

Ref.:MEFGI/Engg/Exam/2015-16  
13-06-2015

## **CIRCULAR**

**Sub.: Internal Evaluation System of BE & ME Courses**

**Ref.: Minutes of the Examination Committee dated 30-05-2015**

The Examination Committee of Marwadi Education Foundation's Group of Institutions (MEFGI) in its meeting dated 30-05-2015 has resolved to amend the internal evaluation system of BE & ME programs with effect from the academic term commencing from June 2015 (academic year 2015-16). Following directives shall be immediately applicable for internal evaluation system to all engineering branches for all concurrent semesters in a term;

- Only one mid semester examination-termed as – “Mid semester exam”.
- Only one examination – termed as- “Remedial Exam” exclusively for unsuccessful and /or absent students followed by the “Mid semester exam”.
- Mid semester exam shall occur only once in a semester.
- Remedial exam shall occur only once in a semester.
- Mid semester exam shall be organized centrally by the department of examination.
- Remedial exam shall be organized by respective engineering department in all respect conforming to the rules and regulations lay by the department of examination.

**Passing Criteria:** Total Marks of Mid-Sem.:30  
Mid Semester Exam: 12 for BE and 15 for ME

- **Remedial Exam:** The students are only eligible for passing marks even though the secured marks are more than the passing marks. i.e. 12 or 15. This Mark will be display as Remedial marks on University portal.

In addition to the above declarations and directives, following special cases concerned to the exam system shall be followed by all departments;

- Absent students are allowed to appear in Remedial exam by default.
- Failed students are allowed to appear in Remedial exam by default.
- The term – “Absent student”- includes all reasons for student's absence including- medical, social, accidental, personal and any all reasons at their end.
- Key dates for question paper and assessment -submission shall be given by the department of examination for both exams abide to all departments equally.
- Marks obtained by a student in “Mid Sem. Exam” shall be final marks for the student. For students appeared in Remedial exam are eligible for passing marks only i.e. 12 or 15.
- In any case there shall not be a third exam for any student. However for need based cases or extra-ordinary cases as addressed to the department of examination on special request by the head of department provided that the situation shall be judged by the authorities of the department of exam and MEFGI authorities.
- Keeping the confidentiality of entire exam process in case of “Remedial Exam” shall be a sole and direct responsibility of the respective department and its head.
- All major and minor instructions and directives shall be further furnished by the department of exam shortly.

**Controller of Examinations**