



Pimpri Chinchwad Education Trust's
S. B. PATIL INSTITUTE OF MANAGEMENT
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Permanently Affiliated to *SPPU, Pune* | Approved by
Govt. of Maharashtra



RULES AND REGULATIONS FOR EXAMINATIONS AND EVALUATION

**Governing
M.B.A. Program
with effect from Academic Year 2025-26**

(www.sbpatilmba.com)



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EXAMINATION AND EVALUATION

Objectives:

There shall be continuous evaluation of students. This system will have following objectives:

- **Evaluate Academic Achievement:** To accurately assess students' knowledge, skills, and competencies through fair and objective examinations.
- **Deliver Constructive Feedback:** To monitor and communicate students' academic progress, helping them to identify areas for improvement and necessary interventions.
- **Maintain Standardization and Quality:** To ensure assessment activities are consistent, fair, and uphold high-quality standards across all evaluations.
- **Align with Outcome-Based Education:** To design evaluation methods that correspond with intended learning outcomes and industry demands, promoting practical managerial skills.
- **Assign Performance-Based Grades:** To determine and award grades that accurately reflect students' abilities and achievement levels.
- **Promote Academic Integrity:** To prevent malpractices, uphold ethical standards, and preserve the credibility and fairness of examination results.

R1: Evaluation Scheme

MBA program follows a yearly bi-semester pattern. The details of structure and courses taught for MBA Program are mentioned in the Academic Rules and Regulations.

R1.1: Assessment of Academic Performance:

As per the guidelines of UGC report on “Evaluation Reforms in Higher Educational Institutions” (2019), the examination and evaluation are linked to Learning Outcomes and Institutional Goals. The students are evaluated for his/her academic performance in a course through CIE and ESE and/or Practical, Oral, etc. The Institute adopted following Evaluation strategies:

A. Formative Assessment (FA) / Continuous Internal Evaluation (CIE): Assessment and evaluation conducted during the learning process.

B. Summative Assessment (SA) / End Semester Evaluation (ESE): Assessment and evaluation of student learning conducted at the end of an instruction / learning process.

R1.2: Components of the Examination Scheme:

A. Formative Assessment (FA) / Continuous Internal Evaluation (CIE):

FA / CIE shall be done continuously by faculty over a span of semester. The course teacher must announce the detail methodology for conducting the various segments of FA / CIE together with their weightages, at the beginning of the semester. FA / CIE shall be conceptualized, executed, assessed and documented by the course teacher along with student-wise and class-wise attainment levels of the Course Outcomes and the attainment levels of the course. The assessment outcome of each FA / CIE shall be duly signed by the course teacher, class coordinator and Head Academics. A copy of the duly signed FA/ CIE outcome shall be communicated to the students, within a week of the assessment and course teachers shall guide the students on a need basis. At the end of the term aggregate FA / CIE scores / grades shall be calculated and the Course Outcome attainment levels shall be calculated by the course teacher. The same shall be communicated to the students within a week. Records of FA / CIE shall be retained for 5 years from the completion of the Academic Year. i.e. Current Academic Year (CAY) + 5 years.

Structured Evaluation will be done with appropriate schedule in Academic Calendar and as follows:

i. FA / CIE for Theory Courses:

- It must consist minimum of THREE FA / CIE for 3 credit courses and minimum TWO FA / CIE for 2 credit courses namely CIE-I, CIE-II and CIE-III and each not less than 40 marks.
- All prescribed Course Outcomes mentioned in syllabus of respective course must be evaluated through CIE.
- Sum of the scores obtained in all CIEs shall be considered for computing the final CIE score of a student in each course and converted to 50 marks.
- The FA / CIE for course specifically based on feasibility & need of Evaluation shall be conducted as prescribed in syllabus of respective course.

ii. FA / CIE for Field Project, On the Job Training and Research Project:

- Field Project, On the Job Training and Research Project will be evaluated based on review schedule in the semester as mentioned in the course syllabus guidelines.
- Field Project, On the Job Training and Research Project evaluation shall be conducted rubrics based along with report.
- The marks of this evaluation will be collated with 100% weightage in total FA / CIE of respective course.

iii. FA / CIE for MOOCs:

- Since MOOC is a guided self-study course 40 - 45 hours of work shall be equivalent to one credit. The faculty shall oversee the progress of the learner as well as evaluate the learner for 50 marks / 2 credits.

- For claiming these credits MOOC completion certificate submission to the Institute shall be mandatory

iv. Methods of Formative Assessment (FA) / Continuous Internal Evaluation (CIE): Course teachers shall opt for a combination of one or more CIE methods and shall not opt any method more than once in a course listed below (is indicative)

Sr. No.	Method	Sr. No.	Method
1	Class Test	21	Term Paper
2	Open Book Test	22	Thematic Presentation
3	Written Home Assignment	23	Publishing a Research Paper
4	In-depth Viva-Voce	24	Annotated Bibliography
5	Case Study	25	Creating Taxonomy
6	Caselet	26	Creating Concept maps
7	Situation Analysis	27	Online Exam
8	Presentations	28	Simulation Exercises
9	Learning Diary	29	Gamification Exercises
10	Scrap Book / Story of the week / Story of the month	30	Webinar based assessment
11	Creating a Quiz	31	Creating Webpage / Website / Blog
12	Creating Brochures	32	Creating infographics / infomercial
13	Creating Crossword Puzzles	33	Creating podcasts / Newscast
14	Creating and Presenting Posters	34	Discussion Boards

Sr. No.	Method	Sr. No.	Method
15	Writing an Advice Column	35	Drafting a Policy Brief
16	Library Magazines based assessment	36	Field Visit / Study tour and report of the same
17	Peer assessment	37	Small Group Project & Internal Viva-Voce
18	Book Review	38	Model Development
19	Work Portfolio	39	Role Play
20	Literature Review	40	Story Telling

v. Rubrics:

- The course teacher shall design Rubrics for each FA/CIE.
- Rubrics are scoring tools that define performance expectations for learners. The course teacher shall seek approval for the rubrics from the Head Academics / other designated competent academic authority.
- The course teacher shall share the approved Rubrics with the students at the start of the course.
- The rubric shall detail the following:
 Linkages of the FA/CIE to Course Outcomes. A description of the assessment - brief concept note. Criteria that will be assessed - the expected learning outcomes. Descriptions of what is expected for each assessment component - the expectations from the student. Substantive description of the expected performance levels indicating mastering of various components – the assessment criteria. The team composition, if applicable. The format and mode of submission, submission timelines. Any other relevant details.

B. Summative Assessment (SA) / End Semester Evaluation (ESE):

The SA / ESE shall be conducted by the CoE of the institute at the end of the semester and based on 100% of syllabus. Records of SA / ESE shall be retained for 5 years from the completion of the Academic Year. i.e. Current Academic Year (CAY) + 5 years.

i. SA / ESE for Theory Courses:

- The weightage of SA / ESE has been allotted as per examination scheme and it is mandatory.

- The SA / ESE is of maximum 50 marks.
- All questions shall be compulsory with internal choice within the questions.
- The broad structure of the SA/ESE question paper shall be as follows:

Question No.	Cognitive Abilities	Nature	Marks
1	Remembering	Answer any 4 out of 6 (1 mark each)	04
2	Understanding	Answer any 3 out of 5 (2 marks each)	06
3	Applying	Answer 3 (a) or 3 (b) (10 marks)	10
4	Analyzing	Answer 4 (a) or 4 (b) (10 marks)	10
5	Evaluating	Answer 5 (a) or 5 (b) (10 marks)	10
6	Creating	Answer 6 (a) or 6 (b) (10 marks)	10
		TOTAL	50

Note: Question No. 5 (a) and 5 (b) or 6 (a) and 6 (b) must be a case / situation based.

- The SA / ESE for course specifically based on feasibility & need of Evaluation shall be conducted as prescribed in syllabus of respective course.

ii. SA / ESE for Field Project, On the Job Training and Research Project:

- Oral / Viva-Voce evaluations by the internal and external examiners will be conducted at the end of each semester as per the schedule in Academic Calendar.
- Evaluations will be conducted as mentioned in the course syllabus guidelines.
- These will be conducted in the presence of an External Examiner appointed by competent authority.
- Weightage of 50% each for evaluation by internal and external examiner shall be considered.

Table No. 1: Scheme of evaluation for courses prescribed in curriculum with weightages

Sr. No.	Course Type	Formative Assessment Weightage (%)	Formative Assessment Weightage (Marks)	Summative Assessment Weightage (%)	Summative Assessment Weightage (Marks)	Total (Marks)
1	Generic Core / Research Core – 1 / Subject Core / Subject Elective	50%	50 marks	50%	50 marks	100 marks
2	Generic Core (2 credit)	-	-	100%	50 marks	50 marks
3	Generic Elective (2 credit) / Research Core - 2	100%	50 marks	-	-	50 marks

Sr. No.	Course Type	Formative Assessment Weightage (%)	Formative Assessment Weightage (Marks)	Summative Assessment Weightage (%)	Summative Assessment Weightage (Marks)	Total (Marks)
4	Research Core - 3	33.33%	50 marks	66.67%	100 marks	150 marks
5	Research Core – 4 / Research Core – 5	50%	100 marks	50%	100 marks	200 marks
6	Foundation & Enrichment Courses	-	-	-	-	Grade

R2: Monitoring of Evaluation

Following table shows the details for monitoring of Evaluation:

Table No. 2: Details of Monitoring of Evaluation

Sr. No.	Components of Examination	Responsible for Monitoring
1	Formative Assessment / Continuous Internal Evaluation	Course Faculty and Head Academics
2	Summative Assessment / End Semester Evaluation	Controller of Examination

R3: Method and Medium of Examination

- A. Unless otherwise specifically provided for, examinations shall be conducted by one or more of the following methods:
- i. Written (Pen & Paper) for SA / ESE.
 - ii. Oral / Viva-Voce for FA and SA project evaluation.
 - iii. Computer assisted testing (Online), if needed.
 - iv. For FA / CIE, different evaluation tools shall be used by the course faculty AND/OR as per direction of Head Academics / Director.
- B. Students must answer question papers, in English language. Specific instructions may apply.

R4: Rules of Passing

- A. To pass the course, students must achieve a minimum of 40% of the overall maximum marks allotted to that particular course.

- B. Student must pass the course with minimum passing marks / grade in order to earn credit(s) of the course.
- C. A student will be awarded an MBA degree if he/she earns the total credits (combined credits for two years) as specified in the curriculum structure and has secured minimum 4.00 SGPA in each semester.

R4.1: Passing Criteria for Theory courses:

- A. To pass the theory course having exam scheme of Formative Assessment and Summative Assessment, a student must score minimum of 40% marks in Formative Assessment **and** score minimum of 40% marks Summative Assessment of maximum marks allotted under each head.
- B. To pass the theory course having exam scheme of only Formative Assessment, a student must score minimum of 40% marks in Formative Assessment of maximum marks allotted.
- C. To pass the theory course having exam scheme of only Summative Assessment, a student must score minimum of 40% marks in Summative Assessment of maximum marks allotted.

R4.2 Passing Criteria for Field Project, On the Job Training and Research Project:

- A. To pass the Field Project, On the Job Training and Research Project evaluation is based on work done, quality of report, performance in viva-voce, presentation etc. and course having exam scheme of Formative Assessment and Summative Assessment, a student must score minimum of 40% marks in Formative Assessment **and** score minimum of 40% marks in Summative Assessment of maximum marks allotted under each head.

R4.3 Passing Criteria for MOOCs:

- A. To pass the MOOC having exam scheme of only Formative Assessment, a student must score minimum of 40% marks in Formative Assessment of maximum marks allotted.

R5: Academic Progression and A.T.K.T Rules (Promotion to Next Academic Year)

R5.1: Rules of Progression:

The registration of MBA students to succeeding year should be as follows:

- A. Student who has passed all courses of Semester-I (Odd) and Semester-II (Even) of First Year Evaluations (as per the rules of the Passing Standards) shall be promoted to Second Year of the program.
- B. Student who fails to pass in one or more courses in Semester-I (Odd) Evaluations shall be allowed to keep terms and shall be permitted to attend lectures and appear for the CIE and ESE of Semester-II (Even). This means that the student shall be allowed to keep terms for

both the Semesters during the First Year of the program, irrespective of failures in any number of courses during First Semester.

- C. Student who fails to pass in one or more courses in Semester-III (Odd) Evaluations shall be allowed to keep terms and shall be permitted to attend lectures and appear for the CIE and ESE of Semester-IV (Even). This means that the student shall be allowed to keep terms for both the Semesters during the Second Year of the program, irrespective of failures in any number of courses during Third Semester.

R5.2: Rules of Allowed To Keep Terms (A.T.K.T.):

- A. A Student shall be allowed to register for the courses of the next year's odd semester (Third Semester) if he/she earns minimum 60% credits of the total of first and second semester.
- B. If 60% calculation turns out to be a mixed number (integer + fraction) then only integer part shall be considered for deciding the eligibility for ATK.T.

R6: Performance Indices

R6.1 Grading System:

Absolute grade points and equivalent letter grades for absolute grading will be on a 10-point scale is followed in the evaluation of candidate performance in a course.

A. Credit Courses:

Based on the Evaluation student will be awarded letter grades after combining performance of all (FA+SA) evaluations for the respective course. These letter grades will be derived from quantitative and qualitative evaluation converted into a 10-point scale called as grade point for credit courses.

Table No. 3: Performance with absolute grade points and equivalent letter grades

Sr. No.	% of Max. Marks	Grade Point	Letter Grade	Remark
1	$90 \leq (\text{Marks}) \leq 100$	10	O	Outstanding
2	$80 \leq (\text{Marks}) \leq 89$	9	A+	Excellent
3	$70 \leq (\text{Marks}) \leq 79$	8	A	Very Good
4	$60 \leq (\text{Marks}) \leq 69$	7	B+	Good
5	$50 \leq (\text{Marks}) \leq 59$	6	B	Above Average
6	$45 \leq (\text{Marks}) \leq 49$	5	C	Average
7	$40 \leq (\text{Marks}) \leq 44$	4	D	Pass
8	$(\text{Marks}) < 40$	0	F	Fail
9	-	-	Ab	Absent
10	-	-	I	Incomplete

Note: The pass letter grades (O to D) awarded to a student in all the courses shall be converted into a SGPA and CGPA.

B. Grades in Special Circumstances:

In addition to above letter grades students will be awarded dual letter grades in specific circumstances:

- “DR” grade refers to Detained due to insufficient attendance or incomplete term work (Detained and Repeat)

C. Letter Grade Details:

A student shall be declared to have passed a course on obtaining a letter grade in the range O to D. Students shall earn the credits for a course only on obtaining passing grade in that course.

- Letter grade “F” shall be awarded to a student, in a course, on scoring less than 40% of total marks of the course. A student who has failed in the course shall pass the concerned course by appearing for the re-examination and / or backlog examination.
- Letter Grade “DR” in a regular course shall be given to a student if he/she falls in any of the following categories. The student is then detained for the semester/academic year (if detained for even/odd semester of the academic year)
 - Students shall be given “DR” grade for courses with less than 75% attendance.
 - If a student fails to complete the submission based on course requirement.
 - If a student is found guilty of any academic malpractice during the semester (such cases shall be dealt by the Complaint Redressal & Lapses Committee (CRLC). In this case, after confirming the level of seriousness of the case, based on the CRLC report, the institute shall give appropriate punishment.
 - In the above cases, the Head Academics shall declare a Letter Grade “DR” one week before the ESE and intimate it to the Director, and Examination cell. Such a student shall not be permitted to take the ESE for that semester and shall re-register for the backlog examination.
 - When a student gets Letter Grade “DR” in a course, SGPA calculation of the said student shall be carried out after confirmation of grades.
- Letter grade “Ab” shall be awarded to a student having satisfactory attendance for a course but has remained absent for examination (ESE) without taking the prior permission from the Head Academics. Such students may appear Re-examination, if permitted by Head Academics & Director. The Head Academics must send the permission letter of such candidate to CoE through Director in the prescribed time.
- Letter Grade “I” shall awarded to:
 - Students, who have sought due prior permission from Head Academics and Director through proper channel, and there after permitted by the institute for taking part in important curricular / co-curricular/ extra-curricular activities like Events/Sports/Cultural/Project Competitions/Paper presentation etc. at University/ State/ National/ International levels. After such an event, at the time of reporting to the Institute, the student must submit the proof of participation / certificate from the competent authority for approval of the prior leave request. The prior leave request shall be

- converted to official leave and an endorsement will be issued by the Institute, based on which the student shall be eligible for the re-examination.
- b. Students seeking prior leave for attending any competitive examinations (SSB/CDS/ /UPSC/MPSC, any other relevant competitive exam etc.). In this event, it is mandatory on the part of the student to inform the Head Academics immediately and submit a prior leave request. After such an event at the time of reporting to the Institute, the student must submit all the relevant documents / certificates from the competent authority for approval of the prior leave request. The prior leave request will then be converted to official leave and an endorsement will be issued by the Institute, based on which the student becomes eligible for the Re-examination.
 - c. **A student with letter grade “F” and “Ab” will suffer Grade Penalty.**
 - d. **A student with letter grade “I” will not suffer Grade Penalty.**
 - e. Any intimation after the completion of regular examination and/or non-submission of report/certificate will be construed as absent for the examination and the student will be awarded “Ab” grade in the respective examination. No further request will be entertained in this regard.
 - v. A candidate would be considered to have completed a course successfully and earned the credits if he/she secures a grade other than “DR”, “F”, “Ab” or “I”.

R6.2: Re-Examination of SA / ESE:

- A. The re-examination facility ensures that the students have one more opportunity to clear a course in the same academic year. However, **the grading in Re-examination shall be one Grade less (except the "I" Grade).**
- B. **Re-examination for the Theory Course (ESE) shall be conducted for students who have obtained "F," "I" or "Ab" letter Grades only.**
- C. **The students caught in malpractice during regular examinations will not be eligible for Re-examination.**
- D. Re-examination of Oral / Viva-Voce / Practical shall be conducted before re-examination of theory courses.
- E. Re-examination shall be held after the declaration of revaluation result (in same academic year or upcoming academic year).
- F. The Re-examination shall not to be treated as an improvement examination.
- G. The CoE office shall display the detailed timetable for the Re-examination of ESE.
- H. Submission of the Re-examination Form along with the prescribed fee before the designated date is a pre-condition for appearing for the Re-examination. Students will not be allowed to appear for the re-examination if they fail to submit the form within the time frame stipulated by the institute.
- I. If a student cannot pass the Re-examination ESE, then they can appear for Backlog Examination at the end of semester. Student has to submit the Backlog examination form along with the prescribed fees before the designated date.
- J. The standard for conducting the Re-examination and backlog examination shall be the same as the regular ESE for the main Semester.

- K. After Re-examination, actual grades secured to be declared as a final result of each student by the Controller of Examinations within the notified date in the Academic Calendar.
- L. Revaluation facility will not be available for Re-examination
- M. Award of Letter Grades/Grade Point for Re-Examination (For Failed Students, “F” and “Ab” letter grade)

Sr. No.	% of Max. Marks	Grade Point	Letter Grade	Remark
1	$90 \leq (\text{Marks}) \leq 100$	9	A+	Excellent
2	$80 \leq (\text{Marks}) \leq 89$	8	A	Very Good
3	$70 \leq (\text{Marks}) \leq 79$	7	B+	Good
4	$60 \leq (\text{Marks}) \leq 69$	6	B	Above Average
5	$50 \leq (\text{Marks}) \leq 59$	5	C	Average
6	$40 \leq (\text{Marks}) \leq 49$	4	D	Pass
7	$(\text{Marks}) < 40$	0	F	Fail

Table Showing Letter Grade after Re-examination

R7: Guidelines against Unfair Means / Malpractices during Examinations

- A. No student shall use unfair means or indulge in disorderly conduct at ESE examinations. In the case of unfair means / malpractices observed by Invigilator / Squad the respective Answer Sheet / Book shall be sealed along with the concerned material belongings in a green envelope with the undertaking signed by the student and overleaf signed by Invigilator / Squad. Such sealed envelopes labeled in specific format shall be submitted to the Examination Cell. All submitted envelopes shall be filed and stored in lock and key for presenting it to the Complaint Redressal & Lapses Committee (CRLC) for Examination.
- B. Complaint Redressal & Lapses Committee (CRLC) shall conduct a meeting and call every accused student to listen. After listening to all the arguments and deliberations, decisions of the committee shall be noted and communicated to all concerned officials who may be involved in the implementation of such decisions to act upon.
- C. The unfair means/malpractices shall include the following:
 - i. During examination time having in possession or access to
 - a. Any paper, book, note or any other unauthorized material relevant to the syllabus of the examination paper concerned.
 - b. Mobile Phones or any electronic gadget other than a simple calculator, even in switch off mode, which shall potentially be used for communication or copying.
 - c. Anything was written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.

- d. Anything was written or signs made on the body of the student or his / her clothes / garments, handkerchief, etc. which may have relevance to the syllabus of the concerned course.
 - e. Anything was written on the question paper which may have relevance to the syllabus of the examination the concerned course.
 - ii. Giving or receiving assistance in answering the question papers to or from any other student / person in the examination hall or outside during the examination hours.
 - iii. Talking to another student or any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator.
 - iv. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
 - v. Impersonating any student or getting impersonated by any person for taking the examination.
- D. A student found using unfair means/malpractices or involved in disorderly conduct or disturbing other students, at or in connection with an examination shall be referred to the Complaint Redressal & Lapses Committee (CRLC). The committee after consideration of the case shall decide punishment as one or more of the following:
 - i. Cancellation of the examination of the course in respect of which he is found to have been guilty; AND/OR
 - ii. Cancellation of examination of the semester examination for which the student participated and/or debaring from the examination for the future semester(s).
 - iii. Any other punishment deemed suitable by the Complaint Redressal & Lapses Committee (CRLC).
- E. The following norms for punishment shall be followed:
 - i. If a student is found having in his possession any material relevant to the syllabus of the concerned course of examination but was not copied from or used it, the punishment shall be the cancellation of the examination of that particular course and the student shall be awarded grade “F” in that course. However, if the material found in possession of the student is insignificant, nature the punishment may be relaxed.
 - ii. If a student is found during examination / evaluation to have copied from or used the material caught, the punishment shall be the cancellation of the examination of that particular course and grade “F” shall be awarded.
 - iii. If the behavior of a student on being caught is unsatisfactory / non-cooperative or the student uses resistance / violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offense as deemed fit by the Complaint Redressal & Lapses Committee (CRLC).
 - iv. If a student is found talking to another student or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator, the punishment shall be the discontinuation from the examination of

- that particular course and the grade shall be awarded in that course based on the attempted contents.
- v. If a student is found reading or possessing some incriminating material relevant to the syllabus of the course in the corridor, urinal etc., the punishment shall be the cancellation of the examination of that particular course and grade “F” shall be awarded in that course.
 - vi. If a student is found giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during the examination hours, the punishment shall be the cancellation of the examination of that particular course and grade “F” shall be awarded in that course.
 - vii. If a student is found in damaging/tampering/scratching the answer script / book or any part of it during examination or while showing answer script / book to the student after evaluation, the punishment shall be the cancellation of the examination of that particular course and he / she shall be awarded Grade “F” in that course.
 - viii. If a student impersonates any other student in connection with the examination or during the examination, the punishment shall be the cancellation of the examination of both the students of the present semester and both shall be awarded grade “F” in all the courses of that semester.
 - ix. If a student takes allotted or additional answer script / book outside the examination hall or replace the allotted answer script / book with another answer script / book during examination or replace the evaluated answer script / book with another answer script / book while showing answer script / book to the student after the answer script / book evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded grade “F” in all the courses of that semester.
 - x. For combination(s) of unfair means/malpractices from serial No. i to vii or repetition of any unfair means / malpractices from serial No. i to vii by a student more than once, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade “F” in all the courses of that semester.

R8: Supply of Photo Copy(ies) of Assessed Answer Books and Revaluation of Evaluated Answer Book(s)

The examination system of the institute has a separate mechanism to redress / resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned students.

R8.1 Supply of Photo Copy(ies) of Assessed Answer Book(s)

- A. Student shall have to fill in application for demand of photo copy(ies) of assessed answer book(s) using application available on official website of institute.
- B. Student shall pay the requisite fees for supply of photo copy(ies) of assessed answer book(s) with duly filled application within three days from the date of declaration of results of the examination.

- C. Photo Copy(ies) of only written part of answer book(s) shall be provided. No Photo Copy (ies) of blank pages of answer book(s) shall be provided.
- D. The student shall be sole custodian of the Photo Copy(ies) so supplied shall not transfer the same to anybody for any purpose, whatsoever. The student shall further refrain himself from putting Photo Copy(ies) to any misuse that might jeopardize the reputation of the institute.
- E. In case of misuse of Photo Copy(ies) by the student, the institute shall be at liberty to take action against such candidate.
- F. Upon receipt of application by Exam Cell, before providing photo copy(ies) of answer book(s) cell shall scrutinize the answer book(s) and shall verify the following:
- i. Whether the total marks in the given paper awarded to student on the statement of marks matches with the marks awarded to the student on the cover page of the answer book(s)?
 - ii. Whether the question-wise marks awarded to all the questions inside the answer book(s) are correctly carried over the cover page?
 - iii. Whether the total of the question-wise marks on the cover page is correct?
 - iv. Whether all the answers or parts thereof in the answer book(s) have been assessed by the examiner?
 - v. Any other matter as may be prescribed by the Board of Examinations of the Institute.
- G. Discrepancy, if any on any of the counts as mentioned above, noted by the Cell, shall be corrected by the Cell.
- H. If any question or part thereof in the answer book(s) is found to be not evaluated/reevaluated, the same shall be got evaluated/re-evaluated from the same examiner and additional marks awarded, if any, shall then be mentioned on the cover page and added in the total of the marks. If the examiner who has evaluated/ re-evaluated the answer book(s) is not available due to cause beyond his control, the answer book(s) shall be got evaluated/re-evaluated from another examiner to be appointed by the BoS.
- I. The change, if any, on the counts mentioned in Clause (F) above, shall be informed to student concerned, by the institute. The student concerned, shall surrender the original grade card to the institute within five days from the date of receipt of communication. Corrected grade sheet shall be issued to the student, as the case may be, on surrendering the original grade card to the institute, without charging any fees.
- J. Photo copy(ies) of the answer book(s) shall be made available to the student after making corrections, if any, in the marks on the cover page and after awarding grace marks, if any, as per rules, and concealing the identity of the examiner/moderator.
- K. The designated officer of the Cell shall certify on main page of the answer-book by placing his/her signature and the seal. The designated officer, before issuance of the photo copy of the answer-book, shall ensure that the same contains all pages of written part of the answer book.
- L. No complaint regarding the manner of assessment of the answer book(s) by the examiner/moderator shall be entertained by the institute.
- M. Photo copy(ies) of an evaluated/re-evaluated answer book(s) will be permitted only once in respect of the examination concerned.

- N. The institute shall not be liable for failure or delay in supplying photo copy(ies) of evaluated/re-evaluated answer book(s) due to any reason beyond the control of the institute.

R8.2 Revaluation of Answer Book:

A provision of addressing grievances by a student in evaluation of his / her answer book for course(s) in regular ESE is made in terms of Revaluation.

- A. A student shall be eligible to apply for revaluation of answer-book(s) of theory paper(s) of the examinations only after receipt of photo copy(ies) of those answer book(s).
- B. Student shall have to pay the requisite fees for revaluation of answer book(s) with application available on institute website.
- C. Application for revaluation along with the payment of the requisite fees, shall be made within three days from the date of receipt of photo copy(ies) of answer book(s).
- D. If on verification of marks at the time of supply of photo copy(ies) of answer book(s), it is found that the marks originally shown in the mark list issued to a student have changed as a result of verification, the changed marks shall be considered as original marks for the purpose of revaluation.
- E. The change in the marks after revaluation shall be informed to student. The students concerned, shall surrender the original statement of marks to the institute, within five days from the date of receipt of communication.
- F. Corrected grade card shall be issued to the student, as the case may be, on surrendering the original statement of marks to the University, without charging any fees.
- G. The fee shall not be refunded in case of those, whose application is processed for revaluation. However, the fee for revaluation may be refunded, if the application is not entertained and not processed for revaluation under the provision of this Order and if the student concerned submits his request for refund.
- H. A student applying for revaluation shall note that the result of the revaluation of his/her answer-book(s) of the theory paper(s) shall be binding on him /her and that he/she shall accept the revised marks obtained in his theory paper(s) after revaluation.
- I. The benefit of the revaluation shall be given to a student if his original marks and the marks obtained after revaluation exceed by 5% or more of the maximum marks of the theory paper(s) and only these marks will be accepted by the institute and are binding on the student. For the purpose of a computing the 5% difference in marks, half per cent of the marks assigned to the paper or a part thereof, shall be taken into account and rounded off for next successive higher integer.
- J. The revised marks obtained by the student after revaluation as accepted by the institute shall be taken into account for the purpose of amendment of his result in accordance with the relevant rules of the institute.
- K. As a result of revaluation, if a student attracts the provision of condonation of deficiency of marks/grace marks, the same shall be applied to him as per the relevant Ordinance(s).

R9: Semester Grade Report

- A. Semester Grade Report reflects the performance of a student in that semester (SGPA), and Cumulative performance in last semester from the first semester of his/her study (CGPA).
- B. A Grade Report in the form of a Grade Card shall be issued to students at the end of each Semester.
- C. The Grade Card shall include the following:
 - i. The list of courses registered for an academic year along with credits.
 - ii. The letter grade obtained in each course.
 - iii. The total number of credits earned by a student.
 - iv. SGPA and CGPA Details
 - v. Examination details
 - vi. Grading System, calculation of performance indices and conversion of CGPA to equivalent percentage shall be provided on the back page of the grade card.
- D. Grade Cards shall be used to prepare Transcripts of the student.
- E. If a student secures “F” grade in any course, his / her SGPA and CGPA shall not be declared till he / she earns the Credit of that course.

R9.1: Calculation of Semester Grade Point Average (SGPA)

Based on the grade points earned by the students, performance of student in each semester will be calculated as semester grade point average (SGPA) as follows:

$$SGPA = \frac{\sum_{i=1}^n \text{Grade points earned} \times \text{Credits of each course}}{\text{Total credits in a semester}}$$

For Example: suppose in a given semester a student has registered for five courses having credits C1, C2, C3, C4, C5 and his / her grade points in those courses are G1, G2, G3, G4, G5 respectively. Then student's SGPA will be:

$$SGPA = \frac{\sum_{i=1}^5 C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1 + C2 + C3 + C4 + C5}$$

R9.2: Calculation of Cumulative Grade Point Average (CGPA)

It is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a Program.

$$CGPA = \frac{[\sum (C_i \times S_i)]}{(\sum C_i)}$$

Where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

For Example: suppose for four semesters of a Program, a student has SGPA S1, S2, S3, S4 and his / her total credits in those semesters are C1, C2, C3 and C4 respectively.

Then students

$$CGPA = \frac{C_1 \times S_1 + C_2 \times S_2 + C_3 \times S_3 + C_4 \times S_4}{C_1 + C_2 + C_3 + C_4}$$

- A. The SGPA and CGPA shall be rounded off to TWO decimal points and reported in the transcripts.
- B. In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.

R9.3 CGPA and Class of Degree

Results will be declared based on the student's performance in the semester examinations, and Semester Grade Sheets will be issued. The class will be awarded to a student based on the calculated CGPA. The award of the class shall be as per Table No. 4

Table No. 4: CGPA and Class awarded

Sr. No.	CGPA	Class of 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	5.50 or more but less than 6.25	Second Class
5	4.00 or more but less than 5.50	Pass Class

R10: Results Withheld and their Declaration

- A. If there is discrepancy in the courses mentioned in the Examination Form and actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation of the term that he/she had kept with approval of the Complaint Redressal & Lapses Committee (CRLC).
- B. The results of those students held in reserve for “Ab” with prior permission of Head Academics / Director and are eligible for special examination.
- C. The results of those students held in reserve for malpractice in the examination will be declared as per the resolution passed by the Complaint Redressal & Lapses Committee (CRLC).

R11: Award of the Degree

A student shall be eligible for the award of “M.B.A. Degree” from the institute and Savitribai Phule Pune University if the student has:

- A. Obtained eligibility certificate from the affiliated University.

- B. Registered & passed all the prescribed courses & earned minimum credit requirement for the said degree.
- C. Obtained CGPA ≥ 4.00 .
- D. No case of indiscipline pending against him/her.

The Academic Council (AC) shall recommend the list of all eligible students to SPPU for award of M.B.A. Degree.

R12: Exit Option

- A. Institute recommends a TWO years M.B.A. Program as the preferred option. However, in case of unavoidable circumstances if student need to give up their education, they can opt to exit at the end of second semester and related guidelines as prescribed in curriculum / syllabus structure.

The student has to submit a request for exiting the program to the Director through the Head Academics within 2 weeks of declaration of results. Students will be allowed to take the exit option after counseling by Class Coordinator and Head Academics.

- B. Students will have the flexibility to enter a program in odd semesters and exit a program after the successful completion of even semesters as per their future career needs. The student has to earn the minimum credits as mentioned in curriculum structure should not have any backlogs. The student will be awarded with Post Graduate Diploma. The reentry option is available as per NEP 2020 guidelines.

R13: Performance (CGPA) Improvement Scheme

- A. A student who has passed the MBA degree examination from the institute and wishes to improve his / her grade points shall be permitted to reappear for the examinations for improving the grade and in turn CGPA.
- B. A candidate will be allowed to reappear for the examination, for improvement of grade, within a period of TWO years from the date of passing the M.B.A. examination after paying applicable fees.
- C. A candidate will be allowed to reappear for atleast 1/3rd of the Generic Core / Research Core / Subject Core courses (except Field Project / On the Job training / Research Project)
- D. A maximum of TWO attempts shall be allowed for grade improvement within the stipulated period of TWO years as mentioned in point B.
- E. There will be no provision for improvements of grades in FA / CIE.
- F. No additional classes or counseling will be organized for these candidates. Examination of these candidates will be conducted along with those of regular candidates.
- G. A student seeking permission to register for CGPA improvement shall submit a written application to the CoE. No student shall be admitted once the semester registration process of that semester ends.
- H. At the time of registration, the student shall be required to surrender all the original Semester Grade Reports given to him / her by the institute. He / she shall give an affidavit on that he/she shall not do any use of surrendered Semester Grade Reports till he / she gets official results of the courses for which he / she wishes to appear for performance

improvement. No change of courses or drop of courses shall be permitted after the course registration.

- I. A student who wishes to appear for performance improvement shall be exempted from attending the regular classes since the student has already undergone the course instructions. But he/she shall have to appear for the evaluation of regular ESE conducted for the registered courses. In the case the student misses any of the tests or examinations, no Re-examination shall be permitted. Absentee for regular ESE shall automatically lead to the award of grade “F” in that course.
- J. The grading process as used for the regular students appearing for that course shall be applicable and no concession of any sort shall be granted on account of absentee for any of the examinations.
- K. A student wishing to use the facility of performance improvement shall be required to pass in all the courses in a stipulated attempts. He / she shall not be entitled to the Re-examination in such cases.
- L. If the student fails to secure higher grades resulting in a reduction in overall CGPA then the original result of the student before registering for grade improvement shall be retained.
- M. A student who succeeds in improving CGPA shall be issued a fresh Semester Grade Report by the institute. These Semester Grade Reports shall have character “%” against the courses for which the student has appeared for grade improvement and will state “Performance Improvement”. The date on the new Semester Grade Reports shall be that as issued for other students appearing in those courses. Name of the student shall be communicated to the University and the candidate shall be required to apply for a degree certificate from the University thereafter.
- N. A student appearing for improvement in grades shall not be entitled to get the benefit of any prize/scholarship/award.

R14: Conversion Formula for Grades to Percentage of Marks

- A. The Institute shall permit to use a formula for the conversion of CGPA to the percentage of marks as $\text{Percentage of Marks} = \text{CGPA} \times 9.5$ However, the conversion formula shall be printed on the backside of the Semester Grade Report.

R.15: Conduct during Examination:

A. Timing:

- i. The students are required to be present outside the examination hall exactly 20 minutes before the start of the examination.
- ii. Students will only be allowed to enter the examination hall 15 minute prior to commencing the examination.
- iii. The students will not be allowed to appear in the examination if they reach the examination center 30 minutes after commencement of examination.
- iv. No student can leave for 60 minutes after the commencement of the examination.
- v. Students are not permitted to leave the examination hall during the last 10 minutes.

- vi. Students are responsible for keeping themselves informed about exam dates, as well as the time and place of the examination.
- vii. Differently abled students will be given additional time of 20 minutes/ hour of examination.

B. Identity check-up:

- i. Students will not be allowed into the examination hall without presenting an appropriate photo identity card, Hall ticket issued by the Institute.
- ii. Invigilators are responsible to ensure full compliance with such requirements.
- iii. If a student forgets his / her Institute Identity Card, the driving license / other photo identity card will be accepted in place subject to verification by the concerned teacher / examination coordinator / Head Academics.

C. Breaks:

- i. Breaks for visits to the bathroom may be taken only after permission instructions given on the occasion are followed.
- ii. If a student falls ill during the examination and is unable to complete the examination, the concerned student should alert the invigilator and senior supervisor in consultation with the concerned Head Academics may make suitable arrangements for proper medical attention.
- iii. No student shall re-enter the examination hall after leaving it unless he / she was under approved supervision during the full period of absence.

D. Question papers and answer sheets / book:

- i. During an ongoing examination students are not allowed to take the examination question paper outside the examination hall.
- ii. After the examination, the student should personally submit his / her examination answer sheet / book to the invigilator.
- iii. Even a blank answer sheet shall be handed over to the invigilator.
- iv. Each answer sheet / book should contain details as mentioned on the front page.
- v. If there are any queries regarding the exam questions the students must ask the invigilators who will contact competent authority through the proper channel.

E. Other materials:

- i. Students should bring their own pencils, pens, erasers, rulers, nonprogrammable calculators, and any other tools required for the examination.
- ii. Students are advised not to bring valuables for examination. Students shall keep their handbags, cases, outdoor clothes, etc. at identified locations for the same. Students are responsible for the safekeeping of all personal belongings they bring to the examination hall. The Institute takes no responsibility for the loss or damage of such belongings.
- iii. Pencil cases, mobile phones, smart watches, earbuds / neck bands / headphones, dictionaries, electronic dictionaries, written or electronic media, digital media, or any other materials are not permitted / allowed into the examination hall, with the exception of devices used for assisting students with hearing visual or other physical difficulties.

- iv. Exchange of pens, pencils, calculators, study material, etc. is not permitted.
- v. Calculators with more than one-line display or with alphanumeric display (programmable calculators) are not permitted into the examination hall unless specified in advance by the examiner. If the invigilator reasonably believes that a student is using a calculator that does not conform to the rules, he/she has the discretion to replace the calculator and a report the matter.

F. Disturbance:

- i. During the examination period, there must be no communications among students or between a student and an outsider by any means, such as phones. This rule applies to students in the examination hall and those on supervised breaks for visits to bathroom/s.
- ii. No student shall leave his/her assigned seat without the permission of the invigilator. It is invigilator's discretion to decide whether there is enough reason to remove a student from the examination hall owing to disorderly conduct.

G. Miscellaneous:

- i. The students must ensure before they leave the examination hall that they have signed the attendance sheet.
- ii. Cheating, and attempts at cheating, will immediately be reported to the Examination Office. Consequences of proven cheating or attempts at cheating will be dealt with separately by the CRLC.

R16: Interpretation of Regulations

In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Director shall be final and binding.

R17: Emergent Cases

Notwithstanding anything contained in the above regulations, the Chairman of the Academic Council may, in emergent situations take action on behalf of the Academic Council as deems appropriate and report it to the next meeting of the Academic Council for its approval.

R18: Power to Modify

Notwithstanding all that has been stated above, the Academic Council and Board of Examination has the right to modify any of the above regulations from time to time.

R19: Ordinances

R.19.1 Ordinance 1: Grace Marks

A. For Passing in each of Head of Passing (Theory/Oral). (External /Internal)

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

Head of Passing	Grace Marks Up to
Up to - 50	2
51 - 100	3
101 - 150	4
151 - 200	5
201 - 250	6
251 - 300	7
301 - 350	8
351 - 400	9
400 & above	10

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, UGC etc.

B. For Getting Higher Class

A candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class/ Higher Second Class or First Class by marks not more than 1 % of the aggregate marks of that examination or up to 10 marks, which-ever is less, shall be given the required marks to get the next higher class or grade as the case may be.

Provided that benefits of above-mentioned grace marks shall not be given. If the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, UGC, etc.

C. Grace Marks for getting distinction in the subject only

A candidate who passes in all the Subject Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the subject/s falls short by not more than three marks for getting distinction in the subject/s shall be given necessary grace marks upto three in maximum two subjects, subject to

maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

Provided that benefit of the above mentioned grace marks shall be given to the candidate only for such examinations for which provision for distinction in a subject has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, UGC, etc.

D. 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 asterik and Ordinance number.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, UGC, etc.

R.19.2 Ordinance 2: Moderation

100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that paper. 100% moderation shall be carried out in case of candidates obtaining 70% and above marks. The moderation of answer books of at least 5% of total number of candidates obtaining marks between minimum passing marks and marks required for First Class with Distinction, shall be carried out on random sample basis.

One moderator shall be appointed per five examiners. However, Chairman, Board of Paper Setters will act as the moderator, where there are less than five examiners. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAP.

Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.

R.19.3 Ordinance 3: Vigilance Squad

The vigilance squad shall be appointed by Director/Controller of Examination (CoE). A team of 2 to 3 members including at least one lady and one gent's member. It should visit Control Room and blocks of examinations to ensure proper conduction of examination.

R.19.4 Ordinance 4: Amendment of Results

A. Due to Errors:

Head of Institute or CoE on behalf of BoE have the power of amending the result in case of following error detected within 6 months from the date of declaration of results:

- Error in Computer/data entry, printing or programming etc.
- Clerical error, manual or machine error in totaling or entering of marks in ledger/register.
- Errors due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

B. Errors detected after 6 months, shall be placed before the Board of Examinations.

C. Due to fraud, Malpractices, etc:

- If examination results are influenced by fraud, malpractice, or unethical conduct that benefits a candidate.
- And the Complaint Redressal & Lapses Committee finds the candidate was involved or aware.

The BoE can:

- Amend the result at any time.
- Revoke certificates, prizes, or scholarships if necessary.
- Issue relevant declarations.

R.19.5 Ordinance 5: Appointment of Paper setters, Examiners, Senior Supervisors, Conduct of Examination etc.

- A. No person can claim appointment for any examination work as a matter of right.
- B. These appointments shall be done at the time of examination
- C. These appointments shall be made from the panel of paper setters/examiners/moderators prepared by Board of studies concerned.
- D. BoS shall consider names for these appointments considering eligibility as:
 - Paper Setter must have 5 Years of teaching experience.
 - Must have taught the course in relevant domain min. 3 times/subject expert.
- E. Senior Supervisors:
 - There shall be one senior supervisor appointed by Director for each exam at Institute level.
 - Must have minimum 5 years of teaching experience.
 - Senior Supervisor shall not allot duties to the employee who has a blood relation with any of the student appearing for the examination.
 - Senior Supervisor shall ensure stationery, question papers etc. are received at the center

R.19.6 Ordinance 6: Regarding unfair means resorted to by the student

On receipt of report regarding malpractices/unfair means:

In case of examinations conducted by colleges, the Director of Institute/CoE, on receipt of unfair means by any student during exam, including breach of any of rules laid down by college authorities, shall have power at any time, to inquire and to punish such student by exclusion of:

- such student from exam or
- from any course at Institute permanently or for a specified period or
- by cancellation of the result of the student or
- by deprivation of any institute scholarship held by him/her or
- by cancellation of award of any institute prize or medal or
- by imposition of fine or
- any two or more aforesaid ways,

R.19.7 Ordinance 7: Providing of additional facilities and benefits to person with disability (PwD) / Specially Abled students

A student with disabilities mentioned in the Maharashtra Government Resolution No.: शासन निर्णय क्रमांक संकीर्ण -२०१६/प्र. क. ३०२/विशि -३ dated 04 March 2017 will be entitled to claim all the additional benefits related to examinations mentioned. As per the Government resolution especially abled students are categorized as per the following.

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

- Nearest block shall be allotted to specially abled students keeping in mind their convenience.
- Extra 20 minutes per hour is to be given to the specially abled students to solve the question paper for all types of examinations. (Internal, External, Practical)

- These specially abled students will be benefited with grace of extra 3% of the total marks in all type of examinations (Internal, External, Practical, Oral, Project internship etc.) under this ordinance in case of fail result.
- A writer facility can be availed to these students with prior permission from the Director/ Controller of Examinations of the institute.
 - However the arrangement of writer is to be made by parents/guardians/self as per the guidelines provided by the University.
 - All above benefits related to examination will be provided as per student with disabilities mentioned in the Maharashtra Government Resolution No.: शासन निर्णय क्रमांक संकीर्ण -२०१६/प्र. क. ३०२/विशि -३ dated 04 March 2017.

R.20 Conclusions

The Examination and Evaluation Rules and Regulations regarding conduct of postgraduate program at SBPIM are published in this document. The Academic Council reserves the right to modify these regulations as and when required from the point of achieving academic excellence.

The rules for grace marks, consideration of extracurricular activities, condonation, amendment of results, unfair means resorted to by the students and punishments, physically challenged students will be governed by the ordinance approved in Academic Council. These policies will be in concurrent with the rules and guidelines of professional statutory bodies such as AICTE, UGC and affiliating university SPPU etc.

These Examinations and Evaluation Guidelines are applicable for all years and all batches under autonomy, commencing from the Academic Year 2025-26.

For any difficulty in understanding rules and regulations, please write to:

- examcell@sbpatilmba.com
- director@sbpatilmba.com



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