

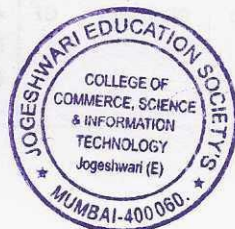
# Examination Guidelines

## Examination Guidelines

Any breach of the following requirements related to examinations and assessments, whether committed intentionally or unintentionally would be regarded as misconduct and a disciplinary procedure would be followed. Students involved in unfair means in the examinations would be imposed punishments as per the severity of the situation.

## Discipline in the Examination Hall

- Candidates must write their Roll Numbers and SAP Number.
- Candidates should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination.
- No entry for students into the Exam Hall after 30 minutes of the actual commencement of the exam.
- Students are not permitted to leave the examination hall until half of the duration of exam or during the last ten minutes of the session.
- Students should ensure that all their bags and other personal belongings are placed in the designated area, at their own risk. College will not be responsible for the safety and security of the same.
- Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for purpose of the answer book.
- Students are required to have their Identity Cards and hall ticket issued by college and they must produce these for verification by the Junior Supervisor during the examination. Students not having the said identity card and hall ticket with them during the examination may be denied permission to appear for the examination.
- Every student present must sign against his / her student number on the attendance sheet provided by the Junior Supervisor.
- Students must go through the instructions given on the top of the question paper and on the front page of the answer book.
- On the front page of the answer book the students should write only the necessary details in the allotted columns. Any extra writing on the front page or anywhere in the answer book will be treated as an act of unfair means and will be dealt with as per rules.
- Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorised additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be tied to the main answer book. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rule and appropriate action will be taken against such candidate/s.
- Students should not write anything on the question-paper.
- Exchange of stationery, writing material, mathematical instruments, question paper, etc. is strictly prohibited.
- If students want anything, they should approach the junior Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his / her answer book.
- They should not leave their seats until answer-books from all students are collected by the Room Supervisor.
- Disobeying any of the instructions given by the Supervisor would lead to disciplinary action against that candidate.
- An undertaking would be taken from candidates under suspicion on any of the aforesaid acts.





11.	Using obscene language / violence threat at the examination centre by a student at the college examination to J./Sr. Supervisor / Chief Conduction or Examiners.	Expulsion of the student from the college examination for four additional examinations.
12.	Impersonation at the college examination.	Expulsion of the student from college examination for five additional examinations. (both the students if impersonator is of college student.)
13.	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the college examination.	Annulment of the performance of the student at the college examination in full.
14.	Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the student at the college examination in full.
15.	Any other malpractice not covered in the aforesaid categories.	Annulment of the performance of the student at all college examinations in full, and severe punishment depending upon the gravity of the offence.

16. If on pervious occasion a disciplinary action was taken against a student for malpractice used at and had been punished, enhanced punishment can be imposed on such students as per the decision of the Committee.

17. Practical / Dissertation / Project report Examination.

Student involved in malpractices at Practical / Dissertation / Project report examination shall be dealt with as per the punishment provided for the theory examination.

18. The Competent Authority, in addition to the above mentioned punishment/s, may impose a fine on the student declared guilty.

(Note: The term "Annulment of Performance in full" included performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used threat.)

Note: The Ordinance O.5050 of the University of Mumbai will be applicable to all malpractices at the examinations. However, the term "Student" be read as "Learner".

#### **Guidelines for Appointment and Availing facility of writer for the physically disabled (permanent or temporary disability) student during examinations**

- A student with a permanent or temporary physical disability is eligible to have a writer for the examinations.
- The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medial Practitioner' to that effect with runner stamp of the Registered Medical Practitioner on the certificate well in advance.
- In the cases of the following, medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:
  - a) Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
  - b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped





obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 out of 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester. A learner is said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

### Courses with a Practical Component

Sr. No.	Particulars	Marks
1	Semester End Practical Examination	15
2	Journal / Viva	05
3	Active participation in the class and overall conduct as a responsible learner	05

### Faculty of Commerce [Bachelor of Management (B.M.S), B. Com. (Accounting & Finance)] (Self-Financing Programmes)

#### Credit Based Evaluation System

The performance of the learner will be evaluated in two components. The first component will be an Internal Assessment with a weightage of 25% of total marks per course. The second component will be a Semester End Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Internal Assessment and Semester End Examination is as shown below:

#### 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

#### Semester End Examination – 75% of the total marks per course

- i. Duration – The examinations shall be of 2.30 hours duration.
- ii. Theory question paper pattern
  - There will be five questions of 15 marks each.
  - All questions are compulsory with internal choice.
  - Each question may be subdivided into sub-questions a, b, c with the allocation of marks depending on the weightage of the topic.

#### Passing Standard

To pass a course the learner should obtain a minimum of 40% marks in aggregate for each course, where the course consists of Internal Assessment and Semester End Examination. The learner shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 out of 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester. A learner is said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

### Courses with a Practical Component

Sr. No.	Particulars	Marks
1	Semester End Practical Examination	15
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3	Active participation in the class and overall conduct as a responsible learner	05





- The Semester VI results of any learner will not be declared until that learner has cleared all the courses from Semesters I to IV.

#### **Grace Marks for getting Higher Class / Grade**

A learner who passes in all the subjects / course and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class / Higher Second Class / First Class or the next Higher grade by marks not more 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher class or grade as the case may be.

This is, provided the benefits of the above mentioned grace marks are not given when the candidate fails to secure necessary passing marks in the aggregate course / head of passing also, as prescribed, in the examination concerned.

Provided further that benefits of above mentioned grace marks shall be given to the learner for such examinations only for which provision of award of class / Grade has been prescribed.

#### **Grace Marks for getting Distinction / Grade 'O' in the Subject / Course only**

A learner who passes in all the Courses or Subjects without the benefit of either gracing or condonation rules and whose total number of marks in the courses / subjects fall short by not more than three marks for getting Grade 'O' / distinction in the courses / subjects respectively shall be given necessary grace marks up to three (03) in maximum two subjects / courses subject to a maximum of 1% of the total marks in a given examination.

Provided that benefits of the above mentioned grace marks shall not be given to the candidate only for such examinations for which provision for distinction in course / subject has been prescribed.

#### **Condonation of deficiency in Marks**

If a learner fails in only one course, having passed in all other courses, his/her deficiency of marks in such a course may be condoned by not more than 1% of aggregate marks of the examination or 10% of the total number of marks of that course in which he/she is failing, whichever is less. However, condonation, whether in one course or an aggregate of courses be restricted to a maximum up to 10 marks only.

The condonation of deficiency of marks would be shown in the Grade Card in the form of asterisk and Ordinance / Rule member.

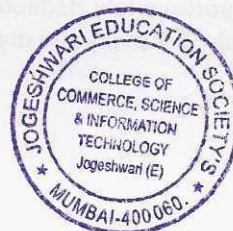
O.229:- Candidates appearing for any of the University examinations conducted on behalf of the University, except those where the point system of evaluation is introduced, will be eligible for the award of maximum 10 grace marks at their option, wherever necessary in addition to the mark secured in each course for participation in any one of the activities mentioned below:-

- (a) Learners who have enrolled as members of the N.C.C and have satisfactorily completed the N.C.C. training programme during the academic year, as certified by the Principal, and Associate N.C.C. Officer of the College.

OR

- (b) Students who have participated in the N.S.S. programme and have satisfactorily completed at least one hundred and twenty hours (120) of Social Service comprising the time spent in at least 2 years of projects which is forwarded by the N.S.S Programme Co-ordinator and certified by the Principal of the college.

OR





6. If the examination is conducted in a Semester and the marks of the two Semesters are clubbed, the grace mark will be granted in the semester examination of that academic year.
7. The grace marks under this Ordinance will not be counted for the award of scholarships, prizes and medals or any other awards.
8. The rules relating to gracing under this Ordinance will be applied first and the same will separately be shown in the grade card of the candidates.
9. The College authorities may consider with holding of any of the aforesaid benefit or to consider any of the merit/work of the learner's null and void if, in the opinion of a duly constituted Disciplinary Committee, such as action is felt necessary and communicated to the Principal.

### Moderation

The Moderation system shall be applicable to all the faculties Semester End Examination.

- Moderation for Semesters I, II, III and IV will be 15% of all answer books in each course.
- Moderation for Semester V and VI will be done as under –
  - 100% of the answer books will be moderated in case of candidates failing by 10% marks of the aggregate marks of that course/paper.
  - 10% of total number of candidates obtaining marks between 40% and 59.9% shall be moderated on a random sample basis.
  - 100% moderation of answer books of all candidates obtaining more than 60%.
  - Where marks that are awarded by the moderator vary from those awarded by the original examiner, the marks awarded by moderator shall be taken as final.

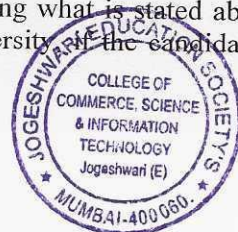
### Examination Grievance Redressal Mechanism

- The grievance redressal mechanism will apply only to the Semester End Examination and not to Internal Examination.
- A learner who is not satisfied with the evaluation of his/her paper in any course can apply (by the date notified on the examination Notice Board), for re-evaluation of the answer paper.

Activity under Grievance Redressal Mechanism	Time Limit	Processing fees (subject to change)
Application for revaluation of answer book	Within 10 days from the date of result declaration	₹ 250/- per answer book

No application received after prescribed number of days as mentioned in the above table will be entertained for any reason what-so-ever

- If the re-evaluation reveals a less than 10%, then the original marks will be retained.
- The marks obtained after revaluation shall be accepted, if the marks awarded to a paper as a result of revaluation, increase or decrease in revaluation by ten percent (10%) or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored / rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks, not with-standing what is stated above, the marks obtained after revaluation shall be accepted by the University in the case the candidate gets benefit of passing the





OR

- A learner will be allowed to keep them for Semester V.
- If he/she passes Semester I and Semester II and fails in not more than two courses each in Semester III and Semester IV.

OR

- If he/she passes in Semester III and Semester IV and fails in not more than two courses each in Semester I and Semester II.
- A learner will be allowed to keep terms for Semester VI irrespective of number of heads of failure in the Semester V.
- 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.

## College Grade Card

A 10-point grading system is to be followed for declaration of results.

In the case of internal evaluation, the grade points and grade alphabet should be calculated on the basis of percentage as per the table given – for e.g. if a student secures 15 marks out of 25 in the internal evaluation, as per the (Revised Grade System), the percentage of marks secured by the student is 60%, the grade point will be 8 and grade alphabet will be 'A'.

Letter Grades and Their Equivalent Grade Point			
Percentage of Marks Obtained	Grade Point	Grade	Performance
80.00 and above	10	O	Outstanding
70 – 79.99	9	A+	Excellent
60 – 69.99	8	A	Very Good
55 – 59.99	7	B+	Good
50 – 54.99	6	B	Above Average
45 – 49.99	5	C	Average
40 – 44.99	4	D	Pass
Less than 40	0	F	Fail
SGPI – Semester Grade Performance Index			
TH – Theory, PR – Practical, IA – Internal Assessment			

Symbols	Description
F	Head of Failure
----	Not Applicable
Ab	Absent
/	Female
@	0.5043
#	0.229
\$	Carried forward Grade of the Head

### Transfer of Credits

- A special committee will be constituted to decide the eligibility of such students to be granted admission.
- Transfer of credits of students from other Colleges / Universities is permitted.
- Decision of the committee will be final.



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