

## Rules and Regulations of Examination

Examinations are held by the affiliated colleges on behalf of University of Mumbai

Introduction of 10-point Credit Based semester wise grading system (CBSGS) for F.Y. classes came into effect from June 2016-17. For S.Y. Classes came in to effect from A.Y. 2017-18 and for T.Y. classes from A.Y. 2018-19. Course wise credits required to complete the Semester are:

### (F.Y./S.Y./T.Y.-B.A./B.COM/B.SCSEMESTER I/II/III/IV/V/VI)

Faculty	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Credits
Bachelor of Science (B. Sc)	20	20	20	20	20	20	120
Bachelor of Information Technology (B.Sc.IT.)	20	20	20	20	20	20	120
Bachelor Computer Science (B.Sc. C.S.)	20	20	20	20	20	20	120
Bachelor of Commerce (B.com)	20	20	20	20	20	20	120
Bachelor of Arts (B.A.)	15	15	22	22	22	24	120
Bachelor of Management Studies (BMS)	20	20	20	20	20	20	120
B.Com. (Accounting & Finance)(BAF)	20	20	20	20	20	20	120
B.Com. (Banking & Insurance) (BBI)	20	20	20	20	20	20	120

**Note: No Internal Assessment for Bachelor of Science (B.Sc.) and Bachelor of Commerce (B.Com.) except Foundation course.**

#The performance of the learners shall be evaluated in two components:  
For courses like BAF, BBI, BMS, BSc IT and BSc CS

- 1) Internal Assessment 25% marks by way of continuous evaluation
- 2) Semester End Exam 75% marks by way of conducting the theory examination  
For BCom, BSc and BA Performance shall be evaluated in semester end Examination of 100 % marks by conducting the theory examination except for Foundation Course where Theory examination of 75% and project carry 25% marks

### **Standard of Passing**

The learners to pass a course shall have to obtain a minimum of 40% marks (i.e. 40 out of 100) in each subject. 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 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.

**As per University Circular no. UGC/61 OF 2015 Additional Examinations for all courses are cancelled from Academic Year 2015-16.**

**Re-Exams will be conducted on medical grounds/ participation in sports/ cultural/ NCC Camps/ coaching camps for sports & cultural activities etc. as per R. 8439.**

**A.T.K.T. EXAMINATIONS WHICH WILL BE CONDUCTED TENTATIVELY IN THE MONTH OF OCTOBER & APRIL OF EVERY ACADEMIC YEAR FOR ALL SEMESTERS**

**i.e. I,II,III & IV**

**Internal Assessment**

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

- a) The Learner must apply to the Head of the Institution giving the reason(s) for absence within 8 days from the conduct of the examination along with the necessary documents and testimonials.
- b) If the Learner is absent for participation in intercollegiate event, state or national or international level event, training camp or coaching camp organized by authorized University or State or National or International bodies, NSS, NCC event /camp/Cultural Activities / Sports Activities/Research Festival or any other activity authenticated by the Head of Institution, The head of the institution shall generally grant permission to the Learner to appear for additional class test or assignment.
- c) The Head of the Institution on scrutiny of the documents and testimonial, may grant the permission to the learner to appear for the Additional Examination.
- d) It is not a right of learner who has failed or has remain absent to appear for the additional examination without fulfilling the norms prescribed by the Head of the Institution/ Department/ Principal of the College.

**R.8438 Rules for ATKT for Arts and Commerce:**

- a) A learner shall be allowed to keep term for Semester II irrespective of number of course of failure in 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

A learner who 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&II.

- c) A learner shall be allowed to keep terms for Semester IV irrespective of number of Courses of failure in Semester.
- d) A learner shall be allowed to keep terms for Semester V, if he/she passes semester I, semester II, Semester III and Semester IV

OR

A learner shall Pass Semester I and Semester II and fails in not more than FOUR Courses of Semester III and Semester IV taken together with not more than TWO courses attach of Semester III and Semester IV

- e) A learner shall be allowed to keep the term for Semester VI irrespective of number of courses of failure in Semester V
- f) The Learner can appear for Semester VI Examination (subject to d and e above) but the result of Semester VI shall be kept in a bayance until the learner passes each o f Semester I ,II ,III, IV and V.

Amended R.8438-Eligibility for Admission to all the Under Graduate Programs (aided and non-aided) in the Faculties of Arts and Commerce under Credit Based Semester and Grading System Eligibility criteria for a learner, to be admitted in Semester V(Third year)of UG programs(aided and non-aided) in Faculties of Arts and Commerce is amended as follows:

- a) Shall have passed I, II, III and IV in full OR
- b) Shall have passed Semester I and I in full and secured ATK T in the Second Year by failing in not more than 2Courses in each of Semester III and Semester IV

OR

- c) Shall have secured ATKT in First year by failing in not more than TWO courses in each of Semester I and Semester II and have passed Semester III and Semester IV in full.

### **Rules for ATKT for Science**

- i) A learner shall be allowed to keep terms for Semester II irrespective of grades obtained in each courses of Semester-I.
- ii) A learner shall be allowed to keep terms for Semester III If he/she passes (grade 'E' or above in each course) each of Semester I and Semester II

OR

He/she fails in not more than three courses, in each of Semester I and Semester II. (For all subjects carrying 900 or more marks)

He/She fails not more than three courses with not more than total 200 marks in each of Semester I and Semester II(For all subjects carrying less than 900 marks)

- iii) A learner shall be allowed to keep terms for Semester IV irrespective grades obtained in each courses of Semester III

**Amended R.8438**-Eligibility for Admission to all the Under Graduate Programs (Aided and non-Aided) in the Faculties of Science under Credit Based Semester and Grading System

- i) Learner shall have passed Semester I, II ,III and IV in full.

OR

Learner shall have passed Semester I and II in full and secured ATKT in Second Year by failing in For Programs with 900 and above marks in not more than THREE Courses in each of Semester III and IV .For Programs with less than 900 marks in not more than THREE Courses with not more than total 200marks in each of Semester III and IV.

OR

Learner shall have passed Semester III and Semester IV in full and secured ATKT in first year by failing in For Programs with 900 and above marks in not more than THREE Courses in each of Semester I and II. For Programs with less than 900marks in not more than THREE Courses with not more than total 200marks in each Semester I and II.

### **Rules and Procedure for (Revaluation) providing Photo/Xerox copy/ies of assessed answer-book/s**

- 1) Applying for Photo/Xerox copy of the Answer book and applying for revaluation will be 2 independent processes.
- 2) 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
- 3) The student can independently apply for revaluation OR Photo/Xerox or Both simultaneously.
- 4) If the examinee is not satisfied with marks awarded, he/she may independently apply for revaluation in prescribed form within the period and in the manner prescribed whether or not he/she has applied for Photo/Xerox copies of the same.
- 5) The revaluation Facility shall be for the or papers only.
- 6) The revaluation of answer book shall not be permitted in respect of the marks awarded to the scripts of practical examination / term work / seasonal work / project work / dissertation / internal assessment / term work (including theory part) and in viva voce/oral/practical examination.

- 7) A candidate can apply for the revaluation of the answer book of the subject only if he/she has secured at least 20% of the total marks in that subject or 40% of the marks required for passing in the said subject, whichever is less or the grade equivalent to the above criteria where grades are assigned to the theory paper.
- 8) The prescribed application form for revaluation of answer book can be obtained from the College office during working hours.
- 9) The prescribed application form for revaluation of answer books 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 question paper/s for which he/she intends to apply for revaluation with 20 working days from date of declaration of the results of the respective examination or from the date on which the statement of marks whichever is later. Incomplete form and form not accompanied by relevant documents may be rejected without assigning any reason whatsoever.

**Under ordinance No.119,120,125** of the University of Mumbai, a learner is required to attend minimum 75% of the lectures in each subject and concerned practical during the academic year, failing which he/she shall render himself/herself liable for cancellation of term, and be debarred from appearing in final examinations. failing which he/she shall render himself/herself liable for cancellation of term, and be debarred from appearing in final examinations

**As per Circular No 4077 of 2008** of the University of Mumbai, Visually and Partially Visually Impaired Students, Physically Challenged Students and Students affected by Cerebral Palsy are permitted a Writer for their examinations, and will also be provided Extra Time for completion of their papers.

**As per the University of Mumbai Circular No CERT/CONV/1058 of 2008**, students who “intend to apply for duplicate copies of their statements of marks, certificates of passing, degree certificates as well as special certificates have to produce an affidavit on a Nonjudicial Stamp Paper of Rs50/- made in that behalf before the Metropolitan Magistrate or a Notary appointed by the Government to that effect, the Reason for issue of the duplicate copy of the aforesaid documents mentioning therein so also, the First Information Report (FIR) registered in the Police Station for the reasons whatsoever, i.e. Loss, Damage of the same etc to check the misuse of the aforesaid documents. On completion of these formalities and payment of necessary fees, the required duplicate certificates will be issued to the concerned students”.

**R.8668 Scaling Down the Marks Obtained by the Learner at the Internal Examination as Compared to the Marks Obtained by the Learner in the Semester End Theory Examination in the Course Concerned Introduced with effect from 2013-14 and is applicable for all semesters of all programs (aided and non aided) of UG and PG of Credit Based Semester and Grading System under Faculties of Arts, Science and Commerce**

- a. Concept of scaling shall be applicable only for the marks obtained by the learners at all the individual courses.
- b. Marks obtained by the learner at the Internal Assessment and Semester End Examinations should be converted to the percentage marks course wise.
- c. Concept of scaling shall be applicable only in cases where the marks obtained by the learner in the Internal Assessment and Semester End Assessment Examinations differ by more than 20% in the course concerned

i.e. percentage marks of the learner at a course in the Internal Assessment is 20% more than the percentage of marks scored by the learner concerned in the Semester End Examination in the course concerned.

- d. Learner at the course concerned in the Internal Assessment should be scaled down to 20% plus the percentage score of the learner at the Semester End Examination.
- e. The concept of scaling shall be applicable only in course/s where the learner has passed the course. In case if a learner fails in one or more courses at an attempt then the concept of scaling shall be applied to the courses that the learner has passed at the attempt concerned and for the remaining courses where the learner has failed, the concept of scaling will be applicable as and when the learner passes the course or earns the credit for the course.
- f. The scaled marks can thus be used to calculate the Credits, Grades, Credit points earned by the learner can then be used to calculate the GPA, SGPA and CGPA.
- g. Concept of scaling shall not be applicable where the marks scored by the learner at the Semester End Examination is more than marks scored by the learner in the Internal Assessment at the course concerned. One of the reasons for the learner so original mark at the Internal Assessment could be non appearance for one of the components of the Internal Assessment.

<b>Letter Grades And Their Equivalent Grade Points</b>			
<b>Percentage of Marks Obtained</b>	<b>Grade Point</b>	<b>Grade</b>	<b>Performance</b>
80.00 & Above	10	O	Outstanding
70.00 - 79.99	9	A+	Excellent
60.00 - 69.99	8	A	Very Good
55.00 - 59.99	7	B+	Good
50.00 - 54.99	6	B	Above Average
45.00 - 49.99	5	C	Average
40.00 - 44.99	4	D	Pass
Less than 40.00	0	F	Fail
<b>SGPI Semester Grade Performance Index</b>			
<b>TH Theory, PR-Practical, IA Internal Assessment</b>			

<b>Symbols</b>	<b>Description</b>
<b>F</b>	<b>Head of Failure</b>
<b>-----</b>	<b>Not Applicable</b>
<b>Ab</b>	<b>Absent</b>
<b>/</b>	<b>Female</b>
<b>@</b>	<b>0.5403</b>
<b>#</b>	<b>0.229</b>
<b>\$</b>	<b>Carried forward Grade of the head</b>

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