



SMT. INDIRA GANDHI COLLEGE OF ENGINEERING

An Autonomous Institute with NAAC 'A' Grade
Approved by AICTE, Affiliated to the University of Mumbai.

DEPARTMENT OF EXAM SECTION



EXAM AND EVALUATION POLICY



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EXAM AND EVALUATION POLICY

• 1.0) Introduction

As per NEP 2020, an outcome-based evaluation scheme is followed by SIGCE. Continuous assessment, as advocated by NEP 2020, combined with diverse evaluation techniques, provides ongoing and comprehensive feedback that helps to improve the overall learning experience.

Examination Scheme for First Year (FE) comprises of Continuous Assessment Test (CAT) and End Semester Examination (ESE) for Theory and Lab courses.

Continuous Assessment Test (CAT) consists of IA-1 and IA-2 and Teacher Assessment (TA). Examination Scheme for Higher Classes (SE/TE/BE) comprises of two Internal Assessment Tests (IA1 & IA2), Term Work (TW) and End Semester Examination (ESE) for Theory and Lab courses.

• 1.1) Subject Passing Criteria

- To pass a course, a student must achieve the following minimum thresholds:

• **End Semester Examination (ESE) Performance:**

- Students must secure at least **40%** of the maximum marks in the **ESE** to pass the course.
- The ESE typically evaluates comprehensive knowledge and understanding of the entire course syllabus, including both theoretical concepts and practical applications.

• **Continuous Assessment Test (CAT) :**

- A minimum of **40%** of the total possible marks in the **Continuous Assessment Test (CAT)** is required.
- The CAT comprises IA1, IA2 and TA may include various components, such as class tests, quizzes, assignments, practical work, projects, presentations, and attendance, depending on the course structure.

• **Oral/ Practical:**

- An Oral & Practical examination will be held based on the entire syllabus as per the Examination Scheme mentioned in the curriculum for the respective subjects. A minimum of **40%** of the total possible marks in the oral/ practical exam is required.





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- **Term work:**

- A minimum of 40% of the total possible marks in the Term work is compulsorily required otherwise he will not be allowed to appear for the end semester / any further examinations.

- **Overall Grade Requirement:**

- In addition to meeting the minimum individual requirements for ESE and CAT, students must secure an overall grade of **C** (or its equivalent) when combining the scores from both CAT and ESE components.
- The overall grade reflects a student's comprehensive performance and understanding of the course content, and is typically determined using a grading scale that may vary by institution.

- **1.2) Grace Marks / Ordinances :**

- 2 marks grace marks will be given for ESE examination for 60 marks paper and 3 marks for 80 marks paper

- 0.6246 : Continuous Assessment Test (CAT) , End semester examination, Practical or oral will be considered as separate Head of passing prescribed in the scheme of instructions and examinations. Term Work is not a separate head of passing; however a learner is eligible to appear for any form of examination only after satisfactorily completion of Term Work in all courses of a particular semester as per scheme of instructions and examinations. if the student fails to submit the Term Work in any course his result for that Academic Year(A.Y) will be considered as Null & Void and he has to freshly again repeat the academics for that year

- 0.6254: A learner who **PASSES** in the Continuous Assessment Test (CAT) but **FAILS** in the End Semester Examination (ESE) of the course shall reappear for the End Semester Examination (ESE) of that course. However his/her marks of the Continuous Assessment Test (CAT) shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

or

- A learner who **PASSES** in the End Semester Examination (ESE) but **FAILS** in the Continuous Assessment Test (CAT) of the course shall reappear for the Internal Examination of that course. However his/her marks of the End Semester Examination (ESE) shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

- R.8438: A learner shall be allowed to keep term for Even / Semester irrespective of number of heads of failure in the odd Semester except Term work of same year.





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- O.6253: To pass in the individual courses of semester I to VIII examinations of first to final year of engineering, a learner must obtain a minimum of 40 % of the full marks. The minimum of 40 % of the full marks must be obtained in the Continuous Assessment Test (CAT), End Semester examination, and Practical and Oral examination separately in each course as applicable.

or

A learner also pass in individual courses even if s/he fails in Continuous Assessment Test (CAT) but secure more than 50% in total (Continuous Assessment Test (CAT) + End Semester Examination) in that course.

- O.6258:-: The grade for theory courses can be awarded only after successfully completion of both Continuous Assessment Test (CAT) and End Semester Examination of the respective course as per scheme of instructions and examinations of the respective programme.

- O.6259: A learner who remains absent in any form of evaluation/examination, letter grade allocated to him/her should be AB and corresponding grade point is zero. S/he should reappear for the said evaluation/examination in due course.

- O.229 : Students who have participated in the N.S.S. programme and have satisfactorily completed at least 120 hours of Social Service comprising the time spent in at least 2 types of projects as certified by the Principal of their respective College and forwarded by the N.S.S. Programme Co-ordinator shall be eligible for 10 marks grace at their option wherever necessary during Even semester result only.(Applicable for SIGCE R-19 C scheme students only) (Reference:UniversityofMumbaiUG/112of 2015)

- O.5044A: A candidate /learners who passes in all Courses or Subjects / Heads of passing in the examination without the benefit of either gracing or condonation rules and whose total no. of marks in the courses/ subjects short fall by not more than 03 marks for getting 'O' / distinction in the courses / subjects respected shall be given necessary grace marks up to 03(three) marks in maximum two subjects , course subject to maximum 1% of the Total Marks of that head of passing whichever is more, in a given examination.

- O.5045A: If candidate /learners who fails in only Course/head of passing, having passed in all other courses/heads of passing,his/her deficiency of marks in such head of passing may be condoned by not more than 1 % of aggregate marks of the examination or 10% of the total number of marks of that course / 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.





- 1.3) Determination of CGPA and Grading

- The total marks, comprising the sum of CAT and ESE (for FE Theory Course) or Term Work + Oral / Practical (for FE Lab Course) or IA+ESE (for SE/TE/BE Theory Course) or TW + Oral / Practical (for SE/TE/BE Lab Course) scores for a course, will be utilized for the grade compilation process for determining Pass /Fail status of the candidate.
- The Grade Compilation Process will adhere to the guidelines given in Table 10.1 below:

Table 1.1 Grading Scheme

SGPA/CGPA	% of Marks	Grade Result
10	85.00-100.00	O(Outstanding)
9	80.00-84.99	A+ (Excellent)
8	75.00-79.99	A(Very Good)
7	65.00-74.99	B+(Good)
6	55.00-64.99	B(Above Average)
5	45.00-54.99	C(Average)
4	40.00-44.99	P(Pass)
Below 4	<40.00	F(Fail)
Absent	Ab	Absent

- 1.4) Computation of SGPA and CGPA

Declaration of Results

- Semester results will be based on Semester Grade Point Average (SGPA)

$$SGPA(Si) = [\sum(Ci \times Gi)] / (\sum Ci)$$

where, Ci is the number of Credits of the ith course.

- Cumulative Grade Point Average after completion of all Semesters of the Program (CGPA)

$$CGPA = [\sum(Ci \times Si)] / (\sum Ci)$$

where, Ci is the total number of credits of the ith semester

Si is the SGPA of ith Semester

- CGPA to Marks Conversion: CGPA shall be converted into percentage marks, if required using the following formula:

$$\text{Percentage} = (CGPA - 0.75) \times 10$$



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• 1.5) Examination Eligibility

- Recognizing the importance of consistent engagement with the learning process, students will be required to maintain a minimum 75% of attendance in all lectures (25% relaxation considered for medical ground), and for tutorials, and practical sessions it should be 100% for each course to be eligible to appear for the corresponding CAT and End-Semester Examinations. Should complete respective semester Term Work Submission.
- CAT Examination will be held as per the schedule declared by the Institute. Oral/Practical/Project Examination will be held in respective laboratories in the presence of Internal and External Examiners (from another college /other college allied department). Laboratory Examinations are held as per the scheme. End Semester Examination will be held as per the schedule declared by the Institute.

• 1.6) Eligibility requirement for Promotion

○ FOR SIGCE NEP 2025 SCHEME STUDENTS

1. A Learner will be permitted to take admission for Second Year if he/she acquires a minimum of 50 % percent of the credits of Sem I and II taken together with compulsorily completing all Term works of Sem I and Sem II and by paying the applicable fees. (Applicable for 2025-26 batch onwards)

2. A Learner will be permitted to take admission for Third Year if he/she acquires a minimum of 50% percent Credits in Sem I, II, III and IV taken together with compulsorily completing all Term works of Sem III and Sem IV and by paying the applicable fees. (Applicable for 2025-26 batch onwards)

3. A Learner will be permitted to take admission for Final Year if he/she acquires a minimum of 50% percent Credits in Sem I, II, III, IV, V and VI taken together with compulsorily completing all Term works of Sem V and Sem VI and by paying the applicable fees. (Applicable for 2025-26 batch onwards)

For students who are in SE, TE AND BE in A.Y 2025-26 promotion of students rules are as per the eligibility criteria mentioned by university of Mumbai time to time





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- 1.7) Frequency of Examination

Assessment	Frequency
CAT (Continuous Assessment Test)	Twice in a Semester for FE(From AY 2025-26 Onwards), SE (From AY 2026-27 Onwards), TE (From 2027-28 Onwards)and BE(From AY 2028-29 Onwards),
Internal Assessment Tests (IA1, IA2)	Twice in a Semester (SE for AY 2025-26, 2026-27 & 2027-28) and (TE for A.Y 2025-26 & 2026-2027) and (BE only for AY2026-2027)
Continuous Internal Evaluation(CIE)	Continuous throughout the Semester
End Semester Examination(ESE)	Once at the end of the Semester
End Semester Exam Re-	For students failed or absent due to medical emergency of him/her self or near ones validated by HOD, After 3 weeks from the declaration of ESE Provisional results.
Supplementary(KT) Exam	For students failed/absent in Re-Exam due to medical emergency of him/her self or near ones validated by HOD : Once at the end of Every Academic Year.

- 1.8) Opportunity for Academic Improvement - Re-Exam Policy

- Re-Exam designed to provide students with additional opportunities for academic improvement, re-examinations for clearance of academic backlogs. These assessments are governed by institutional regulations regarding eligibility, frequency, and grading policies, ensuring that students have a fair chance to demonstrate their competencies and achieve academic success.
- **End Semester Re- Exam:** If a student fails in ESE or remains absent due to medical emergency of him/her self or near ones validated by HOD, he/ she can appear for the Re-Exam which will be conducted after 3 weeks from declaration of provisional results of Regular Examinations. Re-Examinations are scheduled
- **Supplementary(KT)Exam:** If a student fails in Re-Exam or remains absent due to medical emergency of him/her self or near ones validated by HOD, he/she can appear for the Supplementary (KT) Exam which will be held at the end of the Academic Year
- **MarkSheet:** Successful/Failed students will get Score Card (Mark Sheet) after the declaration of the Re -Exam results.

- 1.9) Facilities and Concessions for Physically Challenged Students

- Specially-abled student shall be given Five (5%) of total marks of the semester appeared by the student across all courses in the semester. For such candidates this rule is also applicable for Re-exam.



• 1.10) Exam Related Grievance Redressal

Provisional results of ESE will be declared initially. After the declaration of provisional results, interested students may come for Answer Script Review after paying the prescribed fees.,

Students will go through the original answer sheets and subject expert will collect the grievances, if their is a totalling mistake in marks or one of the question answer is not evaluated , no other grievances will be accepted.

Action on the grievances of answer sheets will be taken within 5 days and Corrected results will be declared. Re-Examination will be conducted after 15 days from the declaration of results for ESE failed students or who remains absent due to medical emergency of him/her self or near ones validated by HOD (Once in a Semester). After the evaluation of the Re-Exam Final results will be declared.

• 1.11) Regular, Re-Exam and Supplementary (KT) Examination

1. Students scoring less than 40% Marks in the overall marks scored for Continuous Assessment Test(CAT) and End Semester Examination i.e., (CAT+ESE) or (IA+ESE) for Theory courses or (CIE + Oral & Practical) or(TW + Oral & Practical) for Lab courses are considered as failed for that particular course.
2. **Grade Penalty:** All the students who are appearing for the Re-Exam/Supplementary (KT) Exam will get a grade penalty of one grade lower than the obtained grade.
3. Details of failed students are to be prepared by IECC and to be submitted to Exam Cell before start of Re-Exam/ Supplementary (KT) Exam. This information will be provided to the evaluator by the Exam Cell. While awarding grades against such students final grade will be the grade after applying grade penalty.
4. Exam malpractices/unfair means like cheating, copying, carrying electronic gadgets, unethical behaviour, etc. will be treated seriously and severe punishment will be given as follows:
 - a) **Disqualification:** In case of any malpractice found, the concerned student will be disqualified from writing the exam for that particular subject and should appear for the Re-Examination for that subject.
 - b) A Disciplinary Action Committee will take final decisions regarding the reported cases of malpractice.
5. **Regular Exam** will be held in the month of October/November and April/ May every year.
6. Concerned subject in charges have to check the answer papers and submit the mark sheets within 5 days from the date of Exam.
7. Provisional results of ESE will be declared initially. After the declaration of provisional results, interested students may come for Answer Script Review after paying the prescribed fees., Students will go through the original answer sheets and subject expert will collect the grievances, if their is a totalling mistake in





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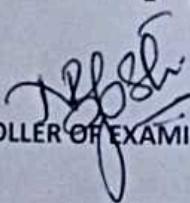
6. Concerned subject in charges have to check the answer papers and submit the mark sheets within 5 days from the date of Exam.
7. Provisional results of ESE will be declared initially. After the declaration of provisional results, interested students may come for Answer Script Review after paying the prescribed fees. Students will go through the original answer sheets and subject expert will collect the grievances, if there is a totalling mistake in marks or one of the question answer is not evaluated, no other grievances will be accepted. Action on the grievances of answer sheets will be taken within 7 days and Corrected results will be declared. Re-Examination will be conducted after 15 days from the declaration of results for ESE failed students or who remains absent due to medical emergency of him/her self or near ones validated by HOD (Once in a Semester). After the evaluation of the Re-Exam Final results will be declared.
8. Failed and absent due to medical emergency of him/her self or near ones validated by HOD students have to fill the Exam Forms within one week after the declaration of results.
9. **Re-Exam/ Supplementary (KT) Exam** for failed students in End Semester Exam (ESE) will be held within 10 days after the submission of Exam Forms.
10. Concerned faculty members have to check the answer sheets immediately after the exam and submit the mark sheets within 3 days from the date of Exam.
11. No Re-exam for failed Students in IA or **Oral/Practical** will be conducted, they have to appear for the IA/ Oral Practical exam in next semester, however ordinance O.6253 provision is given to clear the IA exam.
12. Results of Re-Exam have to be declared within one week after the submission of Mark sheets.
13. Regular and Supplementary (KT) examination forms will be accepted one month prior to the commencement of the End semester examination.

- **1.12) Facilities and Concessions for Physically Challenged Students**

(Reference: University of Mumbai No. UG/328 of 2017-18)

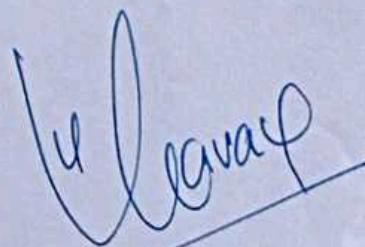
Facilities Provided:

- Ramp access
- Wheel chair availability
- Bed(for those medically advised)


CONTROLLER OF EXAMINATION


DEAN (ACADEMICS)




PRINCIPAL

Principal
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