



**Shri Vithal Education & Research Institute's  
College of Engineering, Pandharpur**

**2. Mechanism to deal with  
External Examination related  
Grievances are transparent, time  
bound and efficient**



**Shri Vithal Education & Research Institute's  
College of Engineering, Pandharpur**

**Internal Continuous Assessment  
(ICA) Policy**



Shri Vitthal Education & Research Institute's  
**COLLEGE OF ENGINEERING, PANDHARPUR**

P.B.No. 54, Gopalpur - Ranjan Road, Gopalpur, Pandharpur - 413 304, Dist. Solapur (Maharashtra) Tel.: 7755990201.  
 Toll Free No.: 1800-3000-4131, E-mail: coe@sveri.ac.in, Website: www.sveri.ac.in (Approved by A.I.C.T.E. New Delhi and Affiliated to Solapur University, Solapur)  
 Accredited by The Indian Institution of Engineers (India), Kolkata and TCS, Pune. ISO 9001:2008 Certified Institute



Ref.: COEPR/2017-18/66108

Date:- 03/04/2018

**Circular**

All the staff and students are hereby informed to note that the modified policy for giving Internal Continuous Assessment (ICA) (term work) marks is as per the details given below:

**PART-I: Continuous Evaluation**

Sr. No.	Particular	Split of Marks out of 25	
		For subjects with practice Session	For subjects without practice Session
<b>A. Subjects with only Assignments / Tutorials</b>			
		<b>A1</b>	<b>A2</b>
1.	Assignment / Tutorial (Timely submission and presentation of write up)	08	10
2.	Attendance in Practice Session	04	00
3.	Unit Tests (03 tests X 02 Marks)	06	06
4.	PPPE write up	05	07
5.	Oral	02	02
	<b>Total</b>	<b>25</b>	<b>25</b>
<b>B. Subjects with Lab Practical and Assignments / Tutorials</b>			
		<b>B1</b>	<b>B2</b>
1.	Assignment / Tutorial (Timely submission and presentation of write up)	03	04
2.	Lab Book (Timely submission and presentation of write up)	05	06
3.	Attendance in Practice Session	03	00
4.	Unit Tests (03 tests X 02 Marks)	06	06
5.	PPPE write up	04	04
6.	Oral	02	02
7.	Lab Tests	02	03
	<b>Total</b>	<b>25</b>	<b>25</b>
<b>C. Subjects with only Lab Practicals without Theory Paper</b>			
		<b>C1</b>	<b>C2</b>
1.	Lab Book (Timely submission and presentation of write up)	06	06
2.	Timely completion of Practical	05	05
3.	PPPE write up	02*	02*
4.	Oral	05	05
5.	Lab Tests	07	07
	<b>Total</b>	<b>25</b>	<b>25</b>

*B. Borge*

Note: \*For the subjects with no theory lectures, these one mark should be added to "Timely Completion of Practical and Performance" and "Lab Book (Timely submission and presentation of write up)" making corresponding marks as '06', '06' and '07', '07', respectively.

## Part-II: Attendance and Professional Behavior

### A. Effect of Attendance on ICA (Term Work) Marks

Sr. No.	Percentage Attendance.	Variation in the Final Marks
1	100	+3
2	95-99	+1
3	90-94	No Effect i.e. 0
4	85-89	-2
5	80-84	-3

B. Total marks obtained by a student will be further smoothed /modified based on general behavior and participation of the student. The authority to smoothen/modify the marks based on this point shall be with HoD. However, exceptional cases be taken to Principal through Dean Students.

#### Note:

1. The detailed procedure for continuous evaluation and allocating marks with respect to each of the tools as per the type of subject is given in **Annexure-I**.
2. The above policy is for subjects having ICA (Term Work) marks out of 25. For the subjects having ICA marks other than 25, proportional conversion of the ICA (Term Work) marks be done.
3. Soft copy of the excel Sheets as per the type of subjects will be loaded on the FTP for assisting students to verify the correctness in their Term Work marks.
4. The earlier circular on 5+2 point formula dated 20/10/2014 with ref no. COEPR/2014-15/CIR/33 stands cancelled w.e.f 01/01/2018.
5. All the subject teachers have to update their files with this Circular in place of the previous circular dated 20/10/2014.

All the concerned should take the note of the above and act accordingly.

*B. Ronge*  
(Dr. B. P. Ronge)  
PRINCIPAL

## Annexure-I: Progressive Assessment Guidelines

**I ] Progressive Assessment of Lab Books, Assignments or tutorials should be assessed out of 25 Marks for each Lab Practical/Assignment/Tutorial**

1. Lab Book shall be assessed as given below:

Attendance	Performance in Lab	Submission	Presentation	Oral	Total
Out of 5 Marks	Out of 5 Marks	Out of 5 Marks	Out of 5 Marks	Out of 5 Marks	Out of 25 Marks

**Attendance:** If the student is present for practical session should be given 5 marks, if he/she performs same practical in next session allot him/her 4 marks and reduce 1 mark for each subsequent session. Minimum 1 mark should be given if he/she performs practical during the semester.

**Performance in Lab:** Teacher should observe the performance of individual student e.g. Initiative, Reading taking, etc. It is expected to observe the student how he/she performs at the time of practical session. Faculty members should ensure that every student take initiative and perform the practical and in such cases accordingly 5 marks be given. Marks be allotted as per the involvement of the students.

**Submission:** Students are supposed to submit lab book in time. If he/she submits the practical writeup in same or immediate next practical session, give 5 marks and if he/she fails to submit 1 mark each be reduced for every subsequent session. If he/she submits the lab book thereafter during the semester 1 mark be given. And if he/she submits lab book during the semester 1 mark be given.

**Presentation:** Teacher should assess the lab book by verifying the neatness, content of write up, results and conclusion. This is subjective, if teacher finds lab work as per requirements 5 marks be given. Results and conclusion shall be based on what is understood/observed by the student and how the output is interpreted by the student.

**Oral:** Student be asked queries related to practical/ theory, and based on student's performance marks be allotted.

**Note: For B1 and B2:** The total marks of all experiments in Lab Book be converted out of 5 /6 marks at Sr. No. 1 under B in PART-I i.e. "Lab Book (Timely submission and presentation of writeup)", as the case may be.

**For C1 and C2:** The total marks of all experiments in Lab Book be converted out of 6 /7 marks at Sr. No. 1 under C in PART-I i.e. "Lab Book (Timely submission and presentation of writeup)", as the case may be, and marks related to Sr. No. 2 under C in PART-I i.e. "Timely

B. Ranga

completion of Practicals" be linked with the attendance of Practicals and be converted out of 5/6 marks as follows:

Attendance in %*	Marks
100	5/6
95-99	4/5
90-94	3/4

Attendance in %*	Marks
85-89	2/3
80-84	1/2
Below 80 and Completed by extra sessions	0/1

\* Sanctioned leave be considered as attendance after completion of the particular practical during extra session.

2. Each Assignment be assessed on the basis of timely submission (10 M), presentation (10 M) and oral (5 M)

Timely Submission	Presentation	Oral	Total
Out of 10 Marks	Out of 10 Marks	Out of 5 Marks	Out of 25 Marks

**Timely Submission:** Student is supposed to submit the assignment within the stipulated time to get full marks. If student fails to submit the assignment in time, 1 mark each for every late day be reduced. However, thereafter for the submission of the assignment during the semester he/she be given 2 marks.

**Presentation:** Presentation of assignment be judged based on contents, neatness, completeness, etc.

**Oral:** Questions on assignment be asked to verify the understanding of the student. If the student fails to answer, he/she be asked to prepare and appear for the oral once again. Marks be given based on oral performance.

*Note: The total marks of all assignments in the assignment book be converted; out of 8 or 10 at Sr. No. 1 under A1 and A2, respectively and out of 3 or 4 at Sr. No. 1 under B1 and B2, respectively in PART-I i.e. "Assignment / Tutorial (Timely submission and presentation of write up)".*

*B. Page*

**III] Progressive Assessment for "Attendance in Practice Session":**

- Attendance record of practice sessions be maintained separately.
- "Attendance in Practice Session" marks at Sr. No. 2 under A at A1 and Sr. No. 3 under B at B1 in PART-I be allotted based on attendance of practice sessions as given below:

Sr. No.	Percentage of Practice Session Attendance*	A1	B1
1	100	4	3
2	90-99	3	2
3	85-89	2	1
4	80-84	1	1
5	75-79	0	0
6	Below 75	-1	-1

\* Rounding be done to upper integer number

**III] Progressive Assessment for "Unit Tests" (6 Marks):**

- Minimum 3 unit tests be conducted as per ESE pattern i.e. 20% MCQs and 80% subjective questions.
- These tests be on syllabus of Unit No. 1, 3, 5, etc.
- **Final ICA (Term Work) marks distribution be as follows:**

Sr. No.	Particulars	Percentage marks in all the tests together	Marks to be given out of 6
1.	Student passes in all unit tests	80 and Above	6
2.	Student passes in all unit tests	70 and Above	5
3.	Student passes in all unit tests	60 and Above	4
4.	Student passes in all unit tests	50 and Above	3
5.	Student fails in or remains absent for any one of the unit tests	-	2
6.	Student fails in or remains absent for any two of the unit tests	-	1
7.	Student fails in or remains absent for all the unit tests	-	0

**Note:**

1. Above provisions are for subjects with 70 marks ESE. Modifications be made accordingly, for subjects having different marks for ESE.
2. Student, failing in or remaining absent for the test or willing to improve, at his/her choice may opt for retest, within 5 days from the date of declaration of the result, once for each test by paying charges of Rs. 100/- per test. Best performance be retained.

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**IV] Progressive Assessment for "PPPE write up":**

- PPPE write up be checked at every practical/tutorial session by respective teacher.
- If there is no practical/tutorial session, one day in the week be decided by the concerned teacher for getting PPPE write up checked.
- Assessment Marks for each session be out of 10 and be given based on the following criterion:

Submission (Out of 5 Marks)	Presentation (Out of 3 Marks)	Oral (Out of 2 Marks)	Total (Out of 10 Marks)
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**Submission:** Five (5) marks be given if the student submits the PPPE writeup in immediate next practical/tutorial session or the day assigned, as the case may be. If there is delay in submission, 1 mark each be reduced for every subsequent session. However, 1 mark be given for submission thereafter during the semester.

**Presentation:** Teacher should assess the PPPE write up by verifying the neatness, contents, completeness, etc. of the write up. Three (3) marks be given, if the teacher finds PPPE write up as per the requirements.

**Oral:** Questions on PPPE writeup be asked to verify the understanding of the student. If the student fails to answer, he/she be asked to prepare and appear for the oral once again. Marks be given based on oral performance.

*Note:*The total marks of all PPPE write up be converted; out of 5 or 7 at Sr. No. 4 in A under A1 and A2, respectively, out of 4 at Sr. No. 5 in B under both B1 and B2, and out of 2 at Sr. No. 3 in C under both C1 and C2, if applicable, in PART-I i.e. "PPPE write up".

**V) Progressive assessment for "Lab Tests":**

- Two Lab Tests be conducted during the semester, in line with first two ISEs, for the subjects where students have to perform experimental practicals.
- Weightage for each Lab Test be of 20 marks as per the distribution given below:

Conduct of Experiment	Presentation	Results and Conclusion	Oral	20 Marks
Out of 10	Out of 3	Out of 5	Out of 2	Out of 20

**Conduct of Experiment:** Ten (10) marks be given if the student conducts experiment as per the standard procedure of the experiment. If the experiment is not completed, appropriate marks be given based on number of steps completed.

**Presentation:** Teacher should assess the Lab Test write up by verifying the neatness, contents, completeness, etc. of the write up. Three (3) marks be given, if the teacher finds the write up as per the requirements.

*B. Pongle*



**Results and Conclusion:** Five (5) marks be given if the results are appropriate and proper conclusion is drawn.

**Oral:** Questions on Lab Test be asked to verify the understanding of the student. If the student fails to answer, he/she be asked to prepare and appear for the oral once again. Marks be given based on oral performance.

**Final ICA (Term Work) marks distribution be as follows:**

Sr. No.	Particulars	Percentage marks in all the tests together	B1 (Out of 2 Marks)	B2 (Out of 3 Marks)	C1 and C2 (Out of 7 Marks)
1.	Student passes in all Lab Tests	80 and Above	2	3	7
2.	Student passes in all Lab Tests	70 and Above	1	2	5
3.	Student passes in all Lab Tests	60 and Above	1	1	4
4.	Student passes in all Lab Tests	50 and Above	1	1	3
5.	Student fails in or remains absent for any one of the Lab Tests	-	0	0	0
6.	Student fails in or remains absent for all the Lab Tests	-	-1	-1	-1

**Note:**

*Student, failing in or remaining absent for the Lab Tests or willing to improve, at his/her choice may opt for retest, within 5 days from the date of declaration of the result, once for each test by paying charges of Rs. 100/- per Lab Test. Best performance be retained.*

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Shri Vithal Education & Research Institute's  
College of Engineering, Pandharpur

**In Semester Exam (ISE)  
Policy**



Shri Vithal Education & Research Institute's

# COLLEGE OF ENGINEERING, PANDHARPUR

P.B.No.54, Gopalpur - Ranjani Road, Gopalpur, Pandharpur - 413304, District: Solapur (Maharashtra)  
Tel.: (02186) 216063, 9503103757, Toll Free No.: 1800-3000-4131 e-mail.: coe@sveri.ac.in  
Website.: www.sveri.ac.in (Approved by A.I.C.T.E., New Delhi and Affiliated to Solapur University, Solapur)  
NBA Accredited all eligible UG Programmes, NAAC Accredited Institute, ISO 9001:2015 Certified Institute.  
Accredited by The Institution of Engineers (India), Kolkata and TCS, Pune.



Ref.: COEPR/2018-19/Cir/77(A)

Date: 25/01/2019

## Revised Circular

All the Students and Staff are hereby informed to note that the policy in respect of In Semester Examination (ISE) has been revised through the resolution in Students' Council meeting dated 24/01/2019. The revised policy is as given below:

- 1) If student passes in all the three ISEs in a Subject (Course) then the average of the best of two ISEs be considered for finalising ISE mark of that subject (Course) for sending to University.
- 2) Student failing in or remaining absent for Subject(s) [(Course)s] in ISE(s) has to compulsory appear for Re-ISE(s), once for each Subject (course) by paying charges of Rs.100/- per Subject (Course) of ISE, as per the schedule decided by department.
- 3) Student clear pass in ISE, but willing to improve the performance in one or more Subject (s) [(Course)s] at his /her choice may opt for RE-ISE(s), once for each subject (Course) by paying charge of Rs. 100/- per subject (course) of ISE, as per the schedule decided by department.
- 4) If student fails in one or more ISEs of Subject (Course) then the average of all the three ISEs is to be considered for finalising ISE marks of that subject for sending to University.
- 5) This policy be reflected in every notice of ISE henceforth.
- 6) This circular be part of Subject file under A2 as per Circular no. SVERI/2010-11/CIR/85 (A) dated 01/01/2011, along with other relevant circulars.
- 7) The earlier circular in this respect No. COEPR/2017-18/Cir/67(A) dated 03/01/2018 stands cancelled.

The policy shall come into force from Sem-II of the Academic Year 2018-19.

All the concerned should take note of the above and act accordingly.



*B. Ronge*  
(Dr. B. P. Ronge)  
PRINCIPAL

C.C.

- |                         |                          |   |                                  |
|-------------------------|--------------------------|---|----------------------------------|
| 1) Campus Incharge      | 2) All Deans             | 3) All HODS : For effective circulation | 4) All Subject (Course) Teachers |
| 5) Hostel Notice Boards | 6) College Notice Boards | 7) FTP                                  | 8) Office Copy                   |



**Shri Vithal Education & Research Institute's  
College of Engineering, Pandharpur**

**Office Order for Internal Exam  
Grievance Redressal Committee**



SHRI VITHAL EDUCATION & RESEARCH INSTITUTE'S

**COLLEGE OF ENGINEERING, PANDHARPUR**

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ISO 9001:2015



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Date: 15/12/2022

**DEPARTMENT OF CIVIL ENGINEERING**

**Office order**

The Department of Civil Engineering has established Internal Exam Grievance Redressal Committee. Following are the faculty members of the committee.

Sr. No	Name of faculty	Position
1.	Dr. P. M. Pawar	Head of Department
2.	Prof. S. A. Gosavi	Joint Head of Department
3.	Prof. M. S. Survase	ICA Coordinator
4.	/Prof. S. P. Patil	Class Coordinator of Final Year B.Tech. Div.-A
5.	Prof. G. G. Falmari	Class Coordinator of Final Year B.Tech. Div.-B
6.	Prof. N. D. More	Class Coordinator of TY B.Tech. Div.-A
7.	/Prof. C. R. Abhangrao	Class Coordinator of TY B.Tech. Div.-B
8.	Prof. Y. B. Survase	Class Coordinator of SY B.Tech. Div.-A
9.	/Prof. S. S. Patil	Class Coordinator of SY B.Tech. Div.-B

All the concerned faculty members are requested to note the same and act accordingly.

  
HoD-Civil

HEAD,  
Dept. of Civil. Engg.  
C.O.E. Pandharpur



Shri Vitthal Education & Research Institute's  
College of Engineering, Pandharpur

**Notice to the Students**



SHRI VITHAL EDUCATION & RESEARCH INSTITUTE'S

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Date: 15/12/2022

## DEPARTMENT OF CIVIL ENGINEERING

### Notice

All the students are hereby informed to note that your Internal Continuous Assessment marks of all subjects are displayed on the notice board. If you have any objection/grievance related to the same, you are informed to make application to Head of Department and get it verified from your concerned subject teacher (Duly signed with proper justification) and submit it to class coordinator up to 04/01/2023.

  
HoD-Civil  
HEAD,  
Dept. of Civil. Engg.  
C.O.E. Pandharpur



**Shri Vithal Education & Research Institute's  
College of Engineering, Pandharpur**

**Sample Copy of Grievance  
Submitted by Student**



Date :- 03-01-2023

To  
Head of Department  
Civil Engg.  
CoE, Pandharpur.

Subject :- About giving ICA marks.  
in Survey & Geomatics.

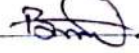
Respected Sir,


I am Rahul Mashale, studying in 5<sup>th</sup>.  
I would like to inform you that I got  
20 marks in ICA of Survey & Geomatics  
subject. But I expect 22 marks in ICA  
of lab practical subject. But I had  
completed my continuous assessment on time.

I would like to request you that  
please review my all activities in that  
subject.

I hope you consider my application.

Forwarded to Internal  
Grievance Redressal Committee

  
(B.M. Malagimani)  
03/01/2023

Your faithfully.  
  
Rahul Mashale



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Date: 15/12/2022

**DEPARTMENT OF CIVIL ENGINEERING**

**Notice**

All Class Coordinators are hereby informed to note that meeting of Internal Exam Grievance Redressal Committee is scheduled on 05/01/2023. You are informed to submit students grievances related to Internal Continuous Assessment marks towards Departmental ICA coordinator before 04/01/2023.

  
HoD-Civil  
HEAD,  
Dept. of Civil. Engg.  
C.O.E. Pandharpur



**Shri Vithal Education & Research Institute's  
College of Engineering, Pandharpur**

**Minutes of meeting of Internal  
Grievance Redressal Committee**



SHRI VITHAL EDUCATION & RESEARCH INSTITUTE'S

**COLLEGE OF ENGINEERING, PANDHARPUR**

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Date: 05/01/2023

**DEPARTMENT OF CIVIL ENGINEERING**

**Notice**

Internal Examination Grievance Redressal Committee meeting was held on 05/01/2023. The following committee members were present for the same.

Sr. No	Name of faculty	Position
1.	Dr. P. M. Pawar	Head of Department
2.	Prof. S. A. Gosavi	Joint Head of Department
3.	Prof. M. S. Survase	ICA Coordinator
4.	/Prof. S. P. Patil	Class Coordinator of Final Year B.Tech. Div.-A
5.	Prof. N. D. More	Class Coordinator of TY B.Tech. Div.-A
6.	Prof. Y. B. Survase	Class Coordinator of SY B.Tech. Div.-A

  
HoD-Civil  
HEAD,  
Dept. of Civil. Engg.  
C.O.E. Pandharpur





**Shri Vithal Education & Research Institute's  
College of Engineering, Pandharpur**

**Regarding Resolution of  
Grievances**

Sl. No.	Student Name	PRN No.	Seat No.	Assessment		Present/Absent	Assignment Marks
				Method / Type	Marks Range		
58	LONDHE TULSHIDAS DATTATRAY	202201053044371	35929	Practical / ICA	0 - 25	Present	22
59	MACHALE PRTHMESH DILIPKUMAR	202201053044349	35929	Theory / SE	0 - 25	Present	20
59	MACHALE PRTHMESH DILIPKUMAR	202201053044349	35929	Practical / POE	0 - 50	Present	38
59	MACHALE PRTHMESH DILIPKUMAR	202201053044349	35929	Practical / ICA	0 - 25	Present	22
60	MASHALE RAHUL MANAGANI	202201053044363	35930	Theory / SE	0 - 25	Present	27
60	MASHALE RAHUL MANAGANI	202201053044363	35930	Practical / POE	0 - 50	Present	36
60	MASHALE RAHUL MANAGANI	202201053044363	35930	Practical / ICA	0 - 25	Present	22
61	MOHITE VISHAL BABAN	202201053044485	35931	Theory / SE	0 - 25	Present	18
61	MOHITE VISHAL BABAN	202201053044485	35931	Practical / POE	0 - 50	Absent	0
61	MOHITE VISHAL BABAN	202201053044485	35931	Practical / ICA	0 - 25	Present	13
62	MORE ANKET NAVNATH	202201053044377	35932	Theory / SE	0 - 25	Present	20
62	MORE ANKET NAVNATH	202201053044377	35932	Practical / POE	0 - 50	Present	41
62	MORE ANKET NAVNATH	202201053044377	35932	Practical / ICA	0 - 25	Present	22
63	MORE ASMITA HANUMANT	202201053044276	35933	Theory / SE	0 - 25	Present	20
63	MORE ASMITA HANUMANT	202201053044276	35933	Practical / POE	0 - 50	Present	46
63	MORE ASMITA HANUMANT	202201053044276	35933	Practical / ICA	0 - 25	Present	24

*[Handwritten Signature]*