and void) of the performance of all the students from ongoing as well as consecutive Term End Examination session.
7	Minor	Report of the Authority on duty that student is copying	As mentioned in Sr. No.1
8	Major	a) Smuggling - out or smuggling-in of blank answer book (s) or supplement(s) or graph papers or any other examination stationary and/or question papers. b) Smuggling-in of written answer-book/graph-paper/ supplement based on the question paper set at the examination.	Annulment (null and void) of the performance of all the students from ongoing as well as two consecutive summative (TEE) sessions.

		c) Forging signature of the invigilator on answer-book/ supplement/ graph paper. d) Carrying unapproved charts/data sheets in the examination hall Exchange of Answer book / Supplements / question papers	
9	Major	a) Insertion of currency note to bribe or attempting to bribe any of the persons connected with the conduct of examinations. An attempt of contacting the examination member by any means to seek personal favors.	Annulment (null and void) of the performance of all the students from ongoing Term End Examination session.
10	Minor	Revealing identity in any form in the answer written.	As mentioned in Sr. No.1
11	Major	In the same exam if a student is caught adopting any of the unfair means in more than one course or more than single minor unfair means act.	Annulment (null and void) of the performance of the student for that semester examination in full
12	Minor	Using obscene Language/ Violence, at the examination center by a student at the College examination to any of the persons concerned with examination.	As mentioned in Sr. No.1
13	Minor	Student found referring to book(s), notes, any written material, copying material, electronic gadget kept outside examination hall during examination hours.	As mentioned in Sr. No.1
14	Major	All other malpractices not covered in the aforesaid categories.	As mentioned in Sr. No.1
15	Major	If on previous two occasions a disciplinary action was taken against a student for malpractice used at examination/and he/ she is caught again for malpractices used at the examinations.	For the students who are caught in the unfair means third time, he/she may be rusticated from the Institute.
16	Major	Impersonation for a student or impersonation by a student in Institute examinations	Rustication from the Institute
17	Minor	If the student is blocked from the system in AI proctoring platform.	As mentioned in Sr. No.1
18	Major	Tampering with Institute documents / data / records.	Rustication from the Institute

Note:

- Obtain an undertaking from the student and parent.
- Keep student and parent informed from time to time.
- It is applicable for on-line assessments with suitable modifications.
- Maintain the record of unfair act in Exam software for ready reference and

future responses.

- If Student found with copying material in any form or violating the instructions during examinations in the examination hall, the invigilator should immediately report the case to the exam control room along with the student answer sheet and coping material.
- Written statement with the signature of student shall be obtained for breach of examination policy.
- Material received (If any) shall be confiscated by the examination office.

Understanding of the terms

Ongoing Examination Session (Term End Examination and/or Internal exams) = Regular and/or Backlog Examinations (Oct/Nov, May/June)

	Current Examination / Case of Particular course		**Other courses (**All courses of that semester)	
	Internal (Formative)	External (Summative)	Internal (Formative)	External (Summative)
Minor	Performance to be considered	Performance Null and Void	Permitted to appear for exam	Permitted to appear for exam
Major	Performance to be carried forwarded	Performance Null and Void	Performance to be carried forwarded.	Performance Null and void

- Note: The Term "Cancellation of Performance in full" includes performance of the student in the summative as well as formative assessments.

14. Re-evaluation:

- The accuracy of a subject grade awarded will be checked on request, in one or more subjects, provided the Candidate submits the application. Applications for re-evaluation must be received at Admin office within 07 days from the date of declaration of results which will be notified to all the stakeholders. For each re-evaluation, Candidates, will be required to pay 1,000/- per subject/Paper.
- The reevaluation will be restricted only to check whether: all the answers have been marked; there has been mistake in the totaling of marks for each question in the subject and in transferring the marks correctly onto the first cover page of the answer script; the continuation sheets attached to the answer script, as mentioned by the candidate, are intact.
- On reevaluation of the paper, if it is found that there is an error, the marks will be revised accordingly. The results of all the re evaluation requests received by Examination department will be declared together, within Two weeks
- The candidates who are not satisfied with the re-evaluation results of the subjects for which they had applied for, will be permitted to apply for rechecking of their answer scripts of those subjects only.

15. Recheck:

- The accuracy of a subject/Paper grade awarded will be checked on request, in one or more subjects/Paper, provided that the Candidate submits the application. Applications for recheck must be submitted and must be received at Admin office within 07 days from the date of declaration of results/ results of re-evaluation. For each recheck, Candidates, will be required to pay 1,000/- per subject
- On rechecking the paper, if it is found that there is an error, the marks will be revised accordingly.

The results of all the Recheck requests received by Examination department will be declared together, within Two weeks

16. Supplementary Examination Policy

1. Eligibility Criteria:

• Students are eligible for supplementary exams if they:

oAchieved less than 50% of the overall marks in the course.

oFailed the course due to poor performance in the final examination component

oHave valid and documented reasons for missing the original examination (e.g., medical emergencies).

oMissed the exam on account of any personal reasons.

2. Application Process:

• Students must submit an application to the Admin Office within five (5) working days from the date of declaration of results.

• Applications must be accompanied by supporting documentation (e.g., medical certificates or other relevant evidence).

• A non-refundable supplementary examination fee of Rs.1000 per course must be paid upon application.

3. Limit on Attempts:

• Students are allowed a maximum of one (1) supplementary examination attempts per course.

• Failure to pass the course after one supplementary attempt will result in the student being required to repeat the course as ATKT/ Backlog

4. Examination Schedule:

• Supplementary exams will be conducted within four (4) weeks from the date of declaration of results

• The exact dates and times will be communicated by the Examination Office.

5. Examination Format:

• The format of the supplementary examination will be similar to the Regular examination and will cover the same syllabus

6. Grading Policy:

• The exam paper will be of 100 marks & the maximum grade obtainable in a supplementary examination is a Pass (50%).

7. Mode of Conduction of Exam:

• The mode of conduction of Exam will either Written exam or Proctored Exam as per the decision of the Exam department

8.Academic Impact:

• Students failing to pass after a supplementary attempt will not progress in courses and will have to appear for backlog exam.

17. Backlog Examination Policy

If students failed the course due to poor performance in the final examination component as well as supplementary examination, they will have to appear for backlog examination.

Application Process:

• Students must submit an application to the Examination Office within five (5) working days from the date of declaration of results.

• A non-refundable Backlog examination fee of Rs.1000 per course must be paid upon application.

Examination Schedule:

• Backlog exams will be conducted at the end of the semester.

• The exact dates and times will be communicated by the Examination Office.

Examination Format:

• The format of the Backlog examination will be similar to the regular examination and will cover the same syllabus.

Mode of Conduction of Exam:

- The mode of conduction of Exam will either Written exam or Proctored Exam as per the decision of the Exam department

Academic Impact:

• Failure to pass the course after will result in the student being required to repeat the course as ATKT/ Backlog and will have reflection in the marksheet.

18. Proctored Exam Policy for SEM III Placed Students/ students undergoing placement process

This policy applies to all placed students enrolled in academic programs where proctored exams-online is a requirement for course completion. This policy is also applicable to students who are undergoing official placement process initiated by the institute and required to appear for Aptitude/GD/ PI as a part of placement process during the same timings of Exam as per the schedule.

1. Regular Exams: Students must appear for scheduled exams as per the academic calendar and Examination Schedule
2. Proctored Exam: Proctored Exam will be provided at the discretion of the examination department.
    a) Placed students facing conflicts due to work commitments may request for Proctored Exam. Such requests must be submitted at least a week prior to the scheduled exam date to the Controller of Examination with CC to Dean Academics.
    b) Students facing conflicts due to official placement process initiated by the institute during the same timings of the exam paper to request for Make-Up Exams/ Proctored Exam with appropriate supporting documents (Placement process related emails) by submitting a written application verified & signed by the Placement coordinator. Such requests must be submitted at least a day/two prior to the scheduled exam date depending upon the scheduling of placement process.
    c) Exemption will not be given to students whose placement process timing are different than the scheduled exam time table. Depending upon the travel requirements, Controller of Examination in consultation with Dean Academics will take the decision which will remain binding on the students.
    d) Placed students/ students undergoing official placement process will have to appear for the Proctored exam on the very same day as per the Exam Time Table declared in advance.
    e) If a student missed to appear for the Exam, it shall be treated as KT. Student shall be permitted to appear for the missed exam as per the Examination policy.
    f) In no other circumstances (Medical/ ill health/ family emergency/ interviews scheduled by self/ competitive or any other exam etc.), students shall be given a chance to appear for

proctored exam. Rules and regulations as per the regular Examination policy will be applicable.

3. Eligibility:

- Students must ensure they meet all prerequisites, such as fee payments and coursework completion, before exam.

4. Exam Format

- Online Exams:
    - Placed students must ensure access to a stable internet connection, a functioning webcam, and a microphone.
    - Students must log in to the exam platform at least 10 minutes before the start time for verification and system checks.
    - It is the responsibility of the student to scan & upload complete paper on Moodle. Also to upload right excel files on Moodle. Institute will not be responsible for wrong uploading of files/ blank files/ half scanned files. Students will not be given any further opportunity to upload the files. Students will be responsible for their scores. In case of non-fulfilment of marks standards, it will be treated as failure and policy of supplementary exam as well as backlog exam will be applicable.

5. Results and Appeals

- Results will be communicated via official channels within the stipulated timeframe.

6. Academic Integrity

- Placed students are expected to adhere to the highest standards of academic integrity.
- Use of unauthorized materials, devices, or assistance during exams is strictly prohibited and will result in disciplinary action. Students to follow the Exam policy shared in letter & Spirit.
- Any form of misconduct, including cheating, impersonation, or violation of proctoring guidelines, will lead to penalties as per the institution's disciplinary code.

19. Institute Convocation Ceremony

Convocation Ceremony is formal ceremony organized by the Institute to confer Degree to its students. The procedure of Institute Convocation ceremony shall be approved by the Board of Examinations.

19.1. Rank Declaration

a) Three ranks shall be awarded in all first attempts only.

20. Data Retention and Shredding Policy

20.1. Retention

- Used answer sheets are retained for N+3 Years, where N is number of years for complete program.
- Digital Data (Grade cards, Academic transcripts, Degree/Diploma certificates,

Provisional Degree Certificate) shall be retained permanently.

- Proctoring video data and Examination log shall be deleted after 90 days from the date of result declaration.
- Exam Scheduling and conduction data to be retained for 90 days from the day of result declaration.
- Question bank data is to be retained permanently.
- Unfair means Inquiry committee proceedings to be retained for N+3 years.

20.2. Shredding

Used answer sheets are shred after N+3 years, where N is number of years for complete Program.

21. Communication

- All communication regarding exam schedules, guidelines, and updates will be made through the official channels or email only.
- It is the responsibility of the student to remain updated at all times about relevant announcements regarding Examination & all communications from time to time.

22. Terms used

1. "**Academic Year**" means two consecutive semesters from the date of commencement of program.
2. "**Academic Calendar**" means the schedule of academic and other related activities as approved by the Academic Council
3. "**Annual Grade Card**": At the end of each academic year, a consolidated grade card is to be issued to the students mentioning student performance.\
4. **"Annulment"** means Invalid
5. "**Choice Based Credit System (CBCS)**": It provides choice for students to select the courses he/she desires to study from the prescribed list of courses
6. "**CoE**" means the Controller of Examinations
7. **"Formative Assessment"** means the assessments conducted at the Institute level during the teaching-learning process and before end of the academic term.
   e.g. Class Continuous assessment, etc.
8. **Summative Assessment"** means the assessments conducted post conclusion of academic term
9. **"Term End Examination (TEE)"** means Summative Examination conducted at the end of academic term.
10. "**Grade Point**" is a numerical weightage allotted to each letter grade on a 10-point scale.
11. "**Semester Grade Point Average (SGPA)**" - It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits of that semester. It shall be expressed up to two decimal places.
12. "**Cumulative Grade Point Average (CGPA)**": It is a measure of overall cumulative performance of a student over all semesters/years. The CGPA is the ratio of total credit points secured by a student in various courses in all

semesters/years and sum of the total credits of all courses in semesters/years till the progression of program. It is expressed up to two decimal places.

13. **"Proctor"** means the supervisor who is involved in on-line proctoring of the student activity during the examination duration, and communicating with technical support team to resolve the problems, if any, faced by students during the digital examination.

*The Institute reserves the rights to change/ amend / add /delete/ modify this Ordinance in whole or in part, at any time as per the requirements at the discretion of Controller of Examination. The students are advised to check for any such change/ amendment / addition /deletion/ modification regularly.





Dr. Shraddha Purandare
Controller of Examination

Dr. Sagar Bhadange
Deputy Director