



# EXAMINATION POLICY

## MARATHWADA MITRA MANDAL'S COLLEGE OF COMMERCE

Affiliated to Savitribai Phule Pune University, Re-Accredited by NAAC with "A" Grade  
ISO 9001:2015 Certified, Awarded as Best College by Savitribai Phule Pune University  
202/A, Deccan Gymkhana, Pune – 411004.

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# EXAMINATION POLICY

## Introduction

This examination policy is designed for the all UG / PG (B.Com, BBA, BBA-IB, BSC - Cs, BCA, M.Com, MAJMC, PGDBF, Certificate subject in foreign Languages) programs under the NEP guidelines & credit-based semester pattern as per the guidelines issued by Savitribai Phule Pune University. The policy is intended to ensure fairness, transparency, and academic integrity in assessing students' academic performance.

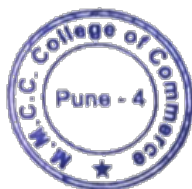
## Objective

1. To conduct fair and equitable examinations that provide an accurate and unbiased assessment of student learning.
2. To maintain the highest standards of academic integrity by preventing and addressing any form of academic misconduct.
3. To ensure the smooth and efficient conduct of all examinations with proper planning, organization, and administration.
4. To comply with all relevant university regulations, guidelines, and policies related to examinations.
5. To provide necessary support and guidance to students and faculty regarding examination procedures, policies, and any other relevant information.
6. To continuously evaluate and improve examination processes to enhance their effectiveness, efficiency, and fairness.

## Structure of the Credit-Based System

1. B.Com Program: Three-year undergraduate program, spread over six semesters.
2. M.Com Program: Two-year postgraduate program, spread over four semesters.
3. BBA Program: Three-year undergraduate program, spread over six semesters.
4. BBA (IB) Program: Three-year undergraduate program, spread over six semesters.
5. BCA (CS) Program: Three-year undergraduate program, spread over six semesters.
6. BSC Program: Three-year undergraduate program, spread over six semesters.
7. MAJMC Program: Two-year undergraduate program, spread over four semesters.
8. PGDBF: 1 year Post Graduate Diploma in Banking and Finance.
9. Foreign Language Certificate Program: 6 Months certificate program for foreign language.

Each subject in all of the above programs is assigned specific credits as per the syllabus updated by SPPU, which reflect the weightage of the course in the overall program.



## **Control and administration of examinations -**

1. The Principal shall have the pivotal role of the Chief Controller of Examinations, wielding the authority to appoint both the controller of examination and deputy controllers. This strategic allocation is crucial for overseeing the seamless functioning of the examination system and its associated processes.
2. The controller of examination, in collaboration with the entire Board of examinations, comprising teaching and administrative staff, bears the responsibility for a spectrum of examination-related matters. This includes but is not limited to:
  - (a) Crafting examination papers and meticulously evaluating answer sheets.
  - (b) Orchestrating the preparation of results and their subsequent declaration.
  - (c) Facilitating and managing meetings for various stakeholders.
  - (d) Overseeing the revaluation and retotaling processes of answer sheets.
  - (e) Managing financial affairs linked to the procurement of equipment and materials pertinent to examinations.
  - (f) Adjudicating decisions pertaining to cases of unfair means.

## **Examination Pattern**

### **1. Semester-End Examination:**

- (a) Conducted at the end of each semester.
- (b) Evaluation marks for internal and external evaluation are followed as per the guidelines given by SPPU from time to time.

### **2. Internal Assessment:**

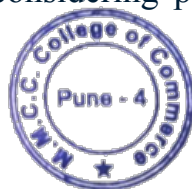
- (a) Assessment methods may include assignments, class tests, presentations, case studies, practicals (if applicable), and attendance.
- (b) Internal assessment marks will be submitted to the university by the concerned faculty before the final semester examination.

### **3. Practical and Viva-Voce Examinations (if applicable):**

- (a) For courses that have practical components, students will undergo practical examinations.
- (b) Viva-voce or oral examinations may be held to assess students' understanding of specific courses or projects.

## **Evaluation Scheme**

1. **Internal Marks:** Internal evaluation policy is decided in every academic year at the beginning of the year considering parameters given by Savitribai Phule Pune University.



2. **External Marks** : The external (semester-end) examination is conducted by SPPU.

### Passing Criteria

To pass each subject, a student must secure: A minimum of 40% marks in both the internal assessment, practical and Viva-Voce examination and the semester-end examination separately.

### Internal Marks Display

1. Internal Evaluation Marks of the students will be communicated to the students by displaying on the website.
2. Students can submit any grievances related to internal evaluation marks to the respective subject teachers.

### Grace Marks

As per university regulations, grace marks should be awarded under ordinance 1 to 4, to all UG FY students as per the norms set by Savitribai Phule Pune University, to help students meet the passing criteria.

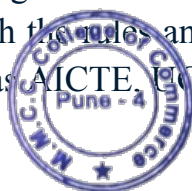
#### Ordinance 1

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

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

Head of Passing	Grace Marks Up to	Head of Passing	Grace Marks Up to
Upto- 50	2	251-300	7
51-100	3	301-350	8
101-150	4	351-400	9
151-200	5	401 & above	10

Provided that the 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.



## **Ordinance 2**

Grace Marks for getting Higher Class.

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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 upto 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 benefit of above mentioned grace marks shall be given to the candidate for such examinations only for which provision of award of class 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.

## **Ordinance 3**

Grace Marks for getting distinction in the subject only.

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A candidate who passes in all the Subjects 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 up to 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.

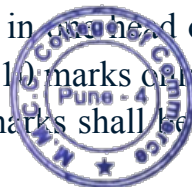
## **Ordinance 4**

Condonation

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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 shall be shown in the Statement of Marks in the



form of asterisk and Ordinance number.

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

### **Revaluation and Rechecking**

1. Students who are not satisfied with their results can apply for revaluation or rechecking of answer scripts within the time frame prescribed by the university.
2. The university will follow the rules laid down for revaluation and rechecking of the answer scripts.

### **A.T.K.T. Rules (Not applicable to Foreign Language certificate and PGDBF Program):**

#### **1. All UG programs -**

- (a) If a candidate fails in all the courses (subject heads) of passing of semester I shall be allowed to proceed to semester II. However, a student who fails in four theory courses and two practical courses at semester I and II taken together may be admitted to semester III & IV.
- (b) If a candidate fails in all the courses (subject heads) of passing semester III shall be allowed to proceed to semester IV.
- (c) If a candidate fails in all the courses (subject heads) of passing semester V shall be allowed to proceed to semester VI. However, a student who fails in four theory courses and two practical courses at semester III and IV taken together may be admitted to semester V & VI.
- (d) No candidate shall be allowed to proceed to semester V unless the candidate has cleared semester I & II in all courses (Subjects).
- (e) ATKT rules are applicable for 2nd and 4th semester.

#### **2. PG Program -**

- (a) A student cannot register for the third semester, if he/she fails to complete 50% credits of the total credits expected to be ordinarily completed within the first two semesters. In this case, a student can seek admission to the first or second semester in order to complete the requisite number of credits and to be able to seek admission in the third semester.

### **Backlog Examination**

- (a) Students who fail to pass a subject in a given semester will have the opportunity to reappear for backlog exams conducted by the university.
- (b) Backlog exams are generally held along with regular semester-end exams.



## **Paper setting and evaluation**

Paper setting and evaluation at college level is applicable only for FY UG courses and for the courses included in circular 125 of the SPPU.

The responsibility for setting and evaluating question papers lies with the Internal Examiner.

In cases where a course is taught by multiple teachers, it is preferable for them to collaboratively design the question paper, with each teacher handling the assessment of specific sections or questions.

The faculty must submit two sets of question papers for various courses to the examination committee

These question papers will be reviewed by the chairman, and their observations will be conveyed to the Examination incharge.

The entire work of assessment of the answer papers at the Semester End Examinations shall be centralized.

The remuneration payable to the paper setters and examiners will be as prescribed by the SPPU Statute from time to time. The remuneration payable to the teaching and non-teaching staff appointed for the conduct of the examinations will be as per the rates prescribed by the University.

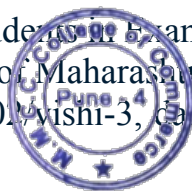
## **Examination Procedure**

1. The timetable shall be published on the website at least 20 days before the date of commencement of examinations.
2. Hall tickets are issued by the college to every student.
3. On the day of examinations the seating arrangement chart shall be displayed on the college notice board.
4. During exams candidates are made aware of punishment for using unfair means.
5. Results of the examinations are declared by SPPU.
6. If students are not satisfied with their results, they get 7 days to apply for verification, photocopy and revaluation, and for their answer paper. Notice of the same shall be published on the notice board after communication received from SPPU.
7. Seating arrangements for physically challenged students shall be made on the ground floor.
8. Seating arrangements for students who need scribe / writer and extra time shall be made in separate classrooms.

## **Scribes for Examination**

Facilities to Differently Abled Students in Examination:

As per the G. R. of Government of Maharashtra / Higher and Technical Education / G R Number: Sankirn-2016/Pr. No. 30/Wishi-3, dated: 4th March 2017 and Savitribai Phule





Pune University Ordinance: exam/203, dated: 22nd Feb 2018, the Institution provides the facilities to the physically challenged students for writing the exam. Details are as under:

- 1) The Scribe/Writer must be at least one grade lower/less qualified than the examinee to whom the scribe is to be provided.
- 2) An extra time of 20 minutes per hour is provided in each subject/paper.
- 3) Writer as per the need is made available.
- 4) Separate seating arrangement is made for them on the Ground floor.
- 5) Necessary steps are taken to avail the Additional Grace marks of 3% (of Grand Total) by forwarding the letter to the university.

How these facilities can be availed by physically challenged students:

These facilities are publicized on the institutional websites. Students are advised to write an application addressing the Principal, MMCC, with a Medical Certificate from authorized Doctors. After approval from the Principal, the CEO makes the necessary arrangements.

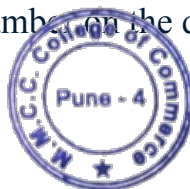
### **Code of conduct for students during Examination**

All Students are required to follow the following code of conduct during the examination. These rules are indicative and not an exhaustive set of rules.

1. Students must report to the examination center well in advance, and carry out extensive and compulsory frisking before entering the Examination Hall
2. The students are required to produce their proper hall tickets during all examinations. The student will not be allowed to write the examination without valid hall tickets. If the students have misplaced/lost their hall tickets then they are required to obtain a duplicate hall ticket.
3. The Candidate must occupy the seat in Exam Hall on the allotted seat 15 minutes before the scheduled time.
4. No students shall be allowed inside the hall once the examination has started, without a valid reason. The decision of the senior supervisors shall be final.
5. Students are strictly warned not to use any unfair means during examinations.
6. Smartwatches /Mobile phones/books/bags are not allowed in the examination hall.
7. Possession of mobile phones during an examination shall be treated as the use of unfair means and liable for punishment.



8. Permissible materials allowed inside the examination hall are writing materials, non-programmable calculators, transparent writing pads, drawing materials, erasers, transparent pouches, small purses containing money, or any other material as mentioned in the question paper.
9. No valuables shall be allowed to be brought inside the examination hall other than those mentioned in the above point. The college authorities will not be responsible if any such valuables are lost.
10. No student shall be allowed to receive their mark sheets without producing their hall tickets and fee receipts. They are required to keep their hall tickets safely till they have obtained all the documents from the college.
11. Students are required to bring their own materials needed for the examination. No student shall be allowed to borrow any materials from any other student during the examination. Exchange of pens / pencils / drawing instruments/calculators, tables, are not allowed.
12. All students are required to check their surroundings for any materials lying around. They are required to give such materials to the block supervisors before the commencement of examination. Once the examination has begun if any incriminating materials are found near the student then it will be treated as use of unfair means.
13. Students are informed that they should not be writing anything on the benches/hands/legs or any other part of their body or dress, this shall be considered as use of unfair means. If any material shall be written on the bench then it should be brought to the notice of the block supervisors.
14. No student is allowed to write their name/roll number on the answer paper unless specifically asked to be written. If they have written their names/roll number or made any symbols not required in the answer paper then it shall be treated as revealing identity. They will also be required to defend their case in front of the unfair means inquiry committee.
15. Students cannot take any supplements or answer booklets outside the examination hall.
16. No student shall be allowed to leave the examination hall before the first half hour and last 10 minutes of the examination. If a student leaves in the first half of the examination then they are required to submit their question paper to the supervisor writing their seat number on the question paper.



17. Students found to misbehave in the examination hall can be asked to leave the examination hall and they shall be required to bring their parent/guardian for their next examination to be allowed to give their subsequent examinations.
18. Once the student has submitted their answer papers to the block supervisor, it will not be given back to them once they have left the block.
19. Once the students leave the block after submitting their answer papers they are not allowed to loiter in the corridor and they are required to leave the premises without making any disturbances.
20. Gossiping/talking will not be allowed in the examination hall. In case of repeated acts, the student shall be expelled from the examination.
21. Students found cheating in the examination hall, shall be reported to the unfair means enquiry committee.
22. Student misbehavior with faculty members/supervisors shall be reported to CEO.
23. Students shall not write anything on the question paper except examination seat number.

### **Handling of Copy Cases & Unfair Means during the University Examination**

To avoid the copy cases and Unfair Means during the University Examination, a college level vigilance squad shall be appointed. There shall be CCTV cameras in all the examination halls for the surveillance of unfair means.

If any student found using unfair means during the examination, a strict disciplinary action will be taken against the respective student as per the SPPU guidelines.

### **Procedure to Deal with Unfair Means/Misconduct During the College level University Examinations :**

#### **1. Detection and Reporting:**

- Invigilator's/Jr. Supervisor/Internal Squad committee member's Role:

If an invigilator/Jr. Supervisor/Internal Squad committee member suspects a student of using unfair means (UFM) during an examination, they must:

- Confiscate the incriminating material (e.g., written notes, chits, mobile phone, copied answer sheet).
- Seize the student's answer book.
- Prepare a detailed written report outlining the incident, including the nature of the UFM, the evidence found, and the student's explanation (if any).
- Obtain signatures of at least two witnesses (preferably other invigilators or staff present in the examination hall) on the report and the seized material.



- Hand over the report, answer book, and seized material to the Internal Sr. Supervisor .
- Internal Sr. Supervisor's Role: The Internal Sr. Supervisor shall:
  - Verify the invigilator's/Jr. Supervisor's/Internal Squad committee report and ensure all necessary details are recorded.
  - Issue a fresh answer book to the student, if necessary, marking the original answer book as "UFM Case."
  - Forward the complete documentation to the College Examination Officer (CEO) / Principal.

## 2. Preliminary Inquiry:

- College Examination Officer (CEO) / Principal : The College Examination Officer (CEO) / Principal shall:
  - Constitute a Unfair Means Inquiry committee comprising CEO, HOD's and other senior faculty members involved in the Examination Process.
  - The committee shall examine the report and evidence.
  - Provide an opportunity to the student to present their explanation in writing.
  - Submit a report to the Principal with their observations and recommendations (whether a prima facie case of UFM exists).

## 3. Unfair Means Inquiry Committee (UMIC):

- Constitution: If the preliminary inquiry suggests a prima facie case, the Principal shall refer the matter to the Unfair Means Inquiry Committee (UMIC). The UMIC should be constituted as per university guidelines, typically comprising senior faculty members, and may include external experts.
- Inquiry Process: The UMIC shall:
  - Issue a written notice to the student, informing them of the charges and the date of the hearing.
  - Conduct a fair and impartial hearing, providing the student with an opportunity to defend themselves. The student may be allowed to bring a parent/guardian or a representative.
  - Examine all evidence, including the invigilator's report, seized material, student's explanation, and any other relevant information.
  - Record the proceedings of the hearing.

## 4. UMIC Report and Recommendations:

- The UMIC shall prepare a detailed report of its findings, clearly stating whether the student is found guilty of using unfair means.
- If found guilty, the UMIC shall recommend appropriate penalties based on the severity of the offense, considering university guidelines/ordinances. Possible penalties include:
  - Cancellation of the examination in the specific subject.
  - Cancellation of all examinations for that semester/year.
  - Debarring from future examinations for a specified period.



- Expulsion from the college.

#### 5. Action by the Principal :

- The UMIC report shall be submitted to the Principal.
- The Principal shall, after considering the UMIC report, take appropriate action as per university rules and regulations. In some cases, the Principal may need to forward the case to the university for final decision, especially in cases involving severe penalties like debarring or expulsion.
- The student shall be informed in writing of the final decision.

#### 6. Appeal:

- The student shall have the right to appeal the decision to the appropriate university authority within a specified time frame, as per university regulations.

#### Important Considerations:

- Transparency and Fairness: The entire process should be conducted with utmost transparency and fairness, ensuring that the student is given a fair opportunity to defend themselves.
- Evidence: Decisions should be based on concrete evidence.
- University Guidelines: The procedure should strictly adhere to the relevant provisions of the Maharashtra Universities Act, university ordinances, and any specific guidelines issued by the university.
- Documentation: Meticulous records of all proceedings, reports, and evidence should be maintained.

#### **Attendance Requirements**

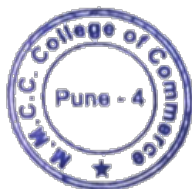
A minimum of 75% attendance is mandatory in each subject to be eligible to appear for the semester-end examination.

Students failing to meet the attendance requirement may not be permitted to sit for the examination unless exempted by the university under special circumstances.

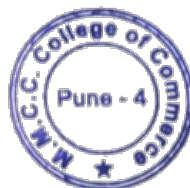
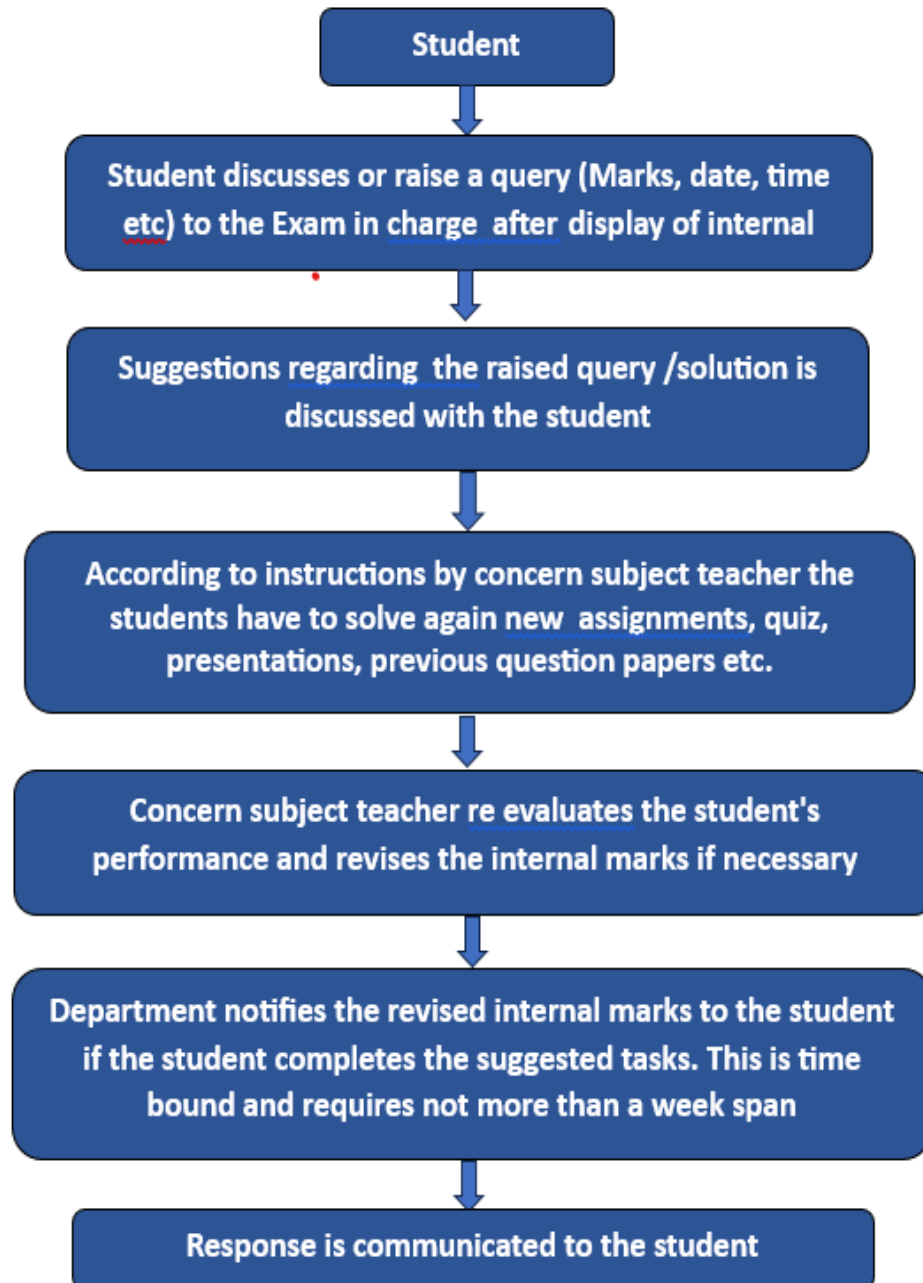
#### **Supplementary Guidelines**

As all the courses are affiliated to SPPU, hence there may be changes in the rules & regulations in the Examination Policy as per SPPU guidelines and Examination Committee.

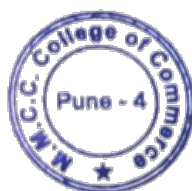
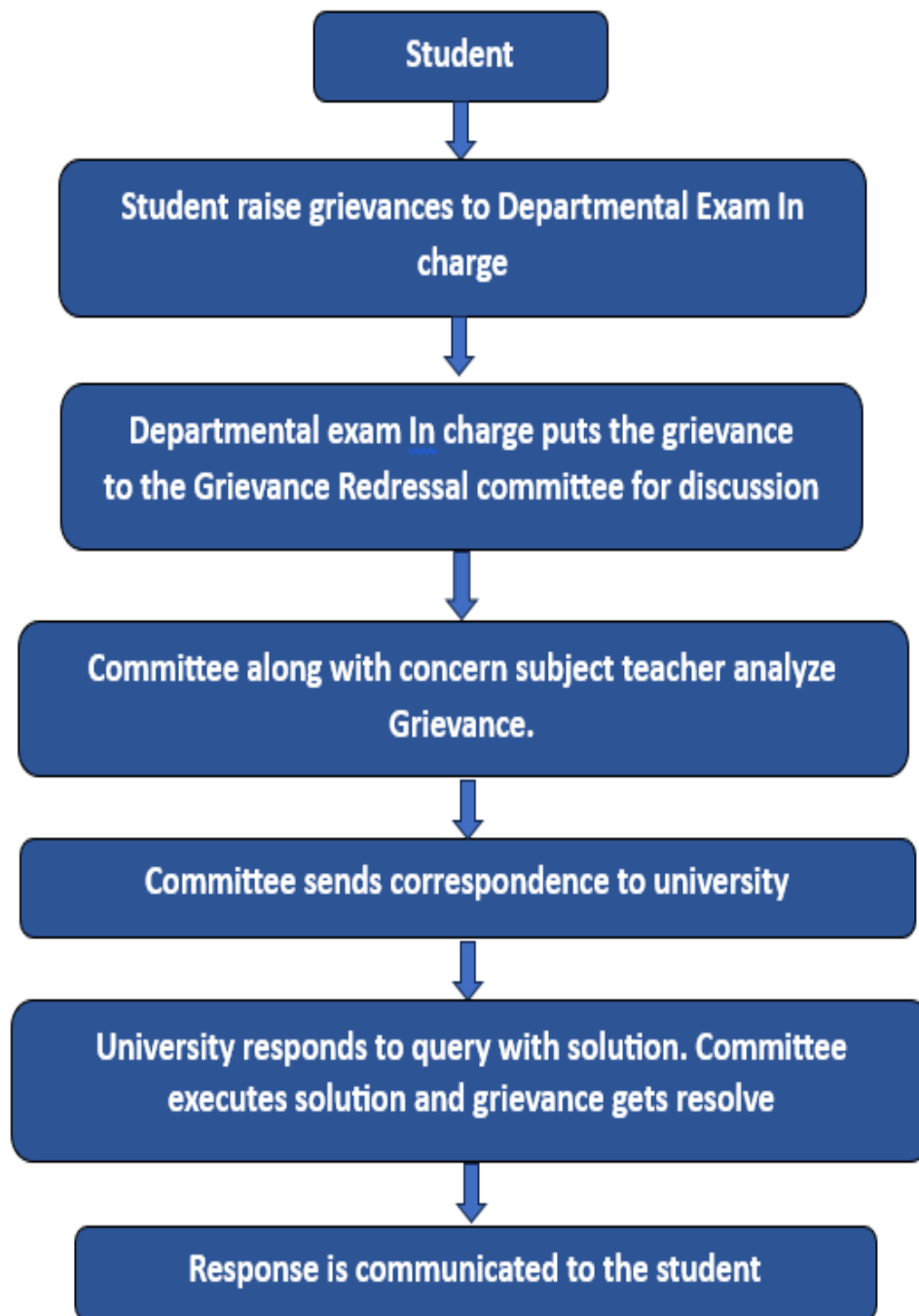
Modification in policy criteria/rules: On the recommendation of the Examination Committee and SPPU guidelines, the Department of Examination shall have the sole discretionary right to modify Examination Policy.



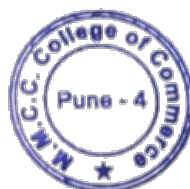
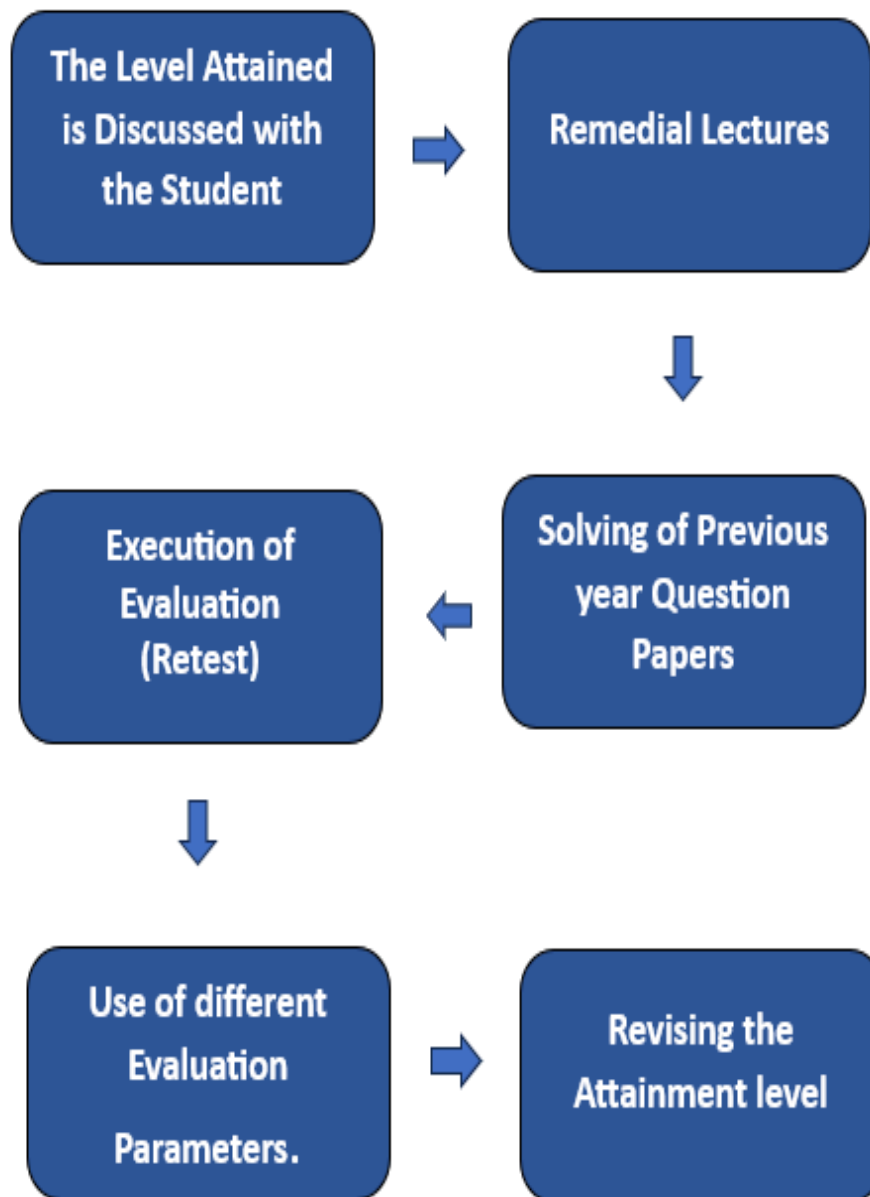
## Internal Grievances Redressal



## External Grievances Redressal



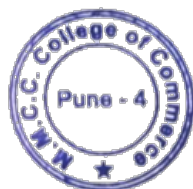
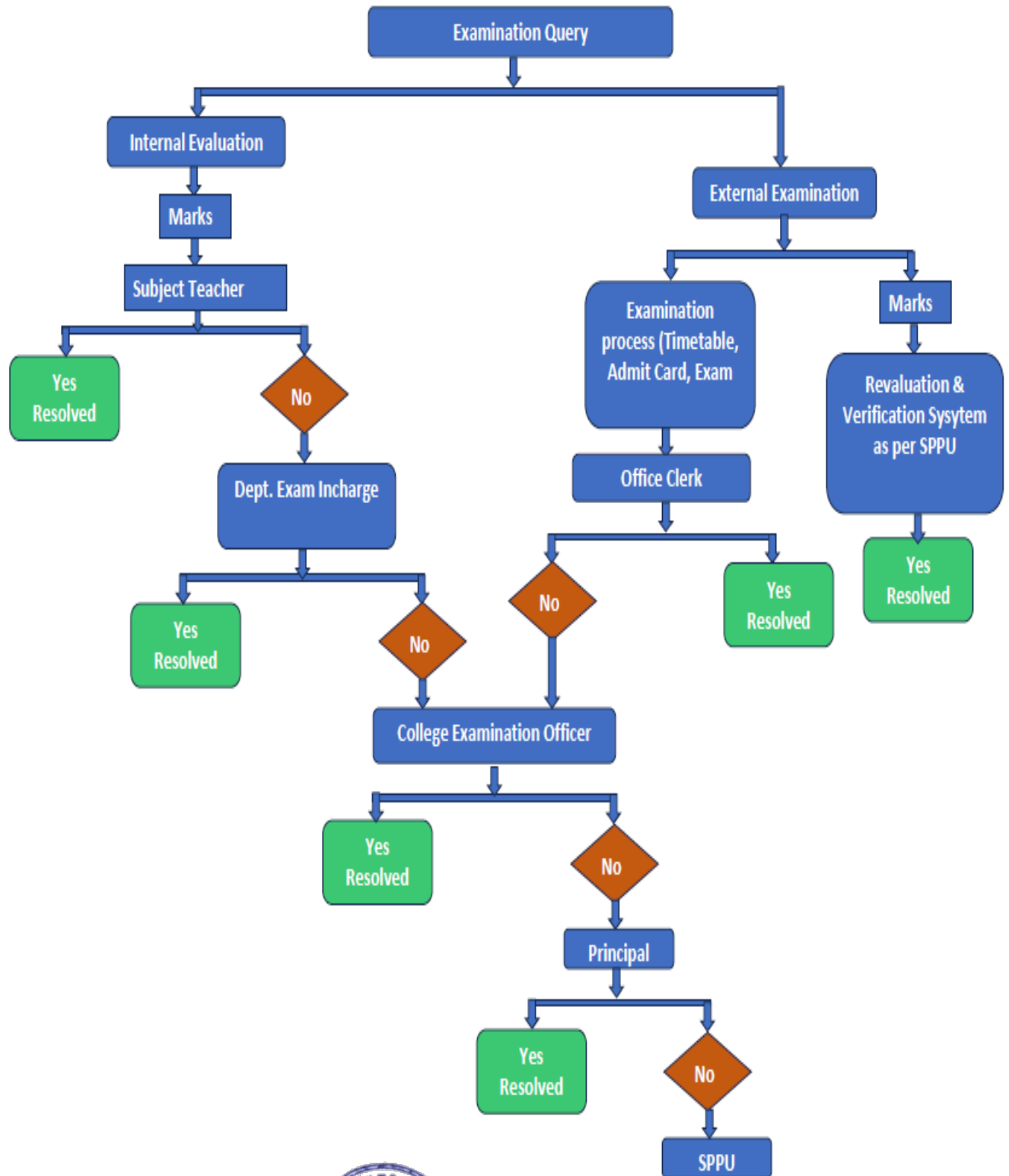
## Mechanism for Non-Attainment of Course Outcomes for Internal Evaluation





# Examination Query Handling Flow Chart

## Examination Query Handling Process



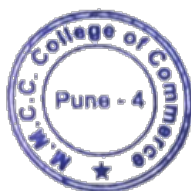
## Important Definitions

- **Type of Courses offered under the NEP-2020 :**

Abbreviation	Full Form	Purpose
MM	Major Mandatory	Subject in which Degree will be awarded
ME	Major Elective	Very specific or specialized or advanced or supportive to the Discipline
MN	Minor Subject	Helps a student to gain a broader understanding beyond Major Discipline
GE / OE	Generic Elective / Open Elective	To provide multidisciplinary knowledge
VSC	Vocational Skill Course	Domain area skills development pertaining to the major discipline of the faculty
SEC	Skill Enhancement Course	Practical Training to enhance employability skills pertaining to the specific discipline of the faculty
VEC	Value Education Course	Environmental Science
IKS	Indian Knowledge System	Foundational guide to the history, culture and philosophy of India
CC	Co-Curricular Courses	Overall Development
AEC	Ability Enhancement Course	Languages proficiency
FP	Field Projects	For industry Experience
CEP	Community Engagement Programme	Exposure to social issues
OJT	On the Job Training	Hands on Training

- **Credit :** A Credit is a unit that measures the workload of a course and number of hours of instructions required per week Each Credit is equal to 25 Marks.
- **Credit Point :** It is the product of grade point and number of credits for a course.
- **SGPA / CGPA :**

SGPA stands for the Semester Grade Point Average and CGPA stands for the Cumulative Grade Point Average. An SGPA represents the student's academic performance throughout one semester. However, a CGPA represents the student's performance across all semesters in a degree course.



### 10 Point Credit System: Grade Point Details

Sr. No.	% of Max. Marks	Grade Point	Grade
1	90 ≤ Marks ≤ 100	10	O(Outstanding)
2	75 ≤ Marks ≤ 89	9	A+(Excellent)
3	60 ≤ Marks ≤ 74	8	A (Very Good)
4	55 ≤ Marks ≤ 59	7	B+(Good)
5	50 ≤ Marks ≤ 54	6	B(Above Average)
6	45 ≤ Marks ≤ 49	5	C(Average)
7	40 ≤ Marks ≤ 44	4	D(Pass)
8	Marks <40	0	F(Fail)
9	Nil	0	Ab(Absent)
10	--	0	FX (Detained, Repeat the Course)
11	--	0	IC (Incomplete Course-Absent for Exam but continue for the course)
12	--	0	AC (Audit Course Completed)
13	--	--	ACN (Audit Course Not Completed)

Sr. no.	CGPA	Grade
1	9.50 and above	O(Outstanding)
2	8.25 ≤ CGPA ≤ 9.50	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)

#### Percentage of Marks =

If O grade then 20 X CGPA - 100

If A+ grade then 12 X CGPA –25

If A grade then 10 X CGPA – 7.5

If B+ grade then 5 X CGPA – 26.25

If B grade then 10 X CGPA – 2.50

If C grade then 10 X CGPA –2.50

If D grade then 6.6 X CGPA + 13.6

#### i. Semester Grade Point Average (SGPA) =

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

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

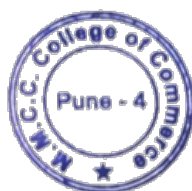
#### ii. Cumulative Grade Point Average (CGPA) =

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

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

#### ABBREVIATIONS

AA	= Absent	OL	= Online Exam	#	= Ordinance 4
Tot	= Total	Or	= Oral	&	= Ordinance 163
C	= Carried forward	P	= Pass	\$	= Ordinance 1
CRD	= Credit	PC	= Performance Cancelled	@	= Ordinance 1+163
EE	= External	PJ	= Project	*	= Current appearance
EX	= Exemption	PP	= Paper	!	= Non credit course
F	= Fail in Subject/Course	PR	= Practical	GP	= Grade Point
SL	= Sessional	-	= Ordinance 2	Min	= Minimum Marks
GRD	= Grade	TEX	= Term End	^	= Under Class Improvement
TH	= Theory Paper	OBT	= Obtained Marks	INT	= Internal Examination
VV	= Viva	MAX	= Maximum Marks	TW	= Term Work



- **Conversion of CGPA into Percentage :**

**Conversion from CGPA to percentage**

**Percentage of marks obtained by candidate= CGPA\* 8.9.**

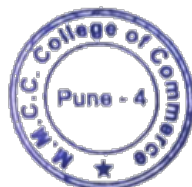
Sr.No.	CGPA	Class and degree awarded
1	7.42 (66%) or more	First class with distinction
2	6.75 (60%) or more but less than 7.41 (65.86 %)	First Class
3	6.18 (55%) or more but less than 6.74 (59.98%)	Higher second class
4	5.62 (50%) or more but less than 6.17 (54.91%)	Second class

- **Semester System** - Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days.
- **Program / Course** - A course is a semester wise sequence of subjects to be studied for completing the program.
- **ATKT** - Allowed to keep terms (ATKT) is a process which allows students of graduation and post graduation to study in the next grade if they have failed in a specified number of subjects in a semester.
- **Internal Examiner** - a teacher who conducts internal examinations for a subject in the same or another college under the university
- **External Examiner** - an expert or teacher who is appointed from outside the institute to conduct specific examination activities.
- **ABC ID** - The Academic Bank of Credit (ABC) is a digital platform in India that aims to revolutionize higher education by facilitating the seamless transfer of academic credits between institutions. It's a key component of the National Education Policy 2020.

As per SPPU guidelines, it is mandatory for every student to have ABC ID.  
Examination department shall ensure that 100% students have their ABC ID.



**CEO**




**Principal**