



**SOMAIYA**  
VIDYAVIHAR

K J Somaiya College of Science & Commerce



# **EXAMINATION MANUAL**

**K. J. Somaiya College of Science and Commerce**

Re-accredited 'A' Grade by NAAC

Autonomous Institute affiliated to University of  
Mumbai

## **INTRODUCTION**

The examination process is very crucial and reflects the very credibility of the college. The College understands that academic autonomy, while providing creative opportunities for the faculty in designing curriculum and developing evaluation methods on the parameters of employability, programme outcomes, and stipulated graduate attributes, is also a challenge to ensure integrity, quality and accuracy in the domain of evaluation/examination systems.

The College constantly strives to fulfil its institutional vision – that of providing opportunities to students to prepare education which will culminate into a mind that researches and aims to achieve the best. The College offers a wide variety of Under Graduate and Post Graduate Degree programmes, Certificate courses and is also a Research Centre for Ph.D. Programs. The pool of self financing programs like B.Sc. (IT), B.Sc. (CS), B.CAF, B.FM and B.MS has been introduced to cater the specific demands of the industry. The college introduces new curriculum after every three years. The college on the basis of feedback from industry experts, students, alumni and faculty members assesses the existing curriculum and removes / deletes or adds /the topics to ensure relevancy and industry readiness of its programmes and also updates the values and interests as per the cultures of the society. Wide Electives are offered at undergraduate levels in terms of specialisation and various choices of academic flexibility. All the programmes offered by the college have semester with choice based credit system (CBCS) in operation and thus enable the students to choose the courses of their interests.

This Examination Manual incorporates the clauses and conditions of the Autonomy Ordinance of the Government of Maharashtra, the major rules and provisions of University of Mumbai Examination Manual and suggestions from Academic and Governing council of the college. The college firmly believes that this examination manual with its well thought out rules, regulations, provisions and procedures will constitute an effective examination system.

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# CHAPTER 1

## EXAMINATIONS – IMPORTANT PROVISIONS (THE STATUTES, ORDINANCES AND REGULATIONS)

### 1.1 Governing Council

The Governing Council of the college under its management is the executive body of the college. The Governing Council shall have the power to frame guidelines or issue directions or instructions for the efficient conduct of the examinations and to keep up the integrity of the examinations.

The Council's powers include:-

1. The conduct of examinations for each programmes and publishes results.
2. Recommend and forward the results of examinations, to the University for the award of degree, diploma as the case may be.
3. Approve the issue of mark lists/grade sheets of the students
4. Fix fees and other charges payable by the students to the college with the concurrence of the Government.

### 1.2 Academic Council

The Academic Council of the College shall be the principal academic body of the Autonomous College. The statutes, ordinance and regulations are made by the Academic Council. It shall coordinate and exercise general supervision of the academic programmes and policies of the College. It shall also be responsible for the maintenance of standards of instruction, research, education and examinations within the college, and shall exercise such powers and perform such other duties as may be conferred on it by the rules and regulations in accordance with the directions of the Governing Council.

### 1.3 Board of Studies

Board of the studies for each subject comprises of the Head of the Department, faculty members, alumni, invited members which includes one representative from industry and a senior faculty from other institution. The functions of BOS are as listed.

1. To help designing the syllabus taking into consideration employability and latest market trends.
2. To suggest the methodologies for innovative evaluation techniques.

### 1.4 College Principal

The College Principal shall be the Chief Academic and Executive Officer of the Autonomous College. Principal shall be the Chairperson of the Academic Council

1. He/she shall be responsible for the preparation, scheduling and conduct of all examinations of the 1College. The execution of the same may be entrusted to the Controller of

Examinations appointed by the Principal from among permanent faculty members on the basis of potential of the person.

2. It shall be the duty of the Principal to ensure that the provisions of the Acts, statutes, ordinance and regulations as and when issued by the Government are observed and he/she shall have all powers necessary for this purpose.
3. The Principal shall have the right of visiting and inspecting the examination section at any time.
4. He / she shall have the responsibility and power to provide enough manpower for the timely completion of work related to the conduct of examinations and publication of results.
5. The Principal shall have the power to convene meetings of the Academic Council, Boards of Studies and examination committee or any other authority of the college to discuss the matters related to the conduct of examinations and publication of results.

### **1.5 Committees related to Examination**

#### **Examination Cell**

The examination committee shall consist of the Principal, Controller of Examinations, Deputy Controller of Examinations, other faculty nominated by the Principal. The following are the functions of the examination committee.

1. To formulate the policies of the examination and evaluation.
2. To act as an advisory body of the matters relating to the conduct of examinations.
3. To arrange for strict vigilance during examination so as to avoid the use of unfair means by students and teachers.
4. To undertake examination and evaluation reforms in order to make the examination and evaluation system more efficient.
5. To hear and decide complaints relating to the conduct of examination and evaluation.

#### **CAP (Centralised Assessment Programme)**

The CAP shall consist of the Coordinator, Convener and faculty nominated by the Principal. The following are the functions of the CAP.

1. The convener of CAP shall make arrangements to receive answer books from time to time after the examination gets over.
2. Receipt of the answer books at the CAP. They will check whether the number of students present and absent indicated in the report are correct.
3. The answer books shall be arranged properly as this will be convenient at the time of distribution of answer books to the examiners for assessment.
4. CAP gives the deadlines for completion of the evaluation of all the answer books to the respective examiners.

5. Proper records shall be maintained while issuing the answer books and at the time of receiving them from the examiners.
6. Daily attendance of the examiners to be maintained properly.
7. The work of unmasking the answer books shall be done for the answer books taken out for the moderation and at the time of filling up of the mark lists.

#### **UNFAIR MEANS INQUIRY COMMITTEE (UMIC)**

The UMIC shall consist of the Convener and faculty nominated by the Principal. The following are the functions of the UMIC.

1. The UMIC shall function as a recommendatory body and submit its report to the Chief Controller of the examination who will issue final orders with regard to the action to be taken against the students after taking into account the reported findings.
2. After ensuring that reasonable opportunity has been given to the concerned students in his/her defence, recommended quantum of punishment is given in accordance with the guidelines laid down.

## **CHAPTER 2**

### **EXAMINATION CELL**

In accordance to the guidelines of the University Grants Commission to autonomous colleges, there will be an examination cell headed by the Controller of Examinations(CE) who will be a permanent faculty appointed by the Principal on the basis of the potential of the person in accordance with statutory stipulations if any.

The Controller of Examinations will create his/her own team with the approval of the Principal of the College. The team shall consist of deputy controllers nominated depending on the quantum of work in the examination cell. They will continue doing their teaching work as scheduled by the College.

#### **2.1 Brief Details of the Exam Cell, its Powers and Duties**

##### **Controller of Examinations**

The Controller of Examinations shall be responsible for the conduct of all examinations of the college and all other contingent matters connected with the examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties. The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar and results are declared on time. The responsibilities of the Controller of Examinations shall include:-

1. He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations.
2. He/she shall take decisions on all matters related to examinations not falling within the powers of statutory officers of the college.
3. He/she shall make necessary arrangements for the safe custody of office files connected with the conduct of examinations of the college, documents, certificates etc. by the officers under whom such documents are kept.
4. He/she shall convene meetings and issue notices and conduct official communications thereof.
5. He/she shall keep the minutes of the various meetings.
6. He/she shall take special care to see that secrecy and confidentiality is maintained in connection with all examinations of the college.
7. He/she shall take quick decisions as circumstances warrant with or without taking



advice from examination cell.

8. He/she shall take control over the space allotted for the examination wing including that for centralized evaluation. Further he/she should ensure that the rooms, building, laboratories, stores etc. are well in order / prepared to conduct the examinations.

### **Deputy Controller of Examinations**

The deputy Controller/s of Examinations shall manage the sections allotted to him/her by the Controller of Examinations / Principal.

His / her duties shall include:—

1. Membership in examination committee.
2. Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.
3. Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution.
4. Preparation and printing of answer booklets for various examinations.
5. Make sure that the question papers are ready before the examinations are scheduled.
6. Helping CE in all his/ her activities.
7. Supervising that the forms relating to examinations are ready in time (applications, hall tickets etc.)
8. Make sure that the list of remuneration chart and ready reckoner for all examination related activities are prepared in advance.
9. All other tasks required for the conduct of evaluation process.

### **Examination Cell Members**

It shall be the duty of the members to carry out all the works assigned to them by the senior officers of the examination cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for:-

1. Providing assistance for the preparation and coordination with the printer for answer booklets, question papers for various examinations
2. Providing assistance for the preparation of all concerned duties relating to applications, question papers, scrutiny, and mark list in consultation with the deputy Controller of Examinations.
3. Ensuring that the question paper packets are ready for examinations.
4. Preparing a list of remuneration chart and ready reckoner for all examination related

activities.

5. Assisting the senior officers in the transit of files, communications and stationary.
6. Keeping examination related records safe and maintaining their confidentiality.
7. Discharging the duties entrusted to them by superior officers from time to time.

## 2.2 Examination Structure

The examination system described below will be applicable to all the courses, to which admissions were effected from the academic year 2016 -19.

### Examination System

The evaluation of theory of 100 marks is done in two parts, internal component (Continuous Internal Assessment (CIA) carrying maximum of 40 marks and by the Semester End Examination (SEE) carrying maximum of 60 marks. The aggregate minimum for a pass in each course is 40%.

#### Internal assessment:

Internal examination is of continuous evaluation type based on the guidelines set by the Academic Council.

*It carries 40 marks and a student is required to obtain a minimum of 16 marks for each of the courses.*

A student is required to opt for one of the **three** options for their internal assessment namely A, B or C. A student can opt for option B/C for not more than 50% of their courses (both inclusive).

**Option A: Test and Assignment.** The mid semester test (30 marks) will ideally be objective type evaluation but it can be mix of objective and descriptive questions. The assignment (10 marks) should be given well in advance so that they can sufficient time for it.

**Option B: Project based evaluation.** The student is required to select one of the projects offered by the mentor (generally the teacher teaching the course). The project will be evaluated by the end of the respective semester. The student will make approximately twenty-page self- written report which also contains their own observation, analysis and conclusions. The assessment will be based on the report and presentation of their project. The project can go beyond the scope of the syllabus.

**Option C: Book Review:** The student can choose a book for review, in consultation with the teacher teaching the course. It will be evaluated by the end of the respective semester. The student will make approximately twenty-page self- written report. The assessment will be based on the report and presentation of their review work.

**Option A:**

**2016-18**

One centralised mid semester test is conducted once in each term (August / January) for all the courses. The students are given assignment for 10 marks which they can do at home.

**2018-19**

**For UG Commerce and First Year Science (aided / unaided)**

A single 30 marks test is conducted in the mid of the semester. For the remaining 10 marks the teacher can assess a student based on assignment / presentation / group projects etc.

**Second and Third Year Science (aided / unaided)**

Internal component is conducted at departmental level.

Department can conduct one or more tests for the internal component of 30 marks. For the remaining 10 marks the teacher can assess a student based on assignment / presentation / group projects etc. Students who have not performed well but were regular in lectures and practical can be given one test just before the starting of the respective semester to makeup. This can only replace the test component.

**For PG Course:**

The departments are given autonomy to decide the modality of internal assessment in their respective subjects.

The internal component is broken up into two parts. Test of 20 marks and 20 marks assignment. Departments are free to conduct any number of tests for the 20 marks component.

**Semester End examination (SEE):**

It carries 60 marks and a student is required to obtain minimum of 24 marks for each of the course. For all courses the duration of the examination is of two hours except for Seem V and VI of Science and M.Sc. which are of two and a half hours' duration.

**Practical examination**

In general, it carries 100 marks for each practical course and student is required to obtain a minimum of 40 marks to pass a practical course. Some programmes may have a different maximum marks allotted for the practical course but the student will need to secure a minimum of 40% in each of the practical courses.

## CHAPTER 3

### CONDUCT OF EXAMINATIONS - PART I

The Controller of Examinations shall prepare the examination calendar for every academic year/ semester, well in advance, and shall publish the same in the college website. The information regarding the same shall be passed to the Heads of all the Departments.

All examinations of the year / semester shall be conducted as per the examination calendar.

Exam Cell conducts various examinations during the academic year. Mid semester or internal test (August/Sep in the first term and January/February in the second term). Regular Exams for odd semesters are conducted in the month of October/November while even semester are conducted in the month of March/April. Along with regular examination, ATKT/Class Improvement exams for all the semesters are conducted in both the terms.

#### **3.1 ATKT Examinations and rules**

ATKT examination is for those students who have either failed in previous semester subjects but are Allowed To Keep Terms. Also students who got drop in the previous semesters can appear during these exams.

The rules for ATKT are as follows:

##### **Undergraduate (aided/unaided)**

1. Students from odd semester (Semester 1, 3, 5) are automatically promoted to the next semester irrespective of the number of backlogs.

2. A learner will be allowed to keep terms for semester 3

- if the learner has passed semester 1 and 2 in full

*OR*

- for programmes with 900 marks or more then the learner has a backlog of maximum of 3 courses in each of semester 1 / 2 and for programmes with less than 900 marks the learner has a backlog of maximum 2 courses in each of semester-1/2.

3. A learner will be allowed to keep terms for semester 5

- if the learner has passed all courses in semester 1, 2, 3 and 4.

*OR*

- passed all courses in semester 1 and 2 with backlogs in semester 3 / 4 as follows: for programmes with 900 marks or more, the learner has a backlog of maximum of 3 courses in each of the semesters 3 / 4 and for programmes with less than 900

marks the learner has a backlog of maximum 2 courses in each of the semesters 3 / 4.

*OR*

- has passed all courses in semester 3 and 4 in full with backlogs in semester 1 / 2 as follows: for programmes with 900 marks or more then the learner has a backlog of maximum of 3 courses in each of semester 1 / 2, for programmes with less than 900 marks the learner has a backlog of maximum 2 courses in each of semester 1 / 2.

Consider the following example:

A student from S.Y.B. Sc with combination say 'Chemistry-Microbiology' / S.Y.B. Sc (Biotechnology) wanting admission to semester 5: (same rule applies for computer science and all combinations Physics-Mathematics, Mathematics-Statistics, Physics-chemistry, Chemistry-Botany, Chemistry-Zoology, Botany-Zoology, Chemistry-Geology, Physics-Geology).

This student is admitted to a programme with total marks 1000 in semester 1 and 2 each and 900 marks for semester 3 and 4 each.

Suppose,

Student has cleared all courses in semester 1 and 4 and has failed in 1 course in each of Semester 2 and 3. This student is not eligible for admission to semester 5 as this is a case of **cross KT**.

The student has not cleared his first year nor second year completely.

Another student say from the same combination has cleared semester 1, 2, 3 and has failed in 4 courses in semester 4. This student is not eligible for admission to semester 5 as he has more than permissible backlogs in semester 4.

Another student has 3 backlogs in semester 1 and 2 but has cleared all courses in semester 3 and 4 then this student is eligible to take admission to semester 5.

A student from S.Y.B.Sc (IT) / S.Y.B.Com (aided/unaided) wanting admission to semester 5: This student is admitted to a programme with total marks less than 900 marks in each of the semesters-1/2/3/4.

Suppose,

Student has cleared all courses in semester 1 and 4 and has failed in 1 course in each of Semester 2 and 3. This student is not eligible for admission to semester 5 as this is a case of **cross KT**.

The student has not cleared his first year nor second year completely.

Another student say from the same class has cleared semester 1, 2, 3 and has failed in 3 courses in semester 4. This student is not eligible for admission to semester 5 as he has more than permissible backlogs in semester 4.

Another student has 2 backlogs in semester 1 and 2 but has cleared all courses in semester 3 and 4 this student is eligible to take admission to semester 5.

### **Post-Graduation (aided/unaided)**

Students from post-graduation will be admitted to the next semester no matter the number of backlogs in the previous semester/s.

### **Class Improvement Rules**

Exam Cell also conducts exams for the students who want to appear for their class/grade improvement purpose.

A student after completing graduation/ post-graduation, at any time can apply for grade improvement for any two semesters of their choice.

A student will be required to give the examination based on the current syllabus unless the syllabus taught to them is still offered.

Once the student gives the grade improvement of any semester/s then the student cannot make any changes. They will be giving improvement examination of the same semester/s till they improve the grade of that semester/s.

Students are required to note that improvement in marks does not always imply that a new grade card will be issued. The student will be issued a new grade card only if the grade improves; for example from B grade to at least B+ grade.

Once grade has been improved the student is required to submit the photocopies of final semester and passing certificate which will then be reprinted with the necessary changes. After the said certificates are ready the student has to return the original of the final semester and passing certificate.

### **3.2 Re-Examination**

A student who misses his/her examination due to any reasons (mentioned separately) are required to intimate the exam cell in writing with all necessary documents. If the student is aware of their

case before the examination, are required to take permission before they go for any camp training etc. They are not eligible for additional exam if necessary permission is not taken.

**There are some ordinances that can be used to pass the programme or upgrade their grade. Students are requested to read the rules displayed under ordinances. A student who has taken NSS/ NCC/ DLLE/ sports\*/ cultural\* etc. can also get certain grace marks under ordinance O.229. Students are requested to read the same. (\* Conditions apply.)**

- Only regular students are eligible to give additional examination. Students writing ATKT examination or grade improvement examination are not eligible for this examination.
- Students who fall in one of the categories listed below can give additional exam. Additional exam will be conducted after 7 days of conclusion of the exam missed. Internal exam will be conducted in general before semester end exam. At times the additional exam maybe conducted in November for odd semester end exam. If a student misses the additional exam for any reason then they will have to fill the ATKT form in August/February. ATKT examination forms are made available in August/ February every year.
- Students are required to intimate the exam cell within 2 days of missing the exam with an application and with all necessary documents. They can intimate through anyone who is known to the student.
- Students eligible for additional exam will be intimated through the notice board and through SVV portal.

**The categories under which a student can apply for additional exam are listed below:**

Students without the supporting reports may have to face an enquiry committee and defend their case. Those called for enquiry but do not report may not be allowed to give the additional exam. Students are required to take permission from the exam cell in writing before going for the camp etc. They have to submit the requisite forms duly certified and stamped by the competent authority. They will have to produce the permission letter given by the exam cell to appear for the exam. Such students are required to take the requisite permission from exam cell before the exam. They have to attach the hall ticket of the concerned exam with their application. They have to produce the permission letter before they can give the additional exam.

The term Family is as defined by the University. They will have to intimate the exam cell either in writing or by mail. Details and requisite proof of relationship with the diseased along with xerox copy of death certificate has to be attached. They can submit these once they can report back as per the direction received by them from exam cell. Note that they cannot extend their leave without explicit permission of the exam cell.

- Due to sickness (Attach original doctor & certificate and xerox copies of pathology report / x-ray report / sonography report or other reports and also the prescription)
- Students who are required to attend camps organised by the college / representing college for sports or cultural or any other competition.
- Student who needs to give any competitive examination recognized by university of Mumbai.
- Death of a family member.
- Any other case accepted by Principal.

### **3.3 Issue of Time Table of the Examinations**

The CE shall issue the time table of various examinations in every term, one month before the commencement of the Examinations.

### **3.4 Registration to the ATKT/Class Improvement Examination**

- a. For ATKT/Class Improvement Examination, the students with remittance of prescribed fee are eligible for the forthcoming ATKT/Class Improvement examinations.
- b. ATKT / Class Improvement application for registration to the various Semester Examinations (internal / semester end / practicals) shall be forwarded to the CE for each course in prescribed format.

### **3.5 Scrutiny of Application for the ATKT examination**

The applications shall be verified for the following:-

- a. Sorting of the Applications

All the applications are sorted as per the semester and stream wise. They are also arranged seat number wise.

- b. Correctness of the Application

The Semester and seat numbers are checked for correctness.

- c. Remittance of Prescribed Fee

Applications not accompanied by the documents to prove remittance of fee shall not be entertained.

### **3.6 Preparation of data for ATKT students**

A list showing the name of examination, month and year of examination and seat number allotted shall be prepared for each examination. The data of ATKT examination is categorized as per semester and course. Summary of total number of students appearing subject wise is given to the question paper processing committee. Lists of the students appearing for the internal/practical examination are sent to the respective departments.



### **3.7 Preparation of Hall Tickets**

The hall ticket of the eligible candidates shall be with name, seat number, photograph of the candidate. The hall ticket shall contain the details of the courses for the concerned semesters for which a student is appearing for the ATKT exams. The hall tickets are distributed from the Exam Cell one week before the start of the examination.

### **3.8 Preparation of Answer Books**

- a. The main answer books and additional answer books to be supplied in the examination shall be prepared well in advance with specific format.
- b. Required number of blank answer books shall be handed over to the Office Superintendent of the examinations.

### **3.9 Preparations of various reports**

The seating arrangements of students are displayed on the main notice board of the college. Various computerised reports for examination such as student's signature sheets, their absentee sheets, coding sheets, cap report, overall absentee reports for each session are prepared well in advance.

### **3.10 Question Paper Bundles**

The required question papers shall be packed in sealed covers with details regarding the name of examination.

1. The exam committee member in charge for the session should verify that the seal and cover of the parcels are intact and descriptions on the cover of each sealed cover agree with the time table and number of students.
2. Safe custody of the answer books supplied for the concerned semester examination will be the responsibility of the Office Superintendent.
3. Question papers should invariably be kept under the personal custody of the Controller of Examination in the cupboards which are exclusively reserved for the same.

## CHAPTER 4

### CONDUCT OF EXAMINATIONS – PART II

#### 4.1 Methods of Examinations

Unless otherwise provided for, Examinations shall be conducted by one or more of the following methods: - a) Written b) Practical c) Oral d) Computer assisted testing

#### 4.2 Instructions to Exam Committee members at the Examination Venue

The Exam committee is responsible for the efficient conduct of examinations at the venue. The following guidelines may be followed for the smooth conduct of the examinations.

1. The exam committee shall ensure that the list of candidates appearing for the examination, required number of answer books and the stationery required for packing answer books are available at the venue at least 10 days prior to the commencement of examinations.
2. The committee should ensure that the question papers are ready at least a day before the examination
3. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session also ensure that proper details of the number of papers in each block are written on each question paper bundle.
4. The following arrangements are made for the conduct of the examination.
  - a. Seating arrangement for the candidates (seat number to be written on the desk at the right upper corner)
  - b. Examination room is clean, properly lighted and that no writing is there on the desks/walls or board.
  - c. Room/ hall wise seating plan for candidates are displayed at a prominent place in the College.
  - d. Selection of appropriate number of invigilators from among the faculty members, well in advance as per norms, in this regard.
5. See that the examination hall is opened only 20 minutes before the commencement of the examination. The students are to be instructed to occupy their seats at least 15 minutes before the commencement of the examination.
6. See that arrangements are made for ringing the bell as appropriate time. For a 2 hour examination starting at 07.30 a.m., the bell timings shall be as follows:
  - a. 07.20 am - Long bell - Candidates enter the examination hall.
  - b. After 07.25 am Distribution of answer books
  - c. 07.30 am - Distribution of question papers.
  - d. 8.00 am - Entry to exam hall not allowed

- e. 8.30 am - 1 hour of examination is over.
- f. 9.20 am - 10 minutes warning bell for paper of 2 hours of examination
- g. 9.30 pm -Long bell- End of Examination

Similar timings shall be followed for examinations commencing at 10:30 a.m.

The above schedule of timings shall be appropriately modified for examinations commencing at other timings.

7. In an unforeseen event of late commencement of examination, the time lost should be compensated. Any such instance should be immediately reported to the Controller of Examinations.
8. The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an Senior supervisor. He/ She should ensure that the seal of the question paper cover is intact.
9. Ensure that the invigilator for each room collects the answer books 15 minutes before the commencement of examination and that they proceed to the examination room.
10. Mobile phones, programmable calculators and other electronic gadgets should not be allowed in the examination room even if they are switched off.
11. Allow only hall-ticket, pen, pencil, eraser and ordinary calculator in the examination room. Hand bags should not be permitted inside the examination rooms.
12. Keep utmost vigil throughout the examination process. The exam committee members may frequently visit the examination hall and ascertain that the invigilators are doing their duties and are not engaged in conversation, reading or writing inside the examination hall.
13. A candidate shall not be allowed to write the examinations, if he/ she does not have a valid hall-ticket. However, if a student reports that his/her hall-ticket is lost, the additional hall ticket must be issued stating DUPLICATE Hall Ticket on it to the candidate, after receiving a written request from him/her along with the required fees.
14. The exam committee shall go through the 'Instructions for the invigilators' and give necessary directions as and when required.
15. The exam committee is responsible for keeping proper accounts for the stock and use of the main answer books and' additional sheets.
16. Additional sheets shall not be used for any purpose other than answering questions including doing calculations by the candidates in the examination hall.
17. Blank main and additional book shall be kept in safe custody.
18. The consolidated list of absence should be prepared and forwarded as per the direction contained in the printed instructions.
19. In case the copy case is found, Sr. Supervisor gets the respective form filled from the student and the respective block supervisor. New answer paper is given to that student.

Unfair Means Committee is informed about the same. At the end of the examination, old answer paper and new answer paper along with the reports is sealed and handed over to the Unfair Means Convener.

20. At the end of each examination the coding sheets are provided to the Jr. Supervisors by the exam committee. After coding, the answer papers are masked and the bundles are handed over to the CAP Chairperson who is responsible to ensure that the answer books are assessed and moderated within the given predefined time frame.

#### **4.3 Instructions to senior supervisors**

1. All senior supervisors should report 45 minutes before the commencement of the examination.
2. After receiving question papers, they should ensure that proper bundles of papers are made block/ room number wise.
3. They should give the papers to the junior supervisors 10 minutes before the commencement of examination.
4. After the examinations, they should collect the answer papers from the junior supervisors.
5. While collecting the answer sheets they should check each paper for their correct seat number and code. Also they should ensure that junior supervisor has filled the details of number of students in the block correctly.
6. In the event of reported copy case, they should get the required form filled by the student and the junior supervisor. They should hand over the said reports with the answer sheets and the copied material, mobile etc. in a sealed envelope to the unfair means committee.
7. In case of any student arriving late for the examinations, they should take the decision of allowing the student for the same.

#### **4.4 Instructions to Invigilators (Jr. Supervisors)**

1. All junior supervisors should report 30 minutes before the commencement of the examination.
2. After receiving the block/ bundle, they should ensure that all the reports, signature sheets are proper.
3. They should enter the class ten minutes before the commencement of the examination.
4. Once in the class, they should ensure that students are seated properly as per their seat numbers. They have to also ensure that no subject related matter is written on the board or benches.
5. They must warn the students regarding the using unfair means during examination.
6. They should distribute the answer paper in time so that student can fill in their details.

7. Once the bell rings, the question paper has to be distributed immediately.
8. While signing the answer sheets they must ensure that all the details are filled correctly by the students.
9. They must take rounds in the examination hall to ensure smooth conduct of the examination.
10. No student shall be allowed after half an hour of commencement of examination.
11. After warning bell no supplement to be issued to the student.
12. No student shall be allowed to leave the hall in last ten minutes.
13. After the final bell the answer sheets are to be collected in order.
14. They should collect the coding sheets from the exam committee member and code answer sheets before handing it over to the senior supervisor.

#### **4.5 Important Notes**

1. No Candidates need be admitted if they do not have valid hall tickets.
2. Candidates shall be admitted to the examination room 15 minutes before the scheduled time.
3. No students shall be admitted to the examination hall 30 minutes after the commencement of the examination.
4. See that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
5. Allow the use of logarithm tables, calculators etc. only if the use of these are permitted as per the instructions given in the question paper.
6. Do not allow mobile phones or any electronic equipment in the examination hall.
7. Keep alert, vigil and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and make a report to the Senior Supervisor who, in turn will forward the same to the CE.
8. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
9. Do not allow refreshments for the candidates in the examination hall.
10. Do not make any corrections in the roll number written by a candidate on his/her answer book. In any such cases ask him/her to correct it and then counter sign it.
11. Candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination.
12. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out.
13. See that candidates who leave the examination hall more than half an hour earlier

than the scheduled time for the close of the examination surrender their question papers with their name and register number written on them.

14. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examinations on subsequent days and the matter may be reported to the Controller of Examinations.
15. Permit the candidates to leave the examination hall only after handing over the answer book to the invigilator.

#### **4.6 Instructions to candidates appearing for examination**

All Students are required to follow the following code of conduct during examination. These rules are indicative and not an exhaustive set of rules.

1. No student is allowed to bring any communicating devices in the examination hall.
2. Permissible materials allowed inside the examination hall are writing materials, non-programmable calculators, transparent writing pads, drawing materials, eraser, transparent pouches, and small purse containing money or any other material as mentioned in the question paper.
3. No valuables will be allowed to be brought inside the examination hall other than those mentioned in point 2. All other materials (including graph papers/ logarithm tables / any other booklet) if brought are to be kept inside their bags (mobiles in switched off mode). College will not be responsible if any such valuables are lost.
4. No student will be allowed inside the examination hall with smart watches.
5. They are required to be seated inside the examination hall 10 minutes before the commencement of the examination. They are not allowed to be in the corridor reading their notes etc. No students will be allowed inside the hall once the examination has started without a valid reason. The decision of the senior supervisors is final.
6. The students are required to produce their proper hall tickets during all examination. The student will not be allowed to write the examination without a valid hall tickets. If the student has misplaced/lost their hall tickets then they are required to obtain a duplicate hall ticket.
7. No student will be allowed to receive their mark sheets without producing their hall tickets and fee receipts. They are required to keep their hall tickets safely till they have obtained all the documents from the college.
8. Students are strictly warned not to use any unfair means during examination. Use of unfair means can lead to dismissal/ loss of term etc.

9. Students are informed that they can be checked for any copy materials and if found during the examination then it will be treated as use of unfair means.
10. Mobiles or any communicating device if found on person will be confiscated and it will be treated as the students have used unfair means and they will be returned only after the inquiry is completed and Principal has signed the inquiry report. Such devices will be returned back to their parents/guardian as mentioned in the admission forms. Students are informed that it can take time for the devices to be returned back, hence they are strictly informed to not bring such devices during examination.
11. Students are required to bring their own materials needed for the examination. No student will be allowed to borrow any materials from any other student during the examination.
12. All students are required to check their surroundings for any materials lying around. They are required to give such materials to the block supervisors before the commencement of examination. Once the examination has begun if any incriminating materials are found near the student then they will be charged with using unfair means.
13. Students are informed that they should not be writing anything on the benches/hands/legs or any other part of their body or dress, this will be considered as use of unfair means. If any material is written on the bench then it should be brought to the notice of the block supervisors.
14. No student is allowed to write their name/roll number on the answer paper unless specifically asked to be written. If they have written their names/roll number or made any symbols not required in the answer paper then it will be treated as revealing identity. They will also be required to defend their case in front of the unfair means inquiry committee.
15. Students cannot take any supplements or answer booklet outside the examination hall. This can lead to debarment or cancellation of their examination.
16. No students are allowed to leave the examination hall before the first half hour and last 10 minutes of the examination. If a student leaves in the first half-time of the examination then they are required to submit their question paper to the supervisor writing their seat number on the question paper. They can collect their question paper after the examination has concluded from the peon to the understudy from the examination cell.
17. Student found to misbehave in the examination hall can be asked to leave the examination hall and they will be required to bring their parent/guardian for their next examination to be allowed to give their subsequent examinations.

18. Students are not allowed to chew anything during examination. If they are required for medical reason then proper permission to be taken before the commencement of the examination from the senior supervisors (they will have to produce the prescription given by medical practitioner/Doctor). Students are required to inform the senior supervisors before the commencement of examination if there is any medical problem faced by them. They are required to bring the list of substances not allowed to be given if any problem arises and this list to be submitted to the senior supervisors. This list should contain the contact details of the person to be informed if required.
19. Once the student has submitted their answer papers to the block supervisor then it will not be given back to them once they have left the block.
20. Once the student leaves the block after submitting their answer paper then they are not allowed to loiter in the corridor and they are required to leave the premises without making any disturbances.



## CHAPTER 5

### EVALUATION OF ANSWER BOOKS

#### 5.1 Evaluation of Answer Books

1. The evaluation of answer papers of the theory examinations shall be in centralized assessment centre.
2. The assessment can be started immediately after the examination. The first evaluation can be done by the internal examiner and the moderation shall be done by an external examiner.
3. Both assessments must be based on the scheme of evaluation prepared by the question paper setter.
4. The examiners shall prepare and submit the properly prepared mark sheet counter signed by the Head of the department
5. CAP Convener will exercise overall control of the assessment and shall be responsible for the proper conduct of the evaluation.
6. The CAP shall maintain appropriate registers, records and accounts relating to the assessment.

#### 5.2 Evaluation Process

##### Dual / Triple Assessment (2016- 2018)

Undergraduate courses [First year / Second Year (Semester 1, 2, 3 and 4) and First year (Semester 1 and 2)] and Postgraduate courses.

Teachers from the different college are called for the dual assessment. Dual assessment is done as per the following rules.

Range (Marks)	Dual assessment
<b>0 - 16</b>	No dual
<b>17 - 23</b>	100% dual
<b>24 - 49</b>	10% of the total number of papers in this range
<b>50 - 60</b>	100% dual

For Third year (Semester 5, 6) undergraduate courses and For Second year (Semester 3, 4) Postgraduate courses

<b>Range (Marks)</b>	<b>Dual assessment</b>
<b>0 – 60</b>	100% dual

In all the above if there is a difference of more than 10% (6marks) third examiner from different college (not the one who has done the same paper) is called.

If difference between the first two examiners is up to 10% (6 marks) then maximum of the two is considered. If examined by the third examiner then score awarded by the third examiner is considered.

### **5.3 Moderation of Answer Books (March 2019 onwards)**

The first assessment shall be done by the internal examiner and the second evaluation by the external examiner. The final mark is taken as the mark given by moderator Any decimal in this case shall be rounded off to the next higher integer.

The moderation criteria is as follows

<b>Range (Marks)</b>	<b>Dual assessment</b>
<b>0 - 16</b>	No dual
<b>17 - 23</b>	100% dual
<b>24 - 49</b>	10% of the total number of papers in this range
<b>50 - 60</b>	100% dual

If the variation in marks exceeds 10%, it shall be sent to a senior internal/external examiner for a third evaluation. In such cases the final mark will be marks given by the third examiner.

The valued answer papers of all SSE of UG and PG will be preserved for a period of one year by the CAP, after the announcement of the results.

## **CHAPTER 6**

### **RESULT PROCESSING**

#### **6.1 Result Verification**

First step in result processing is to decide resolution of marks to be given in each subject. Resolution of marks in each subject is decided by the respective chairperson based on the statistical data about the number of failures at different marks. This resolution is then passed by the Principal in consultation with the Controller of Examination.

After applying the resolution and all other ordinances, rough printout of the result register is checked for the mark entries with the mark lists prepared by the examiners. The mark sheet has several security features to avoid forging of the mark lists.

#### **6.2 Publication of Results**

The final approved result of the concerned examination shall be declared and uploaded on website. The final year data of both UG and PG is sent to the University of Mumbai in the required format for the preparation of convocation certificate.

#### **6.3 Issue of Consolidated Statement of Marks**

All candidates who have appeared for an examination conducted by the College shall be issued a computerized consolidated statement of marks/ grades

#### **6.4 Correction in Results**

- Students are required to bring to the notice any kind of discrepancies found in the results declared. They are required to give in writing the details of the discrepancies and their communication details (specially their email addresses). If the corrections are with respect to their names, then they have to submit their XII<sup>th</sup> mark sheet. Note that your name in degree certificate printed by University will be including Surname, your name, Father's name and mothers name hence your mark sheets will also be in the same order.
- The students are required to intimate the exam cell within 7 days of declaration of results any correction are required so that their mark sheets can then be corrected immediately. No corrections will be carried out after 6 months from the date of declaration\*.

\* Correction such as name can be done after the said date

## 6.5 Revaluation / Photocopy process

The redressal system is introduced by the University in the form of provision for providing photocopies of answer books and revaluation of answer papers.

### Revaluation process

1. To carry out this exercise the College charges a certain fee per paper to be re-evaluated.
2. In the event of the student not being satisfied with the evaluation of answer books they can apply for a process of revaluation.
3. For semester end revaluation only external examiners are allowed and the examiners who has not assessed (dual / triple) the papers to be re-evaluated.
4. For internal revaluation the answer paper to be collected from the concerned department. Revaluation of internal only for the 30/20 marks test given by the students. (Assignment/project cannot be re-evaluated.)
5. Revaluation will be done in consultation with senior most teacher of the subject not necessarily from the department certainly not with teacher who has assessed unless under certain circumstances.
6. Practical revaluation will be for the written matter only. This again will be with senior most members but the teacher who assessed will also be part of the revaluation process.
7. Internal and practical revaluation will be in front of exam cell members which will include the controller of exam/convenor/co-convenor.
8. The change in marks scored, if any is communicated to the student according to rules of the University.
9. For any other grievance with respect to the evaluation the students are welcome to meet the Principal or the Vice Principal concerned, with respect to any of their apprehension regarding the evaluation.

## 6.6 Ordinances

### O.5042A-Gracing rules

- Grace Marks passing in each course / head of passing ( Theory / Practical // External / Semester End Exam / Internal Assessment )
- The examinee shall be given the benefit of grace marks only for passing in each course / head of passing ( Theory / Practical )
- In External / Semester End Examination or Internal Examination Assessment as follows:
-

Head of Passing	Grace Marks Up to
Up to - 50	2
051 - 100	3
101 - 150	4
151 - 200	5
201 - 250	6
251 - 300	7

- Provided that the benefit of such gracing marks given in different courses/ head of passing shall not exceed 1% of the aggregate marks in that examination.
- Provided further that the benefit of gracing of marks under this Ordinance, shall be applicable only if the candidate passes the entire examination of semester / year.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE, UGC etc.

#### **O.5043A-upgrading overall grade to higher grade**

- A candidate/learners who passes in all the subjects / courses 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 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 or grade as the case may be.
- Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate course / head of passing also, if prescribed, in the examination concerned.
- Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of Class / Grade has been prescribed.

#### **O.5044A-upgrading higher grade for a course**

- A candidate/learners who passes in all the Courses or Subjects/ Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the courses/ subject/s falls short by not more than three marks for getting Grade 'O' /

distinction in the courses / subject/s respected shall be given necessary grace marks up to three (03) in maximum two subjects, courses subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

- Provided that benefits of above mentioned grace marks shall not be given to the candidate only for such examination/s for which provision for distinction in a course /subject has been prescribed.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

#### **O.5045A-Condonation Rules**

- If a candidate/learners fails in only one course/ head of passing, having passed in all other courses/ heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that course / head of passing in which he/she is failing, whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.
- Condonation of deficiency of marks be shown in the Grade Card/ Statement of Marks in the form of asterisk and Ordinance number.
- Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

#### **O.5048A-Amendments of Results**

In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice Chancellor / Pro Vice Chancellor, provided the errors are reported / detected within 6 months from the date declaration of results. Errors detected thereafter shall be placed before the Board of Examinations.

#### **Error Means**

- Error in computer/data entry, printing or programming and the like.
- Clerical error, manual or machine, in total or entering of marks on ledger/register.

- Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

#### **A. Due To Fraud, Malpractices Etc.**

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of the Board of Examination been party of privy to or connived at such malpractice, fraud or improper conduct, the Board of Examination shall have power at any time notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examination considers necessary in that behalf

#### **Note:**

- The Ordinances O.5049, O.5050 will be as per the existing ordinances. However, the term “Student” be read as “Learners”
- The Number of the Ordinances will be same. However, it is followed by alphabet ‘A’ only.

### **GRACING ORDINANCE FOR NSS, NCC, DLLE, SPORTS, CULTURAL ETC**

#### **O.229**

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

Students 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, Associate N.C.C. Officer of their respective College.

Students who have enrolled as members of the Home Guards and have satisfactorily completed Home Guard training programme during the academic year, as certified by the Principal, Associate of their respective College.

Students who have participated in N.S.S. programme and have satisfactorily completed at least 120 hours of Social Service comprising the time spent in at least 2 types of projects as certified by the Principal of their respective College and forwarded by the N.S.S. Programme Co-ordinator.

Students who have participated in the programme of the Department of Adult and Continuing Education and Extension such as these pertaining to the programmes of the National Literacy Mission, /population /education Centre and have satisfactorily completed at least one hundred and

twenty hours of work in the programme as certified by the Principal and further certified by the Director.

Students who have participated in the Work-experience project of the Department for 20 hours as certified by the Principal and further certified by the Director.

Students who are one of the members of the team/s reaching at Quarter final stage at inter - collegiate sports competitions or have secured one of the eight places in order of merit in individual sport event conducted by the University or have represented the University in sport events either at the Inter-State or at Zonal level or at National Level or at International Level and have produced the necessary certificate from the Principal of their respective college and forwarded by head of the concerned section.

Students who are members of 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 have 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 their respective college and forwarded by Head of the concerned Section.

Students who are members of Student Councils constituted under Section 40 (2) (a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Universities Act 1994, and have actively participated in various schemes, programmes and attended functions of the University during that academic year, as recommended by the Principal of the concerned college and certified by the Director of Students Welfare.

## **BE AWARE**

**The benefit of 10 grace marks to candidates would be available only in any one of the activities mentioned above, at their option subject to their fulfilling following conditions**

That they are appearing for any university examination, except the examinations, the benefits of grace marks shall be granted to the extent of 5% of the maximum marks allotted to a subject.

That in case of failure in one or more heads of passing an examination, the benefit of grace marks shall be granted to the extent of 5% of the maximum marks allotted to a subject.

That the grace marks will be granted for the purpose of claiming exemptions in a subject/s, provided it shall not exceed 5% of the maximum marks allotted to a subject.

That the maximum of 10-grace mark shall be granted for the purpose of enabling a candidate for the award of class and or distinction, in the examination.



The maximum of 10 grace marks shall be added to the grand total, however, in the case of credit based grading system (CBGS) the (0.1) will be added in the final grade to the GPA, even if the benefit is given to students for passing the subject/s.

That if examination is conducted in Semester and the marks of the two semesters are clubbed, the same shall be granted in even semester examination of that academic year.

That the grace marks under this ordinance will not be counted for the award of scholarships, prizes and medals or any other awards.

That the rules relating to gracing under this Ordinance shall be applied first and the same shall separately be shown in the marks sheet of the candidates.

That the University authorities may consider with holding of any of the aforesaid benefit or to consider any of the merit/work of the candidates null and void if, in the option of duty constituted Disciplinary Committee, such an action is felt necessary, and communicated to University through the Principal/Head of the Department.

### **Class Improvement Rules**

A student after completing Graduation/post-graduation, at any time can apply for grade improvement for any two semesters of their choice.

A student will be required to give the examination based on the current syllabus unless the syllabus taught to them is still offered.

Once the student gives the grade improvement of any semester/s then the student cannot make any changes. They will be giving improvement examination of the same semester/s till they improve the grade of that semester/s.

Students are required to note that improvement in marks does not always imply new grade card will be issued. The student will be issued a new grade card only if the grade improves; for example from B grade to at least B+ grade.

Once grade has been improved the student is required to submit the xeroxes of final semester and passing certificate which will then be reprinted with the necessary changes. After the said certificates are ready the student has to return the original of the final semester and passing certificate.

## FAQs

### **What are the options available for internal evaluation for a course?**

The following three options are available for an internal evaluation. (The option available to a student can be changed in different academic year.)

Group A: Test + Assignment

Group B: Project

Group C: Book review

A student will be allotted a subject expert as mentor and the student does the project under his/ her guidance. The student will compile a short 10 to 20 page report describing the project and the process of completion of the project and the conclusion drawn from the project. The student will have to present the same to the subject expert along with any other reviewing committee. Department can modify the marks allotted to this according to their requirements.

### **What is the option A internal assessment?**

The following are options for Science and Commerce courses for each theory course during 16-18

- a. For F.Y. / S.Y. / T.Y. B. Sc. and B.Com. One centralised test of 30 marks will be conducted which will contain objective / subjective questions.
- b. Skill based tests carrying 10 marks will be conducted throughout the semester. This can include assignment.
- c. The students, who are unable to clear the internal, will be given a 40 marks project. It will be conducted by the respective departments.

The following are options for Science and Commerce courses for each theory course during 18-19

- a. For F.Y. / S.Y. / T.Y. B. Sc. and B.Com. Continuous evaluation test of 30 marks will be conducted. There can be more than one test which will contain objective / subjective questions.
- b. Skill based tests carrying 10 marks will be conducted throughout the semester. This can include assignment, power point presentation etc.
- c. The students, who are unable to clear the internal, will be given another chance to appear for the 40 marks test. It will be conducted by the respective departments.

**If a student has opted for a particular group for internal evaluation then can they change the same later?**

Once the student has selected the option (A/B) for internal evaluation then he/she cannot make any changes for that semester. For each semester the student is required to select the options.

**Can a student opt for group B for all the courses that he/she is learning?**

A student cannot opt for Group B for all the courses as their choice for internal evaluation. He/she can opt for group B maximum of 50% of the courses that he/she is learning. A student can opt for all courses group A as their choice of internal evaluation.

**If a student who have opted for group A for internal assessment is absent for the test then does he/she stands to lose the 30 marks allotted for it?**

If a student remains absent for any test due to sickness/ death in the family/ is representing the college in a university level or state level or regional level or national level or international level competition or any other valid reason (Principal will be the final authority to decide the validity) then such student has to apply for the additional internal examination that will be conducted by the department. All documents to be submitted to the department concerned, the test will be held before the start of semester end examination. The application should reach the concerned department within 3 days of the examination that was missed. The application should be with supporting documents. If a student misses the additional exam for the internal test then no more chance will be provided for the same.

**Is there a revaluation for the internal evaluation?**

There is a provision for a revaluation of the internal test. If a student is marked absent in the internal evaluation in spite of writing the test then the student has to give an application to the examination cell within 4 days of declaring the result (before the individual mark sheet is distributed).

**Is there a scaling down of marks for any of the exam?**

There is no scaling down of internal/semester end/practical marks.

**Does a student need to pass their internal as well as the semester end examination separately?**

A student has to get a minimum of 40 % separately in internal and semester end or practical examination. (16 marks out of 40 in the internal and 24 marks out of 60 in the semester end examination Practical Course out of 100 marks requires minimum 40 marks) to pass the course.

**Will there be an additional examination for those who failed in the internal/ semester end/practical examination?**

A student can apply for the ATKT examination. ATKT examination is conducted tentatively in the month of September (Forms will be available in the month of July/August) in the first term and tentatively in the month of February (Forms will be available in the month of January) in the second term. Actual month of conducting the exam may change.

**Will there be an additional examination for those who were absent due to medical reason / representing the college for any event/ and other circumstances for the semester end /practical regular examination?**

A student can apply for the additional examination within 3 days of missing the examination to the examination cell. A committee will be constituted to check the veracity of the claim. If they are found eligible then they will be intimated through noticeboard for the additional examination.

**Will there be an additional examination for those who were absent due to medical reason / representing the college for any event/ and other circumstances for the semester end /practical ATKT/ Grade improvement examination?**

There is no provision for an additional exam for ATKT/Grade improvement exam.

**What should I do if I miss my practical examination?**

For any reason if you have missed your practical examination then they can request the department concerned to allow you out of turn, provided there is another batch remaining to be examined. If no batch remains then the student has to give the ATKT examination. . If you have missed the exam due to medical reason/ representing the college for any event/ etc. then please read answer provided for above question.

**When are the ATKT examination held?**

All semester ATKT examination is held twice a year. Tentatively they are held in September and February. Forms are available in July-August/January.

**If a student wants to see his/her answer books will it be allowed?**

If a student wants a photocopy of the answer paper they need to apply for the same within 7 days of declaring the results once the notice is put up. The amount will be applicable as per the prevailing rates.

**Can a student apply for revaluation of the answer books of the semester-end /internal/practical examination?**

A candidate can apply for the revaluation of the answer book of the subject. Revaluation is conducted only where the written scripts are available. The amount will be applicable as per the prevailing rates.

**If a student finds any discrepancy in the photocopy what should be done?**

On receipt of the photocopy if the discrepancy of following nature is noticed by the examinee, he/she should apply to the examination cell in the prescribed form along with the said photocopy and copy of the question paper within three (03) working days from the date of publication of the notice. (excluding the day the student has collected the photocopy) as per the provisions hereinabove.

- i) Mistake in total
- ii) Non assessment of a question / sub-question if required

After due verification, the Principal shall make necessary rectification in the marks allotted in the said subject and consequently in the result of the candidate without charging any further fee for necessary rectification.

**Those students who have failed earlier when can they give the additional examination?**

Those students who have failed in the internal/semester end examination in the earlier years have to fill the ATKT forms. Odd semester ATKT examination form is to be filled in the month of July/August. Even semester examination forms are to be filled in the month of January. They are not eligible for the additional examination.

**When can the student prior to semester system (Old exam pattern) give their ATKT examination?**

The last chance to give the annual pattern examination was April 2018. It depends on the University. As and when University allows the college to conduct the examination the notice will be put up on the noticeboard and uploaded in the notice section under examination.

**Is attendance compulsory if a student having opted group B for the Internal Test?**

Attending lectures is compulsory. Minimum 75% attendance is compulsory. The lectures help the student to understand a topic in another perspective which may not always be possible to obtain through books.

**What is the ATKT rule for promotion to the higher class?**

Undergraduate

(aided/unaided)

1. A student from odd semester (Semester 1, 3, 5) is automatically promoted to the next semester irrespective of the number of backlogs.

2. A learner will be allowed to keep terms for semester 3

if the learner has passed semester 1 and 2 in full

*OR*

for programmes with 900 marks or more then the learner has a backlog of maximum of 3 courses in each of semester 1 / 2 and for programmes with less than 900 marks the learner has a backlog of maximum 2 courses in each of semester 1 / 2.

3. A learner will be allowed to keep terms for semester 5

if the learner has passed all courses in semester 1, 2, 3 and 4.

*OR*

passed all courses in semester 1 and 2 with backlogs in semester 3 / 4 as follows: for programmes with 900 marks or more, the learner has a backlog of maximum of 3 courses in each of semester 3 / 4 and for programmes with less than 900 marks the learner has a backlog of maximum 2 courses in each of semester 3 / 4.

*OR*

has passed all courses in semester 3 and 4 in full with backlogs in semester 1 / 2 as follows: for programmes with 900 marks or more then the learner has a backlog of maximum of 3 courses in each of semester 1 / 2, for programmes with less than 900 marks the learner has a backlog of maximum 2 courses in each of semester 1 / 2.

Consider the following example:

A student from SYBSC with combination say 'Chemistry-Microbiology' / SYBSC (Biotechnology) wanting admission to semester 5: (same rule applies for all combinations Physics-Mathematics, Mathematics-Statistics, Physics-chemistry, Chemistry-Botany, Chemistry-Zoology, Botany-Zoology, Chemistry-Geology, Physics-Geology)

This student is admitted to a programme with total marks 1000 in semester 1 and 2 each and 900 marks for semester 3 and 4 each.

Suppose,

He has cleared all courses in semester 1 and 4 and has failed in 1 course in each of Semester 2 and 3. This student is not eligible for admission to semester 5 as this is a case of 'cross KT'. The student has not cleared his first year nor second year completely.

Another student say from the same combination has cleared semester 1, 2, 3 and has failed in 4 courses in semester 4. This student is not eligible for admission to semester 5 as he has more than permissible backlogs in semester 4.

Another student has 3 backlogs in semester 1 and 2 but has cleared all courses in semester 3 and 4 then this student is eligible to take admission to semester 5.

A student from SYBSC (IT) / SYBCOM wanting admission to semester 5:

This student is admitted to a programme with total marks less than 900 marks in each of the semesters 1, 2, 3, 4.

Suppose,

He has cleared all courses in semester 1 and 4 and has failed in 1 course in each of Semester 2 and 3. This student is not eligible for admission to semester 5 as this is a case of 'cross KT'. The student has not cleared his first year nor second year completely.

Another student say from the same class has cleared semester 1, 2, 3 and has failed in 3 courses in semester 4. This student is not eligible for admission to semester 5 as he has more than permissible backlogs in semester 4.

Another student has 2 backlogs in semester 1 and 2 but has cleared all courses in semester 3 and 4 this student is eligible to take admission to semester 5.

### **Post-Graduation (aided/unaided)**

Students from post-graduation will be admitted to the next semester irrespective of the number of backlogs in the previous semester/s.

## ***Examination system-An overview***

### **Examination Process**

The college has a separate Examination Committee of senior faculty members headed by senior faculty who is the Controller of the Examination Committee. The Controller and the members of the Examination Committee are nominated by the Principal who is the Chief Conductor of Examination for all the examinations at the college. The college also has a CAP (Centralised Assessment Programme) committee for the timely and proper assessment of the answer books. The CAP committee is headed by senior faculty nominated by the Principal.

**Types of examinations:** Throughout the year different types of examinations are conducted their tentative schedule is as follows:

<b>Odd Semester</b>	: Internal ( Mid semester) in the mid-August : External (Semester end) in September
<b>Even Semester</b>	: Internal in the mid-January : External (Semester end) in March
<b>Practical Exam</b>	: Conducted in parallel to theory
<b>ATKT Examinations</b>	: Form filling Aug / Jan : Exams First Term : Sept/Oct : Second Term : Feb/Mar
<b>Re-examination/ medical cases</b>	: within 15 days of semester end examinations

### **SOP for Pre-examination processes**

Time table generation, student list generation, invigilators list, squads, attendance sheet etc.

- The examination schedule is to be announced at the beginning of the academic year through the College Calendar.
- The examination time tables to be displayed well in advance at least three weeks before commencement of examination.
- For ATKT exam students, filling in application forms with all the details of the subject they would appear should be on or before 15 days of ATKT examinations.
- The hall tickets are to be issued to students on or before 8 days of regular as well as for ATKT examinations.
- A detailed seating arrangement for every session of the examination for each class is to be prepared and displayed on the college notice boards one week before the examination. (also it is sent to the respective students groups)



- The invigilation list is given well in advance (fifteen days) to the faculty.
- Allocation of duties to the examination committee members is done before 4-5 days of the start of the examination.
- Allocation of the rooms/ blocks to the Jr. Invigilators is informed on the day of examination just before the commencement of the examination.
- The student signature sheets, absentee report for each block for all the exams are to be prepared.

### **SOP during Examination**

- Faculty members of the examination committee conduct the meeting at least three weeks before commencement of examination where all the points/ functions related to smooth conduct of examination have to be discussed.
- The photocopies of question papers should be organised for each day of the examination and overseeing the whole examination programme at least a week before.
- The concerned examination committee member has to confirm the allotment of blocks and writing of the seat numbers on benches one day prior to examination.
- The list of the number of papers required in each block for each subject should be written on each subject question paper bundle. According to this Sr. Supervisors make the bundles of question papers and hand over to the respective block Jr. Supervisors.
- The Principal (Chief Conductor) and Controller of the Examination Committee should take regular rounds of the examination rooms for each session of the examination.
- The respective forms and other stationary have to be kept ready in the event of a copy case.
- If the copy case is found, Sr. Supervisor should get the respective form filled from the student and the respective block supervisor.
- New answer paper is to be given to that student. Unfair Means Committee should be informed about the same. At the end of the examination, old answer paper and new answer paper along with the reports is sealed and handed over to the Unfair Means committee Convener.
- Absentee report is prepared by visiting each block during examination.
- At the end of each examination (semester end) the coding sheets are to be provided to the Jr. Supervisors by the exam committee. After coding, the answer papers should be masked and the bundles are to be handed over to the CAP along with the CAP report. Convener of the CAP takes care of timely correction/ moderation within stipulated time.

- Exam Committee member on duty makes three sets of the question papers for respective department, library, NAAC and revaluation.

#### **SOP for Post Examination Process**

- Synoptic answer keys for question papers are to be prepared immediately after the paper by the concerned paper setters for uniformity in assessment.
- After the first assessment external examiners from different colleges are called for the moderation. Moderation is done as per the following rules.

<b>Range (Marks)</b>	<b>Moderation</b>
<b>0 - 16</b>	No moderation
<b>17 - 23</b>	100% moderation
<b>24 - 49</b>	10% of the total number of papers in this range
<b>50 - 60</b>	100% moderation

- If difference between the first two examiners is up to 10% (6 marks) then moderators marks are considered final.
- If the difference is more than 10%, then it is evaluated by third examiner whose marks will be final.

#### **Declaration of Results:**

- Generally within 35 days of the examination the results should be declared and the mark sheets are to be issued to the students for each semester showing their performance which is credit based and has a Cumulative Grade Point Average (C.G.P.A.) besides the Semester Grade Point Average(S.G.P.A.)

**Revaluation process**

- In the event of the student not being satisfied with the evaluation of answer books they can apply for a process of revaluation/photocopy within 8 days of declaration of results or 3 days of getting photocopy of the answer book.
- For revaluation, only external examiners are allowed.
- For internal revaluation the answer papers to be collected from the concerned department. Revaluation of internal only for the 30/20 marks test given by the students is done. (Assignment/project cannot be revaluated.)
- Revaluation of internal tests / practical will be done in consultation with senior most teacher of the subject not necessarily from the department certainly not with teacher who has assessed unless under certain circumstances.
- Internal and practical revaluation will be in front of exam cell members which will include the controller of exam/convener/co-convener.
- The change in marks scored, if any is communicated to the student according to the rules.
- For any other grievance with respect to the evaluation the students are welcome to meet the Principal or Vice Principal, with respect to any of their apprehension regarding the evaluation.

**Code of conduct for junior supervisor:**

- All junior supervisors should report 30 minutes before the commencement of the examination.
- After receiving the block/ bundle, they should ensure that all the reports, signature sheets are proper.
- They should enter the class ten minutes before the commencement of the examination.
- Once in the class, they should ensure that students are seated properly as per their seat numbers. They have to also ensure that no subject related matter is written on the board or benches.
- They must warn the students regarding the using unfair means during examination.
- They should distribute the answer paper in time so that student can fill in their details.
- Once the bell rings, the question paper has to be distributed immediately.
- While signing the answer sheets they must ensure that all the details are filled correctly by the students.
- They must take rounds in the examination hall to ensure smooth conduct of the examination.
- No student shall be allowed after half an hour of commencement of examination.

- After warning bell no supplement to be issued to the student.
- No student be allowed to leave the hall in last ten minutes.
- After the final bell the answer sheets are to be collected in order.
- They should collect the coding sheets from the exam committee member and code answer sheets before handing it over to the senior supervisor.

**Code of conduct for senior supervisor:**

- All senior supervisors should report 45 minutes before the commencement of the examination.
- After receiving question papers, they should ensure that proper bundles of papers are made block/ room number wise.
- They should give the papers to the junior supervisors 10 minutes before the commencement of examination.
- After the examinations, they should collect the answer papers from the junior supervisors.
- While collecting the answer sheets they should check each paper for their correct seat number and code. Also they should ensure that junior supervisor has filled the details of number of students in the block correctly.
- In the event of reported copy case, they should get the required form filled by the student and the junior supervisor. They should hand over the said reports with the answer sheets and the copied material, mobile etc. in a sealed envelope to the unfair means committee.
- In case of any student arriving late for the examinations, they should take the decision of allowing the student for the same.

**Code of conduct for students during Examination**

All Students are required to follow the following code of conduct during examination. These rules are indicative and not an exhaustive set of rules.

1. No student is allowed to bring any communicating devices in the examination hall.
2. Permissible materials allowed inside the examination hall are writing materials, non-programmable calculators, transparent writing pads, drawing materials, eraser, transparent pouches, small purse containing money or any other material as mentioned in the question paper.
3. No valuables will be allowed to be brought inside the examination hall other than those mentioned in point 2. All other materials (including graph papers/ logarithm tables / any

other booklet) if brought are to be kept inside their bags (mobiles in switched off mode). College will not be responsible if any such valuables are lost.

4. No student will be allowed inside the examination hall with smart watches.
5. They are required to be seated inside the examination hall 10 minutes before the commencement of the examination. They are not allowed to be in the corridor reading their notes etc. No students will be allowed inside the hall once the examination has started without a valid reason. The decision of the senior supervisors is final.
6. The students are required to produce their proper hall tickets during all examination. The student will not be allowed to write the examination without a valid hall tickets. If the students have misplaced/lost their hall tickets then they are required to obtain a duplicate hall ticket.
7. No students will be allowed to receive their mark sheets without producing their hall tickets and fee receipts. They are required to keep their hall tickets safely till they have obtained all the documents from the college.
8. Students are strictly warned not to use any unfair means during examination. Use of unfair means can lead to dismissal/ loss of term etc.
9. Students are informed that they can be checked for any copy materials and if found during the examination then it will be treated as use of unfair means.
10. Mobiles or any communicating devices if found on person will be confiscated and it will be treated as the students have used unfair means and they will be returned back only after the inquiry is completed and Principal has signed the inquiry report. Such devices will be returned back to their parents/guardian as mentioned in the admission forms. Students are informed that it can take time for the devices to be returned back, hence they are strictly informed to not bring such devices during examination.
11. Students are required to bring their own materials needed for the examination. No student will be allowed to borrow any materials from any other student during the examination.
12. All students are required to check their surrounding for any materials lying around. They are required to give such materials to the block supervisors before the commencement of examination. Once the examination has begun if any incriminating materials are found near the student then they will be charged with using unfair means.
13. Students are informed that they should not be writing anything on the benches/hands/legs or any other part of their body or dress, this will be considered as use of unfair means. If any material is written on the bench then it should be brought to the notice of the block supervisors.
14. No student is allowed to write their name/roll number on the answer paper unless specifically asked to be written. If they have written their names/roll number or made any

- symbols not required in the answer paper then it will be treated as revealing identity. They will also be required to defend their case in front of the unfair means inquiry committee.
15. Students cannot take any supplements or answer booklet outside the examination hall. This can lead to debarment or cancellation of their examination.
  16. No students are allowed to leave the examination hall before the first half hour and last 10 minutes of the examination. If a student leaves in the first half time of the examination then they are required to submit their question paper to the supervisor writing their seat number on the question paper. They can collect their question paper after the examination has concluded from the peon to the understudy from the examination cell.
  17. Students found to misbehave in the examination hall can be asked to leave the examination hall and they will be required to bring their parent/guardian for their next examination to be allowed to give their subsequent examinations.
  18. Students are not allowed to chew anything during examination. If they are required for medical reason then proper permission to be taken before the commencement of the examination from the senior supervisors (they will have to produce the Doctor's prescription). Students are required to inform the senior supervisors before the commencement of examination if there is any medical problem faced by them. They are required to bring the list of substances not allowed to be given if any problem arises and this list to be submitted to the senior supervisors. This list should contain the contact details of the person to be informed if required.
  19. Once the student has submitted their answer papers to the block supervisor then it will not be given back to them once they have left the block.
  20. Once the students leave the block after submitting their answer papers then they are not allowed to loiter in the corridor and they are required to leave the premises without making any disturbances.

## ***Functioning of the CAP***

### **Pre-Exam preparations:**

- Packing and safeguarding the papers of the previous exam to be completed before the commencement of the next examination.
- As soon as Exam cell declares the Exam time table, all departments are asked to furnish the list of examiners for all regular and ATKT assessment work in the format provided by CAP.
- CAP then prepares a deadline for first assessment of each subject.
- Registers are prepared for keeping proper records.

**During examination:**

- Tally the papers received from the exam cell along with the reports received.
- Transfer the data into two registers, one for exams held date-wise (called as **CAP** record register) and other class-wise registers for the assessment record by examiners.
- An examiner has to enter details in the register when issued a bundle for assessment.
- The block report with seat numbers is removed from all bundles of **REGULAR** exam after writing the code numbers on it. These seat numbers to code number link reports are kept in a confidential file and are used for preparation of final mark-list.
- When examiners complete assessment of one bundle, **CAP** mark-list is prepared and the entry is made in 'mark-list submission register'.
- Based on this, **CAP** prepares a day wise report of the number of papers assessed and the number of papers pending.
- In case of **Regular** exam, once first assessment of all papers in a subject is over, papers for **DUAL ASSESSMENT** are separated as per the following rules and the marks of first assessment are masked.

<b>Semester I To Semester VI</b>	<b>Marks 0-16</b>	No Dual Assessment
	<b>Marks 17-23 &amp; 50-60</b>	100% Dual Assessment
	<b>Marks 24-49</b>	10% of the papers in this range for Dual Assessment

- 
- Once Dual assessment is over, mark-list is prepared by second examiner. **Papers in which there is more than 10% difference in the marks by first and second examiner (i.e. 7 or more out of 60)** are separated by **CAP** committee for **triple** assessment.
- Final marks are considered as per following rules:
  - If there is a third assessment for a paper, then marks by third examiner are considered to be final, else higher of first and second assessment marks are taken as final.
  - Once final marks are awarded, papers are de-masked and final mark-list provided by exam cell is filled up.
- All completed mark-lists are then sent to exam cell for result processing and record is kept at **CAP**.

- A proper record of external examiners coming for assessment is kept and the data regarding dates of assessment and total number of papers assessed is kept.
- The remuneration forms are given to the concerned examiners. The information written in remuneration form is verified.
- Once assessment work is completely over and final mark-lists of ALL subjects are sent to exam cell, all cupboards are sealed to safeguard the papers till declaration of result.
- After the result is declared, CAP provides answer papers for re-valuation to the exam cell against the list of student asked.

### ***Unfair means Inquiry Protocol***

- Announcement is done by the junior supervisor 10 minutes prior to exam and also during exam regarding the consequences of resorting to unfair means during the examination.
- If the candidate is caught with copying material, then the following steps are taken by the Unfair means committee.
  1. Copying material and answer sheet are confiscated.
  2. The unfair means forms are filled up by the student, Junior Supervisor and Senior Supervisor and Unfair means Inquiry letter is issued.
  3. A new answer sheet is given to the candidate.
  4. After the exam both the answer sheet along with copying material are sealed in an envelope and submitted to the Unfair means committee.
- On the assigned day for the enquiry, the candidate is allowed to present his/her case and the same is presented to the Principal in writing by the candidate.
- If found guilty on day of inquiry, the necessary action that can be taken is communicated orally to the candidate and is forwarded to the Principal for the final decision.
- The student is given date and time for the punishment letter judgment.
- The outcome of the above procedure is conveyed through the letter signed by the Principal and is issued to the student.



**Annexure to the  
Examination Manual  
for the  
Academic Year 2020-21**

The examination procedure and policies for the online examinations are as given below:

- The online examinations are conducted using software OFFEE.

**a. Question Papers**

- Heads of the Departments to upload the question papers in the drive which is to be shared with OFFEE team, COE, and Deputy Controllers.
- The question paper is to be set for 80 marks.
- Questions totalling 50 marks are randomly selected by the software for each student and then converted to 60 marks by the examination committee (first half of 2020-21)
- For the second half of 2020-21, the question papers are to be set for 60 marks to avoid the overhead of conversion of the marks.
- Exam committee to check whether all the question papers were uploaded.
- The OFFEE team shares the uploaded question papers with the respective head of the department. Any corrections in the question paper are communicated to the OFFEE and immediately corrected.
- The question papers are verified by the respective paper setters on the OFFEE portal one day prior to the examination according to timetable via Google meet generated by the exam committee member.

**b) Conduct of Examination**

- The time table is displayed on the website and mailed to all the faculty so that it is communicated to the students via their WhatsApp group.
- Proper login instructions and video is sent to all the candidates and a mock test is held before the examination so that students get hands-on experience of the online examination system. The contact numbers of the OFFEE team are also displayed on the website and sent via mail to all candidates for any login/technical issue.

- During the course of examination, Google Meet link is shared with the faculty. The chairpersons, the subject teachers and one representative from the exam cell are supposed to be online. This arrangement is made basically to facilitate the communication between the students and the OFFEE team for any technical issue faced by the students.
- The examination is proctored by the respective subject teachers through the interface provided by the OFFEE software.

**c) ATKT Examination**

- The notice for ATKT is uploaded on the website with details like the subjects in which a learner has ATKT and the amount to be paid as fees.
- The candidate is required to fill up a google form with all the details and upload the fee receipt to be eligible for attempting the examination.
- Semester wise data of the students and the timetable is shared with OFFEE so that respective students are assigned to a particular course.
- Semester wise data of the students and the timetable is shared with all the departments for their reference.
- For internal/practical ATKT examination, the email ids of all the heads of the departments is uploaded on the website so that students can contact the respective teachers.

**d) Assessment**

- As the examination is online the assessment is also done online where the correct answers given by respective teachers are fed into the system which enables immediate corrections of the papers.
- For PG courses, the projects were assessed by external examiners and online viva-voce is taken. The assessment is done online as per the rubrics provided by the examination cell.

**e) Revaluation**

- As per University guidelines for online examinations during COVID pandemic, no revaluation is allowed to students.

**f) Result Declaration**

- The results are declared online.

- In case of any perceived discrepancy in the declared result, candidates can fill a google form which is floated along with the result.
- The responses are cross verified and sent for due corrections to the software team.

**g) Unfair Means**

- The cases reported during proctoring are reported to the Unfair means committee.
- After verification from the unfair means committee, candidates resorting to unfair means during the online examination, strict warning is to be issued. Their results are withheld till they submit an apology letter to the unfair means committee.

**h) Re-examination based on Medical background**

- Re-examination based on medical grounds to be conducted for both regular and ATKT students after the submission of proper documents. **(Due to the pandemic, ATKT students were also given the chance of re-examination based on medical grounds)**