Standard Operating Procedure

For

Re-sessional Examination of absent students

Authority	Designation	Signature
Prepared by	Prof Mangesh Gadre	
Approved by	Examination committee	
Reviewed by	Principal and Chief Conductor of Examination	

INDEX

Sr. No.	Description	Page No.	
1.	Objective, scope & cross reference	3	3
2.	Responsibility	4	4
3.	Rules & Regulation	5	6
4.	Procedure	7	7
5.	Authority	8	8

❖ **Objective :-**

1. To follow university procedures, rules, regulations in respect of re-sessional examination of those students who happen to have missed the regular examination.

2. To make a system which will ensure that genuine students do not suffer and academic loss is avoided.

❖ **Scope :-**

This standard operating procedure is meant to cover only for those students-

1. Who suffer from extreme illness

2. Who remain absent for examination due for following reasons

   a) Representing university for sports at university level3

3. Any other such reason found fit by Chief Conductor of Examination i.e Principal/ Controller of Examination/ Examination Committee

❖ **Cross Reference :-**

UG/2/2 of 2016-17 dated 3ʳᵈ Jan 2017

❖ <u>**Responsibility :-**</u>

Responsibility	Person responsible
Forwarding Application of student	Head of the Department
Verification of application	Controller of Examination
Approval	Principal and Chief Conductor of Examination

❖ **Rules and Regulation :-**

The guidelines given by University are given below :

Additional Internal Assessment Examination

The current CBSGS system in Faculty of Technology has been implemented from the Academic Year 2012-13, wherein students have to appear for two Internal Assessment Tests (IAT) during the semester. The average marks of these two IAT are considered as one head of passing in the respective subjects. Presently, there is no provision for conducting additional IAT for students who remain absent.

It has been found from the feedback of students and parents, that a few students are unable to attend the IAT due to genuine reasons, such as, hospitalization due to severe illness and representing the Institute in sports activities at University level.

Under these circumstances, it is resolved in Faculty of Technology that, for each test missed by the student due to either hospitalization for severe illness or representing Institute in sports at University Level, an additional IAT shall be conducted. However, the weightage for such additional IAT will be 75% of the marks scored by the student individually in each additional IAT appeared by the student, wherein the weightage for the regular scheduled IAT marks scored by him will be 100%.

The student has to submit proof, in the form of relevant documents / testimonials, for availing the provisions of the additional IAT.

Sample Calculations:

A student regular IAT-1 and obtains 15 marks out of 20. He remains absent for IAT-2 and appears for additional IAT for IAT-2. If he scores 12 marks out of 20, then his marks for IAT-2 will be 75% of 12, i.e. 9.0 marks. His average marks in the subject will be (15+9.0)/2 = 12 marks out of 20.

If, in case, the student has to appear for additional IAT for both i.e. IAT-1 and IAT-2, then marks scored in each tests will be 75% of the marks scored individually and average of it will be the marks for IAT.

❖ **Procedure :**

Application process :

1. Application signed by student with all documentary proof should be attached by student.

2. Application should be submitted to examination co-ordinator of the department by the student.

3. Application should be addressed to Principal and Chief Conductor of Examination/Controller of Examination

4. Examination co-ordinator should make endorsement after verifying the authenticity of the documents attached by student.

5. Only after satisfaction of the head of the department about genuineness of the reason, HOD should forward the same to Controller of Examination.

6. Controller of Examination should keep the same before the examination committee

7. After the approval of the examination committee, it should be kept for approval of the Principal and Chief Conductor of the Examination.

8. Principal and Chief Conductor of examination shall have final discretion in this matter who may reject or approve the said application.

   Procedure for the conduct of examination:

   1. There shall be only one re-sessional

   2. Syllabus shall be same as per the regular sesssional examination.

   3. Marking scheme shall be as per the university circular UG/2/2 of 2016-17

❖ <u>Authority</u> :-

Principal and Chief Conductor of Examination shall be final authority. He shall be assisted by Controller of Examination and Examination Committee of college.

------------------------- END -------------------------