



An Autonomous institute affiliated to Savitribai Phule Pune University, Pune,
Recognized by the Government of Maharashtra (ID No. PU/PN/ASC/289/2007)
(AISHE Code: C- 42151)

Examination Rules and Regulations 2025-26

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1. PREAMBLE

The Institute has formulated the rules and regulations to facilitate the smooth and orderly conduct of academic programs, examinations, and other activities for undergraduate and postgraduate degree program students.

These Rules and Regulations are implemented after approval from the Academic Council and Governing Council of MAEER's MIT Arts, Commerce and Science College, Alandi(D), Pune. They are subject to changes from time to time as and when required. These rules and regulations also align with the Savitribai Phule Pune University. These rules and Regulations apply to students enrolling in the Undergraduate and Postgraduate degree programs at MAEER's MIT Arts, Commerce and Science College, Alandi(D), Pune, from the Academic year 2024-25 (commencement of autonomy).

- The Rules and Regulations shall apply to all the Undergraduate and Postgraduate degree Programs offered at the Institute.
- They shall also apply to any new undergraduate and postgraduate degree programs that may be offered at the Institute in the future.
- A student must fulfill the academic and non-academic requirements prescribed by the Academic Council to be eligible for the Undergraduate and Postgraduate Degrees award.

2. EXAMINATION SCHEME

The Institute shall have an Examination Scheme based on the semester pattern for every Program and the course contents (curriculum) for the courses recommended by the Board of Studies (BoS) and approved by the Academic Council.

2.1 Performance Assessment

A student's academic performance in a course shall be evaluated based on his/her performance in Continuous Comprehensive Evaluation and End-Semester Examinations. All students attending a course shall be assessed.

2.2 End-Semester Examination (ESE): The ESE will be based on the all course content. It will be conducted at the end of the Semester.

2.2.1 Detention

A student can be detained for the End-of-Semester Examination if he/she fails to maintain at least 75% attendance during the Semester.

3. STRUCTURE OF UG/PG COURSES AND ATKT RULES

The UG programme consists of 3 years (Six Semesters). 132 Academic credits are mandatory to get a UG Degree certificate. The credits are distributed into 6 semesters. The PG programme consists of 2 years (Four Semesters). 88 Academic credits are mandatory to get a PG Degree certificate. The credits are distributed into 4 semesters.

Promotion Rules:

1. First Year to Second Year: A student has to secure at least 50% of academic credits of first year (Sem-I and Sem-II) to avoid discontinuity(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 earns minimum 50% of academic credits of second year (sem-III and sem-IV) to avoid a down year.

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 to avoid a down year.

Fail: A student earns less than 100% of any of semesters academic credits.

Pass: A student earns 100% of all semesters academic credits.

GENERAL STRUCTURE & ATKT RULES

Sr.No.	Year	Semester	Promotion	Total Academic Credit	Fail (Year down)	Fail ATKT	Pass	Award
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	UG Certificate
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)	UG Diploma
3	Third Year	Sem-V & VI	TY completion	44	(Academic Credit earned < 132)	---	(Academic Credit earned = 132)	Three Years Bachelors Degree
4	Fourth Year	Sem-VII & VIII	Fourth Year completion	44	(Academic Credit earned < 176)	---	(Academic Credit earned = 176)	Bachelors Degree - Honors or Bachelors Degree with Research

4. EVALUATION PROCESS

The evaluation process will be performed as follows:

Courses	CCE	End Semester Examination
UG/PG	40%	60%

It is mandatory for the student to secure minimum 40% marks in the Continuous Comprehensive Evaluation and minimum 40% marks in the End Semester Examination for passing the particular course.

5. END SEMESTER EXAMINATION (ESE)

The End-Semester examination shall be conducted after the completion of the Semester for which the dates are given in the Academic Calendar. The duration of the examination will be as per the examination scheme decided by the Board of Studies. For a 2-credit course, the End Semester Examination will carry 30 marks and have a duration of 2 hours. For a 4-credit course, the examination will carry 60 marks and last for 3 hours

5.1 Conduct of End Semester Theory Examination

- End Semester Theory Examination will be held according to the schedule approved by the Board of Examination. However, in the event of an emergency, the examination may be rescheduled with prior approval from the Board of Examination.
 - A senior supervisor will be appointed to conduct the final theory examinations.
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5.2 Conduct of Practical Examination

- Practical examinations will be held according to the schedule approved by the individual departments and the Board of Examination. However, in the event of an emergency, the examination may be rescheduled with prior approval from the Examination Committee.
- The Departmental Examination Coordinator will oversee the practical examinations and related activities for their department. They are responsible for ensuring the proper conduct of the practical examinations and may enlist the assistance of departmental staff as needed.
- Once the practical examination for the course is complete, the internal examiner and the external examiner will fill the students' marks in the mark sheet or through the ERP system and submit it to the Examination Section within the deadline.

6. CENTRAL ASSESSMENT

- The Centralized Assessment Programme will be organized at the college, and the Board of Examination will appoint the CAP team, examiners, and moderators from the college in accordance with SPPU guidelines.
- Assessment for ESE shall be one centrally in case of offline examinations.
- The concerned faculty shall do all the course assessments.
- Every faculty member must assess the answer books of his/her course or answer books of other courses as instructed by the Examination Section within the stipulated time.

7. DECLARATION OF RESULT

Results shall be declared within twenty to twenty-five working days after the last theory/practical examination. The soft copy of the results is sent to the heads of respective departments for circulation to the respective students. The hard copies of the grade card are printed after the photo/scan copy and revaluation process.

7.1 The Grading System

A student who earns 132 credits 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 semesters.

Semester Grade Point Average(SGPA) Calculation

Sr.No.	% of Marks Obtained	Grade Point	GRADE
1.	90<= Marks <= 100	10	O (Outstanding)
2.	80<= Marks < 90	9	A+ (Excellent)
3.	70<= Marks < 80	8	A (Very Good)
4.	60<= Marks <70	7	B+ (Good)
5.	55<= Marks < 60	6	B (Above Average)
6.	50<= Marks < 55	5	C (Average)
7.	40<= Marks < 50	4	D (Pass)
8.	Marks < 40	0	F (Fail)

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

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

C_i =Credits for each Course.

G_i = Grade points earned.

Computation of CGPA

The system will calculate the semester grade point average for each Semester (SGPA) and, consequently, the cumulative grade point average (CGPA) as shown below.

The formula for calculating the Cumulative Grade Point Average (CGPA) from your Semester Grade Point Averages (SGPA) is the weighted mean:

$$\text{CGPA} = (\sum(\text{SGPA}_i \times \text{Credits}_i)) / \sum \text{Credits}_i$$

Where:

- SGPA_i = SGPA of the *i*-th semester
- Credits_i = Total credits in the *i*-th semester
- \sum = Sum over all semesters

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

If O grade then % of Marks = $20 \times \text{CGPA} - 100$

If A+ grade then % of Marks = $10 \times \text{CGPA} - 5$

If A grade then % of Marks = $10 \times \text{CGPA} - 5$

If B+ grade then % of Marks = $12 \times \text{CGPA} - 20$

If B grade then % of Marks = $5 \times \text{CGPA} + 23.75$

If C grade then % of Marks = $10 \times \text{CGPA} - 2.50$

If D grade then % of Marks = $6.6 \times \text{CGPA} + 13.6$

8. AWARD OF GRACE MARKS

i) Grace marks to the extent of 1 percent of the total marks for the semester – maximum up to five 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.
- ii) 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 ineligible for grace marks in the said examination.
 - iii) Grace marks shall be awarded only to the required extent to help the candidate pass the paper/subject and not more even if the candidate has a higher limit of eligible grace marks in that examination.
 - iv) 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.
 - v) The grace policy is not applicable to the students having backlogs.

9. GRADE IMPROVEMENT SCHEME

- i) A student who has passed the UG/PG 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 for the examination for improvement of grade within a period of three years from the date of passing the examination.
- iii) A student will be allowed to reappear for a maximum of six theory courses in the final year.
- iv) A maximum of two attempts will be allowed for grade improvement within the stipulated period of three years.
- v) There will be no provision for improvement of grades in practical/internal assessment/ 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 of 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 upgrade 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 the benefit of any prize/scholarship/award.

10. EXCEPTIONAL CASES

10.1 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 specially-abled students (Divyang) must be done in a manner different from the other students. These specially-abled students shall be allowed certain concessions in the examinations- namely, provision of extra time for the duration of the examination, facility of a writer and provision for the award of additional grace marks and other facilities that are listed in the above-mentioned GR.

10.2 Special Provision of Amanuensis/Writer

i) The departmental exam coordinator shall help in the arrangement for the facility of amanuensis/writer to the visually challenged examinee or any examinee who is temporarily incapacitated due to an accident or mishap, with extra time of half an hour to one hour above the stipulated time of the examination of the paper. The writer should be less qualified than the visually challenged / physically challenged student. Before providing any such facility, the controller of examination shall verify the medical certificate issued by a civil surgeon/orthopedic surgeon.

ii) The Senior Supervisor shall provide at his level the facility of giving extra half an hour, over and above the stipulated time of the paper, to write answers during the examination to the paraplegias, orthopedically handicapped students who have hand coordination problem and to the visually handicapped students after verification of Medical Certificate issued by the Civil Surgeon/Orthopedic Surgeon.

11. ACTS OF MALPRACTICES / UNFAIR MEANS

Every student appearing for the 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) Mis-behavior with officials/using unfair means/creating nuisance/using obscene language/violence/threat at the center to the person involved in the conduct of examination, etc., or any other kind of rude behavior 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) Possession of electronic gadgets like mobile phones, Programmable calculators, pen drives or other storage devices in the Examination Hall.
- iv) Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- v) 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.
- vi) Make any request for representation or offer of any threat for inducement or bribery to the Room Invigilator or any other official for favours in the Examination Hall.
- vii) Approaching directly or indirectly the teaching staff, officials or examiners or bringing about undue pressure or influence upon them for favours in the examination.
- viii) Smuggling out or smuggling in the answer script pages or supplementary sheets tearing them off, or inserting pages written outside the examination hall into the answer scripts.
- ix) Receiving material from outside or inside the Examination Hall for the purpose of copying.
- x) Copying or taking aid from any material or matter referred to in sub-clauses to answer in the examination.
- xi) Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- xii) Having in one's possession any written matter on the scribbling pad, calculator, palm, hand, leg, any part of body, clothing, socks, instrument box, identity Card, Hall Ticket, Scales, etc.
- xiii) 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 MAEER's MIT Arts, Commerce and Science College, constitutes malpractice/ use of Unfair means will be construed as malpractice/ use of Unfair Means.

11.1 Procedure for reporting malpractices/use of unfair means

- i) The Controller of Examinations (COE) shall constitute a vigilance squad to ensure proper examination conduct and to prevent unfair means for each academic year to deal with 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 Examination Section for appropriate actions.

ii) If the malpractice case is detected, the Junior Supervisor / Squad member will seize the incriminating materials and the answer script(s) and report the same to the Senior Supervisor immediately in the prescribed form.

iii) The student, the Junior Supervisor, 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.

iv) All concerned shall write their own statement in their own handwriting.

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

- Debar the student from writing that particular paper in which he/she has been caught under alleged unfair means.
- Issue a memo instructing the student to attend the meeting of the unfair means committee if required.

11.2 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 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 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 upon, taking into consideration all unfair means during the end-semester examination.

11.3 Authority for imposing penalties and punishments

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

11.4 Questions Out of Syllabus / Wrong question/ Question with Incomplete data

This matter shall be placed to 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 questions. The Chairman of BOS may take the opinion of the course expert.

11.5 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 the schedule of the examination. A high-level enquiry committee constituted by the Director shall examine the causes and reasons for the leakage of the question paper and the person(s) responsible. Thereafter, the Enquiry Committee shall submit the report to the Director for necessary action.

12. PASSING CERTIFICATE / PROVISIONAL DEGREE

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

13. AWARDS OF DEGREE AND DEGREE CERTIFICATE

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

- Earned the minimum credits required as specified in the curriculum he/she is registered for.
- Satisfied minimum academic requirements.
- Satisfied all requirements specified by the concerned Department, if any.
- Satisfied all requirements specified by the Academic Council.
- Paid all the dues to the Institute.
- No pending case of indiscipline.

The student will be required to apply for the degree certificate on the Savitribai Phule Pune

university website. Savitribai Phule Pune University dispatches the degree certificate by post to individual students.

14. SPECIAL EXAMINATION

Special Examination shall be conducted for students who miss regular exams due to:

- Participation in national/international sports or cultural events.
- Involvement in NSS or National Cadet Corps (NCC) activities.
- Engagement in university-approved cultural festivals like Rainbow, Avishkar, and Ashwamedh.
- Clashes with competitive exams such as UPSC, MPSC, NET, SET, CA, CMA, or CET.
- Scheduling conflicts with multiple university exams on the same day.

15. RE-EXAMINATION

- 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.
- Re-examination for the 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 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.
- A student shall have to register for the re-examination by paying additional examination fees per course that he/she registers for.
- 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.
- The legitimate reasons include illness on or immediately before the exam date may include 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.

16. ACADEMIC BANK OF CREDITS (ABC)

The Academic Bank of Credits (ABC) has been established based on the National Academic Depository (NAD), which serves as the foundation for the ABC by securely holding students' academic data and awards. All students are required to open an ABC account, as mandated by UGC regulations.

BENEFITS OF ACADEMIC BANK OF CREDIT (ABC)

- a) Allows multiple entry, multiple exit for students.
- b) Stores student credit for a maximum shelf life of 7 years.
- c) Transfer credit through a single window after approval of source and destination academic institution.

17. DISCLAIMER

The academic policies regarding conduct of U.G. and P.G. programs in MAEER's MIT Arts, Commerce and Science College, Alandi (D.), Pune are published in this document. The Board of Examination reserves the right to revise these policies whenever necessary to promote academic excellence. Policies are subject to change without prior notice as these are based on the policies / guidelines / rules and Laws of affiliating and regulating bodies for the Institute. In case of any dispute, ambiguity or difference of opinion in interpretation of these rules and regulations or any other matter not covered herein, the decision of the Chairman of the Board of Management of MAEER's MIT shall be final and binding.

IMPORTANT NOTE:

In case of violation of Institute norms and rules and regulations, a student may be prevented from continuing in that semester and/or appearing for the semester examination or expulsion from the program depending on the outcome of the Examination Sub-committee report. Ignorance of any rule does not condone any misbehavior.

- These rules, regulations, examination schemes, and syllabi may be modified or amended as deemed necessary, without prior notice.
- For the latest updated version, stakeholders are requested to visit “<https://mitacsc.ac.in>” to refer to the manual therein and to remain updated on examination related notifications.