



**Maharshi Dayanand College of Arts, Science & Commerce**  
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# ***Examination Policy and Procedure***





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**INTRODUCTION**

As per the UGC guidelines the University of Mumbai has introduced the new Choice Based Credit System with effect from the academic year 2016-2017. A detailed description of the system is given for understanding of students as follows:

**The 10 point grading system**

Grade	Marks	Grade Points
O	80 & ABOVE	10
A+	70-79.99	9
A	60-69.99	8
B+	55-59.99	7
B	50-54.99	6
C	45-49.99	5
D	40-44.99	4
F	Less than 40	0

**Scheme of Examination:**

Faculty	Subject	Class	Internal (Marks)	Semester End Marks
Science	Maths	FY, SY	25	75
Science	Physics	FY	20	80
Science	Physics	SY	-	100
Science	Botany, Zoology, Stats, Chemistry	FY, SY	-	100
Arts	Communication Skills	FY	20	80
Arts	All Except Communication Skills & FC	FY	-	100
Arts	All	SY	-	100
Commerce	All Except FC	FY, SY	-	100
SFC	All	FY, SY	25	75
Arts, Sci & Com	FC	FY, SY	25	75

**Passing Standard:**

- The Learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course at the end of every Semester Examination. The learners shall obtain minimum of 40% marks (i.e 40 marks out of 100) to pass the course and minimum of Grade D to pass a particular semester.
- The Learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (For Ex, 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 out of 75) separately, to pass the course and minimum of Grade D to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.







- The result of the Semester VI shall be kept in abeyance until the student passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

**CARRY FORWARD OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE SEMESTER END ASSESSMENT IN ONE OR MORE SUBJECTS:**

1. A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. However his / her marks of the internal Examinations shall be carried over and he/ she shall be entitled for grade obtained by him / her on passing.
2. A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the course shall reappear for the Internal Examination of that course. However his/her marks of the Semester End Examination shall be carried over and he/ she be entitled for grade obtained by him / her on passing. In case of a learner who is reappearing for the Internal Examination, the examination will consist of one project of 25 marks which will be divided into 20 marks for the documentation of the project and for the presentation and 05 marks for the viva and the interaction.

**ALLOWED TO KEEP TERMS (ATKT): *Applicable to the courses: Arts, Commerce, BBI, BAF, BFM, BME, BAMMC, B.Sc. in Computer Science.***

- a. A student is said to have got ATKT if he/she does not secure 40% of marks allotted in each head of passing.
- b. A learner shall be allowed to keep term for Semester II irrespective of number of courses of failure in the Semester I.
- c. A learner shall be allowed to keep term for Semester III if he / she passes each of Semester I and Semester II

OR

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

- d. A learner shall be allowed to keep term for Semester IV irrespective of number of courses of failure in Semester III.





- e. A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV

OR

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

OR

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

- f. A learner shall be allowed to keep term for Semester VI irrespective of number of courses of failure in the Semester V.
- g. A learner can appear for the Semester VI examination but the result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

**ALLOWED TO KEEP TERMS (ATKT): Applicable to the course under Faculty of BSc is as follows: -**

A learner is said to have got ATKT if he/she does not secure 40% of marks allotted in each head of passing.

- a. Theory / Practical/Internal Components are treated as separate heads of passing.
- b. A learner is said have passed Semester I if a learner passes in all heads of passing of the Semester and is eligible to be admitted to Semester II irrespective of no. of heads of failure in the First Semester.
- c. A learner shall be allowed to keep term for Semester III if he / she passes each of Semester I and Semester II

OR

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

- d. A learner is eligible to be admitted to Semester IV irrespective of number of heads of failure in the Third Semester.
- e. A learner is eligible to be admitted to V if he/she passes Semester I, Semester II, Semester III and Semester IV





OR

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

OR

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

- f. A learner is eligible to be admitted to Semester VI irrespective of number of heads of failure in the fifth Semester. The results of Semester VI should be kept in abeyance until the student clears each of Semesters I, II, III, IV and V in full.

#### **ADDITIONAL EXAMINATION:**

##### **Eligibility norms to appear for the additional Semester End Examination.**

The Learner must apply to the head of Institution giving the reason (s) for absence within 8 days of the conduct of the examination along with the necessary documents and testimonials.

A learner who does not appear i.e. remains absent in some or all the courses on medical grounds or for representing the college / university in sports, cultural activities, activities of NSS, NCC or sports training camps conducted by recognized bodies / competent authorities or for any other reason which is considered valid under exceptional circumstances and to the Satisfaction of the Principal or the Head of the Institution is eligible to appear for the additional examination.

It is not the right of the learner, who has failed or has remained absent, to appear for the additional examination without fulfilling the norms prescribed by the Head of the Institution / Department / Principal of the College.

##### **Mode of Conduct of Semester End Additional Examination:**

- There will be one additional examination for Semester I, II, III and IV for those who have failed or remained absent.
- The absent learner will be allowed to appear for the examination by the head of the institution after following the necessary formalities subject to the reasons of the satisfaction of the head of the institution.





- c. This examination will be held 20 days after the declaration of result but not later than 40 days.
- d. Additional Exam will not be conducted for ATKT exams.

**RULES & PROCEDURE FOR PROVIDING THE PHOTOCOPIES OF ASSESSED ANSWER-BOOK(S) TO THE EXAMINEE & PROCESS OF REVALUATION OF THE ANSWER-BOOK(S)**

**PART – I**

**General Rules**

1. Applying for Photocopy of answer book and applying for Revaluation will be two independent processes.
2. Applying for the Photocopy of the answer book or having Photocopy of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject.
3. The Examinee can independently apply for Revaluation or photocopy or both simultaneously, if he desires so.
4. The Examinee who desires to apply for revaluation are requested to note that, his / her original marks will become null & void as soon as he submits his application for the revaluation.
5. The Examinee shall submit the application within due date. No complaint will be entertained in this respect after due date is over.

**PART – II**

**Rules & Procedure for obtaining the Photocopy (ies) of assessed answer-book(s)**

1. The facility of obtaining Photocopy (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. Under these rules applying for the Photocopy (ies) of answer-books is permitted for theory papers of all the examinations conducted by the college in the current session.
3. The Examinee(s) shall apply for the photocopy to the Principal for the said course in the prescribed format along with the non-refundable fee, as per the procedure & the manner decided by the college, time-to-time. The examinee belonging to the reserved categories shall be granted 50% concession in the Fees.







4. The college shall accept the prescribed application form for obtaining Photocopy (ies) of answer book(s) of the examinations within Ten (10) working days from the date of the declaration of result of the examination. No application after the due date will be entertained on any ground whatsoever.
5. Incomplete application forms, applications with false Information, unsigned applications shall be rejected without assigning any reason whatsoever and the fees paid along with the application form neither shall be refunded nor will any representation be entertained in such cases.
6. The college shall endeavor to supply Photocopy (ies) of answer books as far as possible within twenty five (25) working days from the date of receipt of application(s) to the college.
7. On receipt of Photocopy (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).
8. The Photocopy (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 answer there-in.
9. If the examinee is found guilty of indulging in any 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.
10. If his / her indulgence / commission in unfair act / attempt are proved, the examinee shall be liable for the punishment ranging from: (i) Cancellation of his / her marks in the said subject either original or after revaluation, (ii) Cancellation of his / her result in full of the said examination, (iii) Annulment of examination(s) maximum up to 5 exams.
11. On receipt of the photocopy, if the discrepancy of following nature is noticed by the examinee, he/she should apply to the college within seven (07) working days to the Controller of Examinations along with the fees of Rs.100 as Grievance Redressal fee. i) Mistake in totaling ii) Non assessment of question / sub-question iii) improper photocopy.
12. The examinee is free to apply for Photocopy (ies) of answer books of as many subjects as he / she desires.







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## **PART - III Rules and Procedure for the Revaluation of the Answer- book(s)**

1. If the examinee is not satisfied with the marks awarded, he / she may apply for revaluation to the College in the prescribed form within the prescribed period and in the manner prescribed here-in-after.
2. The revaluation facility shall be for theory papers of all the examinations conducted by the college for the respective current session and the applications received within prescribed time limit.
3. The Examinee can apply for the revaluation of his / her answer book(s) of as many subjects as he / she desires.
4. The Examinee shall apply for Revaluation in the prescribed form along-with prescribed fee and in the manner & procedure decided by the College.
5. The candidates belonging to the reserved categories shall be given 50 % concession in the fees.
6. Examinee has to endorse all details / marks correctly in the application form. Any false information, if observed at any time, the application will be summarily rejected. No refund will be entertained in such cases.
7. The applications for revaluation received after the last date shall not be accepted by the College under any circumstances, whatsoever.
8. Effect shall be given to the change in original marks on revaluation, as under:
  - (i) The marks obtained after revaluation shall be accepted, if the marks awarded to a paper as a result of revaluation, increase or decrease in revaluation by ten percent (10%) or more than the maximum marks assigned to that paper, and in such case(s) 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. The fraction shall be ignored / rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks.

Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the 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.







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- (ii) Notwithstanding what is contained in clause 24(i) where the difference between the marks originally obtained by the candidate in the paper 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.

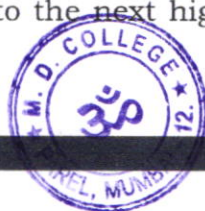
However, if the difference between the marks originally obtained by the candidate in the paper, without any grace marks, and marks obtained after revaluation increase or decrease by More than twenty five percent (25%) of the maximum marks assigned to that paper, a second revaluation of the said answer book(s) be done by a third examiner from the panel of examiners for the said subject. In such an event the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

- (iii) An answer book shall also be sent for second revaluation to another examiner (third examiner) if on the first revaluation, a candidate's marks are decreased below the passing marks and in such event 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, shall be taken into account for the purpose of amendment of his/her results.

## PART - IV Other Rules

1. The answer books already moderated shall not be revaluated, or further reevaluated, unless so directed by the Principal, in exceptional cases.
2. The whole process of revaluation shall be completed as far as possible within a period of forty five (45) working days from the date of receipt of the application for revaluation by the College.
3. The Photocopy of the Revaluated Answer-Book(S) shall not be provided to the Examinee(S) in any case.
4. 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/she 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







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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 his / her education, 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.
5. In case if the student is declared pass in the requisite number of the subjects on revaluation which would entitle him / her to take admission in the next class as per the Ordinances / regulations, the provisional admission will be regularized in the college.
  6. In case of the reserved category student or other students who are entitled to get the 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.
  7. 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 of the next class however, their results of the next examinations shall not be declared if they could not pass 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 the results of the same shall be treated as null and void.





**Grade and Class Improvement:**

- A student would be allowed to apply for class and grade improvement for a maximum of **any two semesters**, wherein the candidate would have to appear for the aforesaid examination during the regular examination conducted by the college.
- The candidate who appears for Grade Improvement examination, his/her previous marks for that particular course or courses will be over written by new marks for which he has appeared at the Repeat Examination.
- The candidate who wants to appear for Grade and Class Improvement his/her performance will be treated as fresh attempt.
- In such a case, the Result Gazette will have the Title "Class/ Grade Improvement" for Grade Improvement / Performance Improvement, the regular examination grade table will be applicable.

**Unfair means (ordinance no. 0.5050)**

On receipt of a report regarding use of unfair means by any students at any college examination, 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.

Use of mobiles is strictly prohibited thereby if student is caught with mobile phone in examination hall his/her mobile phone will be taken off and will not be returned to him /her until the decision of unfair means committee is declared.

**The policies, procedures & standards designed by the College are based on Examination guidelines prescribed by the University of Mumbai, which shall progressively undergo the desired modifications whenever suggested by University.**

*Spence*  
**Principal**  
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