

Amrutvahini Sheti and Shikshan Vikas Sanstha's
**AMRUTVAHINI COLLEGE OF ENGINEERING,
SANGAMNER**

(An Autonomous Institute)

Sangamner, Dist- Ahilyanagar, Maharashtra, India. 422608



Permanently Affiliated to

SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE

Rules and Regulations

for

Post Graduate Management Program

MBA

(Master of Business Administration)

2 years, 4 semesters full time Post-Graduate Program



Part – I : Academic rules and regulations

Part-II : Examination rules and regulations


Chairman
BoS, Master of Business Administration
Amrutvahini College of Engineering, Amrutnagar
Sangamner-422608


Chairman
Academic Council
Amrutvahini College of Engineering, Amrutnagar
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Preface

The introduction of an autonomous curriculum framework for the MBA programme marks a significant step in the Institute's academic evolution. Framed in line with the National Education Policy (NEP) 2020 and anchored in Outcome-Based Education, the curriculum is designed to give incoming students a firm grounding in management education.

Consistent with NEP 2020, the curriculum builds in skill-oriented and experiential learning through project work, skill-enhancement courses, co-curricular engagement, entrepreneurial activities, with the aim of cultivating creativity, critical thinking, and practical competence alongside conventional classroom instruction.

Courses in Professional Communication, Indian Knowledge Systems, Ethics, and Emerging Technologies have been included to support the all-round development of students - strengthening management education while building social awareness, environmental consciousness, and ethical judgement, and preparing graduates for careers shaped by digital and emerging technologies.

The overarching aim of the curriculum is the holistic development of students across academic, professional, physical, and ethical dimensions, so that graduates emerge as capable and responsible managers and entrepreneurs equipped to serve society. The Institute remains committed to widening access to quality management education, particularly for students from rural backgrounds, and to preparing them to compete on a global stage.

The Institute records its appreciation of the Chairperson and members of the Boards of Studies, faculty, academic experts, and industry representatives whose contributions shaped this curriculum. It is intended to serve as a working reference for students, faculty, and all other stakeholders in pursuit of the flexible, learner-centred education envisioned under NEP 2020.

Dr. P. R. Baviskar

Principal

Amrutvahini College of Engineering, Sangamner


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Part – I :

Academic Rules and Regulations

1. Definitions

For the purpose of these Rules and Regulations, unless the context otherwise requires, the following expressions shall carry the meanings assigned to them below:

1. “Institute” refers to Amrutvahini College of Engineering (AVCOE), Sangamner. Dist. Ahilyanagar, Maharashtra, India - 422608.
2. “University” refers to Savitribai Phule Pune University (SPPU), Pune, to which the Institute is affiliated.
3. “Master of Business Administration (MBA)” refers to the postgraduate management degree conferred by the University.
4. “Semester” refers to a defined span of time during which a distinct set of academic activities is conducted.
5. “Course” refers to any theory, laboratory, seminar, project, mini-project, or tutorial component that forms part of a programme of study.
6. “Course Credit” refers to the numerical weightage assigned to a course in proportion to the instructional effort it demands.
7. “Course Teacher” refers to the faculty member entrusted with delivering and assessing a particular course.
8. “Grade” refers to the letter symbol used to denote a student’s level of performance in a course.
9. “GB” refers to the Governing Body of the Institute.
10. “Academic Council (AC)” refers to the highest academic authority of the Institute, responsible for governing academic programmes and policy.
11. “Board of Studies (BOS)” refers to the departmental academic body entrusted with matters concerning both undergraduate and postgraduate programmes.
12. “Board of Examinations (BOE)” refers to the apex examination authority responsible for the conduct of examinations and for framing and implementing examination-related regulations approved by the Academic Council.
13. “Grievance Redressal Committee (GRC)” refers to the committee constituted by the Director to address matters of student and staff grievance.
14. “Malpractice Investigation Committee (MIC)” refers to the committee constituted by the Director to examine instances of unfair means or malpractice in examinations.
15. “Department Advisory Committee (DAC)” refers to the departmental advisory body common to the ungraduate and postgraduate programmes of that department.
16. “Academic Standing Committee (ASC)” refers to the body next in authority to the Academic Council, empowered to decide urgent academic matters subject to subsequent ratification by the Academic Council.

17. “Semester Grade Point Average (SGPA)” refers to the credit-weighted average of the grade points secured by a student in a given semester.
18. “Cumulative Grade Point Average (CGPA)” refers to the credit-weighted average of the grade points secured by a student across all semesters completed to date.
19. “Allowed to Keep Term (ATKT)” refers to provisional permission granted to a student to proceed to a higher class upon meeting the minimum prescribed credit threshold.
20. “Academic Rules and Regulations (AR&R)” refers to this compilation of rules governing the academics of the Institute.
21. “COE” refers to the Controller of Examinations.
22. “CCE” refers to Continuous Comprehensive evaluation.
23. “ESE” refers to End SEM Examination.
24. “DTE” refers to the Directorate of Technical Education, Government of Maharashtra, Mumbai.
25. “AICTE” refers to the All India Council for Technical Education, New Delhi.
26. “UGC” refers to the University Grants Commission.
27. “NEP” refers to the National Education Policy.
28. “NBA” refers to the National Board of Accreditation.
29. “NAAC” refers to the National Assessment and Accreditation Council, Bengaluru.
30. “CET” refers to the Common Entrance Test
31. “CAP” refers to Centralized Admission Process

2. Introduction

1. English shall be the medium of instruction for every programme, except where a course is expressly designated for delivery in a Regional Language.
2. The Institute follows a semester system of academic administration. Odd Semesters ordinarily commence in the month of July, and Even Semesters in the month of January.
3. The commencement of the first semester of the MBA programme is governed by the admission schedule notified by the DTE/CET Cell, Government of Maharashtra, and Even Semesters approximately in the month of January.
4. MBA Programme extends over four semesters and carries a 80 to 104 credits, Subjected to change (Augmentation / reduction) suggested by the apex regulatory authorities.
5. An Academic Calendar is prepared and published ahead of the commencement of every academic year.

6. Evaluation norms are enforced to safeguard the quality of education, and the examination system is administered transparently and in accordance with these Rules and Regulations at all times.
7. These Rules and Regulations may be amended by the Academic Council from time to time, on the recommendation of the Board of Studies and the Board of Examinations. Amendments take effect from the date of approval.
8. These Rules and Regulations bind all stakeholders - students, faculty, staff, departments, and administrators - and remain subject to periodic review and refinement.

3. Organisation Structure and Academic Departments

The Institute maintains a defined organizational structure and a network of academic committees to ensure the sound and consistent delivery of its MBA programme. The composition, functions, and operating norms of the principal academic bodies are set out below.

3.1 The Academic Council (AC)

The Academic Council is the statutory and supreme authority governing all academic matters of the Institute. It is chaired by the Director, whose decisions on academic issues are final and binding on all stakeholders. The Council may constitute sub-committees as required.

Composition

1. The Director (Chairman)
2. All the Heads of Departments in the Autonomous College
3. Four teachers of the Autonomous College representing different categories of teaching staff by
4. rotation on the basis of seniority of service in the College.
5. Not less than four experts/academicians from outside the Autonomous College representing
6. such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., are
7. to be nominated by the Governing Body.
8. Three nominees of the University, not less than Professors.
9. The Controller of Examination of the Autonomous College
10. Autonomy Coordinator nominated by the Director, to serves as Member Secretary

Functions of Academic Council

- To scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

- To make regulations regarding the admission of students to different programmes of study in the Autonomous College, keeping in view the policy of the Government.
- To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- To recommend to the Governing Body proposals for the institution of new programmes of study.
- To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
- To advise the Governing Body on suggestions(s) pertaining to academic affairs.
- To perform such other functions as may be assigned by the Governing Body.

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Academic Council shall be held at least once every six months.

3.2 The Academic Standing Committee (ASC)

The Academic Standing Committee monitors academic activity on a continuing basis and initiates revisions or improvements as necessary. All academic activity is conducted against the approved Academic Calendar notified at the start of each academic year.

Composition

- The Director (Chairman)
- The Dean Academics
- Autonomy Coordinator
- One senior faculty member from each department, serving by rotation on the basis of seniority.

Functions

- Recommending revisions / modifications to Curriculum
- Monitoring academic activities, class schedules, and practical sessions, and any discrepancies are observed, report to Director to initiate corrective action.
- Considering any other academic matter referred to it

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Academic Standing Committee shall be held at least once every six months.

3.3 Board of Studies (BoS)

The Board of Studies is the foundational academic body of department and forms the basic constituent unit of the Institute's autonomous academic system.

Composition

- The Head of the concerned Department (Chairman)
- All faculty members
- Two subject experts external to the University, nominated by the Academic Council

- One expert nominated by the Vice-Chancellor from a panel recommended by the Director
- One representative from industry or an allied placement-related sector
- One senior alumnus, nominated by the BoS Chairman
- Experts from outside the Autonomous College, whenever special courses of studies are to be formulated, to be nominated by the Principal.

Functions

- Recommending courses of study to the Academic Council
- Recommending measures to improve the standard of teaching and research
- Considering any other academic matter referred to it

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Board of Studies shall be held at least once every six months.

3.4 Finance Committee (FC)

Composition

- The Director (Chairman)
- One person to be nominated by the Governing Body of the Autonomous College for a period of two years.
- One senior-most faculty member of the Autonomous College to be nominated in rotation by the Director for two years.
- Finance Officer/Officer in-charge of Finance and Accounts of the Autonomous College (Member Secretary)

Functions

The Finance Committee advises the Governing Body on:

- (a) Budget estimates relating to grants and fee income and
- (b) Audited accounts pertaining to the same.

Term: The term of the Finance Committee shall be three years.

Meetings: Meetings of the Finance Committee shall be held at least once every six months.

3.5 Board of Examinations & Evaluation (BoEE)

Constituted in accordance with the statutes of Savitribai Phule Pune University, the Board of Examinations ensures the proper organization and conduct of examinations, including moderation, tabulation, and declaration of results.

At the department level, the Board of Studies frames and periodically revises Curriculum, introduces new courses, prescribes continuous-assessment norms, and recommends examiner panels. The Department Advisory Board and Programme Assessment Committee evaluate and monitor departmental academic practice. The Board of Examinations itself functions as the advisory body authorized to take policy decisions on the organization and conduct of examinations.

Composition

- The Director (Chairman)

- The Dean Academics
- Two experts from other Autonomous Institutes serving as Controller of Examinations, nominated by the Director
- The IQAC Coordinator of the Institute
- One senior faculty member with at least ten years' of teaching experience, nominated by the Director
- One senior faculty member experienced in examination ERP systems, nominated by the Director
- The Controller of Examinations nominated by Director to serve as Member Secretary

Functions

- Preparation of Academic Examination Calendar
- Ensuring the proper conduct of examination-related duties, including paper-setting, time-table preparation, assessment, and declaration of results
- Recommending examination reforms and implementing them upon approval of the Academic Council
- Preparing the detailed examination time-table within the schedule approved by the Academic Council
- Arranging vigilance during examinations to guard against the use of unfair means by students, faculty, or invigilators

Term: The term of the nominated members shall be five years.

3.6 Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell comprises institutional leadership, departmental faculty representatives, and external stakeholders drawn from the local society, University, alumni, and industry, who together oversee quality-assurance processes across the Institute. Current membership details are maintained by the Cell and published separately by the Institute.

Composition of the IQAC:

IQAC has constituted under the Chairmanship of the Principal of the Institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The College has a functioning Internal Quality Assurance Cell as detailed below:

Sr. No.	Name of the Member	Role in IQAC	Designation
1	Dr. P. R. Baviskar	Chairman	Director
2	Prof. V. B. Dhumal	Management Representative	Manager, AVSSVS.
3	Dr. B. S. Borkar	Director, IQAC	Assistant Professor, IT Dept.
4	Prof. V. P. Waghe	Administrative Officer	Registrar
5	Dr. V. D. Wakchaure	Senior Teacher	Professor & HOD, Mech. Engg.
6	Dr. R. S. Bhosale	Teachers	ISO Coordinator


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7	Dr. S. S. Gunjal		Department of MBA
8	Prof. J. N. Ganthade		Department of Computer
9	Prof. V. P. Kulkarni		Department of Civil
10	Prof. A. K. Pathak		Department of Electrical
11	Prof. S. K. Chaudhari		Department of E & C
12	Dr. R. S. Pawase		Department of E & TC
13	Dr. A. V. Markad		Department of IT
14	Prof. A. V. Deokar		Department of Mechanical
15	Dr. S. N. Patil		Department of A & R
16	Prof. M. G. Kalhapure		Department of Engg. Science
17	Mr. S. A. Pingle	Local Society	Vice-Principal, Sangamner College, Sangamner.
18	University Representative	Students	University Representative
19	Mr. Nikam Gokul	Alumni	Manager- Product Quality, M&M, Nashik
20	Mr. Shrikant Padhy	Industrialist	Engineer Entrepreneur

Functions

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks
- Parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all stakeholders;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Periodical conduct of Academic and Administrative Audit and its follow-up
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Term: The term of the IQAC shall be three years.

Meetings: Meetings of the IQAC shall be held twice in every semester.

4. Admissions

4.1 Modes of Admission

Admission to the MBA programme at the Institute takes place through Regular Entry and Lateral Entry.

1. Regular Entry denotes admission to the First and Second (other than by lateral entry), Year of the programme in odd semesters. Lateral Entry denotes direct admission to the Second Year of the MBA programme.
2. The admission process and eligibility criteria for Regular Entry (First Year) and Lateral Entry (Second Year) are governed by the norms prescribed by the Government of Maharashtra/DTE/CET Cell or Competent authority of admissions. Admission is provisional and subject to fulfilment of eligibility criteria prescribed by the Government and the University from time to time.
3. A student seeking Regular-Entry admission to the Second Year must have earned at least 50% of the credits of the first year. Where the 50% computation yields a fraction, only the integer portion is considered.
4. Every student is allotted a Permanent Registration Number (PRN) at the time of admission, which remains the student's permanent identifier for all purposes and correspondence.

4.2 Registration and Fees

- Every student must take admission at the start of each academic year, on payment of the prescribed fees, and must register in person with the Department at the beginning of every semester.
- A student with outstanding dues (Institute, Hostel, Bus etc.) will be permitted to register on clearance of the fees due.
- Registration must be completed before the notified last date; failure to do so renders the admission for that year liable to cancellation.
- Registration in absentia may be permitted only in exceptional circumstances beyond a student's control, at the discretion of the Dean Academics on the recommendation of the Head of Department.
- A student seeking readmission following Term Detention or an Academic Break must pay the requisite fees on a pro-rata basis, in accordance with the Institute's prevailing rules.
- A student seeking a scholarship, freeship, or fee concession, as approved by the competent authority, must register on the portal of the relevant authority (Government of India, Government of Maharashtra, AICTE, DTE, Social Welfare Department, Tribal Development Office, or equivalent). Failure to do so will render the student liable for the corresponding fee component.

Further details on admission and examination fees are available on the Institute website, www.avcoe.org.

4.3 Permanent Registration Number (PRN) / Enrolment Number

Every student admitted to the Institute is allotted Permanent Registration Number (PRN), which remains unchanged throughout the period of study and must be used for all official purposes and correspondence.

5. Academic Activities

5.1 Semester Registration

1. Students must register for courses at the start of every semester, as per the notification issued by the Institute and the dates prescribed in the Academic Calendar.
2. Students admitted through Regular Entry are automatically registered for the Core Courses of the First Semester and need only register separately for Elective / Choice-based courses.
3. Every student is assigned a Proctor on joining the Institute and is advised to consult the Proctor on matters of course registration, within the framework of guidelines approved by the Academic Council.
4. Where registration is delayed for unforeseen reasons, the student and parent/guardian must obtain prior approval from the Director, stating the reason for delay; in such cases attendance is calculated from the date of commencement of the semester, not from the date of joining.
5. A student may register for a course only where he or she:
 - (a) Has cleared all dues owed to the Institute, Hostel, and Library, including fines;
 - (b) Has earned all credits due prior to the previous academic year and at least 50% of the credits of the previous academic year; and
 - (c) Is not debarred from registration on any other specific ground.
6. A student who fails to register within the prescribed schedule shall have the admission for that semester cancelled; parents/guardians are advised to note this requirement.

5.2 Open Elective Registration

- At the beginning of every semester (wherever applicable), the department shall notify the **Open Elective Basket** comprising courses offered by department.
- Eligible students shall register their preferences for the Open Elective courses within the stipulated schedule announced by the department.
- The allotment of Open Elective courses shall be carried out on a **First-Come, First-Served (FCFS)** basis, subject to the sanctioned intake and seat availability in each course.
- Once allotted, the Open Elective course shall ordinarily not be changed, except under exceptional circumstances with the approval of the Competent Authority.

- Students shall attend the Open Elective classes and shall comply with the academic and assessment regulations applicable to that course.
- A **common time slot** for all Open Elective courses shall be incorporated into the Institute timetable to facilitate the conduct of classes without conflict with the regular curriculum.

5.3 Attendance Requirement

1. The Institute expects every MBA student to attend all scheduled lectures. A shortfall of up to 25% may be condoned where supported by valid documentary evidence, such as personal illness or a death in the family.
2. Each semester is treated as a distinct unit, and a student must maintain a minimum of 75% attendance in every course. The Director may condone a further shortfall of up to 15% on grounds such as a serious medical condition, or representation of the Institute, University, State, or Nation in sports, cultural, technical, or academic activities, with prior institutional permission.
3. A student representing the Institute at University, National, or International level is marked 'Present' for the relevant period, subject to prior permission from the Head of Department and submission of supporting documentation on completion of the activity.
4. A student who fails to attend a minimum of 75% attendance of conducted classes for exam head (TH / PR) is declared detained and is not permitted to appear for the End SEM Exam.
5. Attendance is calculated over the period prescribed in the Academic Calendar. For students admitted late, or transferring from another institute or university, attendance is calculated from the date of admission; this provision does not apply to students already in higher semesters.
6. Students are informed of their attendance status through ERP System.

5.4 Temporary Break of Study

A student is not ordinarily permitted to break study. Where, a student wishes to temporarily discontinue the programme for a valid reason — such as Medical Ground with sufficient evidences, entrepreneurship, incubation, start-up activity, an internship leading to placement, a foreign-university opportunity, or a research opportunity — and intends to rejoin at a later date, an application must be submitted to the Director well in advance.

1. The application must be submitted within six weeks of the commencement of the semester (or from the date the student last attended classes, whichever is later), stating the reason in full, supported by documentary evidence and endorsed by the parent/guardian through the Head of Department.
2. The Institute examines the application and, where satisfied that the case is genuine, may permit temporary withdrawal, provided the student can reasonably complete the programme within the prescribed maximum period and has no outstanding dues at the Institute or University level.

3. The total period permitted for completion of the programme is reckoned from the semester of first admission and includes any break period; it may not exceed the maximum period prescribed for the programme.
4. A period of detention is not treated as a break of study, and fees already paid are non-refundable. This facility is ordinarily available only once, for a maximum period of two years over the course of the programme, and is intended for exceptional cases; students are advised to consult the HoD and Principal/Director before availing of it.

5.5 Detention

1. A student is declared Detained, and is not permitted to appear for the Theory or Practical/Oral examinations, where, attendance falls below the minimum 75% requirement across conducted classes for every examination head.
2. A detained student must pay the full fees for the year in which detention occurs.
3. A detained student must seek readmission in the following academic year, paying full fees if detained in an odd semester, or half fees if detained in an even semester.

5.6 Termination from the Programme

A student's admission may be terminated in any of the following circumstances:

1. Involvement in ragging, or in any other activity that is unlawful under applicable law.
2. Failure to gain admission to the Third Semester within three successive academic years from the date of admission - such a student is declared Not Fit for Technical Education (NFTE) and may with the approval of the Academic Council, be permitted to continue for one further year only, at the Director's discretion.
3. Failure to complete the programme within the prescribed maximum period specified by SPPU. Such a student being declared Failed to Complete Technical Education (FCTE). Genuine cases with valid justification may be referred to the Director, who is authorized by the Academic Council to decide on extension requests in accordance with the prevailing rules of the relevant statutory bodies.
4. Misbehaviour towards faculty or staff, or continuous unexplained absence for a period of one year.
5. In every case of termination, the student remains liable for all applicable dues.

6. Curriculum

Every academic programme is governed by a prescribed course structure - the Curriculum - which sets out all courses of study on a semester-wise basis, together with assigned credits, teaching/contact hours, the evaluation scheme, and the minimum requirements for the award of the degree. Curriculum revision is a continuous process, guided by outcome-based education, the choice-based credit system, and the AICTE model curriculum.

6.1 Credit System

1. The credit system is the primary basis for the continuous evaluation of a student's performance, measured in terms of credits earned; a credit reflects the quantum of work associated with a course.
2. A student earns credit for a course by satisfying the minimum requirements of attendance, assessment, and evaluation; no credit is awarded where attendance alone is satisfied but the assessment and evaluation requirements are not met.

Year Wise Credit Structure									
Year	NHEQF's Level	Semester	Credits		RM basket credits			Cumulative credits	Degree award
			Compulsory	Electives	BRM	OJT	DR/MP		
MBA-I	5.5	Semester I	16	2	3	-	-	21	-
		Semester II	17	2	-	-	3	22	-
Cumulative Credits for MBA-I year only			33	4	3	*	3	43	PGDM
	Exit option: PGDM 43 credits (*with additional 8 credits of OJT of Sem 3)								
	Entry option: MBA 47 credits (MBA Lateral entry)								
MBA-II	6	Semester III	8	9	-	8	-	25	-
		Semester IV	3	15	-	-	6	24	-
Cumulative Credits for MBA-II year only			11	24	-	8	6	49	-
MBA Lateral Entry (Two semesters of MBA-II year) NHEQF's level- 6.5			11	24	-	8	6	49	MBA (after 4 -Years UG)
	Cumulative Credits for 2 Years PG Degree MBA (4 semesters)								
-	5.5	-	44	28	3	8	9	92	MBA (after 3 - Years UG)
-	6	-	44	28	3	8	9	92	MBA (after 4 -Years UG)

- Note:**
1. Student can exit the programme after first year, but student has to take additional 8 Credits of OJT (i.e. On- job Training) of Semester III. To get PGDM, student should earn total 43+ 8= 51 Credits
 2. Admission rules are applicable as per the competent authority of Government of Maharashtra under which admissions are governed and regulated.
 3. Student must earn 50% of total credits of the program to advance into MBA-II year.

CGPA and SGPA are computed on the basis of course credits and grades obtained; a minimum number of earned credits and a minimum CGPA are required to qualify for the degree.

6.2 Components of Curriculum

1. The curriculum structure for programme, and the Curriculum for each course, is approved by the Academic Council on the recommendation of the Board of Studies.
2. The curriculum spans four semesters, totaling minimum 80 credits (Regulations 2023), as detailed in the structure prescribed for programme. The number of credits a student registers for in a semester ordinarily falls in the range of 20-26.
3. The curriculum comprises both credit-bearing and audit (non-credit) courses.
4. Specialization specific courses are available in semester 3 and semester 4.

A semester ordinarily carries not more than eight theory courses and two project courses. The description of each course includes its title, code, weekly teaching hours (lecture/tutorial/practical), credit allotment, pre-requisites, prescribed references, Course Objectives, Course Outcomes mapped to Bloom's taxonomy, Programme Outcomes, Programme Specific Outcomes, CO-PO/PSO mapping, and the assessment scheme. Full programme structures and course content are published on the Institute website, www.avcoe.org.

CivicTech Skills Courses like Human Rights (HR), Introduction to Cyber Security (ICS), Skill Development (SD), Introduction to Constitution (ITC) are self-paced additional and compulsory courses. These courses shall not be considered for vertical progression as well as for the calculation of SGPA and CGPA, but completion of the courses shall be mandatory for the award of degree.

6.3 Specializations offered

The following specializations shall be offered in the third semester. Student has to choose any ONE of the following-

1. Marketing Management (MKT)
2. Financial Management (FIN)
3. Human Resources Management (HRM)
4. Operations & Supply Chain Management (OSCM)
5. Data Science & Business Analytics (DSBA)

6.4 Online (MOOC) Courses

The credits for online courses may be earned by students through approved MOOCs offered on platforms such as NPTEL and SWAYAM, and other platforms approved by the Academic Council (AC) and the Board of Studies (BoS) and specified in the curriculum structure. The assessment and evaluation of approved MOOCs shall be carried out as follows:

- **Course Enrollment:** Students shall enroll for the MOOC course(s) prescribed in the approved curriculum. The course duration shall be as specified for the respective course. (Minimum 8 weeks and maximum 12 weeks)
- **CCE:** The assignment/continuous assessment score obtained through the MOOC platform shall be converted to 50 marks and considered as the CCE component.
- **ESE:** The ESE component shall carry 50 marks and shall be evaluated as follows:
 - **Case 1:** If the student appears for the MOOC certification examination, the examination score shall be converted to 50 marks and considered as ESE. The student shall be exempted from the AVCOE ESE.

- **Case 2:** If the student appears for both the MOOC certification examination and AVCOE ESE, the higher score shall be considered as ESE marks out of 50.
- **Case 3:** If the student does not appear for the MOOC certification examination, the student shall appear for the AVCOE ESE, and the marks obtained shall be considered as ESE marks out of 50.
- **Examination Fee:** The examination fee prescribed by the respective MOOC platform shall be borne by the student and shall not be reimbursed by AVCOE.

Entry and Exit options-

7. MBA Lateral-Entry Students

A student admitted through lateral entry (direct second year) shall be treated as a regular Second Year MBA student of the Autonomous College. Admission directly to MBA Second Year shall not mean that the student has earned or is deemed to have earned credits for MBA First Year courses.

The student shall be admitted to Second Year under the specific lateral-entry provisions approved by the competent authorities.

The lateral-entry student shall follow the MBA Second Year curriculum approved by the BoS and Academic Council of the Autonomous College for the concerned batch.

CGPA shall be calculated only on the credits earned in Semesters III and IV.

All other academic and examination rules for MBA Lateral-Entry Students are same as regular MBA students.

The following statement will be printed on marksheet and Passing certificate-

“The student has been admitted to Direct Second year (Lateral entry) as per NEP 2020 provisions.”

8. MBA Exit option

A student admitted to the two-year MBA programme may exercise the **Exit Option** after successful completion of Semester I, Semester II and any additional credit course requirement as per credit structure may be awarded a:

Post-Graduate Diploma in Management (PGDM) subject to the provisions approved by the Academic Council and applicable UGC/AICTE/State regulations.

8.1. Eligibility for Award of PGDM

A student shall be eligible for award of Post-Graduate Diploma in Management (PGDM) after First Year only if the student has:

1. Successfully completed Semester I and Semester II;
2. Earned all prescribed credits of First Year;
3. Passed all mandatory courses prescribed for First Year;
4. Completed mandatory projects/internship/fieldwork/skill courses/OJT as per credit structure.

Students not automatically receive PGDM merely because they complete First Year. They should submit an Exit Option Application Form. Re-entry to complete the PG degree, after taking the exit option, will be permissible up to 05 years from the date of admission to the PG program.

Credits successfully earned during the First Year and recorded in the Academic Bank of Credits (ABC), wherever applicable, shall be considered for credit recognition subject to the prevailing regulations.

Re-entry shall not automatically create a right to admission if the programme, curriculum, regulatory framework or institutional provisions have undergone substantial change. The College may prescribe bridge courses, curriculum-transition requirements or other academic requirements wherever necessary.

The following statement will be printed on marksheet and Passing certificate-

“Post-Graduate Diploma in Management (PGDM), being the Post-Graduate Diploma exit qualification under the Multiple Entry and Exit framework of NEP 2020.”

BoS Chairperson, MBA

Dean Academics

Principal/Director


Chairman
BoS, Master of Business Administration
Amrutvahini College of Engineering, Amrutnagar
Sangamner-422608


Chairman
Academic Council
Amrutvahini College of Engineering, Amrutnagar
Sangamner-422608

Part – II :

Examination Rules and Regulations

Rules and Regulations: MBA Examination

R1: Examination Scheme

It is based on a semester pattern for MBA programs. The Curriculum (course content) for the courses are recommended by the BoS (Board of Studies) and approved by the AC (Academic Council). The details of structure and courses taught for MBA programs are mentioned in the Academic Rules and Regulations.

R1.1 Assessment of Academic Performance

As per the guidelines of the UGC report on “Evaluation Reforms in Higher Educational Institutions” (2019), the examination and evaluation are linked to Learning Outcomes and Institutional Goals. The Institute adopted the following Examination and Evaluation strategies:

1. **CCE (Continuous Comprehensive Evaluation)**
2. **ESE (End Semester Examination)**

The MBA students are evaluated for his/her academic performance in a course through CCE (Continuous & Comprehensive Evaluation), ESE (End Semester Examination) and/or TW, OR, PR, OJT, Project viva etc.

R1.2 Components of the Examination Scheme

- A. **CCE (Continuous & Comprehensive Evaluation):** The weightage for CCE has been allotted as per the examination scheme. The details of CCE for theory and project courses are as below:
 - i. **CCE for Theory Courses:** The internal continuous evaluation of the candidate shall be conducted by the course In-charge throughout the semester. The course teacher must announce the detailed methodology for conducting the various segments of CCE together with their weightages, at the beginning of the semester.
 - ii. **CCE for laboratory Courses:** The internal continuous evaluation of the candidate shall be conducted by the course In-charge throughout the semester and support regular performance of practical and its assessment. It must be based on the understanding of the principles, skills to be developed, punctuality, regular submission and/or neatness of the journal for each practical/experiment carried out. It shall be assessed by course faculty and its record shall be maintained in the appropriate format. The course teacher must announce the details of Rubrics used for the evaluation of lab experiments, and the detailed methodology for conducting the various segments of CCE together with their weightages, at the beginning of the semester.
 - iii. **CCE for Project Courses:** The internal continuous evaluation of the candidate shall be conducted by the Project guide as per course scheme.
- B. **ESE (End Semester Examination):** The weightage for ESE has been allotted as per the examination scheme, and it is mandatory for all theory courses. The ESE shall be conducted by the CoE at the end of the semester and based on 100% of the syllabus.
- C. **PR/OR/TW:** The mode of conduct of PR/OR/TW and details of the conduct and assessment shall be announced at the beginning of the academic year. The Head of Department and concerned course in-charge are responsible for smooth conduct of PR/OR/TW and for maintaining the record of marks as per the format prescribed by the Dean Academics or HoD, MBA.

Continuous & Comprehensive Evaluation (CCE)	End Semester Examination (ESE)
Marks: 50	Marks: 50
Continuous evaluation based on selected components by course teacher	Descriptive Examination on all units
Internal evaluation through the teacher under the observation of the course coordinator throughout the semester for all the units	The examination will be conducted by DEE at the end of the semester.
Passing Criteria: 40% passing by combining all CCE of a course. Student is expected to appear for all CCE components. Additionally, student will not be eligible to appear for ESE unless he/she appears for at least TWO CCE. Repetition of CCE: 1.If a student is unable to complete at least TWO CCE due to valid reason (critical medical illness or death of immediate family member), he/she may be permitted to reappear immediately within semester with discretion of HOD,MBA 2. If a student is unable to complete at least TWO CCE and unable to justify absentee reason, he/she shall reappear CCE of that course in next semester.	Passing Criteria: 40% passing in a course
Passing criteria for subject = CCE combined 40% marks + ESE 40% and total passing of a subject $\geq 40\%$ marks of cumulative addition of CCE and ESE.	
Repeat examination will be conducted only for failed students in ESE (not CCE) after ESE in the same semester. Repeat examination will only be taken in semester II and semester IV (not in semester I and semester III)	
Marks obtained in CCE / ESE will be carried forward if any student fails to pass/appear in either CCE/ESE.	Failed and absent students shall appear in the immediate next semester along with regular students.

R2: Monitoring of Evaluation

Details of Monitoring of Evaluation

SN	Components of Examination	Responsible for Monitoring
1	CCE (Continuous Comprehensive Evaluation)	Course In-charge and HoD
2	ESE (End Semester Examination)	Controller of Examination
3	PR/OR/TW/ Project	Course In-charge/ coordinator and HoD

R3: Method and Medium of Examination

A. Unless otherwise specifically provided for, examinations shall be conducted by one or more of the following methods: -

1. Written (Pen & Paper) for and ESE.
2. Practical (Pen, Paper &/ or Viva) for Internal and External Practical examination.
3. Project (presentation and /or viva) for Internal and External project assessment.
4. Oral (Based on Term Work or Experimentation or both) for Internal and External Oral examination.
5. Computer-assisted examination (Online), if needed.
6. For CCE, different pedagogy tools shall be used by the course in-charge AND/OR as per direction of HoD, MBA.

B. Students must answer questions in English, unless specific instructions are mentioned.

R4: Postponement of examinations under emergency circumstances

Normally, the examination will be conducted as per the prescribed schedule. If the date of an examination is to be changed due to unavoidable circumstances, the decision will be taken by the subcommittee chaired by the Director. The subcommittee shall be constituted by the Director that will comprise of the CoE and two members nominated by the Director.

R5: Rules of Passing

To pass the course, students must achieve a minimum of 40% of the overall maximum marks. If the course has two components, such as CCE and ESE. Then it is mandatory to score a minimum of 40% marks in both heads separately, and the composite score of both heads should be above 40%. Failure to meet any of the above conditions, the course will be considered a failure and receive an “F” grade.

R5.1 Passing Criteria for Theory courses

- A. To pass the Theory Subject head, the student has to earn a minimum of 40 % marks in ESE and 40 % total marks (CCE and ESE combined).
- B. To pass the Theory Subject head (No), the student has to earn a minimum of 40 % marks in ESE and 40 % total marks (CCE and ESE combined).
- C. To pass the Theory Subject head, the student has to earn a minimum of 40 % marks in ESE or 40 % marks in CCE, whichever is applicable.

Illustration- There is a theory head of 100 marks with two components of evaluation CCE of 50 marks and ESE of 50 marks. A student secures 40 marks in CCE and 18 marks in ESE. The composite score will be 58 out of 100. But, as student has not secured 40% in ESE, he/she will be declared as fail and secure “F” grade.

R5.2 Passing Criteria for Laboratory courses

To pass a laboratory course, the student has to secure a minimum of 40% marks in each laboratory evaluation head of TW, OR and PR. The student must complete the submission criteria of the laboratory course.

R5.3: Passing Criteria for Project/Seminar/Internship etc.

For Projects/Seminar/Internship/OJT etc., evaluation is based on work done, quality of report, performance in viva-voce, presentation, etc. and the student must have to secure a minimum of 40% marks in each evaluation head. (Separate heads of 40% passing for Internal viva and External viva)

R5.4: Passing Criteria for Online Courses

The credits for the online courses can be earned by students through MOOCs (NPTEL, SWAYAM, Others etc.) as recommended by AC and concerned BoS in the curriculum structure. The assessment and evaluation of MOOCs shall be done as per the following guidelines:

- A. A student has to pass in MOOC examination.
- B. A student can register for MOOC courses. It is essential for a student to pass in the examination of MOOC courses conducted by the institute or the course conducting agency.
- C. The institute does not recommend any student to appear for the examination conducted by the agency. However, if he/she appears on his/her own, then the expenses will be borne by the candidate.
- D. If a student does not appear for the examination conducted by the agency, then the student must appear for the examination conducted by the institute and the student has to pay the prescribed examination fee to the institute.
- E. While declaring the result, the maximum score of the students in NPTEL or institute examination will be considered in the final result in that concerned year.
- F. The final evaluation for the credit-based approved MOOCs offered on NPTEL/SWAYAM platform shall be based on CCE & ESE.
- G. CCE marks for the MOOC course will be considered on the basis of Assignments submitted by the student for the MOOC course.

R6: Academic Progression and A.T.K.T Rules (Promotion to Next Academic Year)

R6.1: Progression Rules

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

- A. Students who have passed all courses of Semester-I (Odd) and Semester-II (Even) of First-Year Examinations (as per the rules of the Passing Standards) shall be promoted to the Second Year of the program.
- B. Students who fail to pass one or more courses in the Semester-I (Odd) Examination shall be permitted to keep terms, attend lectures, and seat the ESE of Semester II (Even). This means that the student shall be permitted to keep terms for both Semesters during the programme's First Year, irrespective of the number of courses failed in the Semester-I.

R6.2: A.T.K.T Rule

- a) A student is eligible to register for the next academic year if he/she has earned at least 50% of the total credits from both semesters of the previous academic year.

The maximum duration for the course completion will be as per the guidelines of UGC and SPPU, which is N+2. However, if the calculation of 50% credits results in a mixed number

(integer + proper fraction), the integer part of that number shall be used for decisions under this clause. For example, if an academic year has 43 credits, the student must complete 21 credits, irrespective of the 21.5 credits, to become eligible for admission to next year's programme.

A student will be awarded the degree if they earn the requisite credits specified in the curriculum and complete all the mandatory non-credit courses in the respective semesters.

R7: Grading system

Absolute grading system, on a 10-point scale is followed in the evaluation of candidate performance in a course.

R7.1: Marks/Letter Grade/Grade Point

A grade is assigned to each head based on marks obtained by a student in the examination of the course. The marks obtained in CCE and ESE examinations are considered together to calculate the grade of the course. These grades and their equivalent grade points are given in Table R18.

Table: Details of Letter Grade/Grade Point for MBA Program

Letter Grade	Grade Point	Percentage of Marks obtained	Remark
O	10	90-100	Outstanding
A+	9	80-89	Excellent
A	8	70-79	Very Good
B+	7	60-69	Good
B	6	50-59	Average
C	5	40-49	Pass
F	4	Below 40	Fail
X	0	-	Detained; repeat the course.
AB	-	-	Absent
I	-	-	Incomplete
AC	-	-	Audit course completed
ACN	-	-	Audit course not completed.

- The pass letter grades (O to C) awarded to a student in all the courses shall be converted into an SGPA and CGPA

R7.2: Letter Grade Details

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

- Letter grade "F" shall be awarded to a student in a course, on scoring less than 40% of the total marks of the course. If student who has failed in the course, appear for the Repeat-examination, in this case, a student has to suffer a letter grade penalty.
- Transitional letter grade "X" 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):

- iv. Students shall be given “X” grades for courses with less than 75% attendance.
 - v. If a student fails to complete the submission based on course requirements such as Laboratory report/Journal/Assignment/Project/Seminar, etc.
 - vi. If a student is found guilty of any academic malpractice during the semester (such cases shall be dealt with by the Malpractice Investigation Committee-MIC). In this case, after confirming the level of seriousness of the case, based on the MIC report, the institute shall give appropriate punishment.
 - vii. In the above cases, the concerned department shall declare a Letter grade “X” one week before the ESE and intimate it to the Principal/Director, Dean Academics, and Examination cell. Such a student shall not be permitted to take the ESE for that semester and shall re-register for the relevant semester in the successive academic year.
 - viii. When a student gets Letter grade “X” in a course, SGPA calculation of the said student shall be carried out after confirmation of grades.
- C. Letter grade “I” shall be awarded to a student having satisfactory attendance for a course but has remained absent for examination (ESE or PR/OR or all) for valid and convincing reasons acceptable to the “I” Grade Committee of the Institute.

For Example:

- ix. Serious illness or accident which has disabled him/her from attending ESE or both.
 - x. A calamity in the family, at the time of examination, which required the candidate to be away from the Institute.
 - xi. Such a student shall be eligible for Repeat-examination of ESE (100% Syllabus) only on medical grounds/valid reasons, on submission of an authentic medical certificate or other supporting document/s (as required by the Institute) to the Examination Section. The application form with requisite amount of fees must be submitted to the Examination Section before the last date of filing such application forms for Repeat-examination.
 - xii. Any other exigencies which the grading committee deems require consideration, like a student representing the Institute / State / University / Nation in University / State / National / International level events/competitions. In such cases, the student is required to take prior permission from the Head of the Institution. The student is also required to submit proof of having attended the event/competition immediately within two working days after completion of the event/competition, failing which the transitional grade will not be considered.
- D. Letter grade “AB” shall be awarded to a student having satisfactory attendance for a course but has remained absent for examination (ESE or OR/PR or all) without taking prior permission from the Director. Such students may appear for Repeat-examination, if permitted by the Director. The HoD must send the permission letter of such a candidate to CoE through the Director within the prescribed time.
- E. A student with letter grade “I” will **not suffer Grade Penalty**. However, the application for the same must be submitted at least before open house, failing which the candidate will get Letter grade “F”.
- F. A candidate would be considered to have completed a course successfully and earned the credits if he/she secures a grade other than “I”, “X”, “F”, or “AB”.

R8: Repeat-examination

- A. The repeat-examination facility ensures that the students have one more opportunity to clear a course in the same academic year. Repeat-examination for MBA will only be taken in EVEN semester.
- B. Repeat-examination for the Theory Course (ESE) shall be conducted for students who have obtained “I,” “F,” letter Grades only.
- C. The students caught in malpractice during regular examinations will not be eligible for repeat examination.
- D. Repeat examination for Theory Course (ESE) shall be held after declaration of EVEN semester examination results.
- E. The CoE office shall display the detailed timetable for the repeat examination of ESE (End Semester Examination).
- F. Submission of the Repeat-examination Form along with the prescribed fee before the designated date is essential for appearing for the Repeat-examination. Students will not be allowed to appear for the repeat-examination if they fail to submit the examination form within the stipulated time.
- G. If a student cannot pass the Theory Examination of regular ESE and Repeat-examination ESE, they can appear only for Backlog examination in the respective Semester in the subsequent Academic Year.
- H. The standard for conducting the repeat-examination and backlog examination shall be the same as the normal/ESE for the main Semester.
- I. After Repeat-examination/Backlog examination, the course Instructor shall communicate the marks obtained in ESE, actual grades secured, and grades (one Grade less) to be declared as a final result after Repeat-examination/backlog examination of each student to the Controller of Examinations (through HoD) within the notified date in the Academic Calendar.

R8.1: Repeat-examination for “F” and “AB” letter grade

This examination shall be held for students failing in a course and shall be for the marks equal to the total marks of ESE only. The marks of CCE and/or PR/OR/TW shall be retained as it is, and marks obtained in Repeat-examination shall be allotted for regular ESE. Repeat-examination for Absent students will be conducted after approval of departmental committee.

R8.2: Repeat-examination for “I” letter grade (No Grade Penalty)

This examination shall be held for students having satisfactory attendance for a course but have remained absent for examination (ESE or PR/OR or all) for valid and convincing reasons acceptable to the Institute. The marks of CCE and/or PR/OR/TW shall be retained as it is, and marks obtained in Repeat-examination shall be allotted for regular CCE +ESE.

R9: Guidelines for Scribes for Disabled Candidates (permanent or temporary disability) during Examinations

- A. The facility of Scribe/Reader/Laboratory Assistant may be allowed to any person who has a disability of 40% or more, if so desired by the person, and shall be seated in separate rooms.

- B. A student who may have a permanent or temporary physical disability may apply to the Principal/Director and CoE through the HoD of the concerned Programme for appointing a scribe for the Examinations.
- C. The student should submit an application for the purpose, along with a medical certificate from a Registered Medical Practitioner to that effect, with a rubber stamp of the Registered Medical Practitioner on the certificate, well in advance.
- D. The scribe/writer should be arranged by the student himself/herself well in advance, i.e. at least one week before the Examination and inform the Examination office of the Institute. The Institute shall make alternative arrangements if possible.
- E. The scribe should be one grade junior in academic qualification if the scribe is from the same stream.
- F. Since the student shall be helped by a scribe, extra time of 10 minutes per hour shall be allowed to such students. For example, in the Examination of two hours, 20 minutes extra time shall be allowed.
- G. The maximum number of candidates belonging to the above categories allowed in a separate room under supervision shall not exceed two.
- H. The Examination in Charge of the centre shall have powers to resolve issues, if any, in this regard. She/he shall be authorised to make/accept any last-minute changes of scribe under exigencies.

R10: Guidelines against Unfair Means/Malpractices during Examinations

R.10.2 Guidelines against Unfair Means

A. No student shall use unfair means or indulge in disorderly conduct at CCE/ESE/PR examinations. In the case of unfair means/malpractices observed by the Invigilator/Squad/Course Instructor, the respective Answer 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 the Invigilator/Squad/Course Instructor. Such sealed envelopes labelled in a specific format shall be submitted to the Examination Cell. All submitted envelopes shall be filed and stored in lock and key for presenting them to the MIC (Malpractice Investigation Committee) for Examination.

R.10.1 Composition of MIC (Malpractice Investigation Committee)

Sr. No	Designation	Department
1	Director / Chairman	Director/ Principal office
2	Registrar	Registrar office
3	COE (Member Secretary)	Examination & Evaluation
4	HOD (Member)	MBA
5	Exam Coordinator/ Senior faculty	MBA

R.10.1 Roles and Responsibilities:

- A. MIC shall conduct a meeting and call every accused student for Hearing. After hearing, decisions of the committee shall be noted and communicated to all concerned who may be involved in the implementation of such decisions to act upon.
- B. The unfair means/malpractices shall include the following:

- I. During examination time, having in possession or access to
 - i. Any paper, book, note or any other unauthorized material relevant to the syllabus of the examination paper concerned, unless it is allowed for Open Book Examination.
 - ii. Mobile Phones or any electronic gadget other than a calculator, even in switch off mode, which shall potentially be used for communication or copying.
 - iii. 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.
 - iv. 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.
 - v. 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.
- C. 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 MIC. 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 the semester examination for which the student participated and/or debarring from the examination for the future semester(s).
 - iii. Any other punishment deemed suitable by the MIC.
- D. The following norms for punishment shall be followed:
- i. If a student is found to have in his possession any material relevant to the syllabus of the concerned course of examination, 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 irrelevant in nature, the punishment will be discussed and decided by the MIC and will be conveyed to the student.
 - ii. If a student is found during examination 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 behaviour 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 offence as deemed fit by the MIC.

- iv. If a student is found talking to another student in 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 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 damaging/tampering/scratching the answer book or any part of it during examination, at the time of evaluation if the evaluator finds such an evidence then MIC will call such a student and then after enquiry if found true then the punishment shall be the cancellation of the examination of that particular course, and he/she shall be awarded Grade “F” in that course with all the consequences to follow.
- 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 and a year down for both the students.
- ix. 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 and a year down for the student.
- x. For combination(s) of unfair means/malpractices from serial No. viii to x or repetition of any unfair means/malpractices from serial No. viii to ix by a student more than once, the punishment shall be the cancellation of the admission of the student from the said Programme.
- xi. If a student’s mobile phone or programmable calculator or any other electronic gadgets of a student are confiscated during the examination and the punishment shall be a fine of decided amount by committee will be imposed on the student.

R11: Verification and Reassessment of evaluated answer books

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

R11.1: Open House and Verification of answer books

A suitable decision about the conduct of Open House (Showing of Evaluated/Assessed Answer books to Students) will be taken at an appropriate time.

An Open House will be conducted after the evaluation of regular ESE.

- A. A student having any query(s) regarding evaluation of regular ESE and present for Open House should apply for Re-assessment.

R11.2: Reassessment of answer books

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

- A. If a student is not satisfied with the marks awarded to him/her in the regular ESE in any course, he/she may apply for reassessment of his/her answer book(s) after reassessment notification by paying the prescribed fees.
- B. No application(s) shall be entertained for any reason whatsoever after the deadline.
- C. After following the process of reassessment under the Grievance Redressal, effect shall be given to the change in the original marks, if any, on re-assessment, as under:
1. The benefit of reassessment shall be given to a student if the marks obtained after evaluation exceed the original marks by 5% or more of the maximum marks of the Theory paper(s). In such cases, the reassessment marks will be considered.
 2. If the reassessment marks are less than 5% of the maximum marks of the Theory paper(s), then original marks are retained as it is.
 3. If the reassessment marks are less than the original marks (Negative change), then original marks are retained as it is.
 4. The fractions shall be ignored/ rounded off as the case may be for the purpose of computing the 5% difference in marks.
- D. The revised marks obtained by a candidate after reassessment, as accepted by the Institute shall be taken into account for the purpose of amendment of his/her results and the result shall be communicated to the students.

R12: Semester Grade Report

- A. Semester Grade Report reflects the performance of a student in that semester (SGPA), and Cumulative performance from the first semester of his/her study (CGPA).
- B. The semester grade card, issued at the end of each semester to the candidate, shall contain the following:
1. The courses, with assigned credits, registered for that semester.
 2. Any credit course/s undertaken by the student in a semester.
 3. Letter grade obtained in each course
 4. Total number of Credits earned by the student
 5. SGPA and CGPA
 6. Result of the academic year
- C. Semester grade card does not indicate class or division or rank. However, a conversion from grade point index to percentage based on CGPA shall be indicated on the final grade card of the program.
- D. Grade Cards shall be used to prepare Transcripts of the students.

- 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.
- F. The following procedure recommended by the UGC has been used for the computation of SGPA and CGPA.
- G. For students admitted directly to Second Year through lateral entry, the final CGPA shall be calculated on the basis of the prescribed credits successfully earned in Semesters III and IV of the MBA programme

R12.1: SGPA (Semester Grade Point Average)

It is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all courses undergone by a student.

$$\text{SGPA} = [\Sigma (C_i \times G_i)] / (\Sigma C_i)$$

Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

For Example: suppose in a given semester a student has registered for five courses having credits C_1, C_2, C_3, C_4, C_5 and his/her grade points in those courses are G_1, G_2, G_3, G_4 , and G_5 respectively.

$$\text{SGPA} = (C_1 \times G_1 + C_2 \times G_2 + C_3 \times G_3 + C_4 \times G_4 + C_5 \times G_5) / (C_1 + C_2 + C_3 + C_4 + C_5)$$

R12.2: CGPA (Cumulative Grade Point Average)

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

$$\text{CGPA} = [\Sigma (C_i \times S_i)] / (\Sigma C_i)$$

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 eight semesters of a Programme, a student has SGPA $S_1, S_2, S_3, S_4, S_5, S_6, S_7, S_8$ and his/her total credits in those semesters are $C_1, C_2, C_3, C_4, C_5, C_6, C_7$ and C_8 respectively.

$$\text{CGPA} = (C_1 \times S_1 + C_2 \times S_2 + C_3 \times S_3 + C_4 \times S_4 + C_5 \times S_5 + C_6 \times S_6 + C_7 \times S_7 + C_8 \times S_8) / (C_1 + C_2 + C_3 + C_4 + C_5 + C_6 + C_7 + C_8)$$

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.

R12.3: 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.

Table : CGPA and Class awarded

SN	CGPA	Class of the 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	5.00 or more but less than 5.50	Pass class

R12.4: Indication of Attempt on Grade Card

The various SYMBOLS (like !, ^, ~, %, *, +, #, \$, & etc.) will be displayed on the Grade Card to indicate the attempts, Ordinances and Improvement in CGPA. Single Grade Cards will be provided for the regular and repeat-examinations. However a single Grade Card for a semester may be provided after all the subjects of that semester are passed in more than one attempt. But it will be marked as already said. The student will have to separately apply to the Controller of Examinations for the single semester Grade Card with copies of all the intermediate semester Grade Card along with a fee decided by the Finance Committee.

The following statement will be printed on marksheet and Passing certificate for students admitted through lateral entry-

“The student has been admitted to Direct Second year (Lateral entry) as per NEP 2020 provisions.”

The following statement will be printed on marksheet and Passing certificate for students exercised EXIT option-

“Post-Graduate Diploma in Management (PGDM), being the Post-Graduate Diploma exit qualification under the Multiple Entry and Exit framework of NEP 2020.”

R12.5: Correction in the Grade Card

The grade card shall be issued semester-wise at the end of each Examination to each student.

A. Students are required to check the Grade Card for name corrections and any other discrepancy.

B. For any corrections in the Grade Card, a request by the student should be submitted, in the prescribed Format along with the prescribed fee, to the CoE, through HoD within ONE MONTH from the issue of the Grade Card. If the request is made after the specified duration, an additional PENAL FEE will be levied by the Institute.

C. Such a request must be supported by Original Grade Card and supporting documents.

R12.6: Issue of Duplicate Grade Card

If the Grade Card is lost or mutilated, for issue of duplicate Grade Card, student has to submit the following documents to the Examination Office:

1. An affidavit of Rs. 100/- stamp paper, giving details such as PRN, Month and Year of Passing course/Branch and how original Grade Card were lost.
2. Acknowledgement of COMPLAINT made with POLICE.
3. The prescribed fees.
4. The duplicate grade card will be issued only once in a lifetime.

R13: Results Withheld and their Declaration

A. If there is a discrepancy between the subjects listed in the Examination Form and those actually taken by the candidate, the results of such candidate will be withheld and will be declared after due confirmation of the term that he/she had kept, with the approval of the Director.

B. The results of those candidates held reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the examination Malpractice Investigation Committee.

- C. The result of a candidate who writes the wrong subject in the examination form and actually appears for a different subject shall be withheld. The result of such a candidate will be declared after confirmation from the Director.
- D. The results reserved for dues payable to the college shall be declared upon confirmation of payment of the said dues.

R14: Eligibility for Award of Degree

R14.1: Post Graduate Degree (M.B.A.) in Management

A student shall be eligible for the award of “**MBA Degree**” from the Savitribai Phule Pune University (SPPU), if the student has:

1. Obtained eligibility certificate from the SPPU.
2. Registered & passed all the prescribed courses & earned minimum credit requirement for the said degree.
3. Obtained CGPA ≥ 5.00
4. Paid all the Institute dues and satisfied all the requirements prescribed
5. No case of indiscipline pending against him/her

R14.2: Post Graduate Diploma in Management (PGDM)

A student admitted to the two-year MBA programme may exercise the **Exit Option** after successful completion of Semester I, Semester II and any additional credit course requirement as per credit structure may be awarded a:

Post-Graduate Diploma in Management (PGDM) subject to the provisions approved by the Academic Council and applicable UGC/AICTE/State regulations.

Eligibility for Award of PGDM-

A student shall be eligible for award of **Post-Graduate Diploma in Management (PGDM)** after First Year if the student has:

5. Successfully completed Semester I and Semester II;
6. Earned all prescribed credits of First Year;
7. Passed all mandatory courses prescribed for First Year;
8. Completed mandatory projects/internship/fieldwork/skill courses/OJT as per credit structure.

R15: Performance (CGPA) Improvement Scheme

- A. A candidate who has passed the MBA degree examination from the institute and wishes to improve his/her grade points and whose CGPA is less than the prescribed percentage for first class shall be permitted to reappear for the examinations for improving the grade and in turn CGPA.
- B. A candidate will be allowed a maximum of TWO attempts to reappear for the examination on payment of applicable fees, for improvement of grade, within a period of THREE years from the date of passing the Final examination.
- C. A regular MBA student will be allowed to reappear for a maximum of FIVE theory courses of MBA program. Student admitted to second year through lateral entry will be allowed to reappear for a maximum of THREE theory courses of final year.

- D. There will be no provision for improvements of grades in CCE/Practical/Oral/Project.
- E. No additional classes or counseling will be organized for these candidates. Examination of these candidates will be conducted along with those of regular candidates.
- F. A student seeking permission to register for CGPA improvement shall submit a written application to the CoE through the HoD, MBA. No student shall be allowed to enroll for improvement after registration for examination (exam form filling) ends.
- G. 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 Rs.100 judicial stamp 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 grade improvement. No change of courses or drop of courses shall be permitted after the course registration.
- H. A student who wishes to appear for grade 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 regular ESE for the registered courses only. In the case the student misses any of the tests or examinations, no repeat examination shall be permitted. Absentee for regular ESE shall automatically lead to the award of grade “F” in that course.
- I. 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.
- J. A candidate wishing to use the facility of grade improvement shall be required to pass in all the FIVE courses (THREE courses in case of lateral entry students) he/she has enrolled in a single attempt. He/she shall not be entitled to the repeat examination in such cases.
- K. If the candidate 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.
- L. A candidate 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 “*Grade 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.
- M. A student appearing for improvement in grades shall not be entitled to get the benefit of any prize/scholarship/award.
- N. A student exercised EXIT option and awarded PGDM, is not eligible for grade improvement for PGDM and also for MBA (after re-entry).

R15: Conversion Formula for Grades to Percentage of Marks

A. The Institute shall permit the use a formula for the conversion of CGPA to the percentage of marks as

A student shall be awarded a MBA degree as per शासन निर्णय क्रमांक: एन इ पी / २०२२ / (६७/२३) / तां शि -२, दिनांक ४ जुलै २०२४.

Formula for Percentage Calculations (As per SPPU Circular 332/2020)

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

A+ grade then $12 \times \text{CGPA} - 25$

A grade then $10 \times \text{CGPA} - 7.5$

B+ grade then $5 \times \text{CGPA} + 26.25$

B grade then $10 \times \text{CGPA} - 2.50$

C grade then $10 \times \text{CGPA} - 2.50$

D grade then $6.6 \times \text{CGPA} + 13.6$ }

However, the conversion formula shall be printed on the backside of the Semester Grade Report.

B. The Institute shall not declare the percentage of marks based on acquired CGPA. The recruiter or the agencies requesting declaration on such conversion may refer to the affiliating university guidelines in this regard.

R16: Disposal of Answer Sheets

The answer papers of ESE and Practical Examinations shall be preserved for one academic year after the declaration of results. The process of disposal of answer papers shall be executed in the presence of the CoE and his/her team.

R17: Interpretation of Regulations

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

R18: Emergent Cases

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

R19: Power to Modify

Notwithstanding all that has been stated above, the AC and BoE has the right to modify any of the above regulations from time to time.

R20: Revision of Regulations, Curriculum

The Institution may, from time to time, revise, amend, or change the Regulations, Curriculum, Syllabus, and scheme of examinations through the BOE or the Academic Council.

R21: Ordinances

Ordinances related to Examination

Ordinances shall be awarded to the eligible candidates as stated by the affiliating university. Students can access details regarding the ordinances from the document “Ordinances for Passing” available on the Institute website: <https://www.avcoe.org/>

These Ordinances shall come into force with effect from the examinations commencing from the Academic year 2025-2026 and onwards.

Ordinance 1: Grace Marks for Passing in each of the heads 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:

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, MCI, Bar Council, CCIM, CCRN, NCTE, UGC etc.

Ordinance 4: 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 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, MCI, Bar Council, CCIM, CCIII, NCTE, etc