

**EXAMINATION  
MANUAL  
2024-2025**

## EXAMINATION POLICIES AND RULES FOR NEP STRUCTURE

Applicable from Academic Year 2024-2025

### Scheme of Evaluations:

The scheme of evaluation consists of Continuous Internal Assessment (CIA) and Semester End Examination (SEE)

#### Continuous Internal Assessment (40%): (CIA)

1. There will be no retests for the CIAs.
2. A special CIA can be held by the departments, on instructions from the Principal, under the following conditions/circumstances:
  - a. If the Principal allows a learner to represent the College or to participate in an academic / cultural / sports event and this causes the learner to miss a CIA Test (of one or more courses)
  - b. If prior to or during a CIA, a learner experiences a serious illness, the same is supported by medical papers from an authorised medical expert and have been submitted within two days and verified by the College.
  - c. In case of a bereavement caused by a passing away of an immediate family member or a close relative. (Note: In this case the Death Certificate of the departed or the Parent's/Guardian's affirmation will have to be given to the College within 2 days of returning to the College).

#### Semester End Examination (60%): (SEE)

1. Following is the evaluation pattern for Semester End Examination according to NEP for First Year (UG) learners applicable from 2024-25.

Table No.: 1

COURSE	B.COM					
	TOTAL MARKS	INTERNAL	EXTERNAL	PASSING MARKS		Duration (External Exam)
				INTERNAL	EXTERNAL	Hrs.
Major 1	50	20	30	08	12	1.0
Major 2	50	20	30	08	12	1.0
Major 3	50	20	30	08	12	1.0
Minor	50	20	30	08	12	1.0
VSC	50	50	NA	20	NA	NA
SEC	50	20	30	08	12	1.0
OE	50	20	30	08	12	1.0
AEC	50	20	30	08	12	1.0
VEC	50	20	30	08	12	1.0
IKS	50	50	NA	20	NA	NA
FP	50	50	NA	20	NA	NA
CC	50	50	NA	20	NA	NA

**Table No.: 2**

COURSE	BMS / BBI / BAF/BAMMC					
	TOTAL MARKS	INTERNAL	EXTERNAL	PASSING MARKS		Duration (External Exam)
				INTERNAL	EXTERNAL	Hrs.
Major 1	100	40	60	16	24	2.0
Major 2	50	20	30	08	12	1.0
Minor	50	20	30	08	12	1.0
VSC	50	50	NA	20	NA	NA
SEC	50	20	30	08	12	1.0
SEC-Sem2 (BAMMC)	50	50	NA	20	NA	NA
OE	50	20	30	08	12	1.0
AEC	50	20	30	08	12	1.0
VEC	50	20	30	08	12	1.0
IKS	50	50	NA	20	NA	NA
FP	50	50	NA	20	NA	NA
CC	50	50	NA	20	NA	NA

**Table No.: 3**

COURSE	B.SC (IT) and B.SC (DS)					
	TOTAL MARKS	INTERNAL	EXTERNAL	PASSING MARKS		Duration (External Exam)
				INTERNAL	EXTERNAL	Hrs.
Major 1	50	20	30	08	12	1.0
Major2 (Practical)	50	20	30	08	12	2.0
Major 3	75	30	45	12	18	2.0
	25	10	15	4	6	1.5
Minor Theory	50	20	30	08	12	1.0
Minor Practical	50	20	30	08	12	2.0
VSC Theory	50	50	NA	20	NA	NA
VSC Practical	50	50	NA	20	NA	NA
SEC Theory	50	20	30	08	12	1.0
SEC Practical	50	20	30	08	12	2.0

OE	50	20	30	08	12	1.0
AEC	50	20	30	08	12	1.0
VEC	50	20	30	08	12	1.0
IKS	50	50	NA	20	NA	NA
FP	50	50	NA	20	NA	NA
CC	50	50	NA	20	NA	NA

- If a learner fails to score minimum passing marks in both (CIA and SEE) the learner will have to appear for the ATKT Examination in the subsequent semester.
- Learners will be allowed to appear for the ATKT Examination for a maximum of three attempts after the change of syllabus.

### **Additional Examination:**

Additional Examination for Semester End Examination will be conducted only for learners who have appeared for the CIAs and not for the SEE. This is applicable under the following circumstances:

- If the Principal allows a learner to represent the College or to participate in an academic / cultural / sports event that is held during the Semester End Examination. The intimation for the same shall be given prior to the examination through the person in-charge.
- If a learner experiences a serious illness, the same is supported by medical papers from an authorised medical expert and have been submitted to the College within two days & been verified by the College.
- In case of a bereavement caused by a passing away of an immediate family member or a close relative. (Note: In this case the Death Certificate of the departed or the Parent's/Guardian's affirmation will have to be given to the College within 2 days of returning to the College).
- Additional examination will be conducted after the completion of Semester End Examination. Learners will have to submit a separate application for the same.
- Learners who do not register for the Additional Examination within the stipulated period will not be permitted to appear for the concerned examination(s).
- 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.
- It is not the right of the learner, who has failed or has remained absent, to appear for the additional examination without fulfilling the norms prescribed by the Head or the Institution / Department / Principal of the College

### **Practical Examinations:**

The Practical Component for every course will include following pointers for evaluation:

- All practical journals will have to be certified by the Faculty In-charge and Head of the Department. Learners without certified journals will not be allowed to appear for practical examinations.
- Learners are required to get 40% of the total marks for that practical course for passing in External as well as in Internal.

### Exam Paper Setting Panel

- Three sets of papers will be prepared by each subject teacher for their respective subject and submitted to the examination committee.
- Final Paper selection out of three sets will be done by Course Coordinator and Principal by using Random Selection Method.

### Exam Paper Moderation

- Moderation will be conducted for 25% of total scripts of every course of each program
- The moderator will be a subject expert with a minimum of 5 years' experience.

### Grading System:

#### 1. Results:

- a. A 10-Point Grade System is adopted – it involves calculations for a Semester Grade Point Average (SGPA) and the final Cumulative Grade Point Average (CGPA).
- b. Mark sheets are issued per Semester and per Additional Examination.

Semester GPA/ Program CGPA Semester/Program	% of Marks	Alpha-Sign / Letter Grade Result
9.00-10.00	90.0-100	O (Outstanding)
8.00-<9.00	80.0-<90.0	A+ (Excellent)
7.00-<8.00	70.0-<80.0	A (Very Good)
6.00-<7.00	60.0-<70	B+ (Good)
5.50-<6.00	55.0-<60.0	B (Above Average)
5.00-<5.50	50.0-<55.0	C (Average)
4.00-<5.00	40.0-<50.0	P (Pass)
Below 4.00	Below 40	F (Fail)
Ab (Absent)	-	Absent

**Earning Credits:** A learner will be considered to have completed a Course successfully and earned the credits if he/she is able to secure any Letter Grade in the range 'O' to 'P'. The Letter 'F' in any Course implies the inability of the learner to clear the said Course and hence no Credits will be earned.

#### 1. Rules for Progression:

- a. For Progression from first year to second year:
  - A minimum of 28 credits required for learners to progress from first year to second year
  - A maximum of 6 failed courses (16 credits) will be permitted
- b. For Progression from second year to third year:
  - A minimum of 64 credits required for learners to progress from second year to third year
  - A maximum of 6 failed courses (24 credits) will be permitted

- c. Those learners who fail in courses more than the number mentioned above, or have secured lesser than the required credits as mentioned above will be declared fail for that year.
- d. 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.
- e. Program wise resolution for grace marking shall be approved semester wise for each course by the examination committee as per requirements.

## **2. Rules and Procedure for the Revaluation of the Answer –books:**

- a. A learner who is not satisfied with the evaluation of his / her paper in any Course, can apply (by the date notified on the Examination Notice Board), for a photo-copy and / or a re- evaluation of the answer paper.
- b. If the re-evaluation reveals a less than (+ / -) 10% then the original marks will be retained in case the learner fails.
- c. This revaluation facility will be applicable for Semester End Examination.
- d. The rules for revaluation of answer books shall not be permitted in respect of the marks awarded to the scripts of practical examination and internal assessment.
- e. Error(s) in the mark-sheet (i.e., change in name, marks, SGPA, CGPA) have to be brought to the notice of the examination cell via the Principal / Vice-Principal within 30 days of the distribution of the mark-sheets.
- f. No changes in the mark sheet will be entertained after the lapse of these 30 days. Learners are requested to collect the mark sheet within 30 days after distribution of the mark sheet.

**ADDENDA:** Any rule not mentioned above will be as per the University of Mumbai's rules, as applicable then.

## **UNIVERSITY OF MUMBAI ORDINANCES ADOPTED ON EXAMINATIONS CONDUCTED UNDER AUTONOMY**

<b>ORDINANCE NUMBER</b>	<b>MATTER OF REFERENCE</b>
<b>5042A</b>	<b>Grace Marks for passing in each head of passing (Theory/ Practical/ Oral/ Sessional)</b>
<b>5045A</b>	<b>Condonation</b>
<b>5048AandB</b>	<b>Amendments of Results (Due to Errors, Due to Fraud, Malpractices etc.)</b>
<b>5049A</b>	<b>Appointment of paper setters, Examiners, Senior supervisors and Conductor of examination etc.</b>
<b>5050A</b>	<b>Ordinance regarding Unfair means resorted to by the learner</b>
<b>0.229A</b>	<b>Benefit of 10 marks under NSS/ NCC/ LLLS/ SPORTS</b>

Explanation:

**Ordinance 5042A:** the benefit of gracing of marks under the ordinance shall be applicable only if the candidate passes the entire examination of semester/year.

**Ordinance 5045A:** the benefit of gracing of marks under the ordinance shall be applicable only if the candidate fails in only one head of passing and 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 head of passing in which he/she is failing, whichever is less.

Condonation of deficiency of marks be shown in the statement of marks in the form of asterisk and Ordinance number.

**Ordinance 5048A&B:** section (A) of the ordinance is applicable to the case where it is found that the result of an examination has been affected by errors, the Controller of Examination shall have power to amend such result provided the errors are reported/ detected within 6 months from the date of declaration.

Error means –

- Error in computer/ data entry, printing or programming and the like.
- Clerical error, manual or machine in totalling or entering of marks on mark list/register.
- Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

Section (B) of the ordinance is applicable in any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee has been party of privy to or connived at such malpractice, fraud or improper conduct.

**Ordinance 5049A:** the ordinance shall be applicable as per the guidelines of University of Mumbai.

**Ordinance 5050A:** the convener of the unfair means committee shall take appropriate disciplinary action against the learner/s using, attempting to use, instigating or allowing to use unfair means at the examination applying the ordinance as per the guidelines of University of Mumbai.

**Ordinance 0.229A:** the ordinance shall be applicable to the candidate for his/her satisfactory completion of NSS/NCC/DLLE/SPORTS. Benefit of 10 marks be shown in the Statement of Marks in the form of hashtag and Ordinance number.

All the Circulars related to examinations issued by University of Mumbai from time to time will be adopted by the college for implementation of examinations.

## **EXAMINATION RULES FOR NON - NEP UNDERGRADUATE PROGRAMS FOR THE ACADEMIC YEAR 2024-25**

### **Scheme of Examination:**

- **B.Com:** The performance of the Learners will be evaluated by one examination of 100 marks at the end of every Semester. (For Foundation Course Subject Internal Assessment component carrying 25 marks and the Semester End Examination component carrying 75 marks will be applicable.)
- **B.M.S, B.Com (A & F), B.Com (B&I), BAMMC:** The performance of the Learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25 marks and the second component will be the Semester-wise End Examination component carrying 75 marks.
- **BSc (IT) and BSc (DS):** The performance of the Learners will be evaluated in three components. One component will be Practical examination carrying 50 marks, the second component will be internal examination of 25 marks and third component will be Semester-wise End Examination component carrying 75 marks.

### **Passing Standard:**

- **For B.Com:** The Learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course at the end of every Semester Examination. The learners shall obtain minimum of 40% marks (i.e. 40 marks out of 100) to pass the course and minimum of Grade D to pass a particular semester. For the course titled Foundation Course The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 out of 75) separately. The result of the Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.
- **For B.M.S, B.Com (A & F), B.Com (B&I), BAMMC.:** 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 and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 out of 75) separately, to pass the course and minimum of Grade D to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together. The result of the Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.
- **For BSc (IT) and BSc (DS):** A learner is said to have passed if he/she secures 40% of marks allotted in each head of passing. Theory of 100 marks and TW/ Practical/Tutorial of 50 marks are treated as separate heads of passing. The learner is said have passed Semester I if the learner passes in all heads of passing of the Semester and is eligible to be admitted to Semester II irrespective of no. of heads of failure in the First Semester. A learner is eligible for admission to Semester III if either the learner passes Semesters I &



II or the learner Fails in a combination of Theory and/or Practical taken in Semester I or Semester II or together. Where the total marks does not exceed 200. A learner is eligible to be admitted to Semester IV irrespective of no. heads of failure in the Third Semester. However, the learner has to clear Semesters I and II in order to appear for Semester IV examination. A learner is eligible for admission to Semester V if either the learner passes Semesters III & IV or the learner fails in a combination of Theory and/or Practical taken in Semester III or Semester IV or together, where the total marks does not exceed 200. A learner is eligible to be admitted to Semester VI irrespective of no. of heads of failure in the fifth Semester. The results of Semester VI should be kept in abeyance until the learner clears Semesters III, IV and V in full.

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**CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE 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 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 be entitled for grade obtained by him / her on passing.

**ALLOWED TO KEEP TERMS (ATKT): (Applicable to the courses under Faculty of Arts & Faculty of Commerce):**

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

OR

A learner fails in not more than FOUR courses of Semester I and Semester II taken together with not more than TWO courses at each of Semester I & Semester II.

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

OR

A learner shall have passed Semester I and II in full and secured ATKT in the Second Year by failing in not more than TWO courses in each of Semester III and Semester IV.

OR

A learner shall have secured ATKT in First Year by failing in not more than TWO courses in each of Semester I and Semester II in full.

- e. A learner shall be allowed to keep term for Semester VI irrespective of number of courses of failure in the Semester V.
- a. A learner can appear for the Semester VI examination but 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.

**Additional Examination:**

Additional Examination for Semester End Examination will be conducted only for learners who have appeared for the Internal Examinations and not for the Semester End Examinations. This is applicable under the following circumstances:

1. If the Principal allows a learner to represent the College or to participate in an academic / cultural / sports event that is held during the Semester End Examination. The intimation for the same shall be given prior to the examination through the person in-charge.
2. If a learner experiences a serious illness, the same is supported by medical papers from an authorised medical expert and have been submitted to the College within two days & been verified by the College.
3. In case of a bereavement caused by a passing away of an immediate family member or a close relative. (Note: In this case the Death Certificate of the departed or the Parent's/Guardian's affirmation will have to be given to the College within 2 days of returning to the College).
4. Additional examination will be conducted after the completion of Semester End Examination. Learners will have to submit a separate application for the same.
5. Learners who do not register for the Additional Examination within the stipulated period will not be permitted to appear for the concerned examination(s).
6. 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.
7. It is not the right of the learner, who has failed or has remained absent, to appear for the additional examination without fulfilling the norms prescribed by the Head or the Institution / Department / Principal of the College.

**Practical Examinations:**

The Practical Component for every course will include following pointers for evaluation:

1. All practical journals will have to be certified by the Faculty In-charge and Head of the Department. Learners without certified journals will not be allowed to appear for practical examinations.
2. Learners are required to get 40% of the total marks for that practical course for passing in External as well as in Internal.

**Exam Paper Setting Panel**

- Three sets of papers will be prepared by each subject teacher for their respective subject and submitted to the examination committee.
- Final Paper selection out of three sets will be done by Course Coordinator and Principal by using Random Selection Method.

**Grading System:**

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<b>5050A</b>	<b>Ordinance regarding Unfair means resorted to by the learner</b>
<b>0.229A</b>	<b>Benefit of 10 marks under NSS/ NCC/ LLLS/ SPORTS</b>

Explanation:

**Ordinance 5042A:** the benefit of gracing of marks under the ordinance shall be applicable only if the candidate passes the entire examination of semester/year.

**Ordinance 5045A:** the benefit of gracing of marks under the ordinance shall be applicable only if the candidate fails in only one head of passing and 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 head of passing in which he/she is failing, whichever is less.  
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**Ordinance 5049A:** the ordinance shall be applicable as per the guidelines of University of Mumbai.

**Ordinance 5050A:** the convener of the unfair means committee shall take appropriate disciplinary action against the learner/s using, attempting to use, instigating or allowing to use unfair means at the examination applying the ordinance as per the guidelines of University of Mumbai.

**Ordinance 0.229A:** the ordinance shall be applicable to the candidate for his/her satisfactory completion of NSS/NCC/DLLE/SPORTS. Benefit of 10 marks be shown in the Statement of Marks in the form of hashtag and Ordinance number.

All the Circulars related to examinations issued by University of Mumbai from time to time will be adopted by the college for implementation of examinations.

# **EXAMINATION RULES FOR POST GRADUATION**

## **APPLICABLE FROM THE ACADEMIC YEAR 2024-25**

### **Scheme of Evaluations:**

The scheme of evaluation consists of Continuous Internal Assessment (CIA) and Semester End Examination (SEE)

### **Continuous Internal Assessment (50%) (CIA)**

1. There will be no retests for the CIAs.
2. A special CIA can be held by the departments, on instructions from the Principal, under the following conditions/circumstances:
  - a. If the Principal allows a learner to represent the College or to participate in an academic / cultural / sports event and this causes the learner to miss a CIA Test (of one or more courses)
  - b. If prior to or during a CIA, a learner experiences a serious illness, the same is supported by medical papers from an authorised medical expert and have been submitted within two days and verified by the College.
  - c. In case of a bereavement caused by a passing away of an immediate family member or a close relative. (Note: In this case the Death Certificate of the departed or the Parent's/Guardian's affirmation will have to be given to the College within 2 days of returning to the College).

### **Semester End Examination (50%):**

1. Following is the evaluation pattern for Semester End Examination according to NEP for First Year (UG) learners applicable from 2024-25.

COURSE	MCOM (ADVANCED ACCOUNTANCY) AND MCOM (BUSINESS MANAGEMENT)					
	TOTAL MARKS	INTERNAL	EXTERNAL	PASSING MARKS		Duration (External Exam)
				INTERNAL	EXTERNAL	Hrs.
4 Credit Course	100	50	50	20	20	2.0
2 Credit Course	50	25	25	10	10	1.0

COURSE	MSC (INFORMATION TECHNOLOGY)
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	TOTAL MARKS	INTERNAL	EXTERNAL	PASSING MARKS		Duration (External Exam)
				INTERNAL	EXTERNAL	Hrs.
4 Credit Course	100	50	50	20	20	2.0
2 Credit Course	50	25	25	10	10	1.0

● **Rules and Procedure for the Revaluation of the Answer –books:**

- a. A learner who is not satisfied with the evaluation of his / her paper in any Course, can apply (by the date notified on the Examination Notice Board), for a photo-copy and / or a re- evaluation of the answer paper.
- a. If the re-evaluation reveals a less than (+ / -) 10% then the original marks will be retained in case the learner fails.
- b. This revaluation facility will be applicable for Semester End Examination.
- c. The rules for revaluation of answer books shall not be permitted in respect of the marks awarded to the scripts of practical examination and internal assessment.
- d. Error(s) in the mark-sheet (i.e., change in name, marks, SGPA, CGPA) have to be brought to the notice of the examination cell via the Principal / Vice-Principal within 30 days of the distribution of the mark-sheets.
- e. No changes in the mark sheet will be entertained after the lapse of these 30 days. Learners are requested to collect the mark sheet within 30 days after distribution of the mark sheet.

**ADDENDA:** Any rule not mentioned above will be as per the University of Mumbai's rules, as applicable then.

● **Additional Examination:**

Additional Examination for Semester End Examination will be conducted only for learners who have appeared for the CIAs and not for the SEE. This is applicable under the following circumstances:

1. If the Principal allows a learner to represent the College or to participate in an academic / cultural / sports event that is held during the Semester End Examination. The intimation for the same shall be given prior to the examination through the person in-charge.
2. If a learner experiences a serious illness, the same is supported by medical papers from an authorised medical expert and have been submitted to the College within two days & been verified by the College.
3. In case of a bereavement caused by a passing away of an immediate family member or a close relative. (Note: In this case the Death Certificate of the departed or the

Parent's/Guardian's affirmation will have to be given to the College within 2 days of returning to the College).

4. Additional examination will be conducted after the completion of Semester End Examination. Learners will have to submit a separate application for the same.
5. Learners who do not register for the Additional Examination within the stipulated period will not be permitted to appear for the concerned examination(s).

- **Grading System:**

**Results:**

- a. A 10-Point Grade System is adopted – it involves calculations for a Semester Grade Point Average (SGPA) and the final Cumulative Grade Point Average (CGPA).
- b. Mark sheets are issued per Semester and per Additional Examination.

<b>+%MARKS</b>	<b>GRADE</b>	<b>GRADE POINT</b>
$\geq 90$	O	10
$\geq 80$ and $< 90$	A+	9
$\geq 70$ and $< 80$	A	8
$\geq 60$ and $< 70$	B+	7
$\geq 55$ and $< 60$	B	6
$\geq 50$ and $< 55$	C	5
$\geq 40$ and $< 50$	D	4
$< 40$	F	0

**Earning Credits:** A learner will be considered to have completed a Course successfully and earned the credits if he/she is able to secure any Letter Grade in the range 'O' to 'D'. The Letter 'F' in any Course implies the inability of the learner to clear the said Course and hence no Credits will be earned.