

Devrukh Shikshan Prasarak Mandal's

**Nya. Tatyasaheb Athalye Arts, Ved. S.R. Sapre Commerce
and Vid. Dadasaheb Pitre Science College, Devrukh
(Autonomous w.e.f. 2019-2020)**

NAAC Accredited 'A' Grade (Third Cycle),
Mumbai University Best College Award 2009-2010



Examination Department

**Rules and Regulations
With Effect from 2019-2020**

TERMINOLOGY

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.

B.A., B.Sc., B.Com., M.A., M.Com, M.Sc. etc. are Programs.

Course:

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:

A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

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 / counseling 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.

RULE No. 1- SCHEME OF EXAMINATION

The performance of the learners shall be evaluated into two parts.

Part 1 - Continuous Internal Assessment (CIA) (30%)

Part 2 - Semester End Examination (SEE) (70%).

1.1 Theory papers, Continuous Internal Assessment (CIA) comprises of three components:

30 Marks

components	Particulars	Marks
1.	<ul style="list-style-type: none">➤ One Classroom test held in the given semester.➤ Internal test will be of 30 marks, one hour duration.➤ Performance of a learner in the internal test will be converted into out of 10 marks.	10
2.	Course specific work as per resolutions made by the Board of Studies of the department concerned. (like Extension/field/experimental work, Short Quiz; Objective test, lab practical, open book test etc. and written assignments, Case study, Projects, Posters, power point presentations and exhibits etc. for which the assessment is to be based on class presentations wherever applicable) to be selflessly assessed by the teacher/s concerned.	10
3.	Active participation in routine class instructional deliveries (and in practical work, tutorial, field work etc. as the case may be) Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	10

1.2 Semester End Examinations (Theory) – 70%

70 Marks

1. The semester End Examination is of 70 marks and 2.5 hrs duration shall be conducted for each course in each semester.
2. Theory Question Paper/s Pattern would be as per the recommendations made by Board of Studies of the subject concerned.
3. **Course practical, Examination:** **50 marks**

For each course student is expected to perform one experiment, three hours duration.

Assessment comprises following components.

Sr. No.	Particulars	Marks
1.	Certified journal	5
2.	Viva based on the prescribed practical's	5
3.	Overall conduct	5
4	Experiment Performance and end result	35

1.3 Passing standard :-

- The learners shall have to obtain a minimum of 4 marks out of 10 marks to pass a classroom test and also minimum 12 marks out of 30 marks in all the components of CIA taken together.
- The learner shall have to obtain 40 % marks in SEE (i.e. 28 Out of 70) conducted for each course.
- A learner shall be declared as successful if He/ She passes the CIA & SEE together.
- If a learner fails in CIA then He/ She will have to score 40 marks out of 70 marks in SEE and his performance will considered as out of 100 marks.
- If a learner fails to secure the required minimum 40 % of the total marks assigned to the course or remains absent during regular examination, then He/ She will have to appear for the repeater examination of 100 marks and 3 hrs duration in the subsequent semester/s. Only the marks secured by the learner in repeater examination will be the marks ultimately awarded.
- A learner who has passed the CIA and fail in SEE, He/ She should appear for 100 marks repeater examination and His / Her performance will be converted to out of 70 marks.
- Number of attempts: A candidate is allowed a maximum of five attempts inclusive of first attempt to pass respective semester failing which the candidate has to appear with the then prevailing syllabus.

RULE No. 2:- ADDITIONAL EXAMINATIONS

2.1 Internal Assessment and Semester End Examination

Eligibility norms to appear for the additional CIA and SEE

- A learner who 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 is eligible to appear for the additional examination.
- The learner must apply to Principal giving the reason(s) for absence within 7 days from the date of the examination along with necessary documents and testimonials.
- The Head of the Institution, on scrutiny of the documents and testimonials, may grant the permission to appear for the additional examination.

2.2 - Additional Examination:

- Additional Internal Class Test will be conducted immediately after one week.
- The Semester End Additional Examination will be conducted immediately after one week from the completion of the regular SEE.

2.3 Repeater Examination:

- There will be one repeater examination for the semesters I, III and V in the month of November/ December and for the semesters II, IV and VI in the month of April/ May.

RULE No. 3:- RESULTS-

- 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).
- Mark sheets are issued per Semester & per repeater Examination.
- Those students who do not register for the Additional Examination within the stipulated period will not be permitted to appear for the examination(s), concerned.
- A student 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.
 - If the re-evaluation reveals a (+ / -) 10% or greater difference, an average of the first evaluation and of the re-evaluation will be the final score awarded.

- If the re-evaluation reveals a less than (+ / -) 10% then the original marks will be retained.
- Error(s) in the marksheet (i.e., change in name, marks, SGPA, CGPA) have to be brought to the notice of the Examination Office within 30 days from the date of distribution of the marksheets. No changes in the marksheet will be entertained thereafter.

RULE NO. 4:- MODERATION (MUMBAI UNIVERSITY ORDINANCE NO. (O. 5046-A)

- The Moderation System shall be applicable to all the faculties for Under Graduate and Post Graduate Semester End Examination / External Theory Examination.
- 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that course / paper.
- The moderation of answer books of at least 5% of total number of candidates obtaining marks between Grade 'E' / minimum passing marks and marks required for Grade 'A' and above First Class/ distinction shall be carried out on random sample basis.
- Moderation work shall be carried out simultaneously with the central assessment of answer books at CAPs.
- Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.

RULE No. 5 : ALLOWED TO KEEP TERMS (ATKT) (MUMBAI UNI. R-8438)

A) FOR ARTS AND COMMERCE FACULTY

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

OR

- b) A learner who failed in not more than four courses at semester I and Semester II examination taken together, with not more than two courses each at semester I and Semester II examination.

c) A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III.

d) A learner being eligible for the admission to the Semester V must have either passed in all the courses in semester I,II,III,IV examination

OR

d) Passed Semester I and Semester II examination but failed in not more than four courses at semester III and Semester IV examination taken together, with not more than two courses each at semester III and Semester IV examination.

OR

d) Passed semester III and IV examination but failed in not more than four courses at semester I and Semester II examination taken together, with not more than two courses each at semester I and Semester II examination.

e) A learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in Semester V.

B) FOR SCIENCE FACULTY

a) A learner shall be allowed to keep term for Semester II irrespective of number of heads of failure in the Semester I.

b) A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

OR

b) A learner who failed in not more than six courses at semester I and Semester II examination taken together, with not more than three courses each at semester I and Semester II examination

c) A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III.

d) A learner being eligible for the admission to the Semester V must have either passed in all the courses in semester I,II,III,IV examination

OR

d) Passed Semester I and Semester II examination but failed in with not more than Three courses each at semester III and Semester IV examination (For all subject, carrying 900 or more marks)

OR

d) Passed semester III and IV examination but failed in with not more than Three courses each at semester I and Semester III examination (For all subject, carrying 900 or more marks)

e) A learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in Semester V.

RULE No. 6- CALCULATIONS OF GPA & SGPA

6.1 Grade Point Average (SGPA Calculation)

Semester Grade point Average (SGPA):- It is the summation of product of Credit Points and Grade Points divided by the summation of Credits of all Courses.

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

$\sum C$ for a semester. Where G is Grade point and C is credit point for Course.

6.2 Cumulative Grade Point Average (CGPA) for the Entire Course

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

$\sum C$ for all semesters taken together.

- The total credits cover the core, elective, field work or extension activities, soft skills etc.
- GPA is calculated at the end of each SEMESTER after grades have been processed and after any grade have been updated or changed.
- Same criteria are to be followed for Individual assignment / Quizzes / Test / Unit Test / Tutorials / Practical / Projects/ Seminar.

RULE No. 7- PERFORMANCE GRADING

The PERFORMANCE GRADING of the learners shall be on the TEN point ranking system.

LETTER GRADES AND THEIR EQUIVALENT GRADE POINT

Percentage of Marks Obtained	Grade Point	Grade	Performance
80 & Above	10	O	Outstanding
70 to 79.99	9	A+	Excellent
60 to 69.99	8	A	Very Good
55to 59.99	7	B+	Good
50 to 54.99	6	B	Above Average
45 to 49.99	5	C	Average
40 to 44.99	4	D	Pass
Less than 40	0	F (Fail)	Fail

RULE No. 8 :- GRACE MARKS (MUMBAI UNI. ORDINANCE O.5042 – A)

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

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

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

RULE No. 9 :- GRACE MARKS FOR GETTING HIGHER CLASS/ GRADE

(Mumbai University ORDINANCE O.5043-A):

- 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 of 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 require marks to get the next higher or grade as the case may be.
- Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate course / head of passing also, if prescribed, in the examination concerned.
- Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of Class / Grade has been prescribed.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the all India Level such as AICTE, MCL, Bar Council, CCIM, CCIH, NCTE etc.

RULE No. 10 :- GRACE MARKS FOR GETTING DISTINCTION / GRADE ‘O’ IN THE SUBJECT / COURSE ONLY

(MUMBAI UNIVERSITY ORDINANCE O.5044-A)

- A candidate/learners who passes in all the Courses or Subjects/ Heads of passing in the examination without benefit of either gracing or Condonation rules and whose total

number of marks in the courses/ subject/s falls short by not more than three marks for getting Grade 'O' / distinction in the courses / subject/s respected shall be given necessary grace marks up to three (03) in maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

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

RULE No. 11:- - CONDONATION

(MUMBAI UNIVERSITY ORDINANCE O.5045-A)

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

**RULE NO. 12 :- - AMENDMENTS OF RESULTS
(MUMBAI UNIVERSITY ORDINANCE O.5048-A)**

Due to errors

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

Error means:-

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

Due to fraud, malpractices etc.

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

RULE No. 13 :-

RULES AND PROCEDURE FOR PROVIDING THE PHOTO/XEROX COPIES OF ASSESSED ANSWERBOOK/S TO THE EXAMINEE AND PROCESS OF REVALUATION OF THE ANSWER-BOOK/S OF THE EXAMINEE WHO APPLY FOR THE REVALUATIONS

- Applying for Photo/Xerox copy of answer book and applying for Revaluation will be two independent processes.
- Applying for the Photo/Xerox copy of the answer book or having Photo/Xerox copy of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject.
- The student can independently apply for Revaluation or Photo/Xerox copy or both simultaneously.

13.1 PART – I Rules and Procedure for providing the Photo/Xerox copy/ies of assessed answer-book/s-

- The facility of obtaining Photo/Xerox copy/ies of assessed and/or moderated answer book/s by the examinee is extended with a view to bring transparency in the examinations system and ensure its credibility.
- This facility, thus provided, shall be **for theory papers only** of all the examinations conducted by the College in the current session.
- Under these rules applying for the Photo/Xerox copy/ies of answer-books shall not be permitted in respect of : The scripts of practical examination / sessional work / project work / dissertation / internal assessment / term work (including theory part) and in Viva voce /oral / practical examinations.
- However **within seven (07) working days** from the date of declaration of the results or on issue of the statement of marks by the College whichever is later, the candidate shall be allowed to apply for Photo/Xerox copy/ies in the prescribed format for the head wise internal split of his marks obtained at such examinations along with payment of non-refundable prescribed fees.
- The said fee shall be remitted by cash or by D.D. drawn in favour of the Principal of respective Colleges to which the candidate to which the candidate belongs or through which the candidate has submitted the examination form. The examinees belonging to the reserved categories shall be granted 50% concession in the fee.
- The prescribed application form for obtaining Photo/Xerox copy/ies of answer book shall have to be filled and signed by the applicant examinee only and shall be submitted to the College

- Incomplete application forms shall be rejected without assigning any reason whatsoever and the fees paid along with the application form neither shall be refunded nor will any representation be entertained.
- It will be the responsibility of the College to distribute the statement of marks immediately on receipt from the University.
- It will also be the responsibility of the student to collect the statement of marks from the College and apply for photo/Xerox copy/ies or / and revaluation within stipulated time.
- No application after the due date will be entertained on any ground whatsoever.
- The Principal of the College or Head of Department will publish the last date of submission of application for photocopy of each examination on the notice board.
- While obtaining the Photo/Xerox copy/ies from College the applicant examinee shall have to produce the original receipt of submission of application form and to establish his/her identity, to the Principal or the Officer of the College authorized by him.
- On receipt of Photo/Xerox copy/ies the applicant examinee shall be the sole custodian of it and under any circumstances the examinee shall not part with the custody/possession of the same and also shall not use the same for any other purpose/s.
- The Photo/Xerox copy/ies so obtained by the examinee shall be for his/her exclusive and relevant use. Neither the said examinee nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answers therein.
- If the examinee is found guilty of indulging in any unfair act/attempt he/she shall be liable to be tried before the Unfair Means Inquiry Committee of the University and the decision taken by the authorities based on the recommendation of the said committee shall be final.
- If his/her indulgence/commission in unfair act/attempt is proved, the examinee shall be liable for the punishment ranging from: (i) cancellation of his/her marks in the said subject, either originally granted or granted on revaluation as the case may be, (ii) annulment of examination/s for a stipulated period of maximum up to 5 examinations, (iii) cancellation of his/her result of the examination etc.
- On receipt of the photocopy if the discrepancy of following nature is noticed by the examinee, he should apply to the University through the Principal in the prescribed form

along with the said photocopy and copy of the question paper **within seven (07) working days** from the date of publication of notice by the Principal of the respective College under clause No. 12 hereinabove, to be forwarded to the Controller of Examinations.

i) Mistake in totaling

ii) Non assessment of a question / sub-question if required

- After due verification, the Controller of Examinations shall make necessary rectification in the marks allotted to the said subject and consequently in the result of the candidate without charging any further fee for rectification.
- On receipt of the notice of the rectification of the result by the college as per the provisions above the Principal of the College shall forthwith intimate the candidate of such rectification, the candidate can apply for revaluation **within seven (07) working days** from the date of receipt of the rectified result, if he/she by such rectification becomes eligible for revaluation in the said subject, subject to other limitations contained herein; and the Principal of the College shall forward such application for revaluation **within ten (10) working days** from the date of receipt of the rectified result.
- In case of non-assessment of question / sub-question the original assessor or if the answer book is moderated the moderator will be called for rectification. It will be binding on the concern examiner / moderator to attend the call of the University and it will also be the responsibility of the Principal to relieve the examiner / moderator under intimation to the Controller of Examinations to attend University **on the given date or within four (04) working days** if no specific date is communicated. Not attending the call of the College within stipulated period will be treated as misconduct and penalty of Rs. 100/- per day. The concern examiner / moderator will be entitled for only travelling allowances.
- The examinee is free to apply for Photo/Xerox copy/ies of answer books of as many subjects as he / she desires.

13.2 PART- II Rules and Procedure for the Revaluation of the Answer-book/s

- If the examinee is not satisfied with the marks awarded, he/she may independently apply for revaluation to the University through College in the prescribed form within the period and as the manner prescribed hereinafter, whether or not he/she has applied for Photo/Xerox copy/ies of the same.

- This revaluation facility shall be **for theory papers only** of all the examinations conducted by the University for the respective current session.

RULE No. 14:- RULES FOR EXTRA-CURRICULAR ACTIVITIES CREDIT

The following activities are eligible for EC credits:

1. Representing College in NCC/ NSS at state/ national level camps and events
2. Engaging in the Research activities (Avishkar) of the University/ State/ National/International level.
3. Participating in Sports at University/ State/ National/International level.
4. Online certificate courses like Swayam, Mooc etc.
5. Skill based courses.

The Extra credits should be given to the learner for successful completion of above activities.

RULE No. 15:- ATTENDANCE

- The College expects 100% attendance at all lectures / practicals per chosen Course. As there are legitimate reasons why 100% attendance is not possible, a minimum of 75% attendance is made mandatory (**refer: Ordinance 119 vide University's Circular No. UG/502 of 1999**).
4. For Undergraduate Courses three sets of question papers shall be prepared. Out of three, one question paper will be selected at random.
 5. For the post graduate courses, question papers will be set preferably by internal examiners and 100 percent moderation will be carried out for all courses mostly from external examiners.
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