



**JOGESHWARI EDUCATION SOCIETY'S**  
**COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY**  
(AFFILIATED TO UNIVERSITY OF MUMBAI)

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Policy  
Document  
for  
Examination

Examination Policy is a guideline that facilitates the institution to conduct the evaluation.

## Objectives of Evaluation

- To assess the attitude, skills, knowledge of the learner.
- To measure the Programme and Course Outcome.

### 1) Introduction:

The University of Mumbai frames the examinations guidelines which is duly followed by all the Institutions affiliated to it. The Examination policy is framed to have efficient, transparent and innovative examination practices keeping in mind the ordinances rules, regulations and the guidelines to be followed as per the University of Mumbai.

### 2) Objective of the Examination policy:

- To maintain the sanctity in the process of evaluation the performance of the students in the examination.
- To educate and update all the stakeholders about the examination rules, regulations, grading policies and ordinances laid by the University of Mumbai and followed by the examination committee of the Institution.
- To enable the mentor to know about the performance of the students after evaluation of the examination by providing subject wise analysis, overall topper and the learners who were unable to clear so that right and appropriate guidance can be given to the learner subject-wise for improving in the upcoming examinations.
- To enable the learners covered under the PWD (Persons of Disability) category, be aware of the benefits to the learner at the time of examination.



### 3) Examination Conduction Policy:

- As per the University Circular, the institutions implemented revised programmes based on CHOICE BASED CREDIT and GRADING SYSTEM (CBCS) from the academic year 2016-17.
- The new pattern is applicable to all the Under Graduate degree programme that is Bachelor of Commerce, Bachelor of Commerce (Accounting & Finance), Bachelor of Management Studies (B.M.S) and Bachelor of Science (Information Technology). The methodology of evaluation process prescribed by the University is summarised as follows:
- **Internal Assessment – 25% of the total marks per course**

Sr. No.	Particulars	Marks
1	Class Test / Assignment / Project / Presentation / Group Decision	20
2	Active participation in the class and overall conduct as a responsible learner	05

The learner should score a minimum of 40% marks (i.e. 10 out of 25 marks) to pass the Internal Assessment in each of the courses.

- **Courses with a Practical Component**

Sr. No.	Particulars	Marks
1	Semester End Practical Examination	40
2	Journal / Viva	05
3	Active participation in the class and overall conduct as a responsible learner	05

The learner should score a minimum of 40% marks (i.e. 20 out of 50 marks) to pass the Practical Examination in each of the courses.



- **Semester End Examination – (75 Marks / 100 Marks)**

These written examinations shall be of 2.30 hrs duration for 75 marks in Self Financing Programmes and 3 hours for 100 marks in Bachelor of Commerce.

The learner should score a minimum of 40% marks (i.e. 30 out of 75 marks and 40 marks out of 100 marks) to pass the Semester End Examination in each of the courses.

***Conduct of Examination:***

The Examinations for Internal Assessment, Practical Examination and Semester End Examinations for the Semesters I to IV shall be processed by the College / Institution. The College / Institution shall issue the grade cards to the learners after the conversion of marks into grade as per the procedure prescribed by the University of Mumbai.

The examinations for Internal Assessment of Semesters V & VI shall be processed by the College / Institution while the University shall conduct assessment of Practical Examination and Semester End Examination for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective College / Institution before the commencement of respective Semester End Examinations.

The responsibility of Examination evaluation during the first four Semesters shall rest with the College / Institution where the students are admitted for the Programme.

Carry forward of Internal Marks: A candidate who fails in any particular paper / course shall be allowed to re-appear the theory component. However, the marks of Internal Assessment shall be carried forward.



#### 4) Performance Grading

Marks 10-point Grade Table

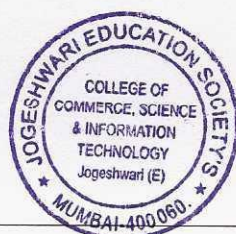
<b>Course Grade Table</b>		
<b>Marks</b>	<b>Grade</b>	<b>Performance</b>
80 and above	O	Outstanding
70 – 79.99	A+	Excellent
60 – 69.99	A	Very Good
55 – 59.99	B+	Good
50 – 54.99	B	Above Average
45 – 49.99	C	Average
40 – 44.99	D	Pass
Less than 40	F	Fail

<b>Overall Grades Table</b>	
<b>SGPA</b>	<b>Grade</b>
10	O
9 to 9.99	A+
8 to 8.99	A
7 to 7.99	B+
6 to 6.99	B
5 to 5.99	C
4 to 4.99	D

The performance grading shall be based on the aggregate performance of Internal Assessment and Semester End Examination.

Carry forward of marks in case of a learner who fail in the internal assessment and / or semester end assessment in one or more subjects:

A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. However, his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.



A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the course shall reappear for the Internal Examination of that course. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

Allowed to Keep Terms (ATKT) Rules Applicable to the Courses as Per Ordinance R 8438

- a. A learner shall be allowed to keep terms for Semester II irrespective of number of heads of failure in the Semester I.
- b. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I & Semester II.

OR

A learner who fails in not more than four courses of Semester I and Semester II taken together with not more than two courses each in Semester I & II.

- c. A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III.
- d. A learner shall be allowed to keep term for Semester V if he / she passes Semester I, Semester II, Semester III and Semester IV.

OR

A learner shall pass Semester I and Semester II and fails in not more than four courses of Semester III and Semester IV taken together with not more than two courses each in Semester III & Semester IV.

OR

A learner shall pass Semester III and Semester IV and fails in not more than four courses of Semester I and Semester II taken together with not more than two courses each in Semester I & Semester II.



- e. A learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the Semester V.
- f. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.
- g. Gracing rules shall be followed as per norms.



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Examination In-charge

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Principal

Updated on 07<sup>th</sup> June 2022