AMRUTVAHINI®
Since 1978

Amrutvahini Sheti & Shikshan Vikas Sanstha's

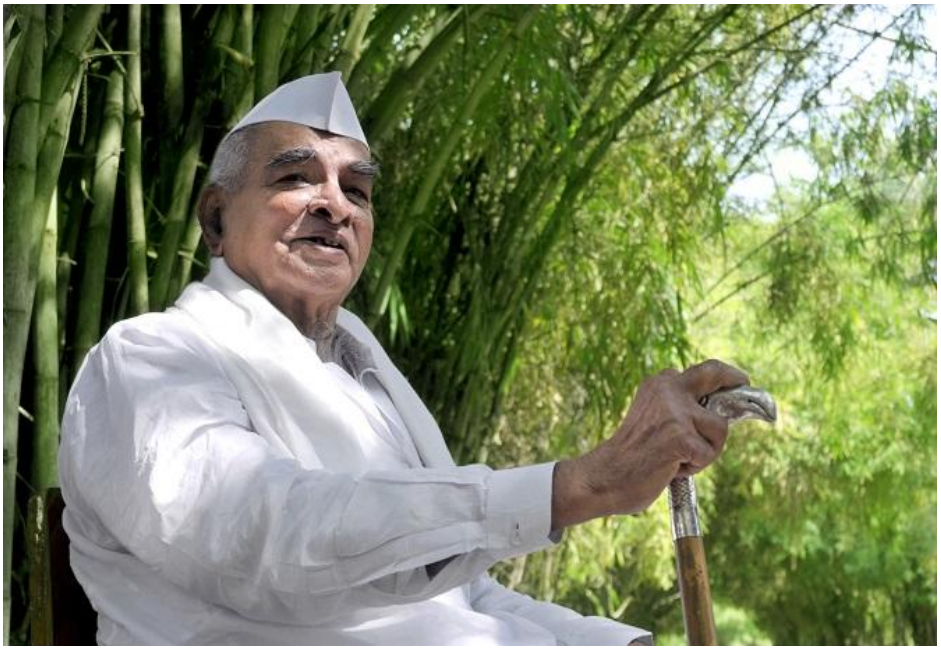
Amrutvahini College of Pharmacy, Amrutnagar, P.O. Sangamner

(An Autonomous College Affiliated to Savitribai Phule Pune University, Pune)

Rules Book for Examination and Evaluation of Undergraduate and Postgraduate Program

Hon'ble Late Shri. Bhausaheb Santuji Thorat

Founder, Amrutvahini Sheti and Shikshan Vikas Sanstha's, Amrutnagar, Sangamner.



Our Source of Strength & Inspiration

The concept of non-aided engineering college was put forth by Padmabhushan. Shri. Vasantdada Patil in 1983. The vision, untiring efforts, multidimensional thinking of a humble farmer, freedom fighter, social worker and doyen of co-operative movement Sahakarmaharshi Shri. Bhausaheb Santuji Thorat alias Dada laid the foundation of "Amrutvahini Sheti & Shikshan Vikas Sanstha" in 1983 at Sangamner. An altruistic vision and aspire of Dada was to start & propagate the higher technical education to the students of rural area and put the name of Sangamner on the national map for one of the best educational meadow. A very energetic, poised and quantum multi jumping in this direction which proved to be a paragon of childhood to managerial education was the establishment of an institution.

Today it became a "Banyan Tree" for everyone who deserves and seeks for its peaceful bloom.

Dada says, "Since 1983 more than 10000 students have completed successfully their childhood to engineering / managerial education under the shade of Amrutvahini and are settled all over India right from Kanyakumari to Jammu-Kashmir; & in abroad and whenever they meet & tell me their success story, my heart fills with joy along with tears in my eyes."

VISION

Our college will be recognized as socially cautious centre of excellence in innovative education through its contribution in training, scholarly research in pharmacy profession and services to society.

MISSION

For translation of our vision into reality college striving to:

M1: Provide value based student centric and sustained quality pharmaceutical education.

M2: Foster advanced and innovative research that benefits pharmaceutical industry and community.

M3: Encourage and strengthen leadership, competitiveness, ethical reasoning and intellectual curiosity.

PREFACE

Amrutvahini College of Pharmacy (AVCOP) established in 2004 by Amrutvahini Sheti & Shikshan Vikas Sanstha's at Amrutnagar, Sangamner. Amrutvahini College of Pharmacy is the milestone of Pharmacy profession in rural area. The college is a center of excellence at all levels in the field of pharmaceutical sciences consigned to create self-disciplined physically fit mentally robust & morally strong professionals with high degree of integrity & diverse knowledge. Our students are not only superior in the field of education but also capable to meet challenges of every advancing technology in modern pharmaceuticals & globalization for benefit of society in healthcare profession.

AVCOP is recognized for its rigor in academics and dedicated faculty, successful alumnae being its outcome. AVCOP has a strong relationship with the industry and is recognized for providing quality recruits for the industry. Due to its association with prestigious international universities, students are exposed to international standards of education.

The organizational structure of AVCOP aims for accountability and transparency in the system. The college administration receives periodic inputs for improvement from various feedback mechanisms from different stakeholders. AVCOP believes in imparting quality education and providing good governance. Hence, it goes through periodic quality audit of academics and governance conducted by premier national accreditation agency, the National Assessment and Accreditation Council (NAAC).

AVCOP has more than 21+ years of experience in imparting quality technical education and has made its mark in the field of technical education and industry. It has a well- balanced, responsive and sustained governing body. The committed and experienced faculty guide the students to reach their potential and achieve success. It is essential for AVCOP to continue this march towards excellence. This is possible by driving academic policies on its own which enables AVCOP to provide academic freedom to the faculty in designing and teaching courses. This in turn inculcates learning methods in students by providing academic flexibility and professional practice. Therefore, the logical step is for the institute to embrace autonomy.

AVCOP currently offers undergraduate programme, three postgraduate programmes and a Ph.D. Programme. These programmes aim at developing fundamentals and introducing students to recent trends in their respective branches. They also offer flexibility in learning along with introducing the multidisciplinary domains. In short, these programmes prepare students for the ever changing world of technology. The courses in social sciences, soft skills, arts and sports ensure all-round development of the students.

AVCOP strives to develop the ability to think and learn in its students. It teaches the students to collaborate and work in teams and mould themselves into good human beings with social and professional values.

This copy of the ordinance provides comprehensive information about the rules and regulations for B. Pharmacy and M.Pharmacy degree programmes at AVCOP. This ordinance will serve as a guide and bring transparency to our system. We encourage our students to become our partners in this academic journey.

Dr. M. J. Chavan
Principal

Abbreviations:

PCI	Pharmacy Council of India
DTE	The Directorate of Technical Education, Mumbai, Government of Maharashtra
UGC	University Grant Commission
SPPU	Savitribai Phule Pune University
Act	Maharashtra University Act
SGPA	Semester Grade Point Average
CGPA	Cumulative Grade Point Average
UG	Under Graduate Programme
PG	Post Graduate Programme
Dean	Dean of Respective Functions
HOD	Head of Department
DAC	Disciplinary Action Committee
ISE	In Semester Examination
ESE	End Semester Examination
CA	Continuous Assessment

Glossary:

B. Pharmacy	Bachelor of Pharmacy
M. Pharmacy	Master of Pharmacy
Earned Credits	The sum of course credits for credit courses in which a student has passed.
Letter Grade	Assessment of the student's performance in a course indicated by O, A, B, C, D, F, I, DT, PP, NP
Grade Point	Number equivalent of the letter grades given by 10, 9, 8, 7, 6, 0 corresponding to grades by O, A, B, C, D, Fail grade "F" carry zero marks, "DT" grade for Detained or Incomplete Term also carry zero marks, and for Non Credit course, Grade Letter PP and NP.
Semester Grade Point Average (SGPA)	SGPA is the ratio of the sum of the products of the number of credits of a course (Ci) and the grade points scored in that course (GPi), taken for all the courses, to the sum of the number of credits of all the courses (n) in the semester.
Cumulative Grade Point Average (CGPA)	Sum of the semester grade points for all semesters, undergone by a student till the time of calculation of cumulative credits.
In-Semester Examinations	All students registered for the academic year will be eligible for the sessional examinations, continuous assessments, re-sessional and improvement examinations subject to the fulfilment of attendance criteria.
End Semester Examination	All students who fulfil the criteria of the term completion and semester progression as per the PCI norms will be eligible to appear the ESE.
Supplementary Examination	Students who failed in Course or Courses with F Grade of an academic year can register for supplementary examination.

1. **Attendance Rule:**

- All students must attend every registered course regularly. Attendance of 75% is mandatory for each course lectures, tutorials, laboratories, seminars, mini-projects, and projects, etc.
- A maximum of 25% absence may be permitted only on valid grounds such as illness or other emergency reasons beyond the control of the student, subject to approval by the concerned authorities. For such students, the performance and completion of all practical's is mandatory before the end-semester examination.
- Students participating in co-curricular activities, sports, cultural events, or NSS during a semester may receive an attendance waiver, subject to approval by the concerned authorities.
- A student with less than 75% attendance in any course during the semester will be detained from that semester. Such a student will not be eligible to appear for the end-semester examinations of any course in that semester.

2. **Continuous Absence and Withdrawal from Courses / College:**

A student who has been admitted to an undergraduate degree program or post graduate degree program at the Institute may be permitted to withdraw temporarily for a maximum period of one year due to prolonged illness or an acute family problem that compelled her to stay at home, provided:

- She applies to the Institute within 15 days of the commencement of the semester, fully stating the reasons for such withdrawal, along with supporting documents and the endorsement of her parents/guardian. The student must register for that semester afresh.
- The authority concerned is satisfied that, inclusive of the period of withdrawal, the student is likely to complete his/her degree requirements within a period of 6 years for UG and 4 years for PG.
- There are no outstanding dues or demands from the student by the College, Department, Library, or Hostel.

3. **Assessment of Performance**

A. Assessment of Theory Course

- A student shall be assessed for her academic performance in theory course through In-Semester Examination (ISE) and End Semester Examination (ESE).
- The assessment of In-Semester Examination shall have two components i.e ISE and Continuous Assessment. The continuous assessment modes such as quiz, assignment, open book test, field work, group discussion, seminar, Student teacher interaction, attendance etc.
- The ISE shall be a written Examination (Pen- Paper).
- If a student remains absent for ISE or CA without approval from the competent authority, a re-examination will not be conducted for that student.
- The 50% passing criterion is there for ISE Examination.
- End Semester Examination shall be a written examination (Pen- Paper).
- If a student remains absent for the ESE due to reasons approved by the competent authority, a supplementary examination will be conducted for such a student.

- A student shall earn course credits only if she scores a minimum of 50% of the total maximum marks for the course.
- If a student fails to score 50% of maximum marks for total marks or remains absent for ESE, she is eligible to register for supplementary exam in that academic year. In such cases, student can carry forward her ISE marks.
- A student who has obtained "F" grade in supplementary examination can appear for backlog examination in next academic year.

B. Assessment of Laboratory Course

- The assessment of laboratory course shall be continuous and based on practical assignments and regularity in laboratory.
- The laboratory courses with Examination scheme ISE and ESE shall have continuous assessment of the Practical's performed by the student throughout the semester and ESE shall have practical and oral examination.
- If a laboratory course includes both ISE and ESE, the student shall earn laboratory course credits only if she scores a minimum of 50% of the total maximum marks for the course.
- If a student remains absent for the ESE due to approved reasons; she is eligible to register for supplementary exam in that academic year.
- A student who has obtained "F" grade in supplementary examination can appear for backlog examination in next academic year.

4. Resessional Examination

Students who fail to secure a minimum of 50% marks in the Internal Assessment shall be required to appear for a re-sessional examination. The re-sessional assessment shall be conducted within the respective semester only**.**

5. Improvement of internal assessment

A student shall have the opportunity to improve his/her performance only once in the Sessional exam component of the internal assessment. The re-conduct of sessional examinations for failed candidates shall be conducted only once for the purpose of improving their sessional marks, without changing their continuous internal assessment. If students fail in Re Examination of End Semester Exam.

6. Earned Credits

- At the end of each course, a letter grade is awarded for each course to which a student has registered. Upon obtaining a passing grade, the student accumulates course credits as earned credits. The student's performance in a course is measured by the letter grade she has earned.
- An extra course is a non-credit course offered to students from the second year onwards. This is a compulsory non-credit course for the students. The student can select any one of the extra non-credit courses mentioned in the program structure.

- It is mandatory for the student to complete all assignments for non-credit courses. A student who completes the assignments for the non-credit course is awarded the grade 'PP' while the grade 'NP' is awarded if the assignments are not completed.

7. Registration for Re-Examination

Students who fail any theory or practical course during the academic year are eligible to register for that course in the Re- examination. The Re-examination will be conducted at the end of the each semester for all the courses. Students registering for the Re-examination within seven days of declaration of result. The Re-examination for students shall be conducted within 30 days from the date of declaration of result of regular ESE of a particular semester

8. Registration for Supplementary Examination

In case a student fails in both the End-Semester Examination (ESE) and the End Semester re-examination in a particular semester, he/she shall be given an opportunity to clear the failed subject(s) through the Supplementary Examination conducted in the Next semester.

9. Backlog Registration and Examination

Students who fail in the Theory course or practical course during the supplementary examination can register for the backlog examination in the next academic year. The backlog examination will be conducted according to the on-going semester.

10. Rules of Promotion to the Next Programme Year

- Students must earn a minimum of 50% of the total credits for the current academic year to be eligible for admission to the next academic year's semester.
- Students must earn all the credits for the First Year (F.Y.) B. Pharm. and a minimum of 50% of the total credits for the Second Year (S.Y.) B. Pharm. to become eligible for admission to the Third Year B. Pharm. Additionally, students must earn all the credits for the S.Y. B. Pharm. and a minimum of 50% of the total credits for the Third Year B. Pharm. to become eligible for admission to the Final Year B. Pharm.

11. The Grading System

A) Award of Grade for Regular Examination

For each course taken by a student, a grade shall be assigned based on their combined performance in ISE and ESE, including all assessments of theory and laboratory courses. The grade reflects a qualitative assessment of the student’s performance and is associated with an equivalent numerical value, called a grade point.

Grading Scheme

Letter Grade	Grade Points	Performance
O	10	Outstanding
A	9	Excellent
B	8	Good
C	7	Fair
D	6	Average
F	0	Fail
DT/AB	0	Fail
PP	-	Passed (Only for Extra course)
NP	-	Not passed (Only for extra course)
DT: Detained, AB: Absent		

Letter grades and grade points equivalent Percentage of marks and performances

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00 – 100	O	10	Outstanding
80.00 – 89.99	A	9	Excellent
70.00 – 79.99	B	8	Good
60.00 – 69.99	C	7	Fair
50.00 – 59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB/DT	0	Fail
-	PP	-	Passed (Only for Extra course)
-	NP	-	Not passed (Only for Extra course)

CGPA and Class Awarded

Sr. No.	CGPA	Class
1	CGPA of. 7.50 and above	First Class with Distinction
2	CGPA of. 6.00 to 7.49	First Class
3	CGPA of. 5.00 to 5.99	Second Class

Calculation of Semester Grade point Average (SGPA)

- The Semester Grade Point Average (SGPA) for each semester will be calculated only for students who have passed all the courses of that semester.

$$\text{SGPA} = \frac{\text{Grade points earned in each course X Credits for earned in each course}}{\text{Total credits for the semester}}$$

- SGPA or GPA is the ratio of the sum of the products of the number of credits of each course (Ci) and the grade points scored in that course (GPi), taken for all the courses, to the sum of the number of credits of all the courses (n) in the semester.

Where *n* is the number of courses in that semester.

Calculation of Cumulative Grade point Average (CGPA)

- Cumulative Grade Point Average (CGPA) up to any semester will be calculated only for students who have passed all the courses up to that semester.

- The CGPA will be calculated as follows:

$$CGPA = \frac{C1S1 + C2S2 + C3S3 + C4S4 + C5S5 + C6S6 + C7S7 + C8S8}{C1 + C2 + C3 + C4 + C5 + C6 + C7 + C8}$$

where C_1, C_2, C_3,.... is the total number of credits for semester I,II,III,…. and S_1,S_2, S_3,....is the SGPA of semester I,II,III,…. .As seen from the above formula, CGPA is not the average of SGPA.

Calculation of Cumulative Grade point Average (CGPA) to Percentage:

The performance of students who are pursuing pharmacy programs in Amrutvahini College of Pharmacy, Sangamner Dist. Ahilyanagar is awarded on a Grading-Scheme. In this system, the top band (top 10%) of students who score highest marks are placed at O which is equivalent to 10 grade point (maximum). Thus, 10 GPA or CGPA is equivalent to 100%. Accordingly, 1 GPA or CGPA is equivalent to 10%. Based on this, the following formula is applied to convert GPA or CGPA to an appropriate percentage:

% of Marks =
- if O grade then 20 x CGPA – 100
- if A+ grade then 12 x CGPA – 25
- if A grade then 10 x CGPA – 7.5
- if B+ grade then 5 x CGPA – 26.25
- if B grade then 10 x CGPA – 2.5
- if C grade then 10 x CGPA – 2.50
- if D grade then 6.6 x CGPA +13.6

B) Award of Grade for End Semester Examination, Supplementary or Backlog Examination

For every course taken by a student in the ESE, Supplementary or Backlog Examination, she shall be assigned a grade based on her performance in both theory and laboratory courses. The grade reflects a qualitative assessment of the student's performance and is associated with an equivalent numerical value called a grade point.

12. Showing Answer Sheets to Students

- Faculty members will show the assessed papers of the written ISE to the students in their classes before submitting them to the examination section. The assessed answer sheets will be shown to the students only, not to their friends or relatives.

- The assessed papers of the ESE will be made available to students through a course-wise web link after the results are declared. After reviewing their answer sheets, students can apply for re-verification or revaluation by using the prescribed form and paying the appropriate fee.

13. Revaluation Rule:

The benefit of revaluation shall be granted to a candidate if the marks obtained after revaluation exceed the original marks by 10% or more of the maximum end-semester examination marks (greater than or equal to 5) for the theory course(s). Only these marks will be accepted by the college and will be binding on the candidate.

14. Grade Report Card

After the results are declared, the grade card will be issued at the end of the semester to each student and shall contain the following:

- The credits and letter grade obtained for each course registered in that academic year.
- Any non-credit course(s) undertaken by the student in that academic year.
- The CGPA up to that semester, if the student has passed all courses up to that semester.

The grade card shall not indicate class, division, or rank. However, a conversion from CGPA to percentage will be indicated on the back of the grade card.

15. Award of Provisional Degree Certificate

A student becomes eligible for the award of the B.Pharm./M.Pharm. Degree provided she has:

- Registered for and passed all the prescribed courses under the given programme.
- Satisfactorily completed all the extra (non-credit) courses with 'PP' grade
- Obtained a CGPA ≥ 5.0
- Paid all institute dues, including hostel (if applicable)
- No case of indiscipline pending against her.

The college authorities will recommend the award of the **Bachelor of Pharmacy or Master of Pharmacy** degree to a student who meets the eligibility and qualification criteria outlined above. The final degree, however, will be conferred by **Savitribai Phule Pune University (SPPU).**

16. Passing Rules and Regulations

- To obtain a passing grade in any course, students must score a minimum of 50% of the total maximum marks for the course.
- Grades will be allotted based on the performance in both ISE and ESE.
- If a student fails in any course, she will be allowed to reappear for the re-examination, which will be conducted immediately after the results. If she is unable to obtain a passing grade in the supplementary examination, her registration for the program will be cancelled. (Admitted 2025-26)
- Students are permitted to progress to the next semester even if they fail a course. However, to appear for the Semester VIII end semester examination, a student must have successfully completed all courses up to Semester VII. The final CGPA shall be awarded only after successful completion of all courses from Semester I to Semester VIII within the maximum duration prescribed by PCI. Lateral entry students shall

successfully complete all courses from Semester III to Semester VII before appearing for the Semester VIII end semester examination. (Admitted 2026-27 NEP Pattern)

17. Interpretation of Regulations

In case of any dispute or difference of opinion regarding the interpretation of these regulations, or any other matter not covered in these regulations, the decision of the Chairman of the Governing Body of Amrutvahini College of Pharmacy, Sangamner shall be final and binding.

18. Revision of Rules and Regulations

The Governing Body may revise, amend, or alter regulations, courses of study, and syllabi as needed. Additionally, any other relevant rules requiring urgent revisions can be framed and implemented by the Chairman of the Governing Body, subject to ratification at the subsequent Governing Body meeting.

19. Power to Modify

Notwithstanding all that has been stated above, the Governing Body reserves the right to modify any of the above rules and regulations from time to time.

❖ **General Guidelines for Students**

- All students must strictly follow the timeline for all examination-related activities.
- If a student does not fill out the regular exam form, they will not be allowed to appear for the supplementary exam.
- Arrive at least 15 minutes in the exam hall before the start of the examination. However, the CoE may allow late entry up to 30 minutes after the exam starts at his discretion. No entry will be permitted beyond this.
- Mobile phone, smart watch, ear phones, and any other electronic devices are strictly prohibited in the exam hall.
- Every candidate shall maintain discipline and silence in the examination hall.
- Hall ticket and the College ID card are mandatory for appearing the examination.
- Only writing material in a transparent pouch is allowed in the examination hall.
- Writing pad is not allowed in the examination hall.
- In case of loss/forget the Hall ticket or ID card a written permission of the Principal must be taken before entering the examination hall.
- The students can only leave the examination hall during last 30 min or in the case of any emergency with due permission of the invigilator.
- Listen carefully to instructions. Students are required to comply with the instructions of invigilators at all times.
- No supplements will be provided to the student.
- Bags, books, and personal belongings must be left outside the examination hall.
- Follow the seating plan and instructions given by invigilators.
- Students must not communicate with each other in any form.
- If any student writes inappropriate or irrelevant content in the answer sheet, strict action will be taken**.**
- Any suspicion of malpractice (talking, copying, and possessing unauthorized materials) will result in immediate reporting and disciplinary action.

- Raise your hand to get the attention of an invigilator for any clarification.
- No student may leave the hall before 30 minutes of the exam start and within the last 10 minutes.
- Students must stop writing when time is called and submit answer booklets as instructed.
- Do not remove any sheets from the answer booklet or damage college property.
- Leave the examination hall quietly without disturbing others.
- Handicapped Examinees using a writer are eligible for: extra 1 hour for the writer **or** 30 minutes extra for the writer of a visually or orthopedically handicapped Examinee.

Conditions for Allowing a Writer

a. The examinee must apply to the CoE in the prescribed format, requesting permission to use a writer.
b. The medical certificate shall be verified by the CoE.
c. Upon verification, the CoE shall issue a written permission letter to the examinee.
d. The writer:
   - Must not be a student of any program under B. Pharm at the Institute, or
   - Any other technical diploma or degree course from any institute.
e. The CoE shall also obtain a signed undertaking from the writer in the prescribed format, confirming eligibility and adherence to exam protocols.
f. The examinee must present the permission letter to the invigilator at the start of each examination in which the writer will be used.

- Orthopedically/visually handicapped Examinees may avail **extra time** (1 hour) during the exam by obtaining **prior permission** from the CoE as follows

Condition for Physically disabled examinees

To avail of this facility, the examinee must:

1. **Submit a formal request** to the **CoE** seeking extra writing time;
2. Provide a **valid medical certificate** issued by a **Civil Surgeon**, clearly stating the nature of the disability and the need for additional time;
3. Ensure that the request is made **well in advance** of the commencement of the examination schedule.

Upon verification of the certificate, the CoE shall issue written permission authorizing the additional time.

This permission must be presented to the invigilator at the beginning of each examination session.

- If a student does not have their College ID Card or Admit Card, an undertaking shall be taken by the Invigilator, and the student shall pay a fine**.**
- Students detained or punished for unfair means shall not appear for the examination of that course. If they do so, disciplinary action will be taken.
- In case of a change in detention status, the Examinee must immediately submit the Admit Card to the CoE for correction.
- Examinees must write correct question numbers on the answer book. Otherwise, zero marks will be awarded.
- The Institution reserves the right to cancel the admission of students at any stage if found in violation of examination or admission rules.

- Malpractice during the examination is strictly prohibited and disciplinary action will be taken as per the Maharashtra University Act No. XXXI of 1982.
  - *Malpractices: Writing on the question paper, sharing of the question paper or answer sheets, talking with other students, carrying cheats, writing on the bench or body, disturbing other students, use of abusive language with the supervisors, leaving the exam hall without permission, involvement in mass copying, carrying any electronic gadgets (except scientific calculator when prescribed for a particular subject).*

❖ **Instruction to Students at the time of Exam**

1. The candidate should ensure that no objectionable material that may lead to an unfair means case is lying around his/her seat prior to the commencement of the examination. It is the sole responsibility of the candidate to inform the supervisor if any such material is found.
2. The candidate must verify that the answer book pages are properly printed and free from any damage. If any page is missing or defective, the candidate must get the answer book replaced before writing anything by informing the supervisor. No pages of the answer book should be removed or damaged by the candidate.
3. Enter your PRN number, examination name, course code, course name, date of examination, class and semester in the appropriate spaces provided.
4. The candidate must paste the Barcode/QR sticker and verify their own PRN number in the appropriate space provided on the front page
5. Do not write your name, number, or any mark in the answer book that may reveal your identity.
6. Do not write anything on the main page in the space provided for examiner or college use.
7. Write the relevant answers to the questions in clear and legible handwriting on both sides of the answer book.
8. Begin each new question on a separate page and write your answers using only blue or black pen.
9. Candidates are not allowed to write marks or anything on the question paper (except the PRN number in the space provided). The last page of the answer book used for rough work should be clearly marked as ‘Rough Work’.
10. No candidate will be allowed to leave the examination hall during the first 45 minutes from the commencement of the examination and during the last 10 minutes of the examination session.
11. Do not leave your seat under any circumstances without prior permission from the block supervisor.
12. If any objectionable material related to the examination, mobile phone, programmable calculator, electronic or non-electronic device, handwritten or printed paper, chit, writings on cloth or body parts, or any other prohibited item is found with a candidate, or if a candidate is found exchanging any of these items, or exchanging answer books or question papers, the candidate will be immediately expelled, and final punishment will be imposed as per college rules and regulations.
13. The candidate must use their own pen, pencil, ruler, eraser, and other stationery items. They are strictly prohibited from sharing, exchanging, or communicating any stationery

items with anyone other than the invigilator, both inside and outside the examination hall. Engaging in any other form of communication will be considered a violation of the examination rules. Candidates found copying, receiving assistance, or offering assistance to others will be punished as per the college rules.

14. The supervisor will announce a warning bell 15 minutes before the completion of the examination.
15. The candidate must immediately surrender the answer book to the supervisor upon the final bell at the completion of the examination. Leaving the examination hall without doing so will result in action against the candidate as per college rules and regulations.
16. The candidate will not be allowed to take the question paper out of the examination hall until he/she has completed the examination and submitted the answer book.
17. Any damage to, tearing, swallowing, or taking away of the answer book is considered an offense, and disciplinary action will be taken accordingly.
18. Disciplinary action will be taken against any candidate who disobeys the supervisor's instructions, misbehaves, or violates the code of conduct of Amrutvahini College of Pharmacy examinations.

❖ Grace Marks

Ref- Savitribai Phule Pune University Circular No. 396 of 2002, Dated: 24/10/2002

The grace marks for UG and PG program are shown in the form of dollar ($).

1) For passing in each Head of Passing (Ordinance 1)

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 follow

Sr. No.	Head of Passing	Grace Marks Up to
1	Up to 50	2
2	51-100	3
3	101-150	4
4	151-200	5
5	201-250	6
6	251-300	7
7	301-350	8
8	351-400	9
9	401 & above	10

Provided that benefit of such gracing marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination. Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All-India level such as PCI, UGC etc.

2) Condonation (Ordinance 4)

Ref- Savitribai Phule Pune University Circular No. 396 of 2002, Dated: 24/10/2002

If a candidate fails in only one head of passing, having passed in all other heads of passing, his or her deficiency of marks in such a 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 or she is failing, whichever is less.

However, condonation, whether in one head of passing or aggregate head of passing, be restricted to a maximum of 10 marks only. Condonation of deficiency of marks be shown in the grade card in the form of an asterisk and an 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 PCI, UGC etc.

Notes for Ordinances 4:

- If a candidate fails in a head of passing that is included in another head of passing of the same course, he shall be entitled to the benefit of the condonation in both heads, if necessary, subject to the maximum limit of condonation permissible.
- If a deficiency of marks is condoned, the class or grade in the examination concerned by the candidate shall be declared on the actual marks obtained by the candidate.
- The benefit of not more than one ordinance shall only be given for one examination of one course.
- The benefits of the above-mentioned ordinances may be given to the candidates appearing in the examination with a backlog and/or exemption whenever such an exemption or system of backlog has been provided.
- The benefits under the above-mentioned ordinances shall be given at the time of declaration of final examinations only.
- The final examination for the purposes of these ordinances means and includes such examinations on the basis of the marks on which a class or grade is awarded.

❖ **Grant of Additional Marks for Extra Activities (Ordinance 163 / 1+163)**

Ref- Savitribai Phule Pune University Circular No. 75 of 2015, Dated: 23/04/2015 regarding ordinance 163 and letter received on 03rd February 2024

1) A student appearing for an autonomous examination in any degree program may be awarded up to ten extra marks as an incentive for participating in one or more of the following activities, regardless of what are stated in any other ordinance.
   (a) National Service Scheme,
   (b) Inter-University, National, or International sports tournaments, debating, educational competitions, dramatics, moot court, and other such events as may be approved by the Executive Council from time to time.
   (c) National Physical efficiency drive,
   (d) Adult Education Programme
2) The additional marks shall be added
   (a) to any head/s of passing or to any subject/s, as case may be in the examination if the student has failed in such head/s of passing/subject/s and if such additional marks enable the student to get necessary passing marks; or
   (b) to any subject if such additional marks enable the student to get benefits of exemption. Such additional marks only as are required for examination shall be given. If after the grant of additional marks under clause (a) and (b) above, if there is any balance of marks, it shall be added to the total number of marks of the examinations.

   OR

   (c) to the total number of marks, secured by the candidate in the examination.

   Provided that the additional marks shall not be taken into consideration for the purpose of award of any prize, scholarship, merit list or for such other similar purposes.

3) The additional marks shall be granted to the candidate only for that examination during the course of which the candidate has participated in the activities mentioned in Clause No. 1.
   Note: The candidate shall be eligible to get maximum five additional marks only once, for any of the activities mentioned above, if performed by him any year, and only for an examination of one course.
   Illustration: Candidate has taken admission for B.Pharmacy Course, simultaneously in the year 2025. He has participated in the Inter-University elocution competition in the year 2025. Such a candidate shall be eligible to get benefits of the five marks on the basis of said elocution competition either for the examination of B.Pharmacy Course for which he has taken admission in 2025.
4) The additional marks shall be granted to the student subject to the conditions mentioned here under:
   (a) NCC: Candidate enrolled in NCC must have passed 'B' and/or 'C' certificate examination.

[and/or candidate enrolled in NCC must have attended 75% parades out of total No. of parades and one camp prescribed for NCC]

   (b) NSS: Candidate enrolled in NSS must have completed 120 hours of effective work and attended the necessary number of camps, as required under NSS Programme.
   (c) National Physical Efficiency/Drive: Candidate enrolled in National Physical Efficiency Drive must have acquired three stars under the programme.
   (d) Inter-University Tournaments/Competition: Candidate must have participated in the Inter-University Tournaments/Competition as a Representative of this University.
   (e) National/International Tournaments/Competition: Candidate must have participated as a representative of State of Maharashtra/India.
   (f) Adult Education Programme: A candidate must have completed at least 200 clock hours work to the satisfaction of the project in-charge and secured necessary certificate of the course.
5) A student shall submit an application before the date of commencement of his examination along with fee of Rs. 10/- for the grant of additional marks along with necessary original certificate or copies thereof countersigned by the Principal of the College. No application received after commencement of examination shall be entertained by the Examination Department.
6) If any difficulty arises in giving effect to provisions of this Ordinance, the Principal may in consultation with the COE of the Examination concerned give his decision in such a particular case. The decision of the Principal shall be final and binding in such matters.

❖ **Autonomous Examination Work Flow for End Semester Exam (Tentative)**

Sr. No.	Activity
1	**Examination form filling for Regular Exam**
2	Examiner list given by BoS chairman as per course wise
3	Online QP submission by the course chairperson
4	Display of Detention list by academics
5	TH/PR/OR Marks Entry in MIS
6	Display of Exam Time Table
7	Distribution of Hall tickets
8	Regular Examination TH & PR
9	Date of Result Declaration
10	Open House Facility
11	Rechecking & Revaluation Application Date
12	Appointment of Revaluator
13	Revaluation Period
14	Date of Revaluation Result Declaration
15	**Exam form filling for Re-Examination**
16	Display of Exam Time Table
17	Distribution of Hall tickets
18	Re-Examination of TH & PR
19	Result Declaration for Re-Examination
20	Open House Facility for Re-Examination
21	Rechecking & Revaluation Application Date for Re-Examination
22	Appointment of Revaluator for Re-Examination
23	Revaluation Period for Re-Examination
24	Date of Revaluation Result Declaration for Re-Examination
25	**Exam form filling for Supplementary Exam**
26	Display of Exam Time Table
27	Distribution of Hall tickets
28	Re-Examination of TH & PR
23	Result Declaration for Supplementary Exam
30	Open House Facility for Supplementary Exam
31	Rechecking & Revaluation Application Date for Supplementary Exam
32	Appointment of Revaluator for Supplementary Exam
33	Revaluation Period for Supplementary Exam
34	Date of Revaluation Result Declaration for Supplementary Exam