



Date- 18/03/2025

**Ordinance 08 : Award of Certificate for Non-Credit Courses (Add-On, Audit,
Bridge, Equivalent, Exit Courses etc.)**

A certificate is awarded to the student on successfully completion of the course, which is recommended by respective Board of Studies (BoS) and approved by Academic Council under the category of non-credit courses such as Add-On, Audit, Bridge, Equivalent, Exit Courses etc, if following requirements are fulfilled.

1. For every non-credit course taken by a student, he/she is assigned a grade AC or NC based on his/her combined performance in the evaluation schemes. The evaluation of a student for each course will be of total 50 Marks based on his/her performance in Teamwork (TW)/ Continuous Activity Assessment (CAA) for 20 Marks and Internal Examination for 30 Marks.
2. TW/CAA evaluation for a course shall be carried out using evaluation tools such as assignments, poster presentation, model presentation, group discussion, seminar, report/leaflet/brochure preparation, mini project, survey paper, participation in Competition and test (surprise/declared/quiz/open book), etc. The evaluation tool(s) for TW/CAA shall be decided and announced by the course teacher with consultation and approval from the respective Chairman of BoS at the beginning of the course.
3. Internal examination should be objective and/or descriptive and/or oral/practical. Respective course teacher should conduct it.
4. The record of all evaluations is maintained by the course teacher and shall be submitted to the Departmental Academic Coordinator and Departmental Examination Coordinator (DEC) at the end of semester.
5. The sum of marks obtained by students in TW/CAA and Internal Examination should be more than 40% marks i.e. 20 marks for successful completion of the course. The certificate for successful completion of evaluation of course will be issued by the



**Vidya Pratishthan's
KAMALNAYAN BAJAJ INSTITUTE OF
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(Formerly Vidya Pratishthan's College of Engineering, Baramati)



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respective Course Teacher and Head of Department (HoD) and endorsed by Dean Academics and Head of the Institute.

6. The final grade "AC" for successful completion of course and "NC" for not completion of course is assigned. The grade certificate is awarded by the Controller of Examination (CoE) after receiving a certificate of completion from the respective Head of Department.


Controller of Examination




Principal