



Nagar Yuwak Shikshan Sanstha's

Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

(Accredited 'A' Grade by NAAC with a score of 3.25)

Hingna Road, Wanadongri, Nagpur - 441 110

Ph.: 07104-242919, 242623, Fax: 07104-242376, Website: www.ycce.edu

E-mail : principal@ycce.edu, info@ycce.edu

Office of Controller of Examinations

Yeshwantrao Chavan College of Engineering, NAGPUR STANDARD OPERATING PROCEDURE (SOP) Handling CGPA Improvement cases applications at YCCE.

1. Purpose:

The purpose of this SOP is to set out the standard procedure for keeping track of application, original Final grade report and original provisional degree certificate, declaration of revised result in case of improvement.

2. Objective of CGPA improvement process :

To create the facility of improvement of CGPA after completion of UG/PG degree.

3. Condition to apply :

Student must apply within 45 days from declaration of last result while completing the degree.

4. How to apply : Student shall apply to COE by submitting the format 'CGPA-1' and attach a receipt of Rs 100/-.

5. Record of application : Assistant Registrar (exam) will maintain the record of application and collect the original Final Grade report and Provisional Degree Certificate.

6. Question paper : Question paper already set for other students will be made available for such students. (No Question paper will be printed specially for CGPA improvement applicants.) Student will have to refer the timetable available on college website and consult Assistant Registrar (Conf) for confirming availability of examination of the course to choose. If other students are not available for any course, its examination will not be conducted for CGPA improvement applicants.

7. Fees : Student will have to pay minimum Rs 5000/- every time for appearing in examination. Student can choose five courses available from any semester. Student will have to pay additional Rs 1000/- per course after 5th course.

8. Maximum time limit : Student can appear in available examinations up to 2 years only.

09. Stopping process : Student can apply to stop the improvement process at any time as per his convenience before completion of two years.

10. After stopping the CGPA improvement process : Only Improved grades will be considered. If there is no improvement in any grade, original documents will be returned to students. And in case of improvement in one or more grades, revised grade reports will be issued as per the TR/Gazette.

Date : 01-08-2018

(Prof D. R. Raut)
Controller of Examinations)



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Copy To

- Principal,
- Registrar, Dean (Academic matter), Director (Research), Dean (P & D), DyCoE
- HoD's CV,ME,EL,EE,ETC,CT,IT,FYC,PHY,CHEM, MATH
- Displayed on college website <https://www.ycce.edu>



Office of Controller of Examinations

CGPA-1

Registration for CGPA improvement (After completion of degree)

Subject : **Improvement of CGPA**

Applicant: _____

Program: _____ Branch: _____ Regi ID: _____

Last Examination appeared: _____ Session: _____ Result Dt: _____ Mobile No: _____

Respected Sir,

I the undersigned completed my degree as above with CGPA _____. I hereby declare that, I want to improve my CGPA. I know that I will have to submit my all original mark-list after improvement of CGPA.

Kindly permit me for the same.

Date : ____ / ____ / ____

Signature of student

Place: _____

Forwarded to account section for accepting Rs 100/- as CGPA improvement registration Fee.

Head of Department

Dean Academic

Encloser:

1. Declaration by student
2. All grade reports in original
3. Registration fee receipt

Forwarded to DCOE to allow the student to appear in the ESE as per the rules of CGPA improvement and further necessary actions. His/her degree is withhold by this office till completion of this process.

Date:

Seal

COE



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Declaration by student

(To be filled during every exam till you stops the improvement process)

I hereby declare that, as I want to improve my CGPA, I want to re-appear in following __ courses during the ODD / EVEN / Resit /Summer _____ ESE though I have already passed all the courses required for completion of the degree. I will submit my all original mark-lists after completion of this CGPA improvement process.

Applicant:

Program:

Branch:

Regi ID:

Last Examination appeared:

Session:

Mobile No:

Current ESE: ODD /ODD_Resit/ Even/Even_Resit/ Summer 2___ - 2___

Sr No	Course Name	Course Code	Sem	Existing Grade	Cleared in Exam	Present Date of exam

Date :

Signature of student

Place:

Submitted to,

Dy CoE

YCCE