



EXAMINATION POLICY AND PROCEDURES

WITH EFFECT FROM ACADEMIC YEAR 2025-26

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EXAMINATIONS GUIDELINES

1. ATTENDANCE RULES FOR LEARNERS

Attendance requirement in every semester for UG & PG program to make learners eligible for appearing at the semester end examination:

1. Every learner is expected to attend 100% lectures, practicals and tutorials conducted for every course in each semester.
2. Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his/her enrolment, **only if s/he fulfills the criteria of at least seventy-five (75%) attendance as an average of total number of lectures, practical & tutorials conducted for all the courses taken together in every semester.**
3. Attendance for learners for the short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers, as envisaged in the syllabus and attended by the learners shall be credited to his/her attendance for the total number of lectures/ practical/ tutorials which are delivered on the concerned day/s.
4. **Further it is mandatory for every learner to have minimum 70% attendance for each course & average attendance in all the courses taken together has to be minimum 75% in the program.**
5. Attendance of the learners who have officially represented the college in extra-curricular/co- curricular activity/ competition /camp / workshop/ convention/ symposium/ seminar or any such activity, with prior permission of the Principal, will be credited to his/her attendance for the missed number of lectures/ practicals/tutorials, which are otherwise conducted on the respective day/s, up to a maximum of 5% in every semester in the respective courses in which s/he has missed the lectures / practicals/ tutorials. **(Learners participating in sports, cultural and extra-curricular activities etc. representing the college, should submit the participation certificate / relevant document within six working days of the completion of the event, authenticated by the competent authority).**
6. The Principal shall be the competent authority to condone the deficiency of attendance of any learner, if deemed fit and on recommendation of the attendance committee of the college. It is mandatory for the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending to the competent authority after having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc., supported by valid documents. (Learners should submit the medical certificate within six working days of resuming college.)
7. Before the semester end examination, the list of learners whose term is not granted and who are debarred from appearing in the semester end examination will be displayed on the college notice board. The college will also communicate, through post / e- mail, to the learners whose term is not granted. Such learners may appeal to the Principal within three days from the date of display of the notice. After disposing the appeals, the Principal shall intimate the same to the Controller of Examinations of the college ensuring that this communication reaches the learner concerned at least three working days before the commencement of the respective examinations.
8. The requirement of 75% attendance as a requisite for appearing in Term End examination with a provision of condonation of 10% by the Principal on the grounds specified in these rules, may be relaxed on a case to case basis in respect of students having attendance below

65% on the grounds of genuine medical emergencies and any other extreme exigencies such cases will be referred by the Principal with his /her recommendations to a committee.

9. All learners fulfilling the prescribed attendance norms will be allowed to keep the term and will be eligible to appear at the Semester End examination. Learners who have less than 75% attendance per **program** in a semester and/or the learners who have less than 70% attendance per **Course**, will be required to take re-admission in the respective semester and program of study, in the subsequent academic year by paying the requisite fees by the College and complete all the requirements of the respective program subject to the validity of the program.

10. 100 % attendance in each course is desirable

Attendance requirement is briefly summarized hereunder:

Average % of Attendance in lectures, practicals and tutorials	Remarks
75% and above	Eligible to appear for Semester end Examinations
below 75%	Eligible to appear for the Semester end Examinations, subject to Principal's approval
Any other situation arising apart from the above two situations	The learner concerned has to take re-admission in the respective Semester of the program of study in the subsequent academic year subject to validity of the Program.

2. APPOINTMENT OF EXAMINATION COMMITTEE

The Principal of the college who is the Chief Controller of Examination will appoint the Examination Committee for all Under Graduate and Post Graduate programs of the college. This committee will comprise coordinators of all the departments and minimum one faculty from each department. The tenure of this committee will be three years. The principal will appoint the Controller of Examination (COE), Deputy Controller of Examination(DCOE) and Convenor of Examination Committee. This Committee will be responsible for the smooth and fair conduct of examinations in the college. The Committee will work in close coordination with the Controller of Examinations.

Duties and Responsibilities of Examination Committee (EC)

- a) The EC shall be responsible for the smooth and fair conduct of all semester end examinations / re-examinations conducted by the College.
- b) The committee should be well versed with the rules and procedures followed in the conduct of the examinations.
- c) The committee should conduct meeting for all the examination invigilators before commencement of examination and ensure that the invigilators are aware of their roles and responsibilities.
- d) If a relative of any EC member is appearing at any examination, such a member will refrain from the examination duties in that respective examination, in which his/her relative is appearing and will inform the same to the COE/Convenor of EC. The COE/Convenor of EC shall ensure that no direct relative of any committee member is appearing in the examinations. S/he shall inform the Principal in writing, in case a relative of any member of the Examination Committee is appearing in the respective examination.
- e) In case of any emergency and unavoidable circumstances, if the COE/DCOE would like to avail leave during the period of conduct of examination, s/he will approach the Principal well in advance and the convenor will officiate as the COE for that period, provided the leave applied for by the COE/DCOE is sanctioned by the Principal.
- f) As regards issues faced by learners with respect to queries about questions in the question paper during the examination (incorrect questions, missing data, data/ tables not provided etc.), the following process will be followed:
 - i) Internal question paper setter / the faculty deputed by the HOD concerned has to remain present in the examination control room of the college at the beginning of the scheduled examination at least 10 minutes before the commencement of the examination.
 - ii) The Convenor of the Examination Committee will insure that the paper setter is present in the premise on the day of examination, till the closure of examination.
- g) The examination committee convenor should ensure that correction is announced in all the respective examination rooms.
- h) The EC is expected to maintain the record of such corrections in the question paper and announcement thereat, including the date and time of the announcements made and should obtain signature of the invigilators (with block numbers, date and time of the announcements) and the internal question paper setter / the faculty deputed by the HOD, present, on the question paper with corrections made. This corrected question paper along with the records should be given to the Controller of Examinations at the end of the examination on the same day. A photocopy of the same be given to the Co-ordinator of respective course, at the end of the examination on the same day.

- i) If a query / error is raised in the question paper post examination, the said change / error shall be referred to a committee comprising the HOD concerned, question paper setter and one external subject expert to be nominated by the Principal to consider the appropriateness of the query / error and if the error exists, benefit needs to be granted to the learner accordingly.
- j) In case of non-availability of the question paper setter, the Exam Convenor will approach the HOD to resolve the same. Whenever announcements are made in the examination room as regards any corrections in the question paper, a report to that effect should be sent to the Controller of Examination / Chief Controller of Examination, mentioning the time at which the correction was announced.
- k) Whenever learners require statistical tables, log tables, graph papers, maps etc. for attempting the questions, the EC should make necessary arrangements for the same in advance.
- l) The EC should make arrangements as regards the stationery items required for the conduct of the examination in consultation with the Examination Committee.

3. GUIDELINES FOR QUESTION PAPER/S SETTING:

Appointment of Panel of Examiners / Paper Setters / Moderators:

HOD of the respective departments in consultation with the Principal, will recommend the panel of Internal/External examiners/ paper setters & moderator. The said approved panel will be valid for a period of three years.

Continuous Assessment:

1. It will be as per syllabus approved by Board of Studies (BOS).
2. The departments having for project /assignment/ presentations, have to give the topics to the learners at least fifteen days prior to the viva/presentation.
3. In case of delayed assignment/project submission in continuous assessment (i.e. ICA component other than the test), if the student does not make the submission on or before the prescribed date, only one additional chance will be given with the permission of the coordinator. This submission must be made within three working days from the last date of assignment/project submission.
4. The record of the same will be maintained by the faculty and the department concerned.
5. The departments opting for tests, should give the syllabus and paper pattern to the learner at least fifteen days prior to the test. The paper pattern and the syllabus have to be decided by the Head of the Department, in consultation with faculty members of respective department, and getting approved by BOS.
6. To be eligible for the additional test, the learner concerned should make an application to the HOD concerned with the relevant continuous assessment documents justifying the absence at the first instant.
7. The Continuous Assessment mark lists duly signed by the respective faculty and HOD should be submitted to the EC before the commencement of the final Semester end examinations.

Semester End Examination:

1. The list of the Question Paper Setters for the Semester End Examinations, as selected by Co-ordinators in respective subjects in consultation of Principal. The Controller of Examinations shall invite at least three sets of question papers for the Semester End Examination from the respective paper setters for the respective courses, at least **15 days for 75 and more marks** and **10 days for less than 75 marks** prior to the commencement of the examination through the EC Convener. The paper setters are required to submit the specified number of typed Question Paper/s and their corresponding synoptic answer sets as per the schedule provided by respective coordinator of department.
2. The Question Paper/s pattern should be as prescribed for the different faculties, in the Scheme of Examinations.
3. Question Paper/s should be set taking into consideration the appropriate weightage of the topics and cover the entire curriculum and in accordance with the Bloom's Taxonomy.

4. GUIDELINES/PROCESS FOR CONDUCT OF EXAMINATION

(i). Finalization of a panel of examination supervisors

- a) Principal of the college shall be the Chief Conductor of Examinations.
- b) COE and Principal should finalize the list of examination supervisors -- junior and senior supervisors. The said panel should be drawn only from the teaching faculty members. In case of any shortfall, laboratory assistants and administrative staff of the College can be assigned supervision duty.
- c) An additional 10% of junior supervisors should be available on the campus at the examination venue, in the examination control room.

(ii). Receipt and storage of examination material (question papers, answer books and other material)

- a) The Deputy Controller of Examinations will send the examination related material such as attendance sheets, QR code labels (if any) and other stationery at least three working days prior to the commencement of the respective examination.
- b) The Controller of examinations will arrange for the printing of required number of copies in accordance with the number of students appearing at the examination.
- c) The printed question paper/s will be sealed in the question paper packets, block wise and should always be kept in joint custody of Chief Conductor of Examinations and COE. The cupboard should be immediately locked and the countersigned slip must be affixed on the cupboard lock containing these question papers.
- d) Before the commencement of the examination, the EC Convener will confirm the course code and details written on the cover of the question paper packet/s with the course name, as per the time-table and seating plan.
- e) The answer-books/ supplementary sheets/ QR code labels (If Any)/ attendance sheets meant for the examination for a day, should be kept in bundles meant for room-wise distribution, well in advance.
- f) On the day of the examination, the COE will hand over the packets of question papers to the senior supervisor (s). Senior supervisor(s) should ensure that the question papers pertain to the examination of the day / session. This should necessarily be done before the question paper packets are taken to the examination hall for distribution to the learners. If it is found that the packets of question papers pertain to some other course, the matter should be immediately brought to the notice of the Controller of Examination, for doing the needful.
- g) On the day of the examination, the packets of answer-books, supplementary sheets, attendance sheets and QR code labels (if any) shall be handed over to the senior supervisors 20 minutes before the commencement of the examination of that course, for further distribution to the junior supervisors.
- h) Thereafter, the senior supervisors shall go to the examination rooms with question paper packets. The said packet will be handed over to the examination room supervisor/s concerned, inside the examination room. S/he should instruct the junior supervisor to check whether the question paper packets are in sealed condition when they receive them.

(iii). Preparation before Examination:

- a) The EC Convenor in coordination with the Controller of Examinations shall make all pre-examination arrangements for the smooth conduct of the examinations.

- b) All examination room walls/ whiteboard/ desks/ chairs should be thoroughly checked to wipe out any writing on the same. The EC Convenor will ensure that on all examination days, all desks/ chairs are clean and the arrangement of desks is as per seating plans. All other display material should be removed.
- c) The EC should display day and date-wise examination schedule and the seating plan prominently at all the entrances of the examination venue, course along with program details, roll number details, day and date of the examination.
- d) The EC should ensure that all the required number of examination rooms and seating plans in accordance with the number of learners appearing at the said examination have been made available for Examination at least 10 days before the commencement of the respective examination. COE/DCOE/EC should complete the room allocation to the room supervisors and display the supervision duty allocation, at least three days, before the start of the examination.
- e) On the day of the Examination, the EC Convenor will ensure that no person other than the Examination supervisor/ learners and authorized persons are present at the place of the Examination. S/he should ensure a quiet and peaceful environment for the smooth conduct of the examination.
- f) The COE/EC Convenor should check that all examination material is kept ready and proper sets have been prepared for the same such as:
 - i) answer books
 - ii) sealed packets of question papers
 - iii) seating plan, attendance sheets
 - iv) QR code labels(if any)
 - v) Senior supervisor's report
 - vi) envelopes for packing the written answer books
 - vii) Various forms relating to examination like 'adoption of unfair means by learners' etc.
 - viii) undertaking forms to be filled in by the learners who do not carry the hall tickets / Id cards
 - ix) Other stationery like threads, graph papers, log/ statistical tables etc.

(iv). Instructions to examination senior / junior supervisors

- a) The senior supervisors should be present in the college campus and report to the Controller of examination at least one hour before the commencement of the examination.
- b) The junior supervisors should report to the senior supervisors at least 45 minutes before the commencement of the examination and understand the details of program, course, time and the classroom where the examination will be conducted. S/he should make himself/ herself familiar with the QR code process (if any) to be followed in the examination hall.
- c) The junior supervisors should be present in the examination room at least 30 minutes before the commencement of the examination, with all the examination related material.
- d) The junior supervisors should collect the following material from the senior supervisor which is to be taken to the examination hall for conducting the examination:

- i) answer books and supplementary sheets
 - ii) seating plan and attendance sheets
 - iii) **QR** code labels(if any)
 - iv) Junior supervisor's report
 - v) envelope for packing the written answer books
 - vi) Various forms relating to examination like 'adoption of unfair means by learners'
 - vii) undertaking forms to be filled by learners, if any, who do not carry the hall tickets /Id cards
 - viii) Other stationery like threads, graph papers, log/ statistical tables etc.
- e) The junior supervisors should ensure that the seating plan with program details, course details, and seat number/roll number of learners, day, date and time of examination are displayed in the classroom.
 - f) The junior supervisors should obtain the signature of a learners, on the sealed packet containing question papers, before opening the question paper packet in the Examination Hall in confirmation of the fact that the question paper packets are in sealed condition.
 - g) The junior supervisor should ensure that the learners are seated at their assigned places in the Examination Hall, as per the seating plan. In any case, no change should be made in the seating arrangement by the examination room junior supervisors.
 - h) The junior supervisors should ensure that learners are not carrying any notes/ books/ journals/ electronics gadgets, mobile phones etc. during the entire time period of the examination. They should instruct the learners to keep the same aside, at a designated place (usually near the junior supervisors' table). An announcement to that effect should be made before the distribution of question papers/ answer books.
 - i) The junior supervisors should distribute blank answer books before the distribution of question papers. The junior supervisors should sign the answer books only after verifying the details filled by the learners and after affixing the QR code stickers (if any) on them. No answer book signed or unsigned should be left in the examination hall after the closure of the examination.
 - j) The junior supervisors should make an announcement in the class-room that each answer book will be **QR** coded (if any) and learners should not write their name or disclose their identity in any form anywhere on or inside the answer book. They should ensure that the learners fill all the relevant particulars in the answer books distributed to them.
 - k) Junior supervisors should ensure that no name is written on the first page of the answer book by the learner when they sign on the answer book.
 - l) It is the responsibility of the junior supervisors to ensure that all scheduled examinations commence, continue and conclude in a smooth, orderly and timely manner, and that the learners are kept under constant and effective supervision throughout the examination, to prevent any adoption of unfair means by the learners.
 - m) Junior supervisors must be alert and observe the learners at all times during the examination. They must not be engaged in any activity other than examination supervision. At no point of time should the learners be left unattended in the examination hall.
 - n) Every effort should be made to start the examination at the specified time.

- o) Junior supervisors should not use any electronic gadget like mobile phone/smart watches/ lap-top etc. or any reading material in the examination room during the supervision duty and must ensure that their own mobile phone is switched off.
- p) The Junior Supervisors should not disclose the contents of the question papers to anybody in the course of the conduct of the examination; neither should they give, even for reading, the question papers to any person other than the eligible learners.

Not allowing learners to leave examination hall during the examination:

- 1. The senior and the junior supervisors shall ensure that no learner leaves the examination hall after the commencement of the examination till the closure of the examination. However, the learner may be allowed to leave the examination hall to visit wash-room, only after first one hour from the commencement of the examination, when the duration is of more than two hours, but not in the final 15 minutes leading to the end of the examination.
- 2. A learner may be allowed to leave the examination room after one hour of the commencement of the examination, only if s/he completes the examination and submits his/her answer book to the room supervisor.

(v). Announcements prior to the start of the examination:

Before learners start writing the examination, the Junior Supervisor should make the following announcements in the examination hall:

- a) Each answer book will be QR (if any) coded and the learners should not disclose their identity (name) anywhere on the first page or on any page of the answer book. If any such disclosure is detected at any stage, action will be initiated against such learners as per rules.
- b) The name of the program and course for which the examination is being held should only be mentioned in the place meant for the same on the answer book provided during the examination.
- c) Learners should not possess mobile phone/smart watch/ books/ journals/ periodicals/ notes/ electronic gadgets or any such devices with them and they should switch off their mobile phones and keep them inside their bags.
- d) Learners should keep their College identity card / Hall tickets ready for verification.
- e) Learners are not allowed to communicate with each other during the examination. If any learner wishes to communicate with the supervisor as regards a query in the question paper or any other problem, he/she should raise his/her hand.
- f) Strict disciplinary action will be taken against the learners who violate the rules.
- g) Learners should go through the question paper carefully and confirm that the question paper relates to the course in which they are appearing, and in case of any discrepancy, they should bring it to the notice of the junior supervisor, in the examination room.
- h) Learners should specifically go through the instructions given on the top of the question paper and on the first page of the answer books provided to them.
- i) A learner may be allowed to leave the examination room after one hour of the commencement of examination, only if s/he and submits his/her answer book to the examination room junior supervisor. Learners are not allowed to leave the examination hall in the last ten minutes towards the end of the examination.
- j) Leaving the examination hall to visit the wash room is **not allowed** in the first one hour of the examination and in the last 10 minutes towards the end of examination.

(vi). Process to be followed during the examination:

The role of the examination room junior supervisor is of utmost importance for the successful conduct of the examination. The junior supervisor should follow the undermentioned instructions/ procedures meticulously during the conduct of the examinations:

1. They should ensure that bags and other personal belongings of the learners are deposited in the designated area, usually near the junior supervisor's table in the examination room.
2. Before the start of the examination, the junior supervisor should ensure that all the **learners are seated as per the seating plan**. S/he should make an announcement to that effect.
3. The junior supervisor should **distribute the answer-books** first and then the question papers in the examination room.
4. The junior supervisor **should not sign the answer books beforehand**. S/he should sign the answer book only after affixing QR -code label on the answer book (if any) and confirming that the learner has not written name/ roll number on the first page of the answer book.
5. After fifteen minutes from the commencement of the examination, the **junior supervisor will go to the desk** of each learner for signing his/her answer-book and for verifying the identity of the learner.
6. **The supervisors should note that the Seat Number of the learner has been printed on the identity card / Exam Hall Ticket, with which s/he should verify the learner's eligibility.**
7. The junior supervisor will carry the 'Attendance Sheet' and 'QR Code Labels Sheet' (if any) with him/ her when s/he is undertaking the task of signing the answer books.
8. The junior supervisor should verify the identity card /hall ticket of the learner for photograph and details such as program / roll number etc.
9. After satisfying himself/ herself about the identity of the learner and carefully verifying the Seat number, **the junior supervisor should peel off the QR code sticker (if any) and affix the same on the top right-hand side of the answer book of the learner on the space meant for the same**. S/he should properly affix the **QR code sticker**. While doing so, care should be taken that the **QR code sticker** does not get mutilated, torn or twisted, otherwise, will render the **QR code sticker** unreadable later on.
10. S/he should then **peel off the other part of the same sticker label** which bears the Seat number and roll number of the learner **and affix it on the right-hand side of the attendance sheet on the space meant for that against the Seat number printed thereupon**. S/he should obtain the signature of the learner on the attendance sheet against his / her name.
11. In case of absent learners, the supervisor should specifically write the word 'Absent' against the respective learner's name in the 'Attendance Sheet'.
12. After affixing the QR code sticker on the answer book and the lower part of the QR code on the attendance sheet of the respective learners present, the junior supervisor should sign on the front page of the answer book in the space meant for the same.
13. While following the above process, the junior supervisor:
 - a) should doubly ensure himself/ herself of the Seat number of the learner. Under no circumstances, should a wrong QR code sticker having a different Seat number be affixed to the learner's answer book.

- b) should very carefully handle the QR code label sheet. The layout of a QR code sticker is given below. Before pasting the QR code label, the junior supervisor should verify and match the Seat number of the learner printed on the identity card/ hall ticket and that printed on the QR code label.
- c) should also verify and match the Seat number printed on the 'Attendance Sheet' with that printed on the QR code label and the learner's Identity card/ hall ticket. The upper part of the QR code sticker should be pasted only after re-verifying the Seat number. In case of any mistake in affixing the QR code sticker, it may result in the marks of one learner being awarded to the other learner.
- d) has to ensure that the QR code sticker does not get mutilated/ folded/ spoiled at the time of pasting it on the answer book. If it is folded/mutilated/ spoiled, it becomes unreadable at a later stage, by the QR code scanner.
- e) In case, the QR code sticker gets folded/mutilated/ spoiled, the junior supervisor should immediately report this to the senior supervisor for doing the needful.
- f) The examination junior supervisor should sign underneath the said 'Attendance Sheet' only after all the learners present have signed. The details required such as the number of learners present, absent, etc. should be properly filled in, page-wise and the aggregate at the end. The junior supervisor should also fill the required details in the junior supervisor's report provided to him/ her.
- g) The junior supervisor should hand over the used blank QR code sheets and unused (of absent learners) QR code labels, attendance sheet and supervisor report to the senior supervisor for verification after one hour of commencement of the examination. The senior supervisor will verify these reports and fill the actual number of learners who appeared for the respective examination and those absent for the examination, in the compiled day-wise/ session-wise supervisor's report.
- h) After the examination is over, the junior supervisor will collect all the answer-books, count them and match the count with the count as per the learner attendance data and hand over the same to the senior supervisor. Again, precaution should be taken so that the QR code label is not mutilated/ folded/ spoiled.
- i) The senior supervisor with the help of the other examination staff must match the total number of answer books with the total numbers in the attendance sheet
- j) **QUERY REGARDING EXAMINATION QUESTION PAPER:** If a learner feels that there is an anomaly in the question paper, the EC of the College should be informed of the same immediately via the senior supervisor, in order to attend to the query, as per process, and in case of any rectification, the EC Convenor should ensure that the respective learners sitting for the examination should be given the information at the same time. The corrections should be recorded in the examination file and the same should be forwarded to the HOD by way of a report.

General Guidelines to be followed during the Examination by students:

1. Students should bring the Identity Card and Hall Ticket during the examinations without fail. Students are not allowed to write examination if they do not bring both ID card and hall ticket.
2. Students should be present in the Examination Hall 15 minutes before the commencement of the examination.
3. In case the student has not brought the Hall Ticket they should write a request letter addressed to the Controller of Examinations. This letter duly signed by the COE must be submitted in the Examination Office and the student has to avail a provisional hall ticket (valid only for that particular day) after paying a fine. Such students can enter the exam hall only after availing the provisional hall ticket from the Examination Office.
4. Once students are seated in the Examination hall for examination they are not expected to have any sort of communication among themselves. These cases shall be considered as malpractice.
5. Invigilators should verify whether the students have signed in the hall ticket in the space provided.
6. Students should verify whether the answer booklet they received does not have any damage before writing anything on it. If any damage is observed report to the invigilator immediately before writing anything in it.
7. **Malpractice** of any sort will be seriously dealt according to the Rules.
8. Students are not allowed to scribble on the Question Papers. Scribbling on the Question Paper is considered as an act of **malpractice**. Students are supposed to write only their Seat No. on top of their question paper.
9. Students are not supposed to carry any electronic gadgets (such as mobile phones, smart watches, I-pad, bluetooth device etc.) in the examination hall on examination days.
10. Borrowing of writing materials, calculators, scales etc. is not allowed. All have to carry their own equipment or material as per the instructions given on respective question papers/as instructed by the examiner.
11. Students can keep their bags and books inside the examination hall near the whiteboard. Students should not keep anything on the window pane. Mobile phone or any electronic device should be switched off and inside the bag.
12. Students who leave the exam hall before the stipulated hours of the examination should submit their question paper along with answer booklet to the Invigilator.
13. No candidates are allowed to enter the examination hall half an hour or one-fifth of the duration of examination, whichever is shorter after the commencement of the examination.
14. Students are not allowed to leave the examination hall for reasons like (Toilet, drinking water & so on).
15. If the student changes his writing pen during the course of examination, he has to get the initials from the respective invigilator stating "Change of Pen" in the answer booklet.
16. Students who leave the exam hall before the stipulated time should not make noise in the hallway and leave the floor immediately.
17. Students are not allowed to keep their personal Tables (Statistical, Mathematical or logarithmic book) or maps during examinations. The same will be provided by the Invigilator on request.

18. Students should check the seating arrangement given on the notice board at the college gate and the seating arrangement may differ for each session of the examination.
19. Students should make sure that the number of pages and graph sheet used are properly written on the first page of the main sheet before handing over answer scripts to the Invigilator.
20. Students are not supposed to tear any page from the answer booklet. They may use the last page in the answer booklet bundle for rough work and strike the contents in the rough work page afterwards.
21. Students are requested to cross out the blank pages with a cross mark (X).
22. Students are expected to come in decent dress during the examinations.

General Guidelines to be followed during the Examination by supervisors:

1. The junior supervisor should be vigilant and take rounds in the class room. They should not read newspapers/ other material/ use mobile phone/smart watch/ lap-top etc. during the examination so as to prevent the learners from resorting to any unfair means.
2. The junior supervisor should ensure that during the examination no learner copies/ communicates with others/ helps others/ gets outside help. Such learners should immediately be warned / action of usage of suspected unfair means in the examinations should be initiated.
3. College Identity Cards/Hall ticket of all learners should compulsorily be checked without any exception to verify the identity of the learner. In the absence of an Identity card/ Hall ticket, an undertaking (form) should be taken from the learner.
4. If any learner is away from the examination room for too long, there may be a possible leakage of answers and the junior supervisor should immediately report the matter to the senior supervisor. Only one learner should be allowed to go out of examination room to the wash room at a time and that learner should be escorted by examination staff/peon/security personnel.
5. A learner can provisionally be allowed to write the examination even if his name does not appear in the Attendance Sheet (i.e. list of learners who are eligible to appear at the examination). The junior supervisor should allow such learners to appear for the examination, in consultation with the senior supervisor. A written application requesting the learner allowing him/her to appear for the examination must be obtained from such learner. S/he should also be informed that his/her result is liable to be withheld/ nullified till the time the College is satisfied about the genuineness of his/her candidature. The EC Convenor should report the names of such learners to the Controller of Examination, for further action.
6. The senior supervisor should arrange for the search of wash-rooms/ toilets and ensure that no reading material/ books/ notes etc. are kept there and should remove any such material found thereof.
7. The junior supervisors should allow all the learners into the Examination Hall not more than twenty minutes before the actual time of the commencement of the examination or half an hour only after submitting the answer book.
8. The junior supervisor will not allow a learner who arrives late by 30 minutes or more, inside the Examination Hall, after the commencement of the examination. In exceptional case, which is beyond the control of the learner in question, the Chief Conductor of Examinations / Controller of Examinations, shall have the right to allow such a learner after considering the facts of the case. These eventualities will be handled on a case-to-case basis. In such cases, no additional time will be allowed.
9. The junior supervisor should not allow learners to leave the examination hall until an hour after the commencement of the examination or in the last 10 minutes of the examination.
10. For learners with physical disability/ learning disability etc. (as per Government Resolution), additional time will be allowed as per rules.
11. In no other case will a learner be given extra time for examination except where loss of time is caused to the learner/s by an act of omission or commission on part of the examination supervisors/ officials of the College.
12. The senior supervisor can exclude a learner from the examination hall, on his/ her being satisfied that the learner is suffering from any infection/ contagious disease. Alternative arrangement can be made to allow such learners to sit in a separate class-room under supervision.

(vii). Collection of answer books from learners after examination

- a) No learner should be allowed to leave the examination hall unless s/he submits his/her answer book to the junior supervisor concerned.
- b) Once the examination gets over, the junior supervisor shall ask all the learners to stop writing the examination.
- c) The junior supervisor shall go to the desk of each learner and collect his/ her answer book.
- d) At the time of collecting the answer books, the junior supervisor should verify whether any learner has disclosed his/ her identity on the first page of the answer book. S/he should also check that the details filled in as regards the total no. of supplementary sheets (in addition to the main answer book) by the respective learner, are filled correctly.
- e) The collected answer books should be counted and matched with the number of learners taking the examination. (on the basis of the 'Attendance Sheet')
- f) The junior supervisor concerned should not leave the examination room unless s/he has collected answer books of all the learners present in the examination as per the attendance sheet.
- g) The answer books and supplementary sheets should be handover to peon allotted to the respective floor to hand over the same to the senior supervisor concerned.
- h) The junior supervisor should ensure that no unused answer book or supplementary sheet is left behind in the examination hall.
- i) The answer books so received by the senior supervisor should once again be tallied with the count of answer books as per the attendance sheet. The said answer books should be handover to the co-ordinator by COE/EC convenor.

(viii). Process to be followed in case of loss of answer book/s

- a) After the closure of the examination, the junior supervisor should immediately collect all the answer books and supplementary sheets, if any, from the learners, as mentioned above.
- b) In case of any mismatch between the number of signatures in the 'Attendance Sheet' and the total number of answer books collected, the junior supervisor should call the senior supervisor to the examination room and check the missing answer book once again with each and every learner present and also elsewhere. If the answer book is found, then it should be sent to the senior supervisor along with a report.
- c) If the answer book is not found even after thorough search, the matter should be reported by the junior supervisor in writing to the EC Convenor through the senior supervisor.
- d) Further, the matter should be brought to the notice of the Controller of Examination and the Chief Conductor of Examinations by way of a written report detailing therein the exact sequence of events.
- e) The loss of the answer book, should also be reported to Unfair Means Inquiry Committee.

(ix). Dealing with the cases of suspected unfair means by learners

- a) The junior / senior supervisor should take all steps to prevent the cases of unfair means and impersonation by the learners. For the said purpose, the senior supervisor should take rounds of the examination rooms and should be vigilant all the time during the examination
- b) S/he should instruct the junior supervisors to check the Identity Cards issued by the College to all the learners, which bear the photograph of the learner.

- c) If any learner does not have College Identity Card with him during the examination, then Library Card (which bears the photograph of the learner) should be produced by the learner.
- d) In case of a learner not being able to produce any of these cards, then an undertaking from the learner should be obtained that s/he will produce the "College Identity Card" immediately after the closure of the examination or on the next examination day to the EC Convenor and that failure on part of the learner to produce the same will render his/her examination result to be withheld/ cancelled.
- e) In case, impersonation is detected during the examination, and if the junior supervisor and senior supervisor are satisfied that there is a prima-facie case of impersonation, the senior supervisor will take further steps as per rules.
- f) In case of suspected unfair means, the following procedure should be followed:
 - i) In case the junior supervisor detects suspected unfair means by any learner during the examination, then the learner shall be called upon to surrender to the junior supervisor, the related material found in his or her possession, if any, and his/her answer-book originally issued to him/ her.
 - ii) Signature with date and time, of the concerned learner shall be obtained on such confiscated material as well as on last written page of the answer book. In case the learner refuses to sign on the material so found on him/ her, a statement of the junior supervisor concerned along with that of the senior supervisor should be recorded.
 - iii) The junior supervisor should prepare a detailed report on the sequence of events mentioning therein the date, time when the incident took place in the prescribed forms.
 - iv) Such learners should be issued a fresh answer book and be allowed to continue writing the examination. S/he should start attempting questions from where alleged case of suspected unfair means was detected. The learner need not start writing answers afresh in the new answer book.
 - v) An undertaking should be obtained from such a learner that s/he was be allowed to continue writing the examination under the provisions and rules of examination, and that the final decision of the College in the case shall be binding on him / her, in case the charges are proven.
 - vi) Statement of the learner, his/ her undertaking in the prescribed form and statement of the junior supervisor concerned shall be recorded in writing by the senior supervisor. If the learner refuses to make his/her statement or to give an undertaking, the junior and senior supervisor concerned shall record the same accordingly, under their signatures. The aforesaid reports shall be sent to the Controller of Examination after the senior supervisor and the EC Convenor, counter-signs the said reports.
 - vii) All the materials and the list of materials mentioned in sub-clause and the undertaking with the statement of the learner and that of the junior supervisor as mentioned in clauses and the answer-book/s (old and new) shall be forwarded by the EC Convenor, along with his/her report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected Unfair Means Case".
 - viii) In case of unfair means of oral type, the junior supervisor or authorized person concerned shall record the facts in writing and shall forward the same to the Controller of Examination.

(x).Facilities relating to Examinations for the Persons with Disability / Learning Disability for the purpose of examinations:

- a) The learners falling under the category of persons with disability in accordance with the Government notifications, issued from time to time, should submit the medical

certificate of only Government Authorized Agencies at the time of admission to the respective programme, to avail the required facilities.

- b) Guidelines for appointment and availing facility of scribe for Persons with Disability / Temporary Disability for learners during examinations.
- c) A learner who may have a learning disability/ permanent or temporary physical disability, may apply to the College for appointment of a scribe for the examinations. Such learners should submit an application for the purpose along-with 'medical certificate' from a 'Registered Medical Practitioner' to that effect with rubber stamp of the Registered Medical Practitioner on the certificate.
- d) In the following cases of learners, the medical certificate of only Government Authorized Agencies shall be accepted, namely:
 - i) Hearing Impaired Learners: Ali Yavar Jung National Institute for the Hearing Handicapped.
 - ii) Physically Challenged Learners: All India Institute of Rehabilitation of Physically Handicapped
 - iii) Learning Disability: For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted
- e) The said medical certificate/s must be produced only at the beginning of the academic year.
- f) The scribe/ writer should be arranged by the learner himself/herself well in advance i.e. at least 3 days before the examination and s/he should apply for availing such facility in the prescribed format along with the necessary documents to the examination office of the College.
- g) The scribe should be at least one grade junior in academic qualification than the learner, if from the same stream.
- h) Since the learner will be helped by a scribe, extra time of 20 minutes per hour will be allowed to such learners. For example, for an examination of two hours, 40 minutes extra time will be allowed.
- i) The EC Convenor, will resolve issues, if any, in this regard. S/he will be authorized to make/ accept any last minute changes of the scribe under exigencies.
- j) The said learner will be seated in a separate room under supervision.

5. DISCIPLINE IN THE EXAMINATION HALL

- (i) Learners must know their Roll Number/Seat Number.
- (ii) Learners who are eligible to write the semester end examination/re-examination should be present in the examination hall at least 15 minutes before the scheduled time of the commencement of the examination. Learners who arrive after the permissible grace period – **10 minutes** for 30 – minutes exams, **15 – minutes** for 1-hour exams and **30 minutes** for exams exceeding 2 hours—from the scheduled start time of the examination will not be permitted to appear for that examination.
- (iii) Learners are not permitted to leave the examination hall until one hour after the start of the session or in the last ten minutes of the session.
- (iv) Learners, who are not in their seats at the time notified, will as a rule, not be permitted to appear for the examination.
- (v) Learners should ensure that all their bags and other personal belongings are deposited in the designated area usually near the junior supervisor’s table, at their own risk. The College will not be responsible for the safety and security of the same.
- (vi) A learner who fails to attend an examination at the time and place notified in the timetable, will be deemed to have failed to pass in that course. Opportunity for re-examination, if any, in the respective course will be given according to the rules and regulations, of the college.
- (vii) Learners should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose, on the answer-book.
- (viii) Learners are required to have their valid Identity cards and Hall Tickets issued by the College and they must produce the same for verification to the junior supervisor/s during the examination. Learners not having the said identity card/hall ticket with them during the examination can be appear for the examination by filling the application form for permission to appear for said examination.
- (ix) Every learner present must sign against his / her Learner number on the attendance sheet provided by the room supervisor.
- (x) Learners should specifically go through the instructions given on the top of the question paper and on the first page of the answer book. They are of utmost importance.
- (xi) On the first page of the answer book, the learners should write only the name of the program, semester details and course for which the examination is being held and number of supplementary sheets attached to the main answer book. Any extra writing on the first page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.
- (xii) QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER: If a learner has any query as regards contents of the question paper, s/he should bring the same to the notice of the junior supervisor without disturbing others in the examination hall.
- (xiii) Learners are forbidden to
 - a) bring any books, notes, scribbled papers, mobile phones, smart watch, any electronic gadgets, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the learner will be confiscated.
 - b) smoke in the examination hall,
 - c) eatables/ drinks in the examination hall
 - d) speak or communicate in any manner to any other learner, while the examination is in progress
 - e) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the learner/s concerned and strict action will be taken against them. The junior supervisors/ authorized persons are authorized to frisk the learners.

- (xiv) Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the College.
- (xv) The answer books of the Semester End Examinations are QR coded and, therefore, learners should not write his/her name, Roll Number etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.
- (xvi) While underlining of sections of answers for highlighting is permitted, use of varied inks, except for illustrations and figures must be avoided. Do not use any symbol like encircling the question or using coloured arrows for 'P.T.O'. All these will be considered as attempts to readily identify the specific answer-book.
- (xvii) Learners should neither tear any sheet/s from the answer-book provided nor attach unauthorized additional sheets to the same. All answer-books / supplementary sheets, whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer books out of the examination hall will be treated as against the rules and appropriate action will be taken against such learner/s.
- (xviii) Learners should not write anything on the question-paper.
- (xix) Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited. If learners want anything, they should approach the junior supervisor without disturbing the other learners. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- (xx) Learners will not be allowed to leave the examination hall during the examination and particularly so in the last ten minutes. At the end of the session, they should not leave their seats until answer-books are collected by the junior supervisor from all the learners.
- (xxi) A learner who disobeys any instructions issued by the senior / junior supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the College.
- (xxii) Learners suspected to be guilty of any of the aforesaid acts will be allowed to write their examination on a new answer sheet, only after giving an undertaking in writing that the decision of the College in respect of the reported act of unfair means will be binding on them.

6. SCHEME OF EXAMINATIONS, PASSING STANDARDS, RE-EXAMINATIONS, ADDITIONAL EXAMINATION & PROGRESSION RULES

(CREDIT BASED EVALUATION NORMS)

(a) (i) UNDER GRADUATE/POST GRADUATE PROGRAMS for batches admitted under National Education Policy (NEP 2020) implementation i.e. First and Second Years of the program, onwards, progressively

The performance of the learner will be evaluated in two components. The first component will be an Continuous Assessment with a weightage of 40% of total marks per course. The second component will be a Semester End Examination with a weightage of 60% of the total marks per course. The allocation of marks and other details for the Continuous Assessment and Semester End Examinations is indicated below in tabular form:

Credits assigned	Max. marks allocated to a course	Total max. marks for Semester End Examination	Total max. marks for Continuous Assessment
03/04 credit course	100 marks	60 marks (Exam duration – Two Hours)	40 marks
01/02 credit course	50 marks	30 marks (Exam duration – One Hour)	20 marks:

- Question paper pattern for the Semester End Examination for the Projects/ assignments / presentation shall be decided by the respective Board of Studies in respective syllabus of course.

EXAMINATION SCHEME FOR PRACTICAL COURSES

Particulars	Percentage
Semester End Examination (Lab work / Viva-Voce /Project Evaluation / Reports / Machine Work etc.)	60%
Continuous Assessment (Mini Project / Case study / Field Visit (Report to be submitted and certified prior to Practical examination) / Journal/ Class Presentations etc.)	40%

Passing Standards for Practical course

To pass a practical course/s the learner shall obtain a minimum of 40% marks out of the total marks allotted to the practical component of the respective course

Courses with Projects (Third Year):

A Semester End Examination of 100%, as a presentation along with a dissertation, followed by viva-voce examined by a panel of examiners. (There should be one Internal and one External Examiner for each practical examination. The average marks awarded by both the examiners will be considered as the final marks).

Passing Standards

To pass a course the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of continuous assessment and Semester End Examinations. The learner should also obtain a minimum of 40% marks out of the total marks allotted to the continuous assessment and a minimum of 40% marks out of the total marks allotted to the Semester End Examination separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course in case that course consists of only continuous assessment component or only Semester End Exam component.

Guidelines for Re-examinations on non-fulfilment of Passing Criteria

1. A learner who obtains less than 40% marks in the continuous assessment or less than 40% marks in the semester-end examination or less than 40% marks 'in aggregate' (i.e. a learner who fails to fulfill the passing criteria mentioned in the Passing Standards above) will be required to appear for continuous assessment / Semester end re-examination (as the case may be), which will be conducted after the declaration of results of each semester. In such a case, the continuous assessment / Semester end examination marks (as the case may be) in which the learner had already passed will be carried forward in the respective course for which the learner has appeared for re-examination. In case the learner fails even in the re-examination which is held after the result declaration of each semester, s/he will be allowed to appear along with the re-examination of the regular learners of the subsequent academic year.
2. Submission of re-examination form along with prescribed fees before the designated date is a pre-condition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online, within the time frame stipulated by the college, through the official college website.
3. In order to receive the certificate / diploma / degree, the learner will have to pass in all the examinations of the required number of year/s (level/s) of the respective program, within the validity period as per rules and exit policy under NEP 2020.

Guidelines for additional examination (for Medical cases/ Emergency cases)

1. Students absent due to genuine medical or emergency reasons may apply for an additional exam on last day of the respective examination.
2. Application along with **additional examination form** and nominal documentation fee of ₹100 must be submitted with valid documents (medical certificate, hospital report, death certificate or approval letter) to the college office.
3. The additional exam will be held within **15 working days** from approval.
4. Only **one additional chance per course per semester** is allowed.
5. Reasons like travel or personal events are **not accepted**.

PROGRESSION RULES

1. 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 on the Internal Examinations shall be carried over and he/she shall be entitled to the grade obtained by him/her on passing.
2. 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 the grade obtained by him/her on passing.
3. For UG programs:
 - A learner shall be allowed to keep term for Semester II irrespective of the number of courses of failure in Semester I.
 - A learner shall be allowed to keep term for Semester III if he/she earns 32 or more Cumulative credits from Semester I & Semester II.
 - A learner shall be allowed to keep term for Semester IV irrespective of the number of courses of failure in Semester III.
 - A learner shall be allowed to keep term for Semester-V if he/she earns 76 or more Cumulative credits from Semester-1, II, III & IV.
 - A learner shall be allowed to keep the term for Semester VI irrespective of the Number of courses of failure in Semester V.
 - The result of Semester VI shall be withheld by the College till the learner passes all the Semesters from Semesters I to Semesters V.
 - A Learner is allowed to take admission in semester VII (UG Hon./PG Part 1) only if he passed all courses of semesters I to VI (132 Credits).
4. For PG programs:
 - A learner shall be allowed to keep term for semester II irrespective of the number of courses of failure in Semester I.
 - A learner shall be allowed to keep term for. Semester III if he/she earns 32 or more cumulative credits from Semester 1 & Semester 11.
 - A learner shall be allowed to keep term for Semester IV irrespective of the number of courses of failure in Semester III

7. SCHEME FOR GRACING

- (A). Grace Marks will be applicable only to the Semester End Examination and/ or on the aggregate marks of the course and not on the continuous assessment marks component, provided further that the benefit of such grace marks under this clause shall be applicable only if the learner passes the entire examination of semester after giving benefit of grace marks.
- (B). Learners appearing for any of the College examinations, will be eligible for the award of maximum 10 grace marks at their option, wherever necessary in addition to the marks secured in each course for participation in any one of the activities mentioned below: -
- a) Learners who have participated in the N.S.S. programme and have satisfactorily completed at least one hundred and twenty (120) hours of Social Service comprising the time spent in at least 02 years of projects which is forwarded by the N.S.S. Programme Co-ordinator and certified by the Principal of the college.

OR

b) Learners who have participated in any programme of the Department of Lifelong Learning and Extension (DLLE) such as those pertaining to the programmes of the National Literacy Mission, Population Education, Continuing Education Extension Work, Continuing Education Centre and have satisfactorily completed at least one hundred and twenty hours (120) of work in the programme recommended by the Programme Co-ordinator and certified by the Principal of the college.

OR

c) Learners who are members of team/s reaching the Quarter final stage at inter-collegiate sports competitions or have represented the University in sport events either at the Inter-State or Zonal or National or International levels, and have produced the necessary certificates and forwarded by the Chairperson of the Gymkhana committee to the Principal.

OR

d) Learners who are one of the members of the team/s securing first three positions in cultural group events or have secured one of the first three places in individual cultural events or whose performance has been adjudged best as an Actor /Actress, Music Director, Lighting / Sound Effect Operator, Author, Choreographer, or as Director in Group events conducted at the Inter-collegiate cultural competition organized by the University or have represented the University in any of the cultural events either at the State level or at the Zonal level or at the National level or at the International level in the same academic year, as certified by the Principal of the college and forwarded by the Head of the Section concerned.

OR

e) Learners who are members of the Learners Council constituted under Section 40 (2) (a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Universities Act 2017, and have actively participated in various schemes, programmes and attended functions of the College/ University during the academic year, as recommended by the Chairperson of the Learners' Council and certified by the Principal of the college.

The benefit of 10 grace marks to learners will be available only in any one of the activities mentioned above, at their option, subject to their fulfilling the following conditions: -

- They are appearing for any college examination for the first time during the same academic year of their participation.
- In case of failure, the benefit of the grace marks shall be granted to the extent of 5% of the maximum marks allotted to a course.
- The grace marks will be granted for the purpose of claiming exemptions in a course/s, provided it does not exceed 5% of the maximum marks allotted to a course.
- The grace marks under these rules will not be counted for the award of scholarships, prizes and medals or any other awards.
- The rules relating to gracing under these rules will be applied first and the same will separately be shown in the grade card of the learners.
- The College authorities may consider withholding any of the aforesaid benefits or consider any of the merit /work of the learner null and void if, in the opinion of a duly constituted Disciplinary Committee, such an action is felt necessary, and communicated to the Principal.

(C). The following scheme of grace marks will be applicable:

A learner failing in one or more subjects be given grace marks up to 3 percent of the marks on the aggregate marks of the courses in which s/he has appeared in the said examination to enable him/ her to pass the examination, subject to a maximum of 10 marks and in any subject not more than 3 percent marks of the maximum marks of the subject.

Exception may be made to the above and not more than 10 marks for a subject be awarded to pass the examination, if the following conditions are fulfilled:

1. Learner should have appeared in all the subjects taken together for the courses for the respective semester.
2. Learner should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing, by at least 10 percent marks.
3. Learner should not have failed in more than one head/ subject of passing by not more than 10 marks.

8. GRADING SCHEME, GRADE POINT AVERAGE AND CUMULATIVE GRADE POINT AVERAGE

A 10-point grading system will be followed for declaration of results for both Under Graduate and Post Graduate programmes. It involves calculations for a Grade Point Average (GPA) and the final Cumulative Grade Point Average (CGPA).

Grade Points and Letter Grades			
Percentage of Marks Obtained	Grade Point	Letter Grade	Performance
90 -100	10	O	Outstanding
80-89.99	9	A+	Excellent
70-79.99	8	A	Very Good
60-69.99	7	B+	Good
55- 59.99	6	B	Above Average
50-54.99	5	C	Average
40-49.99	4	P	Pass
Less than 40	0	F	Fail
Absent	--	AB	Fail

Calculation of GPA (Grade Point Average):

Grade Point Average for each semester shall be computed, by dividing, the total of product of grade point and the credit value assigned to the respective course, by the sum of credits assigned to all the courses in the semester.

$$GPA = \frac{\sum CG}{\sum C}$$

Calculation of CGPA (Cumulative Grade Point Average):

Cumulative Grade Point Average shall be computed, by dividing the sum of the product of the grade point of each course and the credit value assigned to each respective course by the sum of the credits assigned to all the courses of all the semesters of the programme together. Here:

C = Credit value assigned to a course

G = Grade point value assigned to a learner for course corresponding to the letter grade

(Refer table given above)

GPA = Grade Point Average shall be calculated for individual term.

CGPA = Cumulative Grade Point Average shall be calculated at the end of the Program, for all the semesters taken together.

9. CENTRAL ASSESSMENT PROGRAM

i) Evaluation

- a) As a general rule, evaluation will be done by the faculty teaching the course and if desired, by the external subject experts.
- b) It is the duty of the faculty member to evaluate the answer-books given to him/her, within the stipulated period.
- c) The College will hold the Central Assessment Programme (CAP) for evaluation of the answer books of the Semester End Examinations and re-examinations and the examiners will have to be present for CAP and complete the evaluation within the time frame and at the place which will be decided by the College.
- d) The synoptic answers along with the marking scheme prepared by the question paper setter should be submitted to the CAP in-charge before the commencement of CAP. The Examiners shall closely follow the scheme of marking as per the synoptic answers and other instructions that may be issued by the authorities from time to time, while evaluating the answer books.
- e) The answer books which are given to the examiners for evaluation will not bear the name and roll number of the learner who has written the paper. The answer book will instead have a QR code sticker pasted at the top right-hand side of the answer book (if any).
- f) While evaluating the answer books, due care may be taken to protect the QR code sticker (if any), since the said QR code sticker will be scanned for entering the marks of the learners in the system. If the QR code sticker is mutilated or spoiled for any reason, the QR code scanner will not be able to read the details of the learners which may create problems in the data entry of marks.
- g) On receipt of the answer books, question paper, synoptic answers and the scheme of marking from the CAP in-charge, and confirming the total number of answer books received, the examiner should commence the evaluation.
- h) After the evaluation is completed for the day, the examiner should return the evaluated and unevaluated answer books to the CAP in-charge.
- i) It is the responsibility of the faculty concerned and the respective Head of Department to ensure that the 'continuous assessment Sheet' is complete in all respects, duly signed and sent to the Controller of Examination, through the EC Convenor, well before the commencement of the semester end examinations.
- j) The examiners are expected to adhere strictly to the time schedule of evaluation, since results are to be declared within a period of maximum 45 working days from the last date of the respective examination, as per norms.

Specific instructions to the examiners while entering marks:

- a) While assessing every sub-question in the answer book of a learner, the examiner is required to put tick mark or cross mark in the margin provided indicating either the correctness of the answer or otherwise. The marks for each sub question should be given in the margin at the end of each sub-question.
- b) In case a question is divided into sub-questions, and when marks are assigned to each such sub-question together, the examiner should see to it that the total of the marks assigned to all the sub-questions together is indicated by a circle being drawn around the figure written at the end of the answer.
- c) Fractional marks assigned by the examiner/s should be rounded off for individual questions.
- d) Question wise total marks entered inside the answer book should also be entered on the first page of the answer book, in the appropriate column.

- e) When a question is attempted but does not deserve any marks, the entry should be 'zero' (in words).
- f) Examiners should sign each and every answer book in the place provided for signature on the first page of the answer book.
- g) In case a learner attempts an extra question, i.e. more than the required number of questions, the examiner should consider the maximum marks obtained by the learner for the answers to the questions, ignoring the least marks obtained for the answers to the questions. On the first page of the answer book, the examiner should circle the marks of the answer to the question which was ignored for the purpose of taking total marks obtained by the learner.

ii) Appointment of Moderators and Moderation

(i) Appointment of Moderators:

- a. The list of eligible moderators will be approved by the Board of Studies and ratified by the Academic Council. The appointment of moderators from the approved list shall be done by the Controller of Examinations and approved by the Chief Controller of Examinations.
- b. Eligibility for appointment as moderator:
 - (i) The person should have a teaching / industry experience of preferably minimum 5 years in the relevant course, except in specialized courses where a moderator having less than 5 years' experience may be appointed by the Chief Controller of Examinations, due to non- availability of persons having more than 5 years of experience.
 - (ii) The moderator shall be a person who is not a faculty member (permanent/visiting) of the College.

Duties and Responsibilities of Moderators

The duties and responsibilities of a Moderator shall be as under:

- (i). No need of moderation for less than 100 answer books in a subject.
- (ii). To undertake the work of moderation of the answer books diligently.
- (iii). To report major discrepancy, if any, in the evaluation of answer books to the CAP in-charge
- (iv). To submit a report with respect to
 - a) question paper as regards the contents in view of the syllabus coverage and the weightage given to the topics in the question paper
 - b) the quality of evaluation by the examiner
 - c) the performance of the learners in general.
- (v). To evaluate any answer/s which is/are not evaluated by the examiner.
- (vi). To correct any totaling mistakes observed by him/her with respect to evaluation during the moderation.

Process to be followed for Moderation of Answer- books:

After the evaluation of answer books is completed and answer books are received from the examiner concerned, the CAP in-charge / Controller of Examination shall get the answer books moderated before the declaration of the result as per the following criteria:

- (i) 100% moderation of the answer books shall be carried out in the case of learners failing by 10% or less marks of the aggregate marks of that paper.
- (ii) 100 % moderation shall be carried out in case of learners obtaining 70% marks and above for that paper.
- (iii) The moderation of the answer books of at least 5% of the total number of learners obtaining marks between minimum passing marks and 70% shall be carried out on random selection basis.
- (iv) Moderation work shall be carried out simultaneously with the central assessment of answer books at CAP.
- (v) Where marks awarded by the moderator vary from those awarded by the original examiner, the marks awarded by the moderator shall be taken as final.
- (vi) If variation in the marks given by the examiner and the moderator is more than 10% in more than 50% of the papers moderated, 100% moderation is to be carried out in that course.
- (vii) All the moderators should necessarily use green ink pen for the purpose of moderation of answer books provided by CAP.
- (viii) The moderator shall check the marks of answer books moderated by him/her, enter the marks in the prescribed column answer wise, and also on the first page of the answer book in the space meant for the same, and put his/her signature.
- (ix) In case, the moderator observes any major discrepancy or aberration in respect of the assessment done by the examiner during the regular evaluation process, in considerable number of answer books moderated by him/her, s/he may report the matter to the Controller of Examinations who in consultation with the Principal may decide to send all the answer books in the course to the moderator for re-assessment. Marks awarded by the moderator shall be treated as the final evaluation marks and shall be considered for awarding a grade to the learner.
- (x) On completion of moderation, the moderator shall submit to the Controller of Examinations, the report with respect to (i) question paper as regards the contents in view of the syllabus coverage and the weightage given to the topics in the question paper (ii) the quality of evaluation by the examiner (iii) the performance of the learners in general.
- (xi) Honorarium will be payable as per the guidelines of the college.

10. EXAMINATION GRIEVANCE REDRESSAL MECHANISM

(REVALUATION AND PHOTOCOPY OF THE EVALUATED ANSWER BOOKS)

- (i) The Grievance Redressal Mechanism as regards the evaluation of answer books and timelines to be followed for the same will be as under:
- (ii) The Grievance Redressal Mechanism will apply only to the ‘Term end Examinations’ of the College.
- (iii) The above mechanism will not apply to continuous assessment such as MCQs in online exams, assignments, field work etc. / practicals / oral examinations/ viva voce/ projects/ dissertation/ presentation etc.
- (iv) The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through the offline mode will not be considered under any circumstances.
- (v) All the learners will be informed of the course wise marks obtained by them in the ‘continuous assessment’ and ‘Term-end Examination’ by the Examination office, on the date of declaration of result of the examinations of the respective programs. The date of declaration of result shall be the date on which the examination result is made live on the “College website”.

Grievance Redressal Mechanism: A learner can apply for:

- a. Photocopy of answer book: The learner may apply for the photocopy of the answer book/s of any course.

AND / OR

- b. Re-evaluation of the answer book: The learner may apply for the re-evaluation of his/her answer book/s of any course.

After the result declaration on the ‘College website’, if a learner is not satisfied with the marks awarded to him/her in the Semester-end Examination/s in any course, s/he may apply for the Grievance Redressal within the prescribed number of days as mentioned in the table below:

Activity under Grievance Redressal Mechanism	Time Limit	Processing fee
Application for Photocopy and / or revaluation of the answer book/s	within 3 days from the date of result declaration including holidays	Mentioned in Examination fee structure

NO application/s shall be entertained for any reason whatsoever after the prescribed number of days, as mentioned in the table above. Also, the application will be deemed to be complete only after the payment of requisite fee.

- i) The learner concerned will have to appear in person with his/ her Identity card and Hall ticket at the time of collecting the photocopies from the college office or the scanned photocopies of the respective answer books for which the learner has applied will be sent to the registered email ID of the learner as given in the college records (it is the responsibility of the learner to update the contact details such as phone number and email ID in case of any change from the one registered earlier, in the college official records/forms). **Photo copies will not be sent by post or by courier.**

- ii) Photo copies of the answer books provided by the College are only for Grievance Redressal Mechanism and do not have any evidentiary value.
- iii) Any deviation from the above procedure by the learner in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the College. The decision of the College shall be final in this regard.
- iv) The application received from the learner for re-evaluation shall be placed before an external examiner for re-evaluation.
- v) After following the process of re-evaluation under the Grievance Redressal, effect shall be given to the change in the original marks, if any on revaluation, as under:
The marks obtained after revaluation shall be accepted, if the marks awarded to a paper of the specific course as a result of revaluation, increase or decrease in revaluation by 15% or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the learner in the paper shall be treated as null and void, and the marks obtained by the learner 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 15% difference in marks. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the college, if the learner gets benefit of passing the course / examination or change of grade in that paper or change in the overall result at the said examination with or without grace marks.
- vi) Notwithstanding what is contained in clause (i) where the difference between the marks originally obtained by the learner in the paper without any grace marks and the marks obtained after revaluation will be accepted up to twenty percent (20%) of the maximum marks assigned to that paper. However, if the difference between the marks originally obtained by the learner in the paper, without any grace marks, and marks obtained after revaluation decrease by more than twenty percent (20%) of the maximum marks assigned to that paper and if S/he got unsuccessful after re-evaluation, a second revaluation of the said answer book(s) need be done by a third examiner from the panel of examiners for the said course. In such an event, the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.
- vii) In case the learner who has originally obtained a pass grade, obtains a fail grade after the first re-evaluation, a second re-evaluation will be conducted by a third examiner. In such a case the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.
- viii) The revised marks obtained by a learner after re-evaluation, as accepted by the College shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the learner/s.
- ix) The examiner/s for re-evaluation will be appointed by the Chief Controller of Examinations in consultation with the Controller of Examinations and HOD.
- x) The marks awarded by examiner/s in re-evaluation shall be final and binding on the learner applicant and the original examiner.
- xi) The change of marks, if any, shall be communicated to the learner applicant and a revised 'Grade Card' shall be issued to him/ her only on surrendering the original grade card to the College office.
- xii) The whole process of redressal of grievances shall be completed within a period of 20 working days from the last date of receipt of application for redressal of grievances.
- xiii) In any case, the photo copies of re-evaluated answer books shall not be provided to the learner/s.
- xiv) The outcome of the revaluation process shall be final and binding on the learner.

11. VALIDITY OF PROGRAMS

The learners should fulfil the requirements of the respective programmes as per the validity period given in the table below, including the academic break. No readmission/ re-examination attempts will be granted after the validity period is over. In case the validity period expires, the learner will have to seek admission, on merit basis, from the first year of the Program

Sr. no.	Name of the Program	Duration of the Program (in years)	Maximum duration permissible for completion of the Program (in years)
1	Post Graduate Programs	2 years	5 years as per NEP 2020 guidelines
2	Undergraduate Programs	3 / 4 years	7 years as per NEP 2020 guidelines

12. RULES AND PROCEDURES REGARDING UNFAIR MEANS RESORTED TO BY THE LEARNERS OR ANY OTHER PERSON CONNECTED WITH THE CONDUCT OF EXAMINATIONS

Follow ordinance O.5050 provided by the “Unfair Means Investigation Committee” of University of Mumbai.

<https://www.bcp.edu.in/Ordinance/O.5050.pdf>