

**Academic Council Meeting No. and Date : 2 / April 30, 2021**

**Agenda Number : 5**

**Vidya Prasarak Mandal's  
B. N. Bandodkar College of  
Science (Autonomous), Thane**



# **Examination Ordinance - 2021**

**Choice Based Credit and Grading System**

**Ordinances and Regulations**

**For the Programmes**

**Under**

**The Faculty of Science**

**With effect from**

**Academic year 2021 – 2022**

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# Chapter 1 : Introduction and Definitions

In exercise of the powers conferred by and in discharge of duties assigned under the relevant provision(s) of the VPM's B.N.Bandodkar College of Science (Autonomous), Statutes and Ordinances, made there under, the Academic Council hereby established the following Ordinances, namely;

## ***1.1 Background***

- (a) These Ordinances shall be called the **Examination Ordinance -2021**.
- (b) They shall come into force from the Academic Session 2021-2022.

## ***1.2 Definitions / Abbreviations***

In these Ordinances, unless the context otherwise requires:

1. "Academic Year": Two consecutive semesters / one year from the date of commencement of programme.
2. "Academic Calendar" means the schedule of academic and other related activities as approved by the Academic Council;
3. "Academic Council" means the Academic Council of the college;
4. "Assistant of college administration staff" maintaining the examination records/ database
6. "BoE" means the Board of Examinations of the college
7. "BoS" means the Board of Studies of a particular Program/ Department of the college;
8. "CCE" Chief Conductor of Examination" means –senior faculty appointed to conduct the examinations at the college.
9. "Choice Based Credit System (CBCS)": The CBCS provides choice for students to select from the prescribed list of courses.
10. "CoE" means the Controller of Examinations of the college;
11. "Control room staff" means – The staff appointed to conduct the examination at college
12. "Course" means, a specific subject usually identified by its course-code and course-title, with specified credits and syllabus/course-description, a set of

- references, taught / supervised by some faculty(s) / course-instructor(s) to a specific class (group of students) during a specific academic-Semester.
13. "Credit": A unit by which the course work is measured. One credit is equivalent to 15 contact hours of classroom teaching or 30 hours of Practical Work / Field Work / Lab Work / Tutorial / Project Work or any internship duration specified.
  14. Under the CBCS, the requirement for awarding a degree is prescribed in terms of specified minimum number of credits to be completed by the student.
  15. "Credit Point": It is the product of grade point and number of credits for a course. e.g. if a course has 2 credits and students gets 7 grade points then the credit point will be  $7 \times 2 = 14$  Credit Points.
  16. "Cumulative Grade Point Average (CGPA)": It is a measure of overall cumulative performance of a student over all trimester / semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all Semesters and the sum of the total credits of all courses in all the semesters till the progression of the program. It is expressed up to two decimal places.
  17. "Deputy Controller of Examination— position to assist Controller of Examinations for ensuring and implementing the processes for efficient functioning of Central Assessment Program and declaration of results, Appointed by the Principal for the examination related works. He /she should work as Single Point of Contact in between exam department and faculty / departments, also to coordinate the Central Assessment Program at college.
  18. "Degree Program" includes all Undergraduate Degree and Post Graduate Degree Programs.
  19. "Department" means an academic unit under college offering the concerned Degree programs;
  20. "Grade Card": Based on the grades earned, a grade card shall be issued to all the registered students after every semester. The grade card will display the course details (code, title, number of credits, grade and grade points secured) along with SGPA earned for the Semester. The grade card of the last Semester of the course will consists of CGPA, which is cumulative average of all Semesters.
  21. "Grade Point": It is a numerical weight allotted to each letter grade on a 10- point scale.

22. “Moderator” – A person who reviews and moderates the answer scripts to ensure consistency of evaluation.
23. “Paper Setter” means – A course faculty appointed to set the Question Paper for a particular course. .
24. "Semester": A semester will consist of 90 days of academic work.
25. “Senior Supervisor” means, a senior teaching faculty member appointed by CoE to observe and monitor the conduct of examinations and to assist the Chief Conductor of Examination;
26. "Student" means and includes a person who is enrolled as such by the department / college for receiving instructions qualifying for any degree. It includes ex-student and student registered as candidate (examinee) for any of degree examination

## Chapter 2 : Examination Department

The Examination Department mainly deals with appointment of paper setters, Examiners, moderators, senior supervisors, preparation and publication of schedule of examinations, conduct of examinations, assessments and evaluations, to get performance of the candidates at the examinations properly assessed and timely declaration of results and awarding degrees. For the purpose of simplification, smooth and easier functioning, the work of Examination Department is divided into following three parts, on functional basis:

- Pre-examinations work.
- Conduct of Examinations.
- Post-examinations work.

### Examinations

1. Internal examination
2. Semester end examination.
3. Practical examination.
4. ATKT examination.
5. Project / Dissertation / Viva voce

#### ***2.1 Pre-Examinations Work Is basically relates to***

1. Preparation and publication of schedule of Examinations which includes Time-Table and other examination related matters
2. Appointment of Paper-setters, Examiners, Moderators, chief conductor of examination Sr. Supervisor.
3. To prepare the financial estimates for incorporation in the budget of the college Examinations and submit the same to the Finance for approval.
4. To receive, scrutinize and accept student's Examination Forms
5. Declaration of Eligible / Non-Eligible candidates for examination
6. Attendance Sheets
7. Distribution of Examination Stationery to departments (for practical and internal assessment)
8. Organize the Central Assessment Programme
9. Distribution of Question papers to chief conductor

## **2.2 *Conduct of Examinations***

### **2.2.1 Internal Examinations and Practicals**

To be conducted by the Heads of the departments along with the faculty of department should conduct the internal examination, and the practical exams as per norms, the internal / practical examinations and submit the marks, within the stipulated time after completion of the said examination.

### **2.2.2 External Examinations**

1. Display of timetable on notice board fifteen days before the commencement of the examinations
2. Preparation of blocks to conduct the examination a day before the commencement of examinations
3. Appointment of Jr. / Block Supervisors one week before the commencement of examinations
4. Appointment of necessary administrative staff at examination
5. Maintain summary reports of students appearing for the examination (daily) at examination center
6. Preparation of block wise bundle of answer books, allotment of blocks to Jr. / Block Supervisors
7. Receiving question papers by Center in charge from the examination department
8. Distribution of question papers block wise to the Jr. / Block supervisor before 5 minutes of starting time of examination
9. Providing the supplements to the blocks, if necessary, after 15 minutes from the starting of examination
10. Collection of answer books from the Jr. / Block Supervisors along with Jr. Supervisor report at the end of examination and tally with absentee/ present report
11. Handing over the answer books and balance question papers to the examination department before the end of the day by chief conductor of examination
12. Submit the unfair means cases separately to the examination Department with the supporting documents



13. Preparation and submission of bills of honorariums for teaching and non-teaching staff involved in examination activity to examination department immediately after the completion of examinations.
14. By the orders of the Controller of Examinations, a signal bell shall be given at the time of examination.
  - i. 10 minutes before the commencement of the examination for allowing the student to enter the examination room.
  - ii. Second bell shall be given at the beginning of the examination for distribution of the question papers.
  - iii. After beginning of examination a signal bell should be given for every hour.
  - iv. Third bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and
  - v. The final bell shall be given at the conclusion of the examination

### **2.3 *Post Examinations work***

1. The answer books along with the concern reports will be handed over / in custody of the respective Heads of the Departments in order to complete the assessment and moderation work within the stipulated time period.
2. Assessment and moderation of answer books by moderators
3. Dealing with unfair means cases with the help of Unfair Means Committee
4. Preparation and declaration of result including Gracing, Grading and CGPA
5. Issuance of photocopy of answer books on the demand of the students
6. Receiving the revaluation applications from students
7. Arrangement of revaluation answer books
8. Revaluation and assessment and result processing
9. Payment of honorarium of paper assessment be prepared and paid by the examination department
10. Declaration of results after revaluation.

## **Chapter 3 : Duties and Responsibilities**

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

- a. The Controller of Examinations (COE) shall be the Principal Officer for all matters related to conduct the Examinations of the college
- b. The COE will be responsible for conducting the evaluation of the answer books of the Semester End Examinations and declaring the results of the Semester End Examinations of the college
- c. The COE, in consultation with the concerned Principal, shall prepare and publish a schedule of examinations for each program conducted by the college at least one) month before the scheduled date of examinations.
- d. The COE of the college shall maintain the list of examining bodies, examiners and moderators (where applicable), proposed by the Board of Studies, duly scrutinized and approved by the Board of Examinations.
- e. Paper setters, moderators, internal and external examiners shall be appointed by the COE from the approved panel of examiners. In case of unavailability of paper setter and examiner so appointed, another paper setter and examiner shall be appointed from the approved panel.
- f. The COE shall send intimation to the paper setter, examiner and moderator (as applicable) regarding their appointment with appropriate instructions, guidelines relating to the paper setting / assessment, as the case may be.
- g. The COE shall conduct meetings of BOE, Heads of the departments at the beginning of each semester for detail discussion.
- h. The COE shall be a responsible officer for overall examination activities of the college.

### **3.2 *Deputy Controller of Examinations (Dy. COE)***

- a. The Dy. Controller of Examinations shall work in such a manner and on such terms and conditions of service, as may be specified by the statutes.
- b. Dy. Controller of Examinations shall be the in-charge of the conduct of examinations and tests of the college and declarations of their results.
- c. He /she shall work directly under the direction of CoE
- d. The Dy. Controller of Examinations shall be responsible, in consultation of CoE, for:

- i. Preparing and announcing in advance, the calendar of examinations
  - ii. Arrangement for printing of question papers arrangement for the timely publication of result of examinations and other tests
  - iii. Reviewing, from time to time, the results of college examinations and forward reports thereon to the CoE.
- e. The Dy. Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him / her by CoE.
- f. To collect the data and organize annual Convocation/Graduation Day ceremony

## **Chapter 4 : Appointment of Paper-setters, Examiners, Senior-Supervisors, Conduct of Examination**

- a) No person can claim appointment as paper setter/examiner/moderator for any examination work as a matter of right. Appointments of persons as paper setters/examiners/moderators shall be ordinarily made at the time of an examination. These appointments shall be made from the panel of paper setters/examiners/moderators prepared by the Board of Studies concerned.
- b) The work assigned as paper-setters/examiners/moderators to faculty members is mandatory and cannot be refused. They shall also ensure their availability is communicated to Exam Department of the college in the prescribed (preceding 5 working days) time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper setter/examiner/moderator.
- c) The paper setters/examiners/moderators shall follow all the directions given by the Department of Examination of the college from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.

### ***General Guidelines to the Paper Setter(s)***

1. The question paper setting appointments will be sent to individual faculty based on relevant, timely data submitted by respective Faculty.
2. The paper setting team per course would consist of a Chairperson and maximum two paper setters. The Chairperson shall come along with the paper setters in Department of Examinations (DoE) for paper setting.
3. The Chairman shall carry the approved version of syllabus along with text / reference books and required diagrams (jpeg / jpg/ png / bmp) for setting THREE sets of Question Paper manuscripts at DoE.
4. The Chairperson and paper setters shall be familiar with the course and shall have teaching experience of not less than three years. Further the team shall also be familiar with the approved assessment criteria for the course by respective BoS. Before and after setting the paper, team shall check that all the questions in question paper manuscript are based on / within the limit of approved syllabus of respective course.

5. Please do not set/refer/use any materials/questions hurting the sentiments, reflecting race or the sex bias and are anti-national.
6. After setting the paper team should prepare the model answers of the question papers.
7. It is compulsory to type the question paper manuscript by the paper setting team in given format and submit a marking scheme along with the model answer booklet.
8. No assistance shall be given to typing work to paper setters due to security / confidentiality.
9. If problem statements/case studies are taken from suggested text/reference books, it is required to cite reference for originality.
10. It is required to check that the Course Code, title, duration and total marks of the examination is entered correctly on the manuscript.
11. It would be the responsibility of question paper setting team to complete the proof reading of question paper manuscript and check marking scheme before submission.
12. It is required to read by the chairperson, the printed question papers carefully for printing defects (e.g. unclear diagrams or equations etc.) and make sure that there is no defect in the question paper.
13. The chairperson and paper setters should endorse the proof reading of text in question paper manuscript by signing the backside of question papers and by writing his / her full name and mobile number.
14. The Chairperson and paper setters shall submit the declaration available in DoE about the confidentiality of the submitted question paper manuscripts.
15. The remuneration bills of paper setting shall be submitted by the Chairperson and paper setters in prescribed forms at the time of submission of manuscripts.
16. The paper setting team is directed to adhere with the allotted time schedule for paper setting. Any delay or non-submission of assigned course question paper in stipulated time will attract disciplinary action.
17. Paper setters should switch off their mobile handsets and submit them to the CoE, BoE.

## Chapter 5 : Conduct of Examinations

Duties assigned to any faculty member regarding college examinations are mandatory to be carried out in true spirit and in stipulated timeframe.

### *5.1 Chief conductor of examination*

1. The Chief conductor of examination is to be appointed by the CoE
2. The Chief conductor of examination for the conduct of examinations at the college and shall work under the CoE .
3. He / She should coordinate and confirm the pre-examination work is completed satisfactory which includes subject mapping, eligibility of students, backlog details, examination forms, hall tickets etc.
4. The Chief conductor of examination shall arrange to assign seat numbers to different block under the guidance of the CoE.
5. On the days of examination he / she shall arrange to supply the blank answer books, additional answer books and other stationery required for each block and deliver the packets of question papers to the blocks concerned. The Chief conductor of examination shall ensure that the Jr. Supervisors are supplied with all necessary requirements for the smooth and fair conduct of examination.
6. The Chief conductor of examination shall allot blocks to Jr. Supervisor at the time of examination. As far as possible, the same Jr. Supervisor shall not be posted to the same room succession days.
7. The Chief conductor of examination shall remain at the center during the entire period of college examination. In case of any emergency he / she shall take the permission of the Controller of college requesting him to make alternate arrangements.
8. The Chief conductor of examination shall see that the candidates with valid hall ticket and identity card only are allowed to enter the examination hall. If any candidate has lost his / her hall ticket, after ascertaining bonafied, he/she will request Controller of Examinations to issue a duplicate hall ticket on payment of required fee as per the rules and regulations of the college.
9. The Chief conductor of examination shall help the Controller of Examinations to prepare the packets, semester wise / Subject wise / Paper wise in serial orders

enclosing the relevant proforma. Then bundles of answer books in each bundle shall be provided with following information.

- a. Name of the examination REG/ATKT
- b. Semester I/II/III/IV/V/VI
- c. Course (UG / PG / )
- d. Subject
- e. Subject Code
- f. Date and time of Examination
- g. Total number of Answer Books
- h. Duly signed by jr. supervisor and sr. supervisor

10. The Chief conductor of examination shall dispatch answer book bundles duly sealed and provide with the above information to the CAP Center.
11. In addition to the above duties he / she shall attend to any other work entrusted to him by the Controller of Examinations in connection with the examination.
12. As soon as all the examinations are over in that center, the Chief conductor of examination shall send a report to the Controller of Examinations as to whether the examination was conducted properly or he noticed any irregularities. However, he/she shall also report to the Controller or Deputy Controller of examinations about any improper or irregular aspect in the conduct of examination as soon as it is noticed, taking appropriate measures to rectify them with the help of the Controller of Examinations.
13. If the Chief conductor of examination has to leave the center during the examination for any other important work of the college or for any extraordinary reasons, he/she shall obtain the prior permission of the Controller of Examinations after the proper substitute arrangement is made.
14. If Chief conductor of examination doesn't carry out his / her duties sincerely, the CoE may cancel his appointment as Chief Conductor and replace the other person in consultation with Principal.

## **5.2 Senior Supervisor (*Internal and External*)**

1. The Senior Supervisor is to be appointed by the CoE from amongst the senior faculty members of the college.
2. The Senior Supervisor is overall responsible for the smooth conduct of examinations at the center and shall work in co-operation with each other.
3. The Senior Supervisors shall report to the Chief conductor of examination a day before the commencement of examinations. The Senior Supervisors should plan regarding the blocks, Jr. Supervisors and admin staff etc. required for the smooth conduction of examinations.
4. The Senior Supervisors shall be present at the time of opening of the sealed packets containing question papers to ensure that the question paper packets are kept intact and secrecy is maintained. They should assist the Chief conductor of examination in checking and arranging the question paper packets (in the serial order date wise and time wise.)
5. During the Examination, he/she shall constantly be moving around the examination halls to ensure that all the Jr. Supervisors are discharging their duties properly and there is no scope for lapses / unfair means.
6. The Sr. Supervisors should distribute blank answer books to Jr. Supervisors in time before the examination starts and collect the used answer books after the examination by verifying the number and other necessary details.
7. The question papers should be distribute to the Jr. Supervisors at the respective blocks in time.
8. The Sr. Supervisors should supervise (along with the Chief conductor of examination) the packing and sealing of the answer book bundles and its safe custody.
10. If any case of unfair means occurs during the examination, the Sr. Supervisor should take proper action in consultation with and if necessary should inform to the CoE.
11. The answer books and other copy material found in the unfair means cases should be packed separately and be reported to CAP Center every day.
12. The Chief conductor of examination shall give his / her own observations whenever malpractice cases are detected.



13. In case of answer books, which cannot be dispatched on the same day, the answer book bundles shall be kept under the safe custody of the Center in charge with proper care. However, the Chief conductor of examination and Sr. Supervisors shall jointly sign the paper seal pasted to the room where the bundles are preserved.
14. If the Sr. Supervisor has to leave the center during the examination for any other important work of the college or for any extraordinary reasons, he/she shall obtain the prior permission of the after proper substitute arrangement is made.

### **5.3 *Junior Supervisor***

1. The Junior Supervisor should be appointed by Chief conductor of examination the from amongst the faculty members of the college
2. If sufficient number of faculty members are not available at the examination center, Lab Assistants / Office Clerks having minimum qualification of graduation may be appointed as a Jr. Supervisor as per the requirement by Chief conductor of examination .
3. The duties assigned to the Jr. Supervisor should not be adjusted to or substituted by other person without the permission of Chief conductor of examination .
4. The Jr. Supervisor should report to the control room / Sr. Supervisor at least 30 minutes before the commencement of the examination and ascertain the examination block assigned to him / her and the number of candidates in the block.
5. The Jr. Supervisor should collect the answer books and necessary stationery along with him and attend the block allotted to him at least 20 minutes before the commencement of the examination.
6. The candidates shall be admitted into the examination hall 15 minutes before the commencement of the examination by the Jr. Supervisor.
7. The Jr. Supervisor shall announce to the students, to keep the books, papers and other reference materials etc., outside the examination hall and instruct the candidates to search desks, tables, their packets, wallets, instruments box before the issuance of answer books and hand over if any papers / notes / manuscripts / books or any material found to the Jr. Supervisor. The students are expected to

ensure that they are not in possession of any written material on hands/s, palm, writing pads, inner and outer covers of calculator / geometry box, handkerchief. etc.

8. Jr. Supervisor should ascertain that, student should not carry mobile phones or any other electronic equipment in the examination hall and should keep it at his own risk out of the examination hall.
9. The answer books shall be distributed to the candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
10. The Jr. Supervisor shall distribute the question papers to the candidates seated in the examination hall only when the commencement of examination bell is rung.
11. The Jr. Supervisor shall ensure that no candidates is entering in the examination hall after half an hour of the commencement of examination.
12. The Jr. Supervisor should allow half an hour extra time to differently abled student who are officially permitted by the authorities and allowed to take help of a writer.
13. Candidates shall be allowed to leave the examination hall only after 30 minutes of the commencement of examination.
14. The Jr. Supervisor shall affix signature at the place marked as Jr. Supervisor's Signature only after ensuring that, the candidates have taken their proper seats and have entered the correct seat number and other particulars required on the front sheet of the answer book, check the identity of the candidate with photo on Hall Ticket and obtain signature of the candidates on attendance report (FORM A – Attendance Report).
15. The Jr. Supervisor should ensure no impersonation in the block.
16. The Jr. Supervisor shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the supplementary answer sheets, graph sheets, etc. which are permissible.
17. If any student has not brought his / her hall ticket, the matter shall be brought to the notice of the Chief conductor of examination for further action.
18. If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet (FORM A), in red ink, after expiry of 30 minutes from the time of commencement of the examination. A

consolidated statement showing the subject-wise, candidates present and absent be submitted in form A.

19. After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the Chief conductor of examination through control room staff when he / she visits the examination hall or return it to the office of Controller of Examinations.
20. The Jr. Supervisor shall not accept the answer book of any candidate without ensuring that it bears his / her correct seat number and other information asked on the front page of the answer book.
21. The Jr. Supervisor shall not allow the candidate to use unfair means in the examination hall.
22. The Jr. Supervisor is expected to take rounds in the hall and shall not engage themselves in conversation with other Jr. Supervisor while the examination is going on and also shall not read magazine or newspaper. Mobile phones or any other electronic gadgets are not allowed for Jr. Supervisors in the examination block.
23. The violations of instructions by any candidate shall be brought to the notice of the immediately and a written report is to be made regarding such cases to the CoE through Sr. Supervisor / Chief conductor of examination .
24. Smoking and taking tea / coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.
25. Whenever, the candidate wishes to change the pen/ink, the Jr. Supervisor SHALL AFFIX THE SIGNATURE ON THE TOP OF THE FACING SHEET OF THE ANSWER SCRIPT to this effect.
26. After the expiry of the time of the examination, when the final bell is given, the Jr. Supervisor shall collect the answer books and shall arrange them as per seat number and hand over to the Sr. Supervisors along with other reports.
27. The Jr. Supervisor shall be personally held responsible for loss or misplacement of any answer book.
28. While taking rounds of the examination hall, if the Jr. Supervisor notices that any candidate is indulging in copying or possessing a manuscript or answer papers other than that of the candidate or any written material on calculator / geometry

box / scale, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he / she has used for copying and immediately report to the Sr. Supervisor for further action.

29. Any negligence of duty on the part of the Jr. Supervisor is seriously noted and the Controller of Examinations shall take necessary action as per the guidelines of the University and report the same to the Lapses Committee immediately.
30. Whenever a flying squad of the college makes a surprise visit the Jr. Supervisor shall ensure their identity and allow to enter the examination hall for surprise check.
31. The Jr. Supervisor shall not leave the premises until, he / she personally hands over the answer books and other reports to the Sr. Supervisor.

#### **5.4 Vigilance Squads**

- a. The Controller of Examinations shall appoint Vigilance Squad which may include senior faculty of departments on recommendation of Principal
- b. To ensure conduct of college examinations as per norms, a Vigilance Squad of not less than 03 (three) members of whom at least 01 (one) shall be a lady member, shall be constituted.
- c. The Vigilance Squad shall be authorized to visit any examination hall and enter the office of the Center in charge without prior intimation to check the records and other materials relating to conduct of college examination for ascertaining the authenticity of the examinee by proving their identity. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the college examination, by physical check, if necessary. In case of female candidates, the physical check shall be made only by the lady member of the squad in complete privacy.
- d. The Chief conductor of examination shall extend all co-operation to the Vigilance Squad at the time of visit.
- e. The Chairman of Vigilance Squad/s shall submit the report on surprise visits directly to the CoE with a copy to Chief conductor of examination. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations in their report, if necessary.

- f. The squad team shall conduct themselves at the examination center with utmost caution, courtesy and respect, without causing any kind of disorder which shall disturb the students attending the examination.
- g. The Squad team shall not cause any kind of harassment either to the students or to any of the officials to the examination center.
- h. The Squad team shall inspect the college examination centers assigned to them surprisingly and frequently to ensure whether the arrangements made at different centers for the conduct of examinations are proper and adequate.
  - i) The Chairman of each squad team will obtain and maintain a Day Book and carry it with him/her while visiting each examination center.
  - ii) After the inspection of examination halls and before leaving the center, signature of the Chief conductor of examination shall be taken in the DAY BOOK about the visit of squad to the concerned center.
  - iii) The DAY BOOK shall be returned to the CoE after the examinations are completed,

**Further they shall**

- i) Report the cases of malpractice detected to the Controller of Examinations immediately for further action. However, the regular report of malpractice together with the documents / proofs shall be sent by the Chief conductor of examination concerned as envisaged under the Regulations of Malpractice.
- ii) Book the candidates, who are found indulging in malpractice and send such candidates out of examination hall after taking necessary undertaking and signature from the candidate on the prescribed forms.
- iii) It is also advised to take signatures of two candidates appearing for the examination in the same block to ensure the malpractice as witnesses.
- iv) Report simultaneously the instances of grave malpractice such as mass copying etc., to the Controller of Examinations for further action as per law.
- v) Give a detailed report on the work done after all the examinations are over, duly recording daily entries in their diary.
- vi) Carry out any other duties assigned by the Controller of Examinations for the smooth conduct of examinations and to curb the number of malpractice cases at any center.

- vii) Ensure utmost care to take the Controller of Examinations into confidence in the process of execution of their duties and not to use improper language.
- viii) It is sincerely requested that vigilance squads shall not create unnecessary distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking to the office of the Controller of Examinations, without further enquiring in the hall disturbing others for a prolonged period.
- ix) The malpractice case shall be booked with the intimation to the Chief conductor of examination. Once a candidate is booked under malpractice, the report shall be sent along with other relevant documents to the office of the Controller of Examinations. The Controller of Examinations shall serve a memo to the concerned candidate instructing him/her to attend the unfair means enquiry committee meeting, as fixed by the college

***The Controller of Examinations is authorized to call for explanation from the members of the Squad including the chairman of the team in case he/she receives any kind of complaint against the squad team.***

## **Chapter 6 : Assessment Program Scheme**

### **Preliminary Phase:**

The conduct of examinations and declaration of results is one of the important activities of the college. The Scheme of Centralized Assessment Program (CAP) is being introduced with a view to

1. Declaring the results in the shortest possible time,
2. Increasing the reliability and confidentiality of the results,
3. Maintaining uniformity and consistency in the assessment,
4. Increasing accuracy and efficiency in the declaration of results and
5. Creating confidence amongst the students about the assessment system.

The respective Head of the Departments will work as CAP Coordinator for their Department.

### **6.1 Evaluation, Tabulation and Declaration of Results**

- a. There shall be centralized evaluation of answer books for which schedules shall be notified in each Semester Examination. The COE shall arrange for the Central Assessment Program (CAP) Centre and a CAP Coordinator for the same.
- b. The blank answer books of the college Examinations will be kept in safe custody at the CAP Centre(s) and the CAP Coordinator will issue the answer books to the examiners on the dates and timings specified by the COE.
- c. The evaluation work has to start immediately after the examination of first subject / paper and all assessment should be completed by all assigned examiners within 7 working days from the last day of examination.
- d. The results of the examinations shall be declared and published by the COE after due approval of the Principal. The results so declared shall be placed before the Board of Examinations for information in next meeting.
- e. The grade sheets shall be issued by the Examination Section on the dates announced by the COE.
- f. The Passing Certificate / Provisional Degree Certificate of the final year students shall be issued immediately after the declaration of result.

*The CAP shall consist of the following stages:*

- I. Pre-assessment work
- II. Assessment and Moderation process
- III. Post-Assessment Work

**I. Pre-assessment work**

1. To fix the venue of the CAP:

The venue of the CAP shall be decided by the college authorities / Head of the Department / CAP coordinator. It shall be on the college Campus / Department or place decided by the college authorities.

2. Appointment of CAP Coordinator:

The CAP Coordinator for the Central Assessment Program shall be appointed by the COE from amongst the following

- i. A senior faculty member nominated by CoE from the concern Department
- ii. Any other senior person with the suitable academic and administrative experience recommended by CoE.

CAP Coordinator shall communicate his / her acceptance to CoE along with the undertaking in the prescribed format.

3. Appointment of Examiners/Moderators:

The Chief Conductor of concerned faculty shall provide a list indicating number of students appearing for each subject and other relevant information to the CAP Coordinator. The CAP Coordinator / COE shall ascertain the number of examiners and moderators required per subject.

The CAP Coordinator / COE shall send Appointment letters to all the examiners and moderators shown in the lists and finalized by the COE well in advance (minimum 10 working days) so as to enable the examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, CAP Coordinator shall consult the COE and take decision. All the instructions regarding the CAP shall also be sent to the examiners and moderators. In case of shortage of examiners/moderators as reported by CAP Coordinator, the additional appointments of examiners/moderators shall be made by the COE.



4. Collection of Answer books:

It is the responsibility of the Chief conductor of examination to ensure that the answer books of the examinations held at his center are sent to CAP Center/departments on the same day.

**6.2. Preparation for CAP:**

- i. The CAP Coordinator shall make adequate arrangements to receive answer-books coming from the examination centers from time to time.
- ii. On receipt of the answer-books at the CAP Centre, the staff employed for this work shall check the number of answer-books, Junior Supervisor/s Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the Deputy Controller of Examination or an Officer nominated by the COE.
- iii. It shall be seen and verified that all the answer-books of the subjects, are received from examination center. This shall be checked with the subject wise and center wise summaries of the examinations concerned. In case of non-receipt of answer- books from examination center, CAP Coordinator shall take immediate steps for receiving the said answer-books from the concerned examination center under intimation to the External Senior Supervisor and Dy. Controller of Examination.
- iv. The bundle of answer-books so prepared shall be computer coded. The Junior Supervisor/s Reports shall be taken out and kept in a separate file. Papers/bundles tied/presented in a doubtful manner shall be separated and further decision regarding their evaluation shall be taken in consultation with COE.
- v. Answer books of unfair means cases be kept separately with COE for further action.

**6.3. Assessment and Moderation Process:**

The COE of the college shall issue instructions to HoDs, paper setter, examiners, faculties on the following:

- i. Consistency and uniformity in assessment
- ii. Remedial measures in respect of discrepancies detected/noticed in the question paper
- iii. Unfair means noticed during the assessment process
- iv. Any other details not covered under this Ordinance prescribed by CoE and or CAP Coordinator shall be carried out accordingly

#### **6.4 Duties of Examiners:**

*The examiner should receive instructions from CoE and Dy. Controller of examination.*

- a) The examiners are requested to assess the answer books fully, without leaving any questions or part thereof unassessed.
- b) Assessment should be done using only red ink pen.
- c) Tick mark (✓) the sign of correct answer and tick mark as cross (X) should be put in the margin of answer books and not over the answers written by the candidate.
- d) Examiners are requested to enter the marks at the end of each question / sub question in the margin prescribed for the same and not over the answers written by the candidate.
- e) Totalling of marks should be done at the end of each main question and circle the same.
- f) Examiners are requested not to assign fraction-wise marks to the answers.
- g) After entering the marks on the main page allotted for total marks, white fluid or correcting fluid should be strictly prohibited.
- h) Over writing is also strictly prohibited, instead rewrite the correct marks and affix the signature at the site of correction.
- i) While filling the mark-list avoid using white fluid or correcting fluid and over writing. The marks should be entered in digits and words. (Example 50: Five Zero).
- j) Single digit marks should be written zero on right side. (Example 09: Zero Nine).
- k) Wherever a candidate is getting zero marks, it should be written in words as ZERO.
- l) Examiners are requested to give daily report of answer books assessed to cap in charge. Examinees should count the answer books before and after assessment.
- m) The examiners also is instructed to check front page of the answer book.

## **6.5 Moderation**

- a. Moderation should be done with green ink pen only. Kindly follow instructions as mentioned above for examiners.

The Moderation System shall be applicable to all the Departments of under graduate and post graduate examinations.

100% moderation shall be carried out in case of answer books having less than 40% and more than 60% of total marks.

Random 5% moderation of the answer books having marks between 40% and 60% should be carried out.

Moderation work shall be carried out simultaneously with the central assessment of answer books at CAP centers.

If marks awarded by the examiner and the moderator vary, the marks awarded by the moderator shall be considered as final.

If marks awarded by the examiner and the moderator vary, the marks awarded by the moderator shall be considered as final.

## Chapter 7 : Passing Criteria

7.1 **Introduction** : The worldwide Higher Education Institutions have been moving from the conventional system to choice based credit system. The semester system enhances the teaching- learning process and enables vertical and horizontal aspects in learning. The credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The choice based credit system also provides a basket type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning.

The passing criteria comprises the following:

### 7.2 Passing marks

The student should score 40% marks in internal evaluation, 40% marks in semester examination, 40% marks in practical examination, separately for each course.

### 7.3 Attendance

The student should have minimum 75% attendance in a semester considering all concessions such as attendance concession given for sports, NSS, NCC, DLLE, Cultural, Conferences, Webinars, Research/ field visit, sick leave etc. to appear for external examination for that semester.

### 7.4 GRACING MARKS FOR PASSING

O.5042 - Ordinance for Grace Marks for Passing in Each Head of Passing  
( Theory / Practical / Oral / Sessional / External / Internal )

Maximum marks for a particular Head of Passing	Grace Marks upto
Upto – 50	2
051 – 100	3
101 – 150	4
151 – 200	5
201 – 250	6
251 – 300	7
301 – 350	8
351 – 400	9
And 401 and above	10

The examinee shall be given the benefit of grace marks only for passing in each course / head of passing ( Theory / Practical / Oral / Session / TW ) in External/Semester End Examination or Internal examination Assessment follows:

Provided that the benefit of such gracing marks given in different Courses / heads 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.

The grace marks will not be applicable to backlog subjects or repeater candidate

The policy of grace marks will be Semester wise.

The policy of grace marks will be applicable only for semester examinations.

Subject requiring least grace marks be given benefit of grace marks first / on priority.

If there are two or more subjects requiring same grace marks then the subject with maximum percentage marks in corresponding internal / external examination marks shall be considered.

In case of tie at above, the subject appearing in mark-sheet ahead in the sequence shall be considered.

After distributing the grace marks as per requirement of passing the subjects, if sum of the marks are balanced the limit of grace marks will lapse and cannot be carried forward.

Granting authority for the grace marks shall be with the Controller of Examinations in the limit of above rules.

### **Letter Grades and Grade Points**

<b>Letter Grades and their equivalent Grade Point</b>			
<b>Percentage of marks obtained</b>	<b>Grade Point</b>	<b>Grade</b>	<b>Performance</b>
80.00 and above	10	O	Outstanding
70 – 79.99	9	A+	Excellent
60 – 69.99	8	A	Very Good
55 – 59.99	7	B+	Good
50 – 54.99	6	B	Above Average
45 – 49.99	5	C	Average
40 – 44.99	4	D	Pass
Less than 40	0	F	Fail

## 7.5 ADDITIONAL EXAMINATION (criteria)

- I) Those students attending NCC camp, B certificate examination, C certificate examination, NSS activities like camp, etc, or representing college in sports, cultural or any competition activities intercollegiate, state, national, international level can appear for additional examination within fifteen working days of regular examinations last paper without paying any fees.  
If they fail to do so they will appear as ATKT students whenever the examination will be conducted.
- II) Students on medical grounds can appear for additional examination within fifteen working days of regular examinations last paper paying fees, provided they submit medical certificate from medical practitioners, within the period of regular examination conducted. If they fail to do so they will appear as ATKT students whenever the examination will be conducted.

### **Student can seek admission from FYBSc to SYBSc under following conditions:**

- a) All subjects clear.
- b) Few subjects clear
- c) Failed in all subjects but should have appeared for Semester I and semester II Internals/Theory /Practical's and should not be under term non granted category.
- d) If the student is found in copy case Unfair Means Committee, the decision of the Unfair Means Committee will be considered while admitting student to next class.
- e) Absenteeism of the students during examination will be considered under medical ground and or representing the college in intercollegiate competitions as NCC/NSS/Cultural/DLLE/Sports/students exchange program, nominated by college to participate. However such students should appear for additional examination within 45 days/or as and when declared by college examination committee.

### 2) Student can seek admission from S.Y.B.Sc to T.Y.B.Sc under following conditions:

- a) Student should have passed semester I,II or Student should have passed semester III,IV ,that is should pass either FY.B.Sc or S.Y.B.Sc all subjects/ courses. such student stands eligible to seek admission at T.Y.B.Sc semester V.
- b) Students should complete all the pending examinations by semester VI of T.Y.B.Sc, if the student fails to pass/clear in all the semesters, the students result SemVI will not be declared/will be with held, unless and until the student pass all the semesters.

## **Chapter 8 : Rules for the Revaluation & Re-totaling of Answer- Book/s**

**8.1 Introduction :** Revaluation is a grievance redressing mechanism, which facilitates the students to get the answer scripts reassessed by a different examiner.

A candidate may apply for photocopy of corrected answer script by paying prescribed fees within 8 days from the declaration of result.

A candidate at the college examinations is eligible to apply for verification of marks and revaluation of answer book(s), within 05 days from the date of declaration of result.

A candidate may apply for verification of marks of all subjects appeared at the examination concerned within 05 days from the date of declaration of result.

Revaluation of answer books includes the process of verification of marks & rechecking of answer books(s).

The revaluation of the answer book/s, however, shall not be permitted in respect of scripts of Practical Examination / Term work / Internal Assessment/ Dissertation / MCQ (Multiple Choice Question in examination)

**8.2 Rules for revaluation and retotaling:**

1. The student can apply for revaluation and retotaling.
2. If the examinee is not satisfied with the marks awarded, he/she may apply for revaluation or retotaling in the prescribed form within the period and in the manner prescribed.
3. This revaluation & retotaling facility shall be for theory papers only.
4. The revaluation or retotaling of answer book shall not be permitted in respect of the marks awarded to the scripts of practical examination / term work/ project work / dissertation / internal assessment / in viva voce /orals.
5. The prescribed application form for revaluation / retotaling of answer book can be filled.
6. The non refundable prescribed fees per subject per answer book for the purpose of revaluation and retotaling shall be paid by the examinee at office counter.

Note: -

- a) It will be the responsibility of the office / Department to distribute the statement of marks immediately on receipt from the Examination committee

- b) It will also be the responsibility of the student to collect the statement of marks from the college office counter and apply for revaluation or retotaling within stipulated time.
  - c) No application after the time span given will be entertained on any ground whatsoever.
7. The prescribed application form for revaluation or retotaling of answer book duly filled in and signed by the applicant examinee only is to be submitted along with the statement of marks, prescribed fees as above and subjects for which he/she intends to apply for revaluation, within five (05) days from the date of the declaration of the result of the respective examination.
  8. The Head of the department shall be bound to make available the teachers required for revaluation or retotaling on top priority basis on the day and date communicated by the Controller of Examinations.
  9. It will be mandatory for the teachers to attend the revaluation or retotaling work on top priority basis. If any teacher fails to comply with the orders, it shall be treated as misconduct and such teacher shall be liable for disciplinary action. It will be reported by the Controller of Examination to the Principal and also annotation would be made in the service book of the teacher. This would be considered during annual appraisal.
  10. The answer books already revaluated shall not be moderated or further revaluated, unless so directed by the CoE, in exceptional cases.
  11. The whole process of revaluation shall be completed within a period of ten (10) working days from the date of receipt of the application for revaluation by the Examination Department of the college.

**\*\*Applying for Retotaling of answer books and applying for Revaluation will be two independent processes.**

1. Applying for the Retotaling of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject.
2. The student can independently apply for revaluation OR retotaling (Revaluation would automatically include retotaling).
3. Pending the process of revaluation/ retotaling, and subject to the availability of the seats in the college, the student may be admitted to the next higher class to



which he could have been admitted if he/she had passed in the said examination or had been granted ATKT (Allowed to keep terms) for admission to the next class in the original examination as per the rules applicable for the stream and faculty of his education, as per the following norms:-

- i. The student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted ATKT (Allowed to keep terms) for admission to the next class in the original examination as per the rules applicable for the stream and faculty his/her education,
4. Examiners and/or moderators, if found careless in the original assessment, the appropriate action will be taken as per the rules and regulations of the University.
5. The benefit of the revaluation shall be given to a candidate if the original marks and the marks obtained after revaluation exceed by 5% or more of the maximum marks of the paper of semester end examination.
6. When Student apply for revaluation, he surrender his original performance and will now accept the revised performance in which: -
  - a. there can be NO CHANGE,
  - b. there can be INCREASE in the marks
7. A candidate shall note that the result of the revaluation of his/her answer-book(s) of the theory paper(s) shall be binding.
8. Retotaling changes will reflect at actual marks obtained in the particular subject

## **Chapter 9 : Amendment of Results**

### 9.1 Due to Errors

Where it is found that the result of an examination has been affected by errors, the COE shall have power to amend such result, in accordance with the true position and to make such declaration as is necessary, with the necessary approval of the Principal of the college.

Error Means:

- i. Error in computer/data entry, printing or programming,
- ii. Clerical error, manual or machine, in totaling or entering of marks.
- iii. Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

### 9.2 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 examiner has benefited the examinee, has in the opinion of the Board of Examinations been party of privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations 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 Examinations considers necessary in that behalf).

## Chapter 10 : Unfair Means by the Candidate

10.1 Definition-Unless the context otherwise requires:

- a. "Candidate" means a student who is eligible for the examination and appeared for the concerned examination.
- b. "Unfair means" includes one or more of the following acts of commission or acts of omission on the part of student/s during the examination period.
  - i. Possessing copy material and or copying therefrom.
  - ii. Transcribing any unauthorized material or any other use thereof.
  - iii. Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
  - iv. Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
  - v. Mutual/Mass copying.
  - vi. Smuggling-out, either blank or written, or smuggling-in of answer-books as copying material.
  - vii. Smuggling-in blank or written answer-book and forging signature of the Jr. Supervisor thereon.
  - viii. Interfering with or counterfeiting /College/Institution seal, or answer-books or office stationery used in the examinations.
  - ix. Insertion of currency notes in the answer-books or attempting to bribe any of the persons connected with conduct of examinations.
  - x. Impersonation at the examination.
  - xi. Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the examination. Or any other similar act/s of commission and/or acts of omissions which may be considered as unfair means by the competent authority.
  - xii. "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or

otherwise, on the person or on clothes, or body of the candidate (examinee) or any material, in any manner, or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

- xiii. "Possession of unfair means material by a candidate" also means having any unauthorized material on his / her person or desk or chair or table or at any place within his/her reach in the examination center and its environs or premises at any time from the commencement of the examination till its conclusion.
- xiv. "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr.Supervisor, Sr. Supervisor, member of the vigilance Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided, report to that effect is submitted by the Sr. Supervisor or Chief conductor of examination or any other authorized person to the COE or any officer authorized in this behalf.
- xv. "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause above; the presumption shall be that the material did ' relate to the subject of the examination."Exclusion of such student from any examination or from any Convocation for the purpose of conferring degree, either permanently or for a specified period; or by cancel the performance of the student in the examination for which the student appeared; or by deprivation of any Scholarship held by him/her or by cancellation of the award of any prize or medal given to him/her; or by

imposition of fine or in any two or more of the aforesaid ways, within a period of one year.

During examination, examinees and other students shall be under disciplinary control of the Chief conductor of examination of the Examination Centre and shall, in the case of unfair means, follow the procedure as under:

- (a) The student shall be called upon to surrender to the unfair means material found in his or her possession along with his/ her answer-book to Center in charge.
- (b) Signature of the student concerned shall be obtained on the relevant materials and list thereon. Jr / Sr. Supervisor and the Chief conductor of examination concerned shall also sign on all the relevant materials and documents.
- (c) The Chief conductor of examination shall record statement of the student and his / her undertaking in the prescribed format and statement of the Jr. Supervisor and Sr. Supervisor concerned in writing. If the student refuses to make statement or to give undertaking the Sr. Supervisor and Center in charge shall record accordingly under their signatures.
- (d) Statement of examinee near around the student should be recorded.
- (e) Chief conductor of examination shall take one or more of the following decisions depending upon seriousness / gravity of the case:
  - I. In the case of impersonation or violence, the student and the person who is impersonation should be handed over to the Police.
  - II. Obtain undertaking from the student to the effect that decision of the competent authority concerned in his/her case shall be final and binding and allow him/ her to continue with his/her examination.
  - III. Confiscate his/her answer-book, mark it as "suspected unfair means case" and issue him/her fresh answer-book duly marked only if the unfair means is noticed in the first half an hour.
- (f) All the material and list of material and the undertaking with the statement of the student and that of the Jr. Supervisor and the answer-book/s shall be forwarded by the Chief conductor of examination , along with his report, to the COE, as the case may be, in a separate and confidential sealed envelope marked "Suspected Unfair Means Case".

- (g) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or authorized person concerned shall record the facts in writing and shall report the same to the COE, as the case may be. separate and confidential sealed envelope marked "Suspected Unfair Means Case".
- (h) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or authorized person concerned shall record the facts in writing and shall report the same to the COE, as the case may be.

#### 10.2 Procedure to be followed by Examiner during Assessment.

If examiner at the time of assessment of answer-book suspects that there is a prima-facie evidence that the student/s whose answer-book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, through the Chairman in the subject, and through the CAP Coordinator along with the evidence, to the COE, as the case may be, with his/her opinion in separate confidential sealed envelope, marked as "Suspected unfair means case".

The case which is prima facie a case of unfair means, reported to the department by the Jr. / Sr. Supervisor/ Chief conductor of examination and examiners shall be inquired into by the Committee appointed by the Board of Examinations, as the case may be, in the event cases of unfair means reported through any other sources, to which the case is primarily pertained, at the Examination Department of the college shall scrutinize the case, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/ her primary report to the Board of Examination/ COE. If the Examination Department is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The Dy. Controller of Examination concerned through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees.

Examination Results of the concerned student/s involved in such cases shall be held in reserve till the Principal and CoE takes final decision in the matter and the student/s concerned and the Department to which he/she belongs to, shall be informed accordingly.

### 10.3 Appointment of Unfair Means Inquiry Committee

Principal and CoE shall appoint Unfair Means Committee for the purpose of investigating unfair means resorted by students at the internal examination held by the department. Unfair Means Inquiry Committee shall consist of three teachers of which one should be lady faculty. The members appointed on the Department Examination Committee shall not be appointed as members on the Unfair Means Inquiry Committee. Each this Committee should submit report of unfair means semester to Controller of Examinations.

Procedure of the Committee should be as under

- i. The CoE of the college, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- ii. The student may appear before the Inquiry Committee on the day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/ herself only shall present his /her case before the Committee.
- iii. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student shall be shown to him/ her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, shall be recorded in the presence of the delinquent.
- iv. Reasonable opportunity, including oral hearing, shall be given to the student in his/her defense before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- v. The Committee shall follow the above procedure in the spirit of the principle of natural justice.
- vi. After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in

his/her defense. Even after offering two chances, if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.

- vii. The Committee shall submit its report to the Controller of examination, along with its recommendations regarding punishment to be inflicted or otherwise.

### **Punishment**

The Controller of examinations, after taking into consideration the report of the Unfair Means Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or forgiving him/her from the charges and shall impose anyone or more of the following punishments on the student/s found guilty of using unfair means:

- (a) Cancellation of performance of the student in full or in part in the examination he/she has appeared for.
- (b) Debarring student from appearing for any examination of the college for a stipulated period not exceeding five years.
- (c) Debarring student from taking admission for any course in the college for a stipulated period not exceeding five years.
- (d) Cancellation of the Scholarship/s or award/s or prizes or medal etc. awarded to him/her in that examination.
- (e) In addition to the above mentioned punishments, the Principal / CoE may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the Principal may impose on such a student additional punishment/penalty, as it may deem fit.
- (f) The student concerned shall be informed of the punishment finally imposed on him/her in writing by the Controller of Examination or by the Officer authorized by him / her in this behalf, under intimation to the Department he/she belongs to.

**The Principal may impose any of the above punishments on the candidate on the recommendations of Unfair Means Committee.**

The unfair means cases be resolved immediately after the examination is over



**The Broad Categories of Unfair Means Resorted to by Students at the College Examinations and the Quantum of Punishment for each Category thereof.**

1.	Possession of relevant copying material	The candidate should be given "Strict Warning"
2.	Actual copying from the copying material for the first time	Cancellation of performance for that particular Course Paper
3.	Actual copying from the copying Material more than two Course Papers in the same Semester Exam	Exclusion of the student from Examination for one additional Semester examination.
4.	Copying of another student's answer-book and possession of other students answer book.	Cancellation of performance for the particular Course Paper of both the students
5.	Mutual / Mass copying	Exclusion/cancellation of performance of all the involved students from examination for that particular Semester
6.	(i) Smuggling-out or smuggling-in of Answer book as copying material.	Exclusion / cancellation of performance of all the involved students from examination for that particular Semester
	(ii) Smuggling -in of written answer-book based on the question Course Paper set at the examination.	Exclusion / cancellation of performance of all the involved students from examination for that particular Semester
	(iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	Exclusion / cancellation of performance of all the involved students from examination for that particular Semester examinations with additional fine.
7.	Interfering with or counterfeiting of College seal, or answer-books or office stationery used in the Examinations.	Exclusion of the student from Examination for TWO additional Semester examinations.
8.	Answer book main or supplement written outside the examination hall or any other insertion in answer-book.	Exclusion / cancellation of performance of all the involved students from examination for that particular Semester examinations

9.	Insertion of currency notes / to bribe or attempting to bribe any of the Person/s connected with the conduct of examinations.	Exclusion of the student from Examination for TWO additional Semester examinations. (Note: This money shall be credited to the Income of College)
10.	Using obscene language / violence threat at the examination center by a student at the semester end examination to Jr./ Sr. Supervisors/ Centre In- Charge or Examiners.	Exclusion of the student from College Examination for TWO additional Semester examinations.
11.	Using Mobile Phone or any sort of Electronic Gadget and copying from / using it which is not allowed in the examination	Cancellation of performance for that particular Course Paper also confiscate the electronic gadget.
12.	Impersonation at the College Examination.	Exclusion of the student from examination for THREE additional semester Examinations. (both the students if impersonator is the student of the college)
13.	Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the College Examination	Cancellation of the performance of the Student at the College examination for that particular Course Paper
14.	Found having written on palms or on the body, or on the clothes, while in the examination	Cancellation of the performance of the Student at the college examination for that particular Course Paper.
15.	All other malpractices not covered in the aforesaid categories.	Punishment depending upon the gravity of the offence.
16.	If on previous occasion, a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.	

17.	Internal/Practical/ Dissertation Project Report Examination Student involved in malpractices at Internal/Practical/ Dissertation Project Report examinations shall be dealt with as per the punishment provided for the theory examination.
18.	The Principal/ Controller of Examination, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

\*(Note : The Term " Cancellation of Performance in full" includes performance of the student at the theory as well as Semester End Practical examination, performance at term work, project work with its term work, oral or practical & dissertation examinations).

- The answer book and the material used for unfair means will be confiscated by the invigilator and a statement to the effect may be got recorded from the student who possessed the material and was taking help from the same. In case the student refuses to record such a statement in the prescribed format, then the invigilator may record that the student had refused to record such a statement, the invigilator will fill the prescribed form .
- The invigilator will give a new answer booklet to the student if the student intends to continue his/her exam. Otherwise the student may be allowed to leave the exam hall after half of the time allowed for exam is over.
- At the end of the examination, the invigilator will submit the case in the prescribed form along with both the answer books and the confiscated material to the CoE, after recording his own statement regarding the use of unfair means by the student. However, if the material used for Unfair Means is like the desk or some part (s) of the human body or is some oral conversation between peer examinees and can't be attached with the answer book of the student then the invigilator may call the Chief conductor of the examination so as to make him witness the case/ if possible also can click photograph of the same with mobile camera and attach the print of same to copy case form.
- The notice relating to the date & time of hearing of the copy case shall be sent to the candidate telephonically/ post/courier at the residential address.

- The UMC Committee may observe the following guidelines written by university of Mumbai / Maharashtra university act for the purpose of awarding punishment to the student.
- If the student fails to appear before the UMC the decision will be taken by the members of UMC

### **Remedial Measures**

The remedial measures include the punishments and counseling given to the students who are caught using unfair means so that they don't repeat the offence during the course of their studies. The following steps are recommended to be taken:-

1. The punishment as recommended by the UMC Committee above may be given to the student.
2. The student should be counseled by his faculty-mentor so as to persuade the student not to indulge in such malpractices in future.
3. The faculty-mentor may recommend that the faculty member teaching the subject may give some extra time to the student so that the student is enabled to understand and pass the subject.

# Chapter 11 : Lapses Committed by the Employee

## Lapses Means

On receipt of report regarding lapses committed by any paper-setter, examiner, moderator, referee, faculty or any other person connected with the conduct of examination held by the College, including breach of the rules laid down for proper conduct of examination, as the case may be Controller of Examinations shall have power at any time to institute inquiry and to punish for such lapses by declaring disqualified the paper-setter, examiner, moderator, referee, faculty or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the authorities concerned for taking such disciplinary action as deemed fit. Further, the COE may recommend disciplinary action against the employee through the Principal so that a strong message that examination lapses will be dealt with strictly with college administration.

11.1 Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, faculties or any other persons connected with the Conduct of Examination.

Definition: Unless the Context Otherwise Requires:

- (a) "Paper-setter, examiner, moderator, referee and faculty" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.
- (b) lapses include one or more of the following acts or omissions on the part of the person/s included in relating to the examination: -
  - i. Leakage of question/s or question paper set at the College examination before the time of examination.
  - ii. Examiner/ Moderator intentionally awarding marks to student in assessment of answer books, internals, practical, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
  - iii. Paper-setter omitting question, Sr. No. of question, repeating question or setting

question outside the scope of syllabus.

- iv. Examiner/ Referee showing negligence in detecting malpractice used by student/s.
- v. Jr. Supervisor, Sr. Supervisor, Chief Conductor showing negligence / apathy in carrying out duties or aiding / abetting/ allowing / instigating students to use malpractice/s.
- vi. Any other similar act/s of commission and or act/s of omission which may be considered as lapses by the competent authority.

#### 11.2 Competent Authority:

- a. The Principal shall be the competent authority in respect of any “College Examination” to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, faculties or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the College.
- b. Departmental Examination Committee consisting of Respective HOD / Controller of Examinations and two senior faculty shall be the competent authority to take appropriate disciplinary action against the paper- setters, examiners, moderators, referees, faculties or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the internal examinations / practical conducted by the Department.

#### 11.3 Investigating Committee:

- a. College Examination: - A Committee of three members shall be appointed by the Principal to investigate the cases of lapses committed, by the paper-setters, examiners, moderators, referees, faculties or any other persons connected with the conduct of examination at the College examinations. One senior member of the committee shall be the chairman / chairperson of lapses committee. Two other members of whom one should be from another Department.
- b. Internal Examination: - A Committee shall be appointed by the Controller of Examination to investigate lapses on the part of paper-setters,

examiners, moderators, referees, faculties or any other persons connected with the conduct of internal examinations conducted by Department.

#### 11.4 Procedure for Investigation:

##### Investigation committee

- a. The Deputy Controller of Examination shall scrutinize the cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, faculties or any other persons connected with the conduct of Examinations, reported to the College. He/ She shall collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his primary report to the COE. If the COE is satisfied that there is a prima-facie case, it shall place the same before the unfair means or Lapses Committee for further investigation. Deputy Controller of Examination through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- b. The Deputy Controller of Examination shall inform the implicated person (paper- setter, examiner, moderator, referee, faculty or any other person connected with the conduct of examination) in writing of the act of lapses committed by him /her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.
- c. The person concerned shall be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/ explanation to the show cause notice served on him/her and charge is levelled against him/her therein. The person concerned himself/herself only shall present his/her case before the Committee. "
- d. The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the person concerned shall be

shown to him/her by the Inquiry Committee if he/she presents himself / herself before the Committee. The evidence, if any, should be recorded in presence of the delinquent.

- e. Reasonable opportunity, including oral hearing, shall be given to the person concerned, in his/her defense before the Committee. The reply/ explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- f. The Committee should follow the above procedure in the spirit of principles of natural justice.
- g. If the person concerned, fails to appear before the Committee on the day, time and place fixed for the meeting, he/ she be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances, if the person concerned fails to appear before the Committee, the Committee shall take decision in his/her case in his / her absence on the basis of whatever evidences/ documents available before it and same shall be binding on the implicated person concerned. The Committee shall submit its report to the competent authority concerned along with its recommendations regarding punishment to be inflicted on the person concerned or otherwise.



### 11.5 Punishment:

The Principal after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or forgiving him/her from the charge/s and shall impose anyone or more of the following punishments on the implicated person found guilty of committing lapses at the examination

- i. Declaring disqualified the paper-setter, examiner, moderator, referee, faculty or any other person concerned connected with the conduct of examination, from any examination work either permanently or for a specified period.
- ii. Imposing fine. If the person concerned fails to pay the fine within a stipulated period, the Principal may impose on such a person additional punishment/ penalty as it may deem fit. .
- iii. Referring his/her case to the Principal concerned for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- iv. The Deputy Controller of Examination shall inform the person concerned of the decision taken in his/her case and the punishments imposed on him/her.
- v. An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No.(iii) above, shall lie with the Board of Examinations if the case is pertaining to the College examination and their decision in the appeal shall be final and binding.
- vi. Principal shall supply a typed copy of the relevant extract of fact -finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant / petitioner, if applied for in writing.
- vii. The court matters in respective cases of lapses shall be dealt with by the respective competent authority.

As far as possible the quantum of punishment should be prescribed category-wise as hereunder:

Action for lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Faculty or any another person connected with the Conduct of University Examinations.

Sr. No.	Nature of Lapses	Punishment
1.	Paper-setter found responsible for leakage of the question set in the examination/s whether intentionally or due to the negligence before the time of Examination	Disqualification from all examinations Work for a semester + disciplinary action suggested by Lapses Committee.
2.	Leakage of question/ question paper set in the examination before the time of examination by any person/s connected with the conduct of the examination. Favoring a student (examinee) by examiner, moderator)	Disqualification from all examinations Work for a semester + disciplinary action suggested by Lapses Committee
3.	Assessment of answer-books/ dissertation/Project Report/Internal/ Thesis by assigning the student marks to which the student is not entitled	Disqualification from all examinations Work for a Semester + disciplinary action suggested by Lapses Committee
4.	Examiner/Moderator/Referee intentionally / negligently not assigning the student in assessment of his / her answer-books / dissertation / project work, the marks to which the student is entitled to at the examinations	Disqualification from all examination work + disciplinary action suggested by Lapses Committee
5.	Paper-setter omitting question at the time of finalization of question paper set at the examination or repeating Sr. No. of question while writing.	Warning / Show Cause Notice should be issued to the Paper Setter by COE and action should be taken as suggested by Lapses Committee after inquiry.
6.	Paper-setter repeating questions in same/different section/s.	Disciplinary action suggested by Lapses Committee

7.	Paper-setter setting questions outside the scope of the syllabus	Disciplinary action suggested by Lapses Committee
8.	While assessing answer-book examiner showing negligence in detecting malpractices used by the student/s	Disciplinary action suggested by Lapses Committee
9.	Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student)	Disciplinary action suggested by Lapses Committee
10.	Sr. Supervisor / Chief Conductor showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before prescribed time)	Disciplinary action suggested by Lapses Committee
11.	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	Disqualification from all examination work for a Semester + disciplinary action suggested by Lapses Committee
12.	Jr Supervisor helping student (examinee) in mass-copying, while on examination duty	Permanent disqualification from all examination work + disciplinary action suggested by Lapses Committee as per the rule if he/she is a College employee.
13.	The Principal, in addition to above mentioned punishment, may impose a fine on the concerned person if declared guilty.	

14	If the nature of grievance is very serious and it is affecting the spirit of examination and reputation of the College, The competent authority may take an action of “Cancellation of Approval” of that concern Faculty/s.
15.	The competent Authority may report the case of the implicated person concern to appropriate Police Authorities.
16	In addition to the above listed punishments, any other punishment deemed fit by The Principal.

\*\*The above punishments shall be placed or recorded in service book / personal record of the employee. The above punishments may be taken cognizance at the time of promotion / increments or any other benefit awarded to concerned employee.

## Chapter 12 : Visually Challenged or Differently Abled Students

### Appointment of Writer

A writer appointed by the Controller of Examinations to write answer papers of the Visually Challenged or differently abled students or such other examinee will be paid prescribed amount per paper in respect of graduate and post graduate examinations. (The charges of the writer may have revised by the Principal on the recommendations of Board of Examinations)

The Chief Conductor is authorized, to permit the appointment of a writer at an examination for a candidate who, in his / her opinion, is unable to write answer-scripts on medical grounds, visually challenged or differently abled students. The writer to be appointed must not have passed the examination at which he is appointed to work for the examination. The concerned writer should not be a relative of examinee. The concerned examinee must submit medical certificate from 'Registered Medical Practitioner'.

The Chief Conductor shall make a separate seating arrangement for the candidate and the writer.

### Time to Handicapped Students/Blind Students/Learning Disable

#### 1. For Handicapped and Learning Disable:

The Chief Conductor is also authorized to sanction additional half an hour to differently abled students and learning disable students. However, students will have to submit the medical certificate of 'Registered Medical Practitioner'. The candidate's application must be received through the Principal to the Senior Supervisor concerned.

#### 2. Visually Challenged Students:

The Visually Challenged students will be given an additional one hour, i.e. over and above the prescribed time.

## Chapter 13 : Ordinances and Resolutions

Note : In addition to below, all other concern statues / guidelines / ordinances / resolutions etc mentioned in Maharashtra Government Act and prescribed by University of Mumbai are applicable.

### **O. 5974**

Duration of the B.Sc. programme will be of 3 years in the Semester pattern i.e. from Semester I to Semester VI. The degree will be awarded to a learner who successfully completes 120 credits of the programme in period of 3 to 6 years from the year of enrollment to semester I. If a learner does not earn 120 credits in 6 semesters from the year of enrolment to semester I, he/she may at his/her option transfer his/her performance in the existing/new program after establishing equivalence between old and new syllabus. Such a performance transfer will be decided by the Board of Studies / Ad-hoc Board / Ad hoc Committee of the concerned subject. The admission to the program will be governed by the existing O.

### ***R.8435 : The Scheme of Examination:***

The Scheme of Examination shall be divided into two components: Internal assessment and External assessment (semester end examination) for each course of the program. Internal Assessment includes Assignments, Seminars, Case Studies, Quizzes, Viva, Open book test, Unit Tests etc. For each course, there is a passing minimum for internal Assessment as 40% (16 out of 40 marks), for External / Semester End Examination 40% (24 out of 60 marks) and overall 40% (40 out of 100 marks).

The performance of the learner will be evaluated in each course in the following manner

Internal Assessment	Semester End Examination	Total (for each course or head of passing)
40%	60%	100%

The internal assessment of 40% for each course will be as follows:

Sr. No	Evaluation Type	Marks
1	Class Test  OR Certification of Swayam / NPTEL or any valid National / International Certification with the prior permission from the Concern Head of the Department in concern course  OR Group Discussions / Assignments / Presentations / Assignments / Talks / Projects / any such evaluation with permission of CoE	30
2	Active Participation and Leadership Qualities	10

Practical

Each practical course can be conducted out of 50 / 100 marks at the End of every semester

Sr. No	Evaluation Type	Marks
1	Performing practical	40 / 80
2	Journal	5 / 10
3	Viva voce	5 / 10

Internal and Practical exam question paper pattern to be finalized by departments as per respective syllabi

The semester end examination (external component) of 60% for each course will be as follows:

**Theory Examination : Suggested Format of Question paper****Duration : 2 Hours****Total Marks : 60**

- **All questions are compulsory**

<b>Q. 1</b>	Answer <i>any two</i> of the following		<b>16</b>
	a	Based on Unit I	
	b	Based on Unit I	
	c	Based on Unit I	
	d	Based on Unit I	
<b>Q. 2</b>	Answer <i>any two</i> of the following		<b>16</b>
	a	Based on Unit II	
	b	Based on Unit II	
	c	Based on Unit II	
	d	Based on Unit II	
<b>Q. 3</b>	Answer <i>any two</i> of the following		<b>16</b>
	a	Based on Unit III	
	b	Based on Unit III	
	c	Based on Unit III	
	d	Based on Unit III	
<b>Q. 4</b>	Answer <i>any two</i> of the following		<b>12</b>
		Short Notes OR Objective Type Questions MCQs (7/ 8 Marks) Match the Following OR True/False OR Answer in one sentence(4/5 Marks)	

Minor changes are allowed in types of questions and distribution of marks in Q.4

Pattern of Examination to be followed under autonomy for F.Y.B.Sc. class from academic year 2021-2022 and there after S.Y.B.Sc. and T.Y.B.Sc. in subsequent years.

The marks will be given for all examinations and they will be converted into grade (quality)



points. The semester-end, final grade sheets and transcripts will have only credits, grades, grade points, SGPA and CGPA. The Grade cards will be issued to learners after the conversion of marks into grade as per the procedure mentioned in this manual.

**The marks of the internal assessment should not be disclosed to the students till the results of the corresponding semester is declared.**

R.8436 : PASSING STANDARD AND PERFORMANCE GRADING:

**PASSING STANDARD**

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass the course and minimum of Grade E in each project, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

**PERFORMANCE GRADING:**

The PERFORMANCE GRADING of the learners shall be on the TEN point ranking system as under:

<b>Letter Grades and their equivalent Grade Point</b>			
<b>Percentage of marks obtained</b>	<b>Grade Point</b>	<b>Grade</b>	<b>Performance</b>
80.00 and above	10	O	Outstanding
70 – 79.99	9	A+	Excellent
60 – 69.99	8	A	Very Good
55 – 59.99	7	B+	Good
50 – 54.99	6	B	Above Average
45 – 49.99	5	C	Average
40 – 44.99	4	D	Pass
Less than 40	0	F	Fail
<b>SGPI :- Semester Grade Performance Index</b>			
TH :- Theory	PR :- Practical	IA :- Internal Assessment	

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

**R. 8433 :** The definitions of the key terms used in the Credit Based Semester and Grading System introduced from the academic year 2021-22 are as under:

**Program**

A Program is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study Course

**Course :** A ‘course’ corresponds to the word ‘subject’ used in many universities. A course is essentially a constituent of a ‘program’ and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. All the learning topics included in a course must necessarily have academic coherence, that is, there must be a common thread linking the various components of a course. A number of linked courses considered together are in practice, a ‘program’.

**Module and Unit:**

A course which is generally an independent entity having its own separate identity, is also often referred to as a ‘Module’ in today’s parlance, especially when we refer to a ‘modular curricular structure’. A module may be studied in conjunction with other learning modules or studied independently. A topic within a course is treated as a Unit.

**Credit Point:**

Credit Point refers to the ‘Workload’ of a learner and is an index of the number of learning hours deemed for a certain segment of learning. These learning hours may include a variety of learning activities like reading, reflecting, discussing, attending lectures / counselling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc. Credits assigned for a single course always pay attention to how many hours it would take for a learner to complete a single course successfully. A single course should have, by and large a course may be assigned anywhere between 2 to 8 credit points wherein 1 credit is construed as corresponding to approximately 30 to 40 learning hours.

**Credit completion and Credit accumulation:**

Credit completion or Credit acquisition shall be considered to take place after the learner has successfully cleared all the evaluation criteria with respect to a single course. Thus, a learner who successfully completes a 4 CP (Credit Point) course may be considered to have collected or acquired 4 credits. His level of performance above the minimum prescribed level (viz. grades / marks obtained) has no bearing on the number of credits collected or acquired. A learner keeps on adding more and more credits as he completes successfully more and more courses. Thus the learner ‘accumulates’ course wise credits.

### **Credit Bank:**

The process of accumulating Credits over a period of time, leads to the idea of a ‘Credit Bank’. Conceptually, a Credit Bank in simple terms refers to stored and dynamically updated information regarding the number of Credits obtained by any given learner along with details regarding the course/s for which Credit has been given, the course-level, nature, etc. In addition, all the information regarding the number of Credits transferred to different programs or credit exemptions given may also be stored with the individual’s history. In short, this would involve maintaining all the Credit–related transactions of an individual. Credit Banking, when practiced would go a long way in facilitating credit transfers and learner mobility.

### **Credit Transfer:**

**Performance transfer** When a learner successfully completes a certain academic program, he/she is allowed to transfer his/her past performance to another academic program having some common courses and Performance transfer is said to have taken place. **Course exemption** Occasionally, when two academic programs offered by a single university or by more than one university, may have some common or equivalent course-content, the learner who has already completed one of these academic programs is allowed to skip these ‘equivalent’ courses while registering for the new program. The Learner is ‘exempted’ from ‘relearning’ the common or equivalent content area and from re-appearing for the concerned examinations. It is thus taken for granted that the learner has already collected in the past the credits corresponding to the exempted courses.

### **Block Transfer:**

Block transfer refers to a group of courses, such as a completed certificate or diploma program that are accepted for transfer of credit into a degree program.

### **Dimensions of Credit Transfer**

When a learner successfully completes the courses included in an academic program at a certain level, he/she is allowed to transfer his/her credits in some of these courses to another same-level academic program having these courses in common. This is referred to as 'Horizontal or Lateral Credit Transfer'.

'Vertical Credit Transfer', sometimes is also referred to as 'Career Laddering' is said to occur when a learner's performance in some courses within a certain academic program at a particular level is carried over to a higher-level academic program having these or equivalent courses in common.

Credit Transfer is conceived as operating along lateral (or horizontal) and vertical transfers

### **Types of Credit Transfer**

When the process of credit transfer takes place within a university department or institution, it may be called intra-institutional credit transfer; when the credit transfer process operates across two or more institutions/universities, this may be viewed as inter-institutional/interuniversity credit transfer. Both inter/intra institutional/university credit transfer operate across levels – vertical or horizontal.

### **R.8438 ALLOWED TO KEEP TERMS (ATKT):**

- a. A learner shall be allowed to keep term till semester VI irrespective of number of heads of failure in the Semester I, Semester II, Semester III, Semester IV, Semester V.
- b. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

### **R.8437 : CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE INTERNAL ASSESSMENT AND/OR SEMESTER END ASSESSMENT IN ONE OR MORE SUBJECTS:**

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

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

#### **R. 8439 ADDITIONAL EXAMINATION:**

##### **INTERNAL ASSESSMENT:**

Eligibility norms to appear for the additional class test or assignment or project for learners who remained absent:

- a. The learner must apply to the Head of the Institution giving the reason(s) for absence within 8 days of the conduct of the examination along with the necessary documents and testimonials.
- b. If the learner is absent for participation in Inter Collegiate events, State or National or International level events, Training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / cultural activities / sports activities / research festival or any other activities authenticated by the head of the institution, the head of the Institution shall generally grant permission to the learner to appear for the additional class test or assignment.
- c. The Head of the Institution, on scrutiny of the documents and testimonials, may grant the permission to the learner to appear for the additional examination.

The Additional INTERNAL must be conducted 15 days prior to the commencement of the Semester End Examination after following the necessary procedure and completing the formalities.

#### **SEMESTER END EXAMINATIONS**

##### **ELIGIBILITY TO APPEAR FOR ADDITIONAL SEMESTER END EXAMINATION:**

A learner who does not appear i.e. remains absent in some or all the courses on medical grounds or for representing the college / university in sports, cultural activities, activities of NSS, NCC or sports training camps conducted by recognized bodies / competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institute OR fails in some or all the subjects is eligible to appear for the additional examination.

A learner who does not appear for both the Internal Assessment and Semester End Examination shall not be eligible to appear for the additional Semester End Examination. The additional Semester End Examination shall be of two hours duration and of 60 marks per course. The learner shall appear for the course of the Semester End Examination for which he/she was absent or has failed. Learners who are punished under O.5050 are not eligible to appear for this additional examination

**MODE OF CONDUCT OF SEMESTER END ADDITIONAL EXAMINATION:**

- a) There will be one additional examination for semester I, II, III and IV for those who have failed or remained absent.
- b) The absent learner will be allowed to appear for the examination by the head of the institution after following the necessary formalities subject to the reasons to the satisfaction of the head of the institution.
- c) This examination will be held 20 days after the declaration of results but not later than 40 days.

O.5042 - Ordinance for Grace Marks for Passing in Each Head of Passing  
( Theory / Practical / Oral / Sessional / External / Internal )

Maximum marks for a particular Head of Passing	Grace Marks upto
Upto – 50	2
051 – 100	3
101 – 150	4
151 – 200	5
201 – 250	6
251 – 300	7
301 – 350	8
351 – 400	9
And 401 and above	10

The examinee shall be given the benefit of grace marks only for passing in each course / head of passing (Theory / Practical / Oral / Session / TW) in External/Semester End Examination or Internal examination Assessment follows:

- Provided that the benefit of such gracing marks given in different Courses / heads 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.

- The grace marks will not be applicable to backlog subjects or repeater candidate
- The policy of grace marks will be Semester wise.
- The policy of grace marks will be applicable only for semester examinations.
- Subject requiring least grace marks be given benefit of grace marks first / on priority.
- If there are two or more subjects requiring same grace marks then the subject with maximum percentage marks in corresponding internal / external examination marks shall be considered.
- In case of tie at above, the subject appearing in mark-sheet ahead in the sequence shall be considered.

After distributing the grace marks as per requirement of passing the subjects, if sum of the marks are balanced the limit of grace marks will lapse and cannot be carried forward.

Granting authority for the grace marks shall be with the Controller of Examinations in the limit of above rules.

#### **ORDINANCE O. 5043A: Grace Marks for getting Higher Class / 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.

#### **ORDINANCE O. 5045A: Condonation**

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.