

EXAM POLICY

Introduction

The college is affiliated to University of Mumbai and follows all the norms and guidelines laid by University to conduct the examination and evaluation pattern.

Objectives

- To educate all stakeholders related to all guidelines of examination directed by University of Mumbai and followed by college.
- To follow transparent exam and evaluation practices.
- To prevent the unfair practices amongst students.

Policy

- The semester end exams will be conducted only after completion of 90 working days.
- The exam timetable will be communicated to learners via notice board, publishing it on website and uploading the timetable on college app – Edusprint.
- Hall tickets will be issued for each exam before 3-4 working days of the exam.
- Result for each semester is declared within stipulated timeframe mentioned by the University of Mumbai.
- The learner must complete the minimum attendance policy mentioned by the college.
- The student must carry hall ticket alongwith valid college id card during examination.
- The student must occupy the seat in exam hall atleast 15 minutes before the exam time.
- Student shall not write anything on question paper except roll no / seat number.

Scheme of Examination

As per the circular from University of Mumbai, the college has implemented programs based on Choice based credit and Grade system (CBCS) from the academic year 2016 – 17

The methodology of evaluation mentioned by the University is as follows:

1. B.Com./B.A.
Internal Assessment - (25 marks) – Only for Foundation Course & Computers & Systems Applications internal and semester end assessment is conducted while for other courses only semester end exams are conducted for 100 marks.
2. BBI/BAF/BMS/BAMMC :
The performance of the learner will be evaluated into two components i.e. Internal assessment for 25 marks and semester end examination for 75 marks.
3. B.Sc.(IT) :
The performance of the learner is evaluated by three components i.e. Internal assessment for 25 marks, semester end exams for 75 marks and practical exams for 50 marks.

Standard of Passing

The learner should score a minimum of 40% marks (i.e. 10 out of 25 marks, 30 out of 75 marks, 20 out of 50 marks and 40 out of 100 marks) separately to pass in each of the courses. In other subjects no internal assessment as per the university rules.

Conduct of the Examination

All different types of exams for semester I to IV are conducted by college on behalf of University of Mumbai, followed by the guidelines laid by them. The grade card is also issued by college for semester I to IV.

All internal exams for semester V and VI are conducted by college on behalf of University while term end exams are conducted by University and grade cards also issued by the University.

Performance Grading

GRADE POINT MARKSTS	GRADE	GRADE POINTS
80 & above	O	10
70- 79.99	A+	9
60 - 69.99	A	8
55 – 55.99	B+	7
50 - 54.99	B	6
45 -49.99	C	5
40 -4 4.99	D	4
Less than 40	F	0

ALLOWED TO KEEP TERMS (ATKT) rules

- A student is eligible to keep terms for Semester II, irrespective of number of courses failed in the Semester I,
- A student shall be allowed to keep term for Semester III , only if he / she passes each of Semester I and Semester II

OR

FOR BA /B.Com : A student gets fail 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.

FOR B.Sc.(IT): If he / she fails in not more than SIX courses/ papers of Semester I and Semester II taken together with not more than THREE courses at each of Semester I & Semester II.

- A student shall be allowed to keep term for Semester IV irrespective of number of courses of failure in Semester III.
- A student can be allowed to keep term for Semester V if he/she passes all four semesters

OR

Have passed Semester I and II in full and secured ATKT in the Second Year by failing in not more than THREE courses in each of Semester III and Semester IV.

OR

Have passed Semester III and IV in full and secured ATKT in First Year by failing in not more than THREE courses in each of Semester I and Semester II.

Time Tables

All Semester end Examination Time tables are made available on notice boards as well as on the college web site and also sent via college app – Edusprint to the students.

Eligibility criteria to appear for the additional Semester End Examination

A student who does not in some or all the courses on medical grounds or for representing the college / university in sports, cultural activities, activities of NSS 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 Institution is eligible to appear for the additional examination.

A student 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.

Students who are punished under O.5050 (use of unfair means) are not eligible to appear for this additional examination.

It is not the right of the student, 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.

Unfair means (ordinance no. 0.5050)

Where the examinations of the University courses are conducted by the constituent college/Recognized Institutions on behalf of the University, the Principal/Head of the concerned constituent college /Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules.

Other Provisions for Students

- Photocopies of Answer books
- Verification of Marks
- Re-evaluation of answer books