

**K. J. SOMAIYA INSTITUTE OF ENGINEERING
AND
INFORMATION TECHNOLOGY
SION, MUMBAI - 400 022**

6. EXAMINATION POLICIES

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6.1 OBJECTIVE

1. To establish and develop high tech Examination Cell for providing service to students such as online Exam Form filling facility and generating Hall Tickets.
2. To create high tech environment for university examinations.
3. To conduct the examinations in a disciplined manner as per the guidelines given by the college / University.
4. The purpose of the Examination Cell Policy is to prescribe university-level requirements for assessment of student learning by conducting examinations.

6.2 PREAMBLE

Assessment of student learning should be a fair and transparent process which follows university, college and department regulations so that students are treated respectfully and impartially across the institution.

Four Year, semester wise degree course is run in KJSIEIT, Sion which is academically affiliated to Mumbai University. First Year (semester I and II) and Fourth Year (Semester VII and VIII) Examinations are conducted by University by setting, assessing the papers under CAP. Statement of marks / Degree is awarded by University. While Second Year (semester III and IV) and Third Year (semester V and VI) Examination are conducted in college. These Examination papers are set by University and assessed in college under CAS. Statements of marks are awarded by college on the behalf of University for these examinations.

As articulated in the various circulars from Mumbai University, students will be provided with a clear indication of how to appear in various examinations. Assessments of student learning will be transparent, applied consistently, and congruent with course objectives. Students will receive prompt and constructive feedback on their learning progress at regular intervals.

This document incorporates all of the policies, rules and procedures relating to students assessment which have been previously approved by University Council in various policy documents and reports.

October, 2016 – University Circular for implementing new course based on *CHOICE BASED CREDIT and GRADING SYSTEM(CBCS)* from academic year 2016-17.

June, 2012 – ‘*Manual with Regulations on CREDIT BASED SEMESTER and GRADING SYSTEM (CBGS)for undergraduate and post graduate Programmes in Engineering*’ -Examination Regulations

September 2016- ‘Rules and Procedure for providing the Photo copies of assessed answer books to the examinee and Process of Revaluation of the Answer books of the examinee who apply for the revaluations’. – Photocopy/Revaluation Procedure (University VCD/ 1 of 2016)

Mumbai University ‘*Ordinances relating to admission and appearance*’

Mumbai University ‘*Ordinances relating to Examinations*’

All regulations covering student assessment and examinations have been developed into a framework with three levels of authority and responsibility: University, College, Departments. This policy covers policies, rules and procedures governing the student assessment, including conduct of examinations. Under the regulations and ordinances of Mumbai University, all matters respecting the subjects, time and mode of the examinations and respecting the degrees and distinctions to be conferred by the University shall be provided for by Council regulations.

University:

University regulations will prevail in the absence of other College or Departmental regulations. In the case of a discrepancy between University regulations and College or Departmental regulations, University regulations will take precedence.

Colleges and Departments: Council, while retaining the final authority over assessment of student learning, delegates to Colleges the responsibility of establishing general policies concerning the methods and types of assessment which may be employed by the Departments of that College, and each Department should establish any further instructions and policies for its members as necessary.

Faculty and Departments: It is the responsibility of the Faculty and Department Head to report final grades to the In charge Exam Cell in accordance with the regulations outlined here. Faculty will use prescribed grade descriptors or grade comments if required.

6.3 EXAMINATION CONDUCTION POLICY

Our college is centre for conducting First to Four year examinations on the behalf of Mumbai University for our students. Odd semesters examinations are held in second

half of the year i.e. in November/December and Even semester examinations are held in first half of the year i.e. in May/June of every year.

Normally, examinations either during the term or during the final examination schedule will be used to further assess the students' knowledge of course material.

6.3.1 College Examination:

In semester, two Internal Assessment Tests i.e. Test-1 and Test-2 are performed on 40% and 70% syllabus respectively. Relative weightage for Internal assessment is typically 20%. Test papers are assessed by subject teachers and marks are shown to students. Average marks of two tests are submitted to Exam Cell for result preparation.

Each Department establishes examination methods within the regulations and guidelines set out by the College/University.

6.3.2 University Examination

The End Semester Examination will be held as per the University schedule and the relative weightage for this would be 80%. ESE is mandatory and normally of 3 hours duration. It will cover full syllabus of the course. The grade for theory courses can be awarded only after successfully completion of both Internal Assessment and End Semester Examination of the respective course as per the curriculum manual of the respective program.

6.3.3 Scheduling

University schedule ECE twice in the year as First Half of the Year Examination i.e. for even semester and Second Half of the Year Examination i.e. for odd semester. First Half of the Year Examination will be held in the month of May/June, while Second Half of the Year Examination will be held in the month of November/December of every year.

6.3.4 Conduct and invigilation

Examination Cell plan conduction of examination on the basis of Examination Time Table received from University in advance. Seating arrangements are made in blocks. Principal is the Chief Conductor of Examinations. Faculties are appointed as Senior Supervisor, Junior Supervisor while lab Assistants are appointed as Under study supervisor.

University appoints Joint Chief Conductor from other institutes to observe the proceedings during examination period. College also sends the name of senior faculty to University for working as Joint CC in other institute. In every block, one Junior supervisor is present. Each block will be of capacity of maximum 40 students. Senior Supervisor supervises the overall conduction of examination by assigning duties to peons, JS,US, distribution and packaging of question papers and answer books. Understudy supervisors prepare the blocks. Chief conductor is the overall in charge of the examinations.

6.3.5 leaving block after starting of examination and before 30-minute

Students are not allowed to leave the examination room until 30 minutes after the start of the examination. The supervisor can also deny entrance to a student if he or she arrives later than 30 minutes after the start of the examination.

6.3.6 Identification

Students are required to have suitable identification (student I.D. card and Hall Ticket) available during examinations. Block Supervisor (JS) may request students to produce such identification during examinations. If a student claims not to have any proof of identity, the student can be required to present suitable I.D. to the supervisor at some mutually agreeable time and place. The student shall be informed that failure to appear at the agreed upon time and place will constitute an irregularity that will be reported to the Chief Conductor.

6.3.7 No unauthorized assistance (such as copying)

Students shall not bring into the examination room any books, papers, calculators or any other electronic devices (such as laptops, tablets, cell phones, etc.), or other materials except as indicated on the examination paper. Students shall hold no communication of any kind with anyone other than the Block Supervisor while the examination is in progress.

If malpractice such as copying from books, carrying mobiles occurs during Examination, JS reports to SS and CC. A fresh answer book is issued to student by seizing suspected answer book. Copy case is made by writing report in university format and it is forwarded to University for First and Final Year Examinations. While for second and third year Examinations, such cases are transferred to college level Unfair Means Committee. (Refer Annexure -1for related ordinances)

6.3.8 Leaving block for any reason after 30 minutes starting of examination

Students who need to leave the examination room for any reason require the permission of the supervisor. Before leaving the examination room, students are required to sign a tally sheet indicating their attendance at the examination and submission of examination materials.

6.3.9 Emergency evacuation

If the examination is interrupted by fire alarm, power outage, or similar emergency requiring evacuation, the invigilator should lead the students out of the examination room in an orderly fashion. The invigilator should, to the extent that this is possible, advise the students not to communicate with each other about the examination and supervise the students until the resumption of the examination. If the situation requires cancellation of the examination, it will be rescheduled by the Registrar at the earliest practical date and time.

6.3.10 Accessibility of examination papers

After finishing of examination, answer books are tallied with attendance sheet. Answer books are masked and coded to hide the identity of student for fair evaluation of Second and Third year papers. While First and Fourth year papers are sent to University on the same day once the examination is over just by tallying with attendance sheet.

All marked final examination papers, together with the tally sheets and the final examination questions, shall be retained in the Examination Cell for a period of at least one year following the examination period in which the final examination was held for

For details regarding Examination Conduction, refer Mumbai University ordinances of April 2001

(Refer Annexure-1)

6.4 ASSESSMENT POLICY

Papers for First and Fourth year examinations are sent to University. Second and Third year examinations papers are kept in college for assessment. Assessment is

carried out on two levels i.e. CAP and CAS.

Principal will be the CAS / CAP Director while two faculties are appointed as CAS monitor and two faculties as CAP coordinator.

6.4.1 CAP- Central Assessment Project

Online assessment is carried out for University Examination. Every college is CAP centre. Papers are made available online from University for First and Fourth Year Examinations. Examination Cell is equipped with 10 computers for on line assessment. Approved faculty with more than 2 years teaching experience, can assess these papers. CAS monitor look after the assessment procedure as per University guide line.

6.4.2 CAS- Central Assessment System

Manual assessment is carried out for College Examinations in CAS centre. Exam Cell conducts assessment of college SE, TE examination papers. Two CAS coordinators are appointed by Principal. CAS coordinator in consultation with HODs and Principal decides names of assessors and moderators. He sends verified mark sheets to Exam Cell for result preparation.

TW,OR,PR marks along with theory marks are filled by Data Entry Operator. One of the Exam Cell staff read the marks. In charge Exam Cell verify final gazette (mark sheet) along with individual subject mark sheets. He checks about proper implementation of ordinances applicable for passing, getting grace marks. After signing by Principal, the final gazette is send to the University for further verification by University's moderation committee.

Once University's moderation committee approves, Exam Cell declares the result by displaying on notice board. Result is also displayed on college web site.

6.4.3 Grading system

Students need to be assured of fairness and transparency in grading.

Semester wise performance assessment of every registered learner is to be carried out through various modes of examinations. These include INTERNAL ASSESSMENT&END SEMESTER EXAM

INTERNAL ASSESSMENT: Includes Class Tests, Home Assignments

(Given in syllabus manual)

END SEMESTER EXAM : University Theory examination

IA – 20%

ESE – 80%

Attendance – for all (Theory, Tutorial, Practical, Exam) is compulsory as per University Ordinance 119, 75% is compulsory for keeping term.

6.4.4 Modes of Assessment/Evaluation

For Theory Courses :

I.A. – (20% weightage) consist of Two Testout which one is compulsory Class Test and another is either a Class Test or Assignments on live problems or course project in a group or individual.

E.S.E. – (80% weightage) held as per University schedule in 3 Hours duration and will cover full syllabus of course. E.S.E. is mandatory.

* The Grade for Theory courses can be awarded only after successfully completion of both I.A. and E.S.E. of respective course as per curriculum manual of respective programme.

(I.A.-Internal Assessment, E.S.E.-End Semester Exam)

For Laboratory Courses :

The grade for laboratory courses can be awarded only after successfully completion of Term Work, Practical and/or Oral examinations as per curriculum manual of respective programme.

For Seminars :

The grade for seminar can be awarded only after successfully completion of Term Work & Oral presentation as per respective programme in curriculum manual.

For Projects/Dissertation :

Project is part of Term Work; The project report will not be accepted if students fail to complete the project successfully. The grade for project can be awarded only after successfully completion of Term Work/Oral presentation as per the Curriculum manual of respective programme.

6.4.5 Grading of performance

In every course, based on the combined performance in all assessments in a particular semester as per the curriculum/ syllabus, the student is awarded a letter grade. Numeric equivalent of this letter grade is grade point.

Letter Grade and Grade Point Allocation

Percentage of Marks	Letter Grade	Grade Points	Performance
80.00 and above	O	10	Outstanding
75.00 – 79.99	A	9	Excellent
70.00 – 74.99	B	8	Very Good
60.00 – 69.99	C	7	Good
50.00 – 59.99	D	6	Fair
45.00 – 49.99	E	5	Average
40.00 – 44.99	P	4	Pass
Less than 40	F	0	Fail

AB – Absent with ‘0’ grade point. She/he should reappear for said exam in due course.

6.4.6 Semester Grade Performance Index (SGPI)

The performance of learner in a semester is indicated by SGPI. The SGPI is weighted average of grade points obtained in all courses by learner during the semester. e.g. If learner passes five courses (T, L, P, S, etc.) in semester with credits C₁, C₂, C₃, C₄ & C₅ and Grade Points in these courses are G₁, G₂, G₃, G₄ & G₅ respectively, then learners SGPI is equal to :-

$$SGPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SGPI is calculated to two decimal places. The SGPI for any semester will take into consideration the “For AB” grade awarded in that semester e.g. if learner has failed in course h, the SGPI will be-

$$\frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4 + ZERO + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

6.4.7 Cumulative Grade Performance Index (CGPI)

An up to date assessment of the overall performance of a learner from the time she/he enrolled the University of Mumbai is obtained by calculation a

number called ‘Cumulative Grade Performance Index’ (CGPI), in a manner similar to SGPI. The CGPI is calculated at the end of every semester to two decimal places and is indicated in semester grade report cards. The CGPI will reflect failed status in case of F grades, till course are passed. When course is/are passed by obtaining a pass grade on subsequent examinations, the CGPI will only reflect new grade and not fail grades earned earlier.

$$CGPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_iG_i + \dots + C_nG_n}{C_1 + C_2 + C_3 + \dots + C_i + \dots + C_n}$$

There will also be a final CGPI calculated which considers all credits earned by learner specified for particular programme.

6.4.8 Heads of Passing

Internal Assessment and End Semester Examination should be two separate heads for passing. Apart from these practical and/or oral exam also should be independent heads/of passing.

Note: Learner should satisfactorily complete Term Work in all courses for particular semester as per syllabus/curriculum manual to be eligible to appear for any form of examination.

6.4.9 Promotion of Learner and Award of Grades

A learner will be declared PASS and eligible for grade in particular course if she/ he secure at least 40% marks in each head of passing

OR

Secure more than 50% in total (IA + ESE) if learner fails in IA

Carry forward of Marks

Internal Assessment or End Semester Examination marks shall be carried over in next exam if one head shows PASS.

6.4.10 Re-examination of IA and ESE

Re-exam for IA should be completed before commencement of next semester theory exam.

Re-exam to ESE will be conducted as per schedule planned by University of

Mumbai.

6.4.11 Allow to keep terms (ATKT)

She/he fails not more than 8 heads of passing of which not more than 5 heads shall be inclusive ESE together for academic (2 semesters) year. (Total 8 Heads of which 5 will be ESE heads). 'AB' shall be considered for Lecture in deciding ATKT.

6.4.12 Semester Grade Report

At the end of each semester the grade report, which reflects the performance of the learner in that semester, is prepared and issued to the learner. This report includes the fail grades as awarded. Even when a failed course is passed in a later semester, no new modified grade report for that semester in which the fail grade the fail grade was awarded will be issued. In case of backlog courses, learner should be issued separate grade report card as and when she/he passes courses. The grade card can be issued to learner reflecting-

L – Letter Grade

C – Credit points at individual courses

SGPI –SGPI for each semester

CGPI –for all successfully completed courses till that semester exam.

Each College will follow regulations and guidelines for the College governing methods of evaluation permitted, final or any other examination requirements, including whether a student may obtain credit for a course even if the final examination is not written, and any limits on the relative weighting of final examinations or any other term work.

The University shall periodically review methods of student assessment.

6.5 PHOTOCOPY/ REVALUATION OF ANSWERBOOK

A student, who is dissatisfied with the assessment of her or his work or performance in final examination, shall follow the procedures set out in the Council policy as procedure of photocopy / revaluation.

*(Refer **Anexure-2**)*

6.6 ELIGIBILITY (FOR ADMISSION AND APPEARANCE TO NEXT CLASS / EXAMINATION)

Eligibility for admission to next class i.e. FE to SE, SE to TE and TE to BE is followed as per Mumbai University ordinances.

*(Refer **Anexure-3**)*

6.7 EXAMINATION CELL

Examination Cell is headed by the **In charge Examination (I.E.)** from faculty with 5 supporting staffs (3 clerks, 1 peon and 1 faculty as assistant to I/C Exam Cell). Conduction of all examinations is the prime responsibilities of the Exam cell. Further, Exam cell coordinates with the University regarding all examination matters. The **I.E.** reports the **Principal** in all examination matters. Any information either received or required to be sent to the University is being dealt by the Exam cell in co ordination with various departments.

6.7.1 Functions of the Examination Cell

- 1) Circulars, Guidelines, Office Orders, Notifications are received by the Exam cell. Any reply, thereof is authenticated by **Principal** and is dispatched to the University.
- 2) Examination Notices received from the University are duly forwarded to all concerned departments.
- 3) To display the Notices on behalf of University comprising details of exam form submission, Fee Collection, the last date of fee Collection, modalities of payments of fine etc.
- 4) To display University Time table, Invigilation duty chart, Seat allotment for the Examination both for the students and staff.
- 5) To mobilize staff and to assign the duties for the conduct of examination in various capacities.
- 6) To conduct central assessment process by distributing Answer books to the concerned teachers and to receive the answer books and mark list, and to prepare the same in the desired university format for acknowledgement.
- 7) Distribution of marks sheets to Students.
- 8) Result Analysis all of the examination results.
- 9) Verification and Conduction of photocopy/revaluation process of university and college examinations accordingly.
- 10) Submission of the Report of the respective Examinations to the Principal.

Annexure-1

EXAMINATION ORDINANCES

- **Ordinance 5042** Grace Marks for passing in each head of passing (Theory/ Practical /Oral/Sessional)External/Internal)
- **(CBGS) 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 or Internal examination Assessment follows:

Head of Passing	Grace Mark's 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/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.

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.

➤ **Ordinance O.5043A :- Grace Marks for getting Higher Class / Grade**

A candidate/learners who passes in all 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 class 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 the 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.

➤ **Ordinance O.5044A:- Grace Marks for getting distinction / Grade “O” in the subject / course only.**

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 two (02) subjects, courses subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

Provided that benefit of the 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.

➤ **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 are restricted to maximum up to 10 marks only.

Condonation of deficiency of marks is 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.

➤ **Ordinance O.5046A :- Moderation**

1. The Moderation System shall be applicable to all the faculties for Under Graduate and Post Graduate Semester End Examination/External Theory Examinations.
2. 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.
3. In case of professional faculties /courses, 100% moderation shall be carried out in case of candidates obtaining 70% and above marks or Grade "O". For non-professional faculties/courses 100% moderation shall be carried out in case of candidates obtaining First Class Grade "A" and above marks.
4. 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.

5. One moderator shall be appointed per five examiners. However Chairman, Board of paper setters will act as the moderator, where there are less than five examiners.
6. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAPs.
7. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.
8. Each University shall formulate detailed scheme of moderation on the basis of guidelines given above.

➤ **Ordinance O.5047A :- Vigilance Squads**

1. The vigilance Squad/s of not less than three and not more than four members shall be appointed by the Vice-Chancellor to visit the Centers of University Examinations to:
 - (i) Ensure that the University Examinations are conducted as per norms laid down.
 - (ii) Observe whether the Senior Supervisors and Block-Supervisors are following scrupulously instructions for conduct of the University examinations.
 - (iii) Check the students who try to resort to malpractices at the time of University Examinations and report such cases to the University.
2. The Vigilance squad is authorized to visit any Examination Centre without prior intimation and enter office of the In-charge of the Examination Centre to check the record and other material relating to the conduct of Examination. They can enter in any block of Examination for checking the candidates identify card, fee receipt, hall tickets etc. to ascertain the authenticity of the Candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University Examination.
3. The Vice-Chancellor shall appoint Vigilance Squad which may include-Senior Teachers of Affiliated College/Recognized Institution/ University Departments/ Teachers and desirably one lady teacher; and any other person as the Vice-Chancellor considers appropriate.
4. The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Vice-Chancellor with a copy to the concerned Principal. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
5. The Principal of the College where the centre of examination is located shall be responsible for the smooth conduct of examination. He/she shall ensure strict vigilance against the use of

unfair means by the students and shall be responsible for reporting such cases to the University as well as the law of enforcing authority.

➤ **Ordinance O.5048A :- Amendments of Results**

(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 Examination 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 of Vice-Chancellor / Pro Vice-Chancellor, Provided the errors are reported/detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of Examinations.

Error Means:-

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

(B) 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 and that such examiner, has in the opinion of the Board of Examination been Party of 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 examiner and to make such declaration as the Board of Examination considers necessary in that behalf.

➤ **Ordinance O.5049A:- Appointment of Paper-setters, Examiners, Senior Supervisors and conduct of examination etc.**

1. No person can claim appointment as paper-setter/examiner/ moderator or any other examination work as a matter of right. Appointments of persons as paper-setters/examiners / moderators shall be ordinarily made at the time of annual examination.

However, if it is necessary to do so, the appointment of papersetters may be made at time of October examinations.

2. The Paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the university, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper-setters/examiner/ moderator.
3. The paper-setters/examiners/moderators shall follow all the directions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
4. There shall be two senior supervisors at each examination centre, one internal and one external, having minimum of three years of experience of teaching/working in senior college. Out of these two, one shall be the external supervisor to be appointed by the university and the other shall be the internal senior supervisor.
5. The Principal of the concerned college shall himself/herself be the Chief conductor. Where substitute arrangement is required it shall be done only by prior permission of the University. However, the Principal shall alone be responsible for any lapse/lapses occurring during the conduct of the examination.
6. The external senior supervisor appointed by the university shall report to the Principal of the college where examination centre is located one day earlier to ensure the arrangements for the conduct of examinations.
7. He shall ensure that the stationery required for the conduct of examinations, question papers, etc. are received at the examination centre. He shall also ensure that the packets of question papers are intact and duly sealed and are opened in his presence 20 minutes before the start of the examinations.
8. He shall also ensure that the students are not resorting to unfair means/ practices. In case incidences occur, he shall immediately report the cases of unfair means to the controller of examinations along with his report. He should not leave the examination centre during the examination period.
9. He shall ensure that the answer book is distributed to the students 10 minutes before the start of the examination.

10. The examination forms of the students shall be accepted by the principal within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms the college along with the fees so collected, by demand draft.
 11. After the receipt of examinations forms in the University the name list, summary and Admit cards of the students shall be sent to the concerned examination centres by the University generally 15 days before the commencement of the concerned examination.
 12. The principal shall, immediately after the examination is over, dispatch the answer books to the CAP centre/concerned examiner, as per the instructions of the university from time to time.
 13. The directors of the CAP appointed by the university shall receive the bundles of answer books sent by the principals of the concerned examination centre.
 14. The directors of the CAP shall arrange for the assessment of the answer books centre as per central assessment programmed prescribed by the university.
 15. The director of the CAP shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions received by the University from time to time.
 16. As soon as the mark lists are received in the University examination branch the same should be processed immediately.
 17. The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed in Maharashtra Universities Act, 1994, and shall dispatch the result along with the statement of marks and passing certificates to the colleges for distributing the same to the concerned students.
 18. The answer papers of examinations shall be preserved for a period of at-least 6 months from the date of declaration of result of the examinations concerned.
- **Ordinance O.5050A**:-**Ordinance regarding Unfair means Resorted to by the students**
1.
 - (a) On receipt of a report regarding use of unfair means by any students at any University examination, including breach of any of the rules laid down by the University Authorities for proper conduct of examination, the Board of Examination shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from any University examination or from any University course in a college or Recognized Institution or in the University Department or from any Convocation for the purpose of conferring degree either permanently or for a specified

period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.

- (b) 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 by exclusion of such a student from any such examination or any University course in any College/Institution either permanently or for a specified period or by cancellation of the result of the student in the College/ Institution examination for which he/she appeared or by deprivation of any College/ Institution Scholarship or by cancellation of the award of any College/Institution prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways.
- (c) On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University or Colleges or Recognized Institution including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations or the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the University, as the case may be, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person 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 concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

2. Competent Authority

- (i) The Board of Examinations of the University constituted under the provisions of Section 31(3) shall be the competent authority to take appropriate disciplinary action

against the students using, attempting to use, aiding, abetting, instigating or allowing using unfair means at the examination conducted by the University.

- (ii) The Principal of the constituent College or Head of the Recognized Institution shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution on behalf of the University.

3. Definition-Unless the context otherwise requires:

- a) “Student” means and includes a person who is enrolled as such by the University/College/Institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma, or certificate examination.
- b) “Unfair means” includes one or more of the following acts or omissions on the part of student/s during the examination period.
- (i) Possessing unfair means material and or copying there from.
 - (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 manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbance in any manner in the examination proceedings.
 - (iv) Unauthorized communicating with other examiners 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 of University/College/ Institution seal, or answer-books or office stationary 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 University/College/Institution 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 University or College or Institution examination.
 - (xii) Or any other similar acts/and/or omission/s which may be considered as unfair means by the competent authority.
- c) “Unfair means relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.
- d) “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 student (examinee) or on wood or other 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.
- e) “Possession of unfair means material by a student” 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 centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- f) “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 Committee or Examination 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 or any other authorized person to the Controller of Examinations or Principal or Head of the Institution concerned or any officer authorized in this behalf.
- g) “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 (f) above, the presumption shall be that the material did relate to the subject of the examination.

- h) “Chief Conductor” means Principal of the College concerned or Head of the University Department or Recognized Institution concerned, where concerned examination is being conducted, and any other person duly authorized by him or person appointed as in-charge of examination, by prior approval of the University.
4. During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s.
5. Chief Conductor/s of the Examination Centre shall, in the case of unfair means, follow the procedure as under:
- i. The student shall be called upon to surrender to the Chief Conductor the unfair means material found in his or her possession, if any, and his/her answer-book.
 - ii. Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Conductor shall also sign on all the relevant materials and documents.
 - iii. Statement of the student and his/her undertaking in the prescribed format and statement of the concerned Jr. Supervisor and Sr. Supervisor shall be recorded in writing by the Chief Conductor (Appendix-C). if the students refuses to make statement or to give undertaking the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures.
 - iv. Chief Conductor shall take one or more of the following decisions depending upon seriousness/gravity of the case:
 - a) In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for remaining examination.
 - b) Obtain undertaking from the student to the effect that decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
 - c) May report the case to the concerned police station as per the provisions of Maharashtra Act No. XXXI1982- An Act provided for preventing malpractices at University; Board and other specified examinations.
 - d) Confiscate his/her answer-book, mark it as “suspected unfair means case” and issue him/her fresh answer-book duly marked.

- v. All the materials and list of material mentioned in sub-clause (I) and the undertaking with the statement of the student and that of the Jr. Supervisor and mentioned in clause No. (ii) and (iii) and the answer-book shall be forwarded by the Chief Conductor, along with his report, to the concerned Controller of Examinations/ Principal/Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked “Suspected unfair means case”.
- vi. In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/Principal/Head of the Institution, as the case may be.

6. Procedure to be followed by Examiner during Assessment :-

If the examiner at the time of assessment of answer-book suspects that there is prima-facie evidence that the students / whose answer-book the examiner is assessment appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the Chairman in the subject, along with the evidence, to the controller of Examinations/ Principal/Head of the Institution, as the case may be, with his/her opinion in separate confidential sealed envelope marked as “Suspected unfair means case”.

7. Case of unfair means having prima-facie, reported to the University/College/ Institution by the Chief Conductor/ Jr./Sr. Supervisor and or examiners shall be inquired into by the committee appointed by the Board of Examination/ Principal /Head of the Institution, as the case may be. In the event cases of unfair means reported through any other sources, the concerned officer/In-charge of the Sub-section/Unit to which the case is primarily pertained, at the Examination Section of the University/ College/Institution shall scrutinize the case, collect preliminary information to find out whether there is prima-facie case so as to fix up primary report to the concerned competent authority. If the competent Authority is satisfied that there is a prima-facie case it shall place the same before the Unfair Means Inquiry committee for further investigation. The concerned officer of the Sub-section/Unit through which the case has originated or the case is pertaining to, shall be the presenting officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

8. Examination Results of the concerned students involved in such cases shall be held in reserve till the competent Authority takes final decision in the matter and the concerned students and the college / Institution to which he/she belongs to, shall be informed accordingly.

9. Appointment of Unfair Means Inquiry committee

- (i) For the purpose of investigating unfair means resorted to by students at the University examination, the Board of Examinations shall appoint a Committee in terms of the provisions made under section 32 (6) (a) of the Maharashtra Universities Act 1994. The term of the Committee shall be five years subjects to provisions of Section 42 & 43 of the said Act.
- (ii) For the purpose of investigating unfair means resorted to by students at the examination held by the College/Institution, the Unfair Means Inquiry Committee appointed by the College/Institution shall consist of five teachers (other than the Principal /Head) to be nominated by the Principal /Head of the Institution, one of whom shall be designated as Chairperson. The members appointed on the College/Institution Examination Committee shall not be appointed as members on the Unfair Means Inquiry Committee.
- (iii) The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority, which will issue final orders with regard to the penal action to be taken against the students / after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the concerned implicated student in his/her defense, the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

10. Procedure of the Committee should be as under

- (i) The Controller of Examinations of the University / Principal of the College or Head of the Recognized Institution, or the officer authorized by them 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 so why the charges/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 a 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 charges/against the student should be shown to him/her by the Inquiry Committee, if the student presents himself/herself before the committee. The evidence, if any, should be recorded in the presence of 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 should 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 concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

11. Punishment

The competent Authority concerned i.e. the Board of Examinations in the cases of University examination, the concerned Principal in the cases of college examination, and the Head in the cases of examination held by the Recognized Institution, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the students found guilty of using unfair means:

- (a) Annulment 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 University or College or Institution for a stipulated period not exceeding five years.
- (c) Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.
- (d) Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him /her in that examination.
- (e) In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment / penalty as it may deem fit.
- (f) As far as possible the quantum of punishment should be as prescribed (category wise) in Appendix –A .
- (g) The concerned student is informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorized by it in this behalf, under intimation to the College / Institution he/she belongs.

Annexure-2

PHOTOCOPY / REVALUATION VCD 1 OF 2016

(Rules and Procedure for providing the Photo/Xerox copies of assessed Answer-book/s to the examinee and Process of Revaluation of the Answer-book/s of the examinee who apply for the revaluation (Examinations Conducted by Colleges / Institutions / Department on behalf of the University) No. Exam /Photo & Rev./VCD/ 1 of 2016)

- A) **Applying for Photo/Xerox copy of answer book and applying for Revaluation will be two independent processes.**
- B) 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.
- C) The examinee can independently apply for revaluation OR Photo/Xerox copy OR both simultaneously.
- D) The examinee who desires to apply for revaluation are requested to note that, his / her original marks will become null and void as soon as he submits his application for the revaluation.

Rules & Procedure for providing the Photo/Xerox copy of assessed answer book/s

1. 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.
2. This facility, thus provided, shall be **for theory papers and scripts of practical examination/ session work/ project work/ dissertation/ internal assessment/ term work (including theory part, wherever written scripts are available)** of all the examinations conducted by the college / institution on behalf of the University in the current session.
3. However **within ten (10) working days from the date of declaration of**

- the results or on issue of the statement of marks** by the college the candidate shall be allowed to apply in the prescribed format along with payment of non-refundable fee of Rs. 100/- by cash or D.D. drawn in favors of the 'Principal, KJSIEIT' payable at Mumbai. The examinee/s belonging to reserved categories shall be granted 50% concession in fee.
4. 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 respective college / institution (i.e. KJSIEIT, Sion) to which the candidate has registered for the said course **within ten (10) working days** from the date of the declaration of result of the examination or issue of the statement of marks by the college / institution, whichever is later. While for University Examination, The respective College to which such applications for the Photo / Xerox copy/ies are submitted shall forward to the Controller of Examinations of University of Mumbai, the list of such applicants **within ten (10) working days** from the date of declaration of result or receipt of the statement of marks by the College, whichever is later (i.e. within three (3) working days from the last date of submission of forms), in such format and as per such procedure as shall be prescribed by the Controller of Examinations, along with Rs. 80/- per Photo/ Xerox copy of the answer book/subject and retain Rs. 20/-per Photo/Xerox copy of the answer book/subject as the administrative expenses at the College out of Rs. 100/- per application received from the students.
 5. Incomplete application form shall be rejected without assigning any reason whatsoever and the fees paid along with the application form shall neither be refunded nor will any representation be entertained. **Note:** a) It will be the responsibility of the Principal of the college to distribute the statement of marks immediately after the declaration of results. b) 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. c) No application after the due date will be entertained on any ground whatsoever.

6. The Principal will publish the last date of submission of application for photocopy of each examination on the notice board.
7. The College/Institution/Department shall Endeavour to supply Photo/Xerox copy/ies of answer books as far as possible **within twenty (25) working days** from the date of receipt of application for photo/Xerox copy/ies of the answer book/s. While for University Examination, the University shall endeavor to supply Photo/Xerox copy/ies of answer books as far as possible **within twenty five (25) working days from the date of receipt of application** to the University from the respective College through which the candidate has made the application for Photo/Xerox copy/ies of the answer book/s.
8. The Principal shall publish the list of students, whose Photo / Xerox copy/ies are ready for delivery in the college the college, on Notice Board.
9. The Photo/Xerox copy/ies shall be handed over to the applicant examinee in person only and under no circumstances to any other person.
10. While obtaining the Photo/Xerox copy/ies from such respective 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.
11. 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.
12. 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.

13. 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 college and the decision taken by the authorities based on the recommendation of the said committee shall be final.
14. 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.
15. On receipt of the photocopy if the discrepancy of following nature is noticed by the examinee, he should apply to the Principal, KJSIEIT 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 the notice by the Principal of the respective college as per the provisions hereinabove. **i) Mistake in totaling**
ii) Non assessment of a question / sub-question if required, iii) improper photocopy

After due verification, the Principal, KJSIEIT 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 necessary rectification.

16. 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 Principal of the respective college and it will also be the responsibility of the Principal of another college to relieve the concern examiner / moderator to attend the respective College examination cell **on the given date or within three (3) working days** if no specific date is

communicated. The concern examiner / moderator will be entitled for only travelling allowances.

Not attending the call of the respective college within stipulated period will be treated as misconduct and **penalty of Rs. 100/- per day will be imposed on all concerned** and the same shall be recovered from the pay by the Principal of the college or any other authority responsible to draw the salary on receipt of the intimation from the Principal of the respective college. On deducting the penalty amount, the Principal of the college shall remit the same to the Principal of the college where the concerned examiner was called and the same shall be credited to the Students' Welfare Account or the Library Account of the college to which the amount of fine is remitted.

17. The examinee is free to apply for Photo/Xerox copy/ies of answer books of as many subjects as he / she so desires.

Rules and Procedure for the Revaluation of the answer-books

1. If the examinee is not satisfied with the marks awarded, he/she may independently apply for revaluation to the college in the prescribed form within the period and in the manner prescribed hereinafter, whether or not he/she has applied for Photo/Xerox copy/ies of the same to the college.
2. This revaluation facility thus provided, shall be **for theory papers and scripts of practical examination/ session work/ project work/ dissertation/ internal assessment/ term work (including theory part, wherever written scripts are available)** of all the examinations conducted by the college / institution on behalf of the University in the current session.
3. All examinees can apply for revaluation of the answer book(s) with whatever marks he / she secured and even the zero marks.
4. The examinee can apply for the revaluation of the his / her answer book(s) of the as many subjects as he / she desires.

5. The prescribed application form for revaluation of answer book can be obtained from the office of the respective college to which the candidate has registered for the said course in the current session.
6. The non refundable prescribed fees of Rs. 500/- per subject per answer book for the purpose of revaluation shall be paid by the examinee. The said fee shall be remitted by cash or by D.D. drawn in favour of the Principal of respective college to which the candidate has registered for the said course in the current session. The examinees from the reserved categories shall be given fifty per cent (50%) concession, provided a certified copy of the caste certificate is enclosed.
7. The prescribed application form for revaluation of answer book duly filled in and signed by the applicant examinee only is to be submitted to the college office along with the statement of marks, prescribed fees as above and question paper/s for which he/she intends to apply for revaluation, **within ten (10) working days** from the date of the declaration of the result of the respective examination or from the date on which the college issued the statement of marks, whichever is later. Incomplete form and form not accompanied by relevant documents may be rejected without assigning any reason whatsoever.
8. On receipt of the applications for revaluation to the colleges, the subject wise consolidated information and list of the examiners for the process of revaluation shall be prepared by the examination committee. The examiners shall be appointed by the Principal from the approved examiners panel for the process of revaluation. While for University Examinations, college shall forward the list of such applicants along with forms and documents, to the Controller of Examinations, University of Mumbai **within fifteen (15) working days** from the date of declaration of result of respective examination or from the date on which the College received the statement of marks, whichever is later, in such format and as per such procedure as shall be prescribed by the Controller of Examinations, along with Rs. 450/- per subject for revaluation on retaining with itself Rs. 50/- per subject as the

administrative expenses out of Rs. 500/- as fees for revaluation per subject.

9. On receipt of the applications for revaluation from the Colleges, the subject wise consolidated information and list of the examiners for the process of revaluation shall be prepared. The examiners shall be appointed by the Controller of Examinations from the examiners panel approved by Board of Examinations on the recommendation by the Dean of the Faculty or the Chairman of the concerned Board of Studies for the process of revaluation.
10. The processing and co-ordination of the revaluation cases will be done by the examination cell of the concern college for SE and TE, college Examinations only. While for FE and BE, University Examinations, the processing and co-ordination of the revaluation cases will be done by the Revaluation Unit; the verification and rectification, if required, in these cases will be done by the Revaluation Unit; assessment of the Revaluation process will be done by arranging the CAP and marks statement will be send to the Result Unit for processing and result/s will be declared with new result file of the revaluation by the respective Results Units of the Examinations Section.
11. Effect shall be given to the change in original marks on revaluation, as under:
 - i) The marks obtained after revaluation shall be accepted by the Principal of the respective college, if the marks assigned to a paper as a result of revaluation, increase or decrease in revaluation by ten percent (10 %) or more than the marks originally obtained by the candidate in the paper without any grace, and in such cases the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. For the purpose of computing the ten percent (10%) difference in marks, fractions shall be ignored. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the Principal of the respective College, if the candidate gets benefit of

passing the subject/examination or change of class or grade in that paper or in the overall result at the said examination with or without grace marks under the provisions of relevant Ordinances or as resolved by the examiners in the said subject.

ii) Notwithstanding what is contained in clause 39 (i) where the difference between the marks originally obtained by the candidate in the paper with corrections, if any, made during the process of revaluation without any grace marks and the marks obtained after revaluation will be accepted up to twenty five percent (25%) of the maximum marks assigned to that paper (Ignoring the fractions, if any). If the difference between the marks originally obtained by the candidate in the paper, if any, made during the process of revaluation without any grace marks, and marks obtained after revaluation increase or decrease by twenty five percent (25%) ignoring the fractions, if any, of the maximum marks assigned to that paper, a second revaluation of the said answer books be done by a third examiner from the panel of examiners for the said subject, in such an event the average marks of the first and second revaluations shall be accepted by the Principal of the respective college as the final marks for the said subject.

iii) An answer book shall be sent for second revaluation to another senior examiner appointed by the Principal of the college if on the first revaluation a candidates marks are decreased below the passing marks or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

iv) The revised marks obtained by a candidate after revaluation, as accepted by the Principal of the respective college shall be taken into account for the purpose of amendment of his results only and the result shall be communicated to the students by the Principal of the respective college.

- v) **It is mandatory to send the copy of the revaluation result by the Principal of respective colleges to the Controller of Examinations, University of Mumbai for information.**
12. The Principals of the other Colleges shall be bound to make available the teachers required for revaluation on top priority basis on the day and date communicated by the Principal of the College, in which the revaluation work is to be carried out.
13. It will be mandatory on the part of the teachers of the colleges to attend the revaluation 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. If the Principal of the college without any due and sufficient reasons, Head of the Department fails to relieve the teacher for revaluation or teacher fails to attend the work of revaluation, **penalty of Rs.100/- per day will be imposed on all concerned** and the same shall be recovered from the pay by the Principal or any other authority responsible to draw the salary and the same shall be credited to the Students' Welfare Account or the Library Account of the college.
14. The remuneration for examiner/s appointed shall be paid at the rate of Rs. 20/- per answer book and Rs. 120/- as travelling allowances per day, or the lump sum of Rs. 320/- shall be paid if number of answer books is less than 10 (Ten). The examiner/s from the same college shall not be entitled for the travelling allowance.
15. The answer books already revaluated shall **not be moderated or further re-valuated**, unless so directed by the Vice-Chancellor, in exceptional cases.
16. The whole process of revaluation shall be completed as far as possible **within a period of forty five (45) days** from the date of receipt of the application for revaluation by the college / institution.

17. **THE PHOTO COPY/COPIES OF THE REVALUATED ANSWER-BOOK/S SHALL NOT BE PROVIDED TO THE EXAMINEES.**
18. Pending the process of revaluation, 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 A.T.K.T. 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 A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty if he/she had originally obtained required passing marks in the papers in which he/she had applied for revaluation,
 - (ii) The college shall be entitled to charge fees of Rs. 500/- at the time of granting admission *to such students* to the next class before declaration of the result of the revaluation,
 - (iii) Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him/her to take admission in the next higher class, and in such case the fees originally collected by the college or any part of the same shall not be refunded,
19. In case if the student is declared to have passed in the requisite number of the subjects on revaluation which would entitle him/her to take admission in the next higher class as per the Ordinances / regulations, the provisional admission will be regularized. (i) In case of the reserved category students or other students who are entitled to get fee concession, on appropriating the amount equal to the amount of fees which the college can collect from the student and the balance amount shall be refunded to the student at the time of confirmation and continuation of his/her admission. In case of other

students, the said amount shall be deducted from the total fees which the college or the institution is entitled to collect from the student as per the rules applicable.

20. Pending the declaration of the result of the revaluation, the students who have taken admission to next higher class, as mentioned above, shall be allowed to appear at the examination to the next class and their results of the next examinations shall be declared only on their passing in the requisite number of the subjects on revaluation which would entitle them to take admission in the next class; and in case the students does not succeed in passing in such requisite number of subjects, their admission to the examinations of the next class, their performance and results of the same shall be treated as null and void.
21. 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.
22. **The Controller of Examinations will prescribe the detailed office/administrative procedure.**

Annexure-3

The revised curriculum and credit based grading system is implemented for Bachelor of Engineering programme in the University of Mumbai from the academic year 2012-2013. In view of this it is essential to modify and amend the regulations applicable to Bachelor of Engineering programme and these are as given below as ordinances:

ORDINANCES RELATED TO ADMISSION:

0.6242:- A learner who has passed semester I and Semester II examinations of engineering will be permitted to enter upon the program for semester III of second year engineering. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester I and Semester II considered together will also be permitted to enter upon the program for Semester III of second year engineering.

0.6243:-A learner who has passed semester I to semester IV examinations will be permitted to enter upon the program for semester V of third year engineering. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester III and Semester IV considered together will also be permitted to enter upon the program for Semester V of third year engineering provided he / she has passed semester I and semester II examinations of first year engineering.

0.6244:- A learner who has passed semester I to Semester VI examinations will be permitted to enter upon the program for semester VII of final year engineering. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester V and Semester VI considered together will also be permitted to enter upon the program for semester VII of final year engineering provided s/he has passed all examinations up to and including semester IV.

0.6245:-Notwithstanding anything contained in 0.3711R and 0.3712R a learner who has satisfactorily kept term for semester VI of the Third Year production Engineering program shall be deemed eligible to undergo training in industry if arranged during semester VII of final year engineering . However, s/he will be eligible to join semester VIII of the program provided s/he has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester V and Semester VI considered together and has passed all examinations up to and including semester IV previously. The word 'previously' refers to semester I, Semester II, Semester III and Semester IV examinations conducted no later than the first half of the year or training.

ORDINANCES RELATED TO EXAMINATION:

0.6246:- Internal Assessment, End semester examination, Practical and / or oral will be considered as separate Head of passing prescribed in the scheme of instructions and examinations. **Term Work** is not a **separate head of passing**; however a learner is **eligible to appear** for any form of **examination** only after **satisfactorily completion of Term Work** in **all courses** of a particular semester as per scheme of instructions and examinations.

0.6247:-A learner for being eligible to appear for semester III of the second year Engineering Examination should have satisfactorily kept the term for semester III and passed in semester I and Semester II examination. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester I and Semester II considered together will also be permitted to appear for semester III examination.

0.6248:- A learner for being eligible to appear for semester IV of the second Years Engineering examination should have satisfactorily kept the term for semester IV and passed all examinations upto semester III. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester I, Semester II considered together and kept the terms for semester III will also be permitted to appear for semester IV examination.

0.6249:- A learner for being eligible to appear for semester V of the Third year Engineering Examination should have satisfactorily kept the term for semester V and passed all examinations upto semester IV. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester III and Semester IV considered together will also be permitted to appear for semester V examination.

0.6250:- A learner for being eligible to appear for semester VI of the Third Year Engineering Examination should have satisfactorily kept the term for semester VI and passed all examinations upto semester V. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester III and Semester IV considered together and kept the term for semester V will also be permitted to appear for semester VI examination.

0.6251:-A learner for being eligible to appear for semester VII of the Final Year Engineering examination should have satisfactorily kept the term for Semester VII and passed all examinations upto semester VI. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of

Semester V and Semester VI considered together will also be permitted to appear for semester VII examination.

0.6252:- A learner for being eligible to appear for semester VIII of the Final Year Engineering Examination should have satisfactorily kept the term for semester VIII and passed all examinations upto semester VII. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester V and Semester VI considered together and kept the term for semester VII will also be permitted to appear for semester VIII examination.

0.6253:-To pass in the individual courses of semester I to VIII examinations of first to final year of engineering, a learner must obtain a minimum of 40 % of the full marks. The minimum of 40 % of the full marks must be obtained in the Internal Assessment, End semester examination, practical and oral examination separately in each course as applicable.

Or

A learner also pass in individual courses even if s/he **fails** in **Internal Assessment** but secure **more than 50% in total (Internal Assessment + End Semester Examination)** in that course. **0.6254:-** A learner who fails in an examination, but secures a minimum of 40 % of the marks assigned to the Internal Assessment, End semester examination, practical and/or oral examination in a course will at his / her option be exempted from reappearing in the Internal Assessment, End semester examination, practical and/or oral examination in that course. The marks secured by such a learner in the Internal Assessment, End semester examination, practical and/or oral examination will be carried forward to the subsequent examination at which s/he reappears.

0.6255:- Credit (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and tutorial hours, and a multiplier of half (1/2) for laboratory hours. The minimum credit required for award of a B.E. degree is **180**.

0.6256:-Rating of learner's performance in a theory course should be done by using various modes of assessment, which mainly include Internal Assessment and End Semester Examination. Relative weightage for Internal Assessment is typically 20 per cent. This will consist of two class tests. The relative weightage for end semester examination is 80 % and will be held as per the university schedule. The end semester examination is mandatory.

0.6257:-A learner is awarded a letter grade in every course, based on the combined performance in all assessments in a particular semester as per scheme of instructions and examinations of the respective programme. These letter grades not only indicate a qualitative

assessment of the learner's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade point applicable for undergraduate programme are as below:

Percentage of Marks Obtained	Letter Grade	Grade Points	Performance
80.00 and above	O	10	Outstanding
75.00 – 79.99	A	9	Excellent
70.00 – 74.99	B	8	Very Good
60.00 – 69.99	C	7	Good
50.00 – 59.99	D	6	Fair
45.00 – 49.99	E	5	Average
40.00 – 44.99	P	4	Pass
Less than 40.00	F	0	Fail

0.6258:- The **grade** for **theory courses** can be **awarded** only after **successfully completion** of both **Internal Assessment** and **End Semester Examination** of the respective course as per scheme of instructions and examinations of the respective programme.

0.6259:- A learner who remains **absent** in any form of **evaluation/examination, letter grade** allocated to him/her should be **AB** and corresponding **grade point** is **zero**. S/he should reappear for the said evaluation/examination in due course.

0.6260:-The performance of learner in a semester is indicated by SGPI. The SGPI is weighted average of grade points obtained in all courses by learner during the semester. e.g. If learner passes five courses (T, L, P, S, etc.) in semester with credits C₁, C₂, C₃, C₄ & C₅ and Grade Points in these courses are G₁, G₂, G₃, G₄ & G₅ respectively, then learners SGPI is equal to :-

$$SGPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SGPI is calculated to two decimal places. The SGPI for any semester will take into consideration the "For AB" grade awarded in that semester e.g. if learner has failed in course h, the SGPI will be-

$$\frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4 + ZERO + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

0.6261:-An up to date assessment of the overall performance of a learner from the time she/he enrolled the University of Mumbai is obtained by calculation a number called 'Cumulative Grade Performance Index' (CGPI), in a manner similar to SGPI. The CGPI is calculated at the end of every semester to two decimal places and is indicated in semester grade report cards. The CGPI will reflect failed status in case of F grades, till course are passed. When course

is/are passed by obtaining a pass grade on subsequent examinations, the CGPI will only reflect new grade and not fail grades earned earlier.

$$\text{CGPI} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_iG_i + \dots + C_nG_n}{C_1 + C_2 + C_3 + \dots + C_i + \dots + C_n}$$

There will also be a final CGPI calculated which considers all credits earned by learner specified for particular programme.

0.6262:- A Learner who has passed the Bachelor of Engineering degree examination of the university and who wish to improve their CGPI be permitted to appear again for the same examination with the same courses. The learner may appear Semester VII and VIII together or separately but all courses of semester VII together and all courses of semester VIII together without being required to keep any term again. This provision shall be applicable subsequent to the first passing of the degree examination for not more than three consecutive examinations conducted by the University. Marks obtained by the candidate in term-work, internal assessment, practical and/or oral examination, seminar and project of semester VII and semester VIII shall be carried forward for not more than three consecutive examinations.

0.6263:-A learner who has passed the Bachelor of Engineering degree examination of the university and wish to improve CGPI at any point of time be permitted to appear again for the existing examination with the available courses at that point of time. The learner may appear Semester VII and VIII together or separately but all courses of semester VII together and all courses of semester VIII together without being required to keep any term again. Marks obtained by the candidate in term-work, internal assessment, practical and/or oral examination, seminar and project of semester VII and semester VIII whichever applicable shall be carried forward.