



Criteria 2

Examination

Grievance

Redressal Procedure

IQAC Co-ordinator
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ARTS, SCIENCE & COMMERCE, MAHAD-RAIGAD

(Affiliated to University of Mumbai)

NGC 2009/152/09 MASHI 4 Date: 11 July 2009 • Email: mmjagtap11@yahoo.com

Founder & Ex. Chairman: Late. Manik Motiram Jagtap(Ex.M.L.A.)

Society Regd.No.Maharashtra/189/2003(Raigad) | Trust Regd.No.Maharashtra F 4523/2003(Raigad)

2.51 Mechanism of internal / external assessment is transparent and the Grievance Redressal system is time-bound and efficient.

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2.5.1 A Description related to Criteria

Examination Grievance Redressal Procedure

Objectives: -

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the Institute.

Function: -

The function of the cell is to look into the complaints lodged by any student, and judge its merit.

Composition Examination Grievance Redressal: -

- Chairperson of the Exam- Committee is the principal headed by the In-charge of the exam committee, who also looks for Unfair – Means.
- Grievance raised is solved by the In-charge of examination committee.

Scope: -

The cell will deal with Grievances received in writing from the students about any of the following matters: - • Academic Matters: - Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

- Financial Matters: - Related to dues and payments for various items from library, hostels etc.
- Other Matters: - Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

Procedure for lodging complaint: -

- The students may feel free to put up a grievance in writing/or in the format available in the examination cell.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

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Help to the students to solve grievance related to university exam form such as not finding objects belonging to back log while filling online exam form, not finding the elective subject as per given choice, overlapping of exam dates, or extension of date due to breakdown of server or interchanging of subjects taken care by faculty/staff by conveying the same to the university authority and conveying feedback to the students. Guidance to the students about oral and theory exam schedule and pattern: Specific grievances addressed on a need-to-know basis.

Guidance to the students about university exam results: -

- Guidance to the students about rechecking and re-evaluation process: Faculty members guide the students about the procedure / schedule of rechecking and re-evaluation process. As per its system, the university provides photocopies of the answer papers. Students take this copy to the concerned teacher where he/she goes through the same and guides whether the answers are worthy of re-evaluation, rechecking or redressal.
- Mechanism to deal with examination related grievances is transparent, time bound and efficient.

Guidance to the students about rechecking, copy viewing and re-evaluation process:

Faculty members / Committee members guide the students about the procedure followed or the schedule of rechecking copy viewing process and re-evaluation process as per University of Mumbai guidelines and procedure.

Hence Exam Committee is also acting as Grievance Redressal system.

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**Circular for unfair means
for examination –
evaluation,**

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CROU/J.No.706-1000-3-94.

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सिद्धिपूर्वकं च सुसंगतं/संगत-संगतम् २०

महाराष्ट्र शासन राजपत्र

असाधारण
प्राधिकृत प्रकाशन

गुरुवार ऑक्टोबर १४, १९८२/अभिषेक २२, सन् १९०४

स्वतंत्र संकलन म्हणून खर्च करणाऱ्यादी या शासनाचे वेगळे रूपे लक्षात घेऊन

भाग चार

महाराष्ट्र विधानमंडळाचे अधिनियम व शासनाच्या इतर विधेयके अन्वयेत व इतर विधेयके

अनुक्रमिका

PAGES

MAHARASHTRA ACT No. XXXI OF 1982.—An Act to provide for preventing malpractices at University, Board and other specified examinations ... 221-223

The following Act of the Maharashtra Legislature, having been assented to by the President on the 11th October, 1982, is hereby published for general information.

D. N. CHAUDHARI,

Joint Secretary to the Government of Maharashtra,
Law and Judiciary Department.

MAHARASHTRA ACT NO. XXXI OF 1982

(First published, after having received the assent of the President in the "Maharashtra Government Gazette" on the 14th October, 1982)

An Act to provide for preventing malpractices at University, Board and other specified examinations.

WHEREAS, both House of the State Legislature were not in session ;

AND WHEREAS the Governor of Maharashtra was satisfied that circumstance existed which rendered it necessary for him to take immediate action to have a special law in this State to provide for preventing malpractices at examinations held or proposed to be held by any University or the Board or any other authority specified by the State Government in this behalf, including leakages of question papers or copying at such examinations, and for matters connected therewith, and, therefore, promulgated the Maharashtra Prevention of Malpractices at University, Board or other specified Examinations Ordinance, 1982, on the 25th May 1982 ;

Mah
Ord.
IV of
1982

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२२२ महाराष्ट्र शासन एज्युक. अंका., अक्टोबर १४, १९८२/आजिंक २२, शके १९०४ [भाग चार

AND WHEREAS it is expedient to replace the said Ordinance by an Act of the State Legislature : It is hereby enacted in the Thirty-third Year of the Republic of India as follows :—

Short title and commencement

1. (1) This Act may be called the Maharashtra Prevention, of Malpractices at University, and other specified Examinations Act, 1982.

(2) It shall be deemed to have come into force on the 25th May, 1982.

Definitions

2. In this Act, unless the context otherwise requires,—

(a) "Board" means the Maharashtra State Board of Secondary and Higher Secondary Education established under the Maharashtra Secondary and Higher Secondary Education Boards Act, 1965 or any of its Divisional Boards.

Mah. XLI of 1965.

(b) "Examination" means any examination held or proposed to be held by any University or the Board and includes such other examination held or proposed to be held by such other authority as may be specified in this behalf, from time to time, by the State Government by notification in the Official Gazette ;

(c) "University" means any University established by law in the State of Maharashtra.

Distict of super-siters and punishment for contra-vention

3. (1) Any person who is appointed as a paper setter at any examination shall not supply or cause to be supplied the question paper drawn by him or a copy thereof or communicate the contents of such paper to any person or give publicity thereon in any manner, except in accordance with the instructions given to him in writing by his appointing authority in this behalf.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may

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extend to one year, or with fine which may extend to one thousand rupees, or with both.

Duties of persons entrusted with printing, etc. of question papers and punishment for contravention

(1) Any person who is entrusted with the work of printing, cyclostyling typing or otherwise producing copies of any question paper set for the purposes of any examination shall not supply or cause to be supplied a copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the work to him.

(2) Any person who contravenes the provision of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.



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[माग चार महाराष्ट्र शासन राजपत्र, जसा., ऑक्टोबर १४, १९८२/जाखिन २२, शके १९०४ २२३]

5. (1) Any person who is entrusted with the custody, or is otherwise in possession, of any question papers set-up for the purposes of any examination shall not supply or distribute or cause to be supplied or distributed any copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the custody or gave possession thereof to him.

Duties of person entrusted with custody of question papers and punishment for contravention.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

6. Whoever has in his possession any question paper set or purported to be set for any examination and supplies or causes to be supplied or offers to supply a copy thereof, or communicates or offers to communicate the contents thereof, to any person, whether for any consideration or otherwise, or gives publicity thereto in any manner, except in accordance with the instructions issued in writing by an authorised officer of the University, Board or other authority concerned with the examination, at any time before the examination is held, shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Prohibition of supply or publication of any question paper before examination is held

7. Whoever is found in or near an examination hall by the invigilator or any other person appointed to supervise the conduct of the examination, copying answers to the question paper set at the examination, from any book, notes or answer papers of other candidates, or appearing at the examination for any other candidate or using any other unfair means, shall, on conviction, be punished with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both

Prohibition of copying and impersonating at examinations.



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११० महाराष्ट्र शासन अधिन, अघा., ऑक्टोबर १०, १९८२/अधिन २२, ता. १९८२ | मद्रा वरा

trial under this section, it shall be lawful for the Magistrate to pass a sentence of imprisonment for any term for which such offence is punishable under this Act.

Mah. Ord.
IV of
1982.

11. (1) The Maharashtra Prevention of Malpractices at University Board and other specified Examinations Ordinance, 1982, is hereby repealed.

Repeal of
Mah. Ord.
IV of 1982
and saving.

(2) Notwithstanding such repeal, anything done or any action taken (including any notification issued) under the said Ordinance shall be deemed to have been done, taken or issued, as the case may be, under the corresponding provisions of this Act.

शासकीय पध्यवर्ती मुद्रणालय, पुणे.

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CROU/513-500-8-02.

UNIVERSITY OF MUMBAI

ORDINANCE 5050 :

1. (a) On receipt of a report regarding use of unfair means by any student 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 Examinations 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 Recognised 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 Scholarship held by him/her or by cancellation of the award 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 Colleges /Recognised 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 Recognised 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 to use unfair means at the examination conducted by the University.
 - (ii) The Principal of the constituent College or Head of the Recognised 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 therefrom.
 - (ii) Transcribing any unauthorised 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 disturbances in any manner in the examination proceedings.
 - (iv) Unauthorisedly communicating with other examinees or anyone else inside or outside the examination hall.
 - (v) Mutual/Mass copying.



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- (vi) Smuggling-out, either blank or written, or smuggling-in of answerbooks as copying material.
 - (vii) Smuggling-in blank or written answerbook and forging signature of the Jr. Supervisor thereon.
 - (viii) Interfering with or counterfeiting of University/College/Institution seal, or answerbooks or office stationary used in the examinations.
 - (ix) Insertion of currency notes in the answerbooks 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 answerbook by the student at the University or College or Institution examination.
 - (xii) Or any other similar act/s 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 (examiner) 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 unauthorised 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 authorised 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 authorised person to the Controller of Examinations or Principal or Head of the Institution concerned or any officer authorised 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 Recognised Institution concerned, where concerned examination is being conducted, and any other person duly authorised 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 answerbook.
 - (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 student refuses to make statement or to give undertaking the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures.



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- (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. XXXI 1982—An Act to provide for preventing mal-practices at University; Board and other specified examinations.
- (d) Confiscate his/her answerbook, mark it as "suspected unfair means case" and issue him/ her fresh answerbook 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 as mentioned in clause No. (ii) and (iii) and the answerbook/s shall be forwarded by the Chief Conductor, alongwith 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 authorised 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 answerbook suspects that there is a *prima-facie* evidence that the student/s whose answerbook/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the Chairman in the subject, alongwith 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 Examinations/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 scrutinise the case, collect preliminary information to find out whether there is *prima-facie* case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her 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 Result/s of the concerned student/s involved in such cases shall be held in reserve till the Competent Authority takes final decision in the matter and the concerned student/s 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 subject to provisions of Section 42 and 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 student/s after taking into account the reported facts and findings of the case by the Committee and after ensuring whether



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reasonable opportunity has been given to the concerned implicated student in his/her defence, 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 Recognised Institution, or the Officer authorised 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 to why the charge/s 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 charge/s 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 defence 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 defence. 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 alongwith 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 Recognised 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 student/s 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 student concerned be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised by it in this behalf, under intimation to the College/Institution he/she belongs to.



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Appendix A


12. The Broad Categories of Unfair Means Resorted to by Students at the University/College/Institution Examinations and the Quantum of Punishment for each Category thereof.

S. No.	Nature of Malpractice	Quantum of Punishment
(1)	Possession of copying material	Annulment of the performance of the student at the University/College/Institution examination in full.* (Note :— This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereat.
(2)	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
(3)	Possession of another student's answer-book.	Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS)
(4)	Possession of another student's answer-books + Actual evidence of copying therefrom.	Exclusion of the student from University or College or Institution examination for two additional examinations (BOTH THE STUDENTS).
(5)	Mutual /Mass copying.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(6)	(i) Smuggling-out or smuggling-in of answerbook as copying material.	Exclusion of the student from University or College or Institution examination for two additional examinations.
	(ii) Smuggling-in of written answer-book based on the question paper set at the examination.	Exclusion of the student from University or College or Institution examination for three additional examinations.
	(iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(7)	Attempt to forge the signature of the Jr. Supervisor on the answerbook or supplement.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(8)	Interfering with or counterfeiting of University/College/Institution seal, or answerbooks or office stationery used in the examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(9)	Answerbook, main or supplement written outside the examination hall or any other insertion in answerbook.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(10)	Insertion of currency notes/to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations. (Note :—This money shall be credited to the Vice-Chancellor's Fund)
(11)	Using obscene language/violence threat at the examination centre by a student at the University/College/Institution examination to Jr./Sr. Supervisors/Chief Conductor or Examiners.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(12)	(a) Impersonation at the University/ College/Institution examination.	Exclusion of the student from University or College or Institution examination for five additional examinations. (both the students if impersonator is University or College or Institute student).
	(b) Impersonation by a University/College/ Institute student at S.S.C./H.S.C. any other examinations.	Exclusion of the impersonator from University or College or Institution examination for five additional examinations.



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- (13) Revealing identity in any form in the answer written or in any other part of the answerbook by the student at the University or College or Institution examination. Annulment of the performance of the Student at the University or College or Institution examination in full.
- (14) Found having written on palms or on the body, or on the clothes while in the examination. Annulment of the performance of the student at the University or College or Institution examination in full.
- (15) All other malpractices not covered in the aforesaid categories. Annulment of the performance of the student at the University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence.
16. If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.
17. Practical/Dissertation/Project report Examination.
Student involved in malpractices at Practical/Dissertation/Project report examinations shall be dealt with as per the punishment provided for the theory examination.
18. The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.
- (Note : The term "Annulment of Performance in full" includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used threat).
13. **Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination.**
- (i) **Competent Authority :**
- (a) The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.
- (b) The Management (includes the Trustees, Managing Body or Governing Body) of the constituent affiliated/conducted college or Recognised Institution shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examination conducted by the constituent affiliated/conducted colleges' or Recognised Institution on behalf of the University.
- (ii) **Definition—Unless the Context Otherwise Requires :**
- (a) "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.
- (b) Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination :—
- (i) Leakage of question/s or question paper set at the University/College/institution examination before the time of examination.
- (ii) Examiner/Moderator intentionally awarding marks to student in assessment of answerbooks, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.

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- (iii) Paper-setter omitting questions, Sr. no. of question, repeating question or setting question outside the scope of syllabus.
- (iv) Examiner/referee showing negligence in detecting malpractice used by student/s.
- (v) Jr. Supervisor, Sr. Supervisor, Chief Conductor showing negligence/apathy in carrying out duties or aiding/abetting/allowing/instigating students to use malpractice/s.
- (vi) Or any other similar act/s and or omission/s which may be considered as malpractices or lapses by the competent authority.
- (c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.
- (d) 'College', means conducted, constituent or affiliated college or recognised institution of a University.

(III) Investigating Committee :

- (i) The Committee appointed by the Board of Examinations under the provisions of Section 32(6)(a), 42 and 43 of the Maharashtra Universities Act 1994, to investigate unfair means resorted to by student/s at the University examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the University examinations.
- (ii) Similarly, a Committee appointed by the College or Institution to investigate unfair means resorted to by student at the concerned examinations shall also investigate malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the affiliated/conducted College or institution on behalf of the University.

(IV) Procedure for Investigation :

- (i) The cases of alleged used of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct examinations, reported to the University/College/Institution shall be scrutinized by the concerned Officer/Incharge of the Sub-Section/Unit to which the case is primarily pertained at the Examination Section of the University/College/Institution, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his 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 Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- (ii) The Competent Authority of the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of malpractices used and or lapses or committed by him/her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.
- (iii) The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge levelled against him/her therein. The concerned person himself/herself only shall present his/her case before the Committee.
- (iv) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the committee. The evidence, if any, should be recorded in presence of the delinquent.
- (v) Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defence before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- (vi) The Committee should follow the above procedure in the spirit of principle of natural justice.



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- (vii) If the concerned person fails to appear before the committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/her defence. Even after offering two chances, if the concerned person fails to appear before the committee, the committee shall take decision in his/her case in his/her absence on the basis of whatever evidences/documents which are available before it and same shall be binding on the concerned implicated person.
- (viii) The committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

(V) Punishment :

The competent authority, after taking into consideration the report of the committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination :—

- (i) 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.
- (ii) Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment/penalty as it may deem fit.
- (iii) Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- (iv) The competent authority or the Officer authorised in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.
- (v) An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No. (iii) above, shall lie with the Board of Examinations if the case is pertaining to the University examination or with the Management of the College or Institution, if the case pertaining to the college/institutions examination and their decision in the appeal shall be final and binding.
- (vi) The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/petitioner, if applied for in writing.
- (vii) The court matters in respective cases of malpractices/lapses should be dealt with by the respective competent authority.
- (viii) As far as possible the quantum of punishment should be prescribed category-wise as hereunder :—

14. Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of University/College/Institution Examination/s.

Appendix B

S. No.	Nature of Malpractices/Lapses	Punishment
(1)	Paper-setter found responsible for leakage of the question set in the University/College/Institution examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable.
(2)	Leakage of question/question paper set in the University/College/Institution examination before the time of examination at the University/College/Institution, or examination centre by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty/responsible person/s as per the prevailing rules/standard code by the concerned authorities.
(3)	Favouring a student (examinee) by examiner, moderator, referee in assessment of answerbooks/dissertation/Project Report/Thesis by assigning the student marks to which the student is not entitled, at the University/College/Institution examination.	Disqualification from any examination work + disciplinary action by the concerned authorities.



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| (4) Examiner/Moderator/referee intentionally/negligently not assigning the student in assessment of his/her answer-books/dissertation/project work, the marks to which the student is entitled to at the University/College/Institution examinations. | Disqualification from any examination work + disciplinary action by the concerned authorities. |
| (5) Paper-setter omitting question at the time of finalisation of question paper set at examination of repeating Sr. No. of question while writing. | Disqualification from any examination work for a period of three years. |
| (6) Paper-setter setting questions outside the scope of the syllabus. | Disqualification from any examination work for a period of three years. |
| (7) While assessing answerbook examiner showing negligence in detecting malpractices used by the student/s. | As decided by the authorities of the University/College/Institution. |
| (8) Guiding Teacher showing negligence in supervision of dissertation/project work (e.g. use of manipulated data by a student) | As decided by the authorities of the University/College/Institution. |
| (9) Sr. Supervisor/Chief Conductor showing apathy in carrying out duties related to examination (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before prescribed time) | As decided by the authorities of the University/College/Institution. |
| (10) Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty. | Disqualification from any examination work upto a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is a University/College/Institution employee. |
| (11) Jr. Supervisor helping student (examinee) in mass-copying while on examination duty. | Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rule if he/she is a University/College/Institution employee. |
| (12) The competent authority, in addition to the above mentioned punishment, may impose a fine on the concerned person if declared guilty. | |
| (13) The competent authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982. | |



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APPENDIX C

UNIVERSITY OF MUMBAI

Statement of candidate who is alleged to have used Unfair-Means at the University Examination

Name in Full : _____
Address : _____
Examination : _____
Paper No. & Subject : _____
Seat No. : _____

To,

The Controller of Examinations,
University of Mumbai,
M. J. Phule Bhavan,
Vidyanagari,
Santacruz (East),
Mumbai—400 098.

Sir,

I appeared at the above examination held on _____ at the

_____ College

(Centre) in the Morning/Evening session.

I give below my statement as follows :—

Place :

Date :

Time :

Signature of the Candidate

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FORM OF UNDERTAKING

Full Name of the Candidate : _____

Permanent/Local Address : _____

To,

The Controller of Examinations,
University of Mumbai,
M. J. Phule Bhavan,
Vidyanagar,
Santacruz (East),
Mumbai-400 098.

Sir,

I, the undersigned, student of _____ College/Institution
appearing for _____ Examination at the

_____ College (Centre) do hereby state, on solemn affirmation as under :-

I understand that I am involved in respect of an alleged use of Unfair Means in the Examination Hall and therefore, a case against me is being reported to the University.

That inspite of the registration of a case of Unfair Means against me I request the University authorities to allow me to appear in the present paper and the papers to be set subsequently and/or at the University Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the University authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation the said case, my performance at the examination to which I have been permitted to apply provisionally, consequent upon my special request, is liable to be treated as null and void.

I witness whereof I set my hand to this undertaking.

Signature of the Candidate

Before me

Date : _____

Chief Coductor of the Centre,
and Rubber Stamp of the College/Institution/University.

Date : _____

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UNIVERSITY OF MUMBAI

Report of the Jr. Supervisor/Sr. Supervisor/Chief Conductor

Block No. :
Examination :
Subject :
Date :

To,
The Controller of Examinations,
University of Mumbai,
M. J. Phule Bhavan,
Vidyanagari,
Santacruz (East),
Mumbai—400 098.

Sir,

I, the undersigned Jr. Supervisor appointed on the above-mentioned Block at the _____
examination held at _____ college (centre), am hereby making report against Candidate No. _____
Shri /Kum. _____ at the examinations,
as follows :—

Yours faithfully,

(Jr. Supervisor)

Date :

Time :

Name and Address of the Junior Supervisor

On the basis of the report made by the Jr. Supervisor, I am of the opinion that there is a *prima facie*
case of Unfair Means resorted to by the aforesaid Candidate No. _____ and therefore the case
be forwarded to the University for investigation.

Signature of Sr. Supervisor

Name :

Date :

Forwarded to the Controller of Examinations, University of Mumbai, M. J. Phule Bhavan,
Examination Section, Vidyanagari, Santacruz (East), Mumbai—400 098 for necessary action.

Seal of the College/Institute/University (centre)

Place : _____

Date : _____

Encl. : _____

Signature of Chief Conductor

(N.B. : Kindly enclose a copy of the relevant question paper)

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PROFORMA 'A'

To,
The Inspector/Sub-inspector,
_____ Police Station,

Sub : Complaint against the student for the alleged use of Unfair Means at the _____
_____ examination held in the _____

Sir,
On behalf of the University of _____, the _____
Examination held in the First Half/Second Half of 20 _____ is conducted in the premises of the _____
_____ College/Institute/University, I have been authorised by the University of _____
_____ vide letter No. _____ dated _____

addressed to the Principal by _____, to take action under the provisions of
Maharashtra Act. XXXI of 1982 an Act to provide for preventing malpractices at University, Board and other
specified examination.

I furnish herewith the details of the following student/s who has/have used Unfair Means at the _____
_____ examination.

1. Name of the Student : _____
2. Examination Seat No. : _____
3. Name of the College through which he/she appeared for the examination. : _____
4. Name of the Subject, : _____
Date and Time : _____
5. Name of the Jr. Supervisor : _____
6. Name of the Sr. Supervisor who detected the case : _____
7. Material found with the Candidate : _____
8. Other Information if any in connection with the case : _____

According to Section '7' of the Maharashtra Act XXXI of 1982—An Act to provide preventing malpractices
at University/Board and other specified examinations, Shri/Kumari/Smt. _____
has committed the offence at _____ examination and therefore I lodge a
complaint against him/her with the Police Station (_____).
Name of the Police Station

Yours faithfully,

Chief Conductor

Place : _____

Date : _____

Name of the Centre _____

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PROFORMA 'B'

Proforma for submission of the Information regarding prosecution of Candidates appeared at the Centre

Centre No.	Examination	Name and Seat No. of the Candidate prosecuted	Date of Prosecution	Report of which the candidate was found malpractising and nature of malpractice in brief	Name of the Person who detected the malpractice	Signature of the Jr. Supervisor	Signature of the Sr. Supervisor	Signature of the Chief Conductor	Remarks
1	2	3	4	5	6	7	8	9	10

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Lokvikas Samajik Sanstha's, (Reg.) Mahad



M.M. JAGTAP COLLEGE OF

ARTS, SCIENCE & COMMERCE, MAHAD-RAIGAD

(Affiliated to University of Mumbai)

NGC 2009/152/09 MASHI 4 Date: 11 July 2009 • Email: mmjagtap11@yahoo.com

Founder & Ex. Chairman: Late. Manik Motiram Jagtap(Ex.M.L.A.)

Society Regd.No.Maharashtra/189/2003(Raigad) | Trust Regd.No.Maharashtra F 4523/2003(Raigad)

Criteria 2.5.1 (C)

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(Affiliated to University of Mumbai)

NGC 2009/152/09 MASHI 4 Date: 11 July 2009 • Email: mmjagtap11@yahoo.com

Founder & Ex. Chairman: Late. Manik Motiram Jagtap(Ex.M.L.A.)

Society Regd.No.Maharashtra/189/2003(Raigad) | Trust Regd.No.Maharashtra F 4523/2003(Raigad)

Notice for Revaluation /Rechecking

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Date: 10th March 2023

NOTICE

(For Revaluation) SEM. I & III For B.A., B.Com. B.Sc.

Students who wish to apply for Revaluation of Sem. - I & III Examination held in Second Half 2023, may fill the forms for Revaluation from 10th March 2023 to 17th March 2023 from 10.00 am to 1.30 p.m. Forms are available in the College Office.

Students should submit Xerox copy of Self Attested Mark Sheet.

FEES FOR REVALUATION: Rs. 260/- per / Subject.

Forms for Revaluation will be accepted in the College Office on or before 17th March 2023

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Date: 14th May 2023

NOTICE

(For Revaluation) SEM. II & IV For B.A., B.Com. , B.Sc.

Students who wish to apply for Revaluation of Sem.- II & IV Examination held in First Half 2023, may fill the forms for Revaluation from 14th May 2023 to 21th May 2023 from 10.00 am to 1.30 p.m. Forms are available in the College Office.

Students should submit Xerox copy of Self Attested Mark Sheet.

FEES FOR REVALUATION: Rs. 260/- per / Subject. Forms for Revaluation will be accepted in the College Office on or before 17th March 2023

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Criteria 2.5.1 (D)

Data for

Revaluation /Rechecking

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Revaluation Details of Students for Academic Year 2022-23

Departments- science									
Sr. No.	Name Of Students	Roll No.	Class	Sem	Subject	Date Of Application Submission	Result Outcome Revaluation	Marks Before Revaluation	Marks After Revaluation
1	Manve Sakshi Shirish Shital	2211057	F.Y.BSC	II	Phy-II	15/03/2023	30/04/2023	27	30
2	Jhatam Afreen Iqbal	2211135	S.Y.BSC	IV	Chem-II	12/03/2023	30/04/2023	13	13
1	Palekar fahadmusht aqueshakila	2211030	F.Y.BA	II	F.C	10/03/2023	30/04/2023	12	16



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Revaluation Details of Students for A. Y. 2022-23

Departments- Commerce

Sr. No.	Name Of Students	Roll No.	Class	Sem	Subject	Date Of Application Submission	Result Outcome Revaluation	Marks Before Revaluation	Marks After Revaluation
1	Dabir Amanullah Bashir	2211106	F.Y. B.com	I	Fin A/C	15/11/2022	30/12/2022	32	40
2	Dhondge Anuraj Dattaram	2211153	S.Y. B.COM	III	Fin-A/c	14/12/2022	30/12/2022	32	40

Revaluation Details of Students for A. Y. 2022-23

Departments-Arts

Sr. No.	Name Of Students	Roll No.	Class	Sem	Subject	Date Of Application Submission	Result Outcome Revaluation	Marks Before Revaluation	Marks After Revaluation
1	Palekarfahad mushtaqes hakila	2211030	F.Y.BA	II	F.C	15/03/2023	30/04/2023	12	16
2	Kondivkar Shifa Shaf Shabana	2211021	F.Y.B. A	II	His-I	12/03/2023	30/04/2023	38	40
3	Khan Fiza Fayyaz	1066330	S.Y.BA	IV	His-II	10/03/2023	30/04/2023	31	40



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2.5.1. QIM *Mechanism of internal assessment is transparent and robust in terms of frequency and mode*

Internal Assessment is conducted in the following two methods: **I. Method 1:**

Step 1. At college level **one term tests** in a semester are conducted for internal evaluation.

Step 2. The procedure & guidelines of evaluation are given to the teachers for both the exams.

Step 4. Surprise tests, online tests, seminars, assignments are conducted for assessment.

Step 5. The results are monitored by the Administration of the Institution.

Step 6. **Improvement tests (Project)** are also conducted to give a chance to the slow learners.

Step 7. **In the pandemic the examinations were conducted online through Google classroom and proctoring was done via Google meet.**

Step 8. Examination routine is given well ahead of the commencement of the exam. **Peer review of question papers is done.**

- Exams are held under strict invigilation.
- Evaluation of copies are done by teachers.
- A strict deadline is maintained for completing the evaluation process.

II.Method2:

Step 1. Internal assessment is giving assignments to students at certain intervals and the students are assessed on the basis of assignments.

Step 2. Each theory and lab classes are followed by a workbook assignment and an online quiz test for performance evaluation and attendance by using Google Forms.

Step 3. In pandemic the assignments are being given in **Google classrooms and the students are given a deadline within which they have to upload the assignments in the Google classroom.**

Step 4. **After each class online quizzes are conducted using the Google Forms.**

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Step 5. Giving projects and having seminars on the project work is another mode of internal assessment

- **Parents are invited at least once in a semester to discuss the progress of their wards.**
This is in addition to the regular monitoring of the student's progress by their mentors.

2.5.2. QIM *Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient*

- The institute has a well-organized mechanism for Redressal of examination related grievances.
- The student can approach the subject teachers or the Examination committee chairperson to redress the examination related grievance.
- If a student is not able to appear for examination due to medical or any genuine reason, he/she can give the examination later as per norms of the institute, provided that he/she submits application with proper documents.
- The student performance is displayed on the notice board and the same is informed to the parents to maintain transparency.

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Transparency initiatives

There is a standard process of internal examination in the college.

- The schedule of the internal examination is decided at the beginning of the session, in the academic calendar.
- All assessments are conducted as per the academic calendar.
- All teachers of both lab and theory keep the record of all internal exams.

Mechanism to deal with internal examination related grievances:

- The grievance may be there due to error in question, incomplete question or question being out of syllabus. If any such grievance is reported at the examination hall, then appropriate action is taken by the Controller of Examination.
- The grievance is at first verified with the respective department and necessary action is taken.

Mechanism to deal with marks related grievances:

- The faculty evaluates the papers within 15 days after the test.
- Any grievance related to marks by the student can apply for revaluation.
- For this the students need to apply within the prescribed number of days as stated by the Exam committee.
- The paper is then reevaluated and the result is published within the next 7 days.
- After these the mid semester marks are displayed on the notice board.
- During the pandemic the results are posted in the student WhatsApp group by the departmental SPOCs/HOD.
- The students have the freedom to use the suggestion box to give their feedback regarding the internal examination mechanism.
- The Controller of Examination keeps an eye on the overall procedure and periodical meeting with the internal examination committee are conducted to make the internal examination mechanism even better.

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Ordinances & Regulations (University Of Mumbai)

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Academic Council 25/05/2011

Item No. 4.102

University of Mumbai

Ordinances and Regulations

With Respect to

Credit Based Semester and Grading System

(CBSGS)

For the Programmes

Under

The Faculty of Arts, Commerce & Science

With effect from the Academic year

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2011-12

R. 8433: The definitions of the key terms used in the Credit Based Semester and Grading System introduced from the academic year 2011-12 are as under:

Program:

A **Program** is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study. **B.A., B.Sc. and B.Com. are Programs.**

Course

A '**course**' corresponds to the word 'subject' used in many universities. A course is essentially a constituent of a 'program' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. All the learning topics included in a course must necessarily have academic coherence, that is, there must be a common thread linking the various components of a course. A number of linked courses considered together are in practice, a 'program'.

Module and Unit:

A course which is generally an independent entity having its own separate identity, is also often referred to as a 'Module' in today's parlance, especially when we refer to a 'modular curricular structure'. A module may be studied in conjunction with other learning modules or studied independently. A topic within a course is treated as a Unit.

Credit Point:

Credit Point refers to the 'Workload' of a learner and is an index of the number of learning hours deemed for a certain segment of learning. These learning hours may include a variety of learning activities like reading, reflecting, discussing, attending lectures / counseling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc. Credits assigned for a single course always pay attention to how many hours it would take for a learner to complete a single course successfully. A single course should have, by and large a course may be assigned anywhere between 2

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to 8 credit points wherein 1 credit is construed as corresponding to approximately 30 to 40 learning hours.

Credit completion and Credit accumulation:

Credit completion or Credit acquisition shall be considered to take place after the learner has successfully cleared all the evaluation criteria with respect to a single course. Thus, a learner who successfully completes a 4 CP (Credit Point) course may be considered to have collected or acquired 4 credits. His level of performance above the minimum prescribed level (viz. grades / marks obtained) has no bearing on the number of credits collected or acquired. A learner keeps on adding more and more credits as he completes successfully more and more courses. Thus, the learner 'accumulates' course wise credits.

Credit Bank:

The process of accumulating Credits over a period of time, leads to the idea of a 'Credit Bank'. Conceptually, a Credit Bank in simple terms refers to stored and dynamically updated information regarding the number of Credits obtained by any given learner along with details regarding the course/s for which Credit has been given, the course level, nature, etc. In addition, all the information regarding the number of Credits transferred to different programs or credit exemptions given may also be stored with the individual's history. In short, this would involve maintaining all the Credit-related transactions of an individual. Credit Banking, when practiced would go a long way in facilitating credit transfers and learner mobility.

Credit Transfer:

Performance transfer

When a learner successfully completes a certain academic program, he/she is allowed to transfer his/her past performance to another academic program having some common courses and *Performance transfer* is said to have taken place.

Course exemption

Occasionally, when two academic programs offered by a single university or by more than one university, may have some common or equivalent course-content, the learner who has already completed one of these academic programs is allowed to skip these 'equivalent'

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courses while registering for the new program. The Learner is 'exempted' from 'relearning' the common or equivalent content area and from re-appearing for the concerned examinations. It is thus taken for granted that the learner has already collected in the past the credits corresponding to the exempted courses.

Block Transfer:

Block transfer refers to a group of courses, such as a completed certificate or diploma program that are accepted for transfer of credit into a degree program. **Dimensions of Credit Transfer**

When a learner successfully completes the courses included in an academic program at a certain level, he/she is allowed to transfer his/her credits in some of these courses to another same-level academic program having these courses in common. This is referred to as '**Horizontal or Lateral Credit Transfer**'.

'**Vertical Credit Transfer**', sometimes is also referred to as '**Career Laddering**' is said to occur when a learner's performance in some courses within a certain academic program at a particular level is carried over to a higher-level academic program having these or equivalent courses in common.

Credit Transfer is conceived as operating along **lateral (or horizontal) and vertical transfers**.

Types of Credit Transfer

When the process of credit transfer takes place *within* a university department or institution, it may be called intra-institutional credit transfer; when the credit transfer process operates *across two or more* institutions/universities, this may be viewed as inter-institutional/interuniversity credit transfer. Both inter/intra institutional/university credit transfer operate across levels – vertical or horizontal.

Note: The Ordinances and Regulations given below are applicable to Faculty of Arts, Commerce & Science unless and otherwise specified.

O. 5974

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Duration of the B.A., B.Com. and B.Sc. programmes will be of 3 years in the Semester pattern i.e. from Sem. I to Sem. VI.

The degree will be awarded to a learner who successfully completes 120 credits of the programmes in period of 3 to 6 years from the year of enrollment to semester I.

If a learner does not earn 120 credits in 12 semesters from the year of enrolment to semester I, he/she may at his/her option transfer his/her performance in the existing/new

program after establishing equivalence between old and new syllabus. Such a performance transfer will be decided by the Board of Studies / Ad-hoc Board / Ad hoc Committee of the concerned subject.

The admission to the program will be governed by the existing rules

O. 5975

The fees for transfer of credits or performance will be based on number of credits that a learner has to complete for award of the degree.

O. 5976

The following credit transfers will be allowed

Intra-institutional/University lateral credit transfer

Intra-institutional/University vertical credit transfer

Inter-institutional/University lateral credit transfer

Inter-institutional/University vertical credit transfer

R.8434

Credits earned at one institution for one or more courses under a given program will be accepted under another program either by the same institution or another institution either through Direct Performance Transfer or Course exemption.

R.8435: The Scheme of Examination:

FACULTY OF SCIENCE:

The Scheme of Examination shall be divided into two components: Internal assessment and External assessment (semester end examination) for each course of the program. Internal Assessment includes Assignments, Seminars, Case

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Studies, Quizzes, Viva, Open book test, Unit Tests etc. For each course, there is a passing minimum for internal

Assessment as 40% (16 out of 40 marks), for External / Semester End Examination 40% (24 out of 60 marks) and overall, 40% (40 out of 100 marks).

Internal assessment	Semester end examination	Total (for each course or head of passing)
40 %	60 %	100%

The performance of the learner will be evaluated in each course in the following manner

The internal assessment of 40 % for each course will be as follows:

Courses with practical (for Theory Component)

Sr. No	Evaluation type	Marks
1	Two Assignments/Case study/Project	20
2	One class Test (multiple choice questions objective)	10
3	Active participation in routine class instructional deliveries (case studies/ seminars//presentation)	05
4	Overall conduct as a responsible learner, manners, skill in articulation, leadership qualities demonstrated through organizing co-curricular activities, etc.	05

Practical

Each practical course can be conducted out of 50 marks with 20 marks for internal and 30 marks for external

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Practical (Internal component of the Practical Course)

Sr No	Evaluation type	Marks
1	Two best practical	10
2	Journal	05
3	Viva	05

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Courses with tutorials (Mathematics):

Sr No	Evaluation type	Marks
1	Two Assignments (one Tutorial converted into assignment) / Case studies / Project	20
2	One class Test [Tutorial converted into test]	10

3	Active participation in routine class instructional deliveries/Tutorials	05
4	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05

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The semester end examination (external component) of 60% for each course will be as follows:

i) Duration – 2 Hours ii) Theory
Question Paper
Pattern: -

1. There shall be four questions each of 15 marks. On each unit there will be one question and the fourth one will be based on entire syllabus.
2. All questions shall be compulsory with internal choice within the questions. (Each question will be of 20 to 23 marks with options.)
3. Question may be subdivided into sub-questions a, b, c... and the allocation of marks depend on the weightage of the topic.

The marks will be given for all examinations and they will be converted into grade (quality) points. The semester-end, final grade sheets and transcripts will have only credits, grades, grade points, SGPA and CGPA.

FACULTY OF ARTS:

The performance of the learners shall be evaluated into two components. The learner's performance shall be assessed by Internal Assessment with 40% marks in the first component by conducting the Semester End Examinations with 60% marks in the second component. The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below: -

40 Marks

a) Internal Assessment – 40%

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Sr. No.	Particulars	Marks
1	One periodical class test held in the given semester	10 Marks
2	Subject specific Term Work Module/assessment modes – <i>at least two-</i> as decided by the department in the beginning of the semester (like Extension/field/experimental work, Short Quiz; Objective test, lab practical, open book test etc. and written assignments, Case study, Projects, Posters and exhibits etc. for which the assessment is to be based on class presentations wherever applicable) to be selflessly assessed by the teacher/s concerned	20 Marks
3	Active participation in routine class instructional deliveries (and in practical work, tutorial, field work etc. as the case may be)	05 Marks
4	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks
	Projects in Semesters V and/or VI (of 50 marks each)	
	Report Submitted	40 marks
	Presentation & Viva Voce	10 marks
	Total	50 marks

The semester end examination (external component) of 60 % for each course will be as follows:

i) Duration – 2 Hours ii) Theory

Question Paper

Pattern: -



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1. There shall be four questions each of 15 marks. On each unit there will be one question and the fourth one will be based on entire syllabus.
2. All questions shall be compulsory with internal choice within the questions. (Each question will be of 20 to 23 marks with options.)
3. Question may be subdivided into sub-questions a, b, c... and the allocation of marks depend on the weightage of the topic.

FACULTY OF COMMERCE

The performance of the learners shall be evaluated in two components: Internal Assessment with 40% marks by way of continuous evaluation and by Semester End Examination with 60% marks by conducting the theory examination.

INTERNAL ASSESSMENT: - It is defined as the assessment of the learners on the basis of continuous evaluation as envisaged in the credit based system by way of participation of learners in various academic and correlated activities in the given semester of the programmes.

A). Internal Assessment – 40%

40 marks

1. For Courses without practical.

Sr. No.	Particulars	Marks
1	Two periodical class tests/ case study / online examination to be conducted in the given semester	20 Marks

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2	One assignment based on curriculum to be assessed by the teacher concerned	10 Marks
3	Active participation in routine class instructional deliveries	05 Marks
4	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05 Marks

1. For Courses with Practical.

Sr. No.	Particulars	Marks
1	Semester End Practical Examination	
	Journal	05 Marks
	Viva	05 Marks
	Laboratory Work	10 Marks
2.	One assignment/project with class presentation to be assessed by teacher concerned	10 Marks
	Presentation	05 Marks
	Written Document	05 Marks
3	Active participation in routine class instructional deliveries	05 Marks
4	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05 Marks

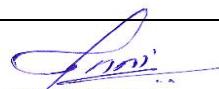
ONLY FOR COURSE IN FOUNDATION COURSE I AND COURSE II (FOR THE FACULTY OF ARTS AND SCIENCE)

Sr. No.	Particulars	Marks
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	One periodical class test/ case study / online examination to be conducted in the given semester	10 Marks
2	Assignment/project based on curriculum to be assessed by the teacher concerned. The student will have to submit the assignment/project before appearing for the Semester End Examination. Assignment will be entirely based on Unit 6 and can take the form of street-plays / exhibition/power-point presentation or similar other modes suitable to the topic selected. Students can work in a group of not more than 8 students for the purpose of assignment/project. Students will have to submit the hard copy of the assignment/project before appearing for the Semester End Examinations. The assignment will be evaluated for 20 marks of which 10 marks shall be allotted to Viva, to assess the level of engagement of the students with the topic concerned.	20 Marks
3	Active participation in routine class instructional deliveries	05 Marks
4	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05 Marks

SEMESTER END EXAMINATION: - It is defined as the examination of the learners on the basis of performance in the semester end theory / written examinations.

B. Semester End Examination --- 60 %

60 Marks 1) Duration –

These examinations shall be of 2 Hours duration.

2) Question Paper Pattern: -

- i. There shall be four questions each of 15 marks.
- ii. All questions shall be compulsory with internal choice within the questions.
- iii. Question may be sub-divided into sub-questions a, b, c, d & e only and the allocation of marks depends on the weightage of the topic.

The assessment of **Part 'A' i.e. Internal Assessment and Part 'B' i.e. Semester End Examination** as mentioned above for the Semesters I to IV shall be processed by the Colleges



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Institutions of their learners and issue the grade cards to them after the conversion of marks into grade as per the procedure mentioned in this manual. The format of the grade card is given in the Chapter 5 of the manual to maintain the uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

The assessment of **Part 'A' i.e. Internal Assessment** as mentioned above for the **Semesters V & VI shall be processed by the Colleges / Institutions** of their learners admitted for the programmes while the University shall conduct the assessment of **Part 'B' i.e. Semester End**

Examination for Semesters V & VI. The Internal

Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The Semester End Examinations for Semesters V & VI shall be conducted by the University and the results shall be declared after processing the internal assessment and the marks awarded to the learners. The grade card shall be issued by the University after converting the marks into grades.

THE MARKS OF THE INTERNAL ASSESSMENT SHOULD NOT BE DISCLOSED TO THE STUDENTS TILL THE RESULTS OF THE CORRESPONDING SEMESTER IS DECLARED.

R.8436: PASSING STANDARD AND PERFORMANCE GRADING:

PASSING STANDARD

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 & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass the course and minimum of Grade E in each project, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

PERFROMANCE GRADING:

The PERFORMANCE GRADING of the learners shall be on the SEVEN-point ranking system

and Semester End Examination.

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**R.8437: CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN**

under:

Grade	Marks	Grade Points
O	70 & above	7
A	60 to 69.99	6
B	55 to 59.99	5
C	50 to 54.99	4
D	45 to 49.99	3
E	40 to 44.99	2
F (Fail)	39.99 & below	1

The performance grading shall be based on the aggregate performance of Internal Assessment

as

THE INTERNAL ASSESSMENT AND/OR 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 shall be entitled for grade obtained by him/her on passing.
- 3) **A) For Courses without practical (for Faculty of Arts, Commerce & Science including Foundation Course Paper I & II)**

In case of a learner who is reappearing for the Internal Examination, the examination consist of one project of 40 marks which will be divided into 20 marks for the documentation of the project, 10 marks for the presentation and 10 marks for the viva and the interaction.

B) For Courses with practical/field work (for Arts & Commerce Faculty)

In case of a learner who is reappearing for the Internal Examination for subjects with Practical/fieldwork, the examinations will consist of practical examination of 40 marks which

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will be divided into 20 marks for the laboratory work, 10 marks for the Viva Examination and 10 marks for the Journal.

For courses with practical for the program under Faculty of Science, In case of learners who is reappearing for the internal Assessment of the Practical Course, the internal assessment will consist of one project of 40 marks which will be divided into 20 marks for the documentation of the project, 10 marks for the presentation and 10 marks for the viva and the interaction and the marks thus obtained out of 40 will be converted to marks out of 20 (marks in decimal after conversion will be moved to the next integer).

R.8438 ALLOWED TO KEEP TERMS (ATKT):

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

OR

A learner who fails in not more than two courses of Semester I and Semester II taken together.

- c. A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III. However, the learner shall pass each course of Semester I and Semester II in order to appear for Semester IV.
- d. 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 pass Semester I and Semester II and fails in not more than two courses of Semester III and Semester IV taken together.

- e. A learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the Semester V. However, the learner shall pass each course of Semester III and Semester IV in order to appear for Semester VI.
- f. 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.

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R. 8439 ADDITIONAL EXAMINATION:

INTERNAL ASSESSMENT:

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

- The learner must apply to the Head of the Institution giving the reason(s) for absence within 8 days of the conduct of the examination along with the necessary documents and testimonials.
- If the learner is absent for participation in Inter Collegiate events, State or National or International level events, Training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / cultural activities / sports activities / research festival or any other activities authenticated by the head of the institution, the head of the Institution shall generally grant permission to the learner to appear for the additional class test or assignment.
- The Head of the Institution, on scrutiny of the documents and testimonials, may grant the permission to the learner to appear for the additional examination.

Class test or assignment for Internal Assessment for courses without practical: (for Commerce Faculty):

- A learner who is absent for the two-class test and the assignment will be declared fail in the Internal Assessment Scheme.
- A learner who is absent for the two class tests and has appeared for the assignment will be allowed to appear for the additional class test of 10 marks. However, his marks for the class test will be taken as out of 20 However, his marks for the class tests will be taken as out of 20 i.e. he/she will forfeit his/her 10 marks of one class test (without conversion i.e. if the learner gets 4/10 marks in his additional class test, his/her marks for the class tests will be taken as 4/20) and internal assessment will be calculated as out of 40 marks and not 30 marks.
- A learner who has appeared for both the class test but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.

A learner who is absent for one of the two class tests and is also absent for the assignment, the learner will be allowed to appear for one additional class test OR one additional assignment as per the selection of the student (to be given in writing to the Principal / Head of the Institution)

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i.e. the student will forfeit his or her 10 marks of one of the class test / assignments as the case may be and the internal assessment will be calculated as out of 40 marks and not 30 marks.

- d. A learners who is absent for one of the two class tests /assignment as the case may be the learner will be allowed to appear for one additional class test/one additional assignment and the internal assessment will be calculated as out of 40 marks.

Class test or assignment for Internal Assessment (for Arts & Science Faculty)

- a. A learner who is absent for the class test and for all the assignment/s will be declared fail in the Internal Assessment Scheme.
- b. A learner who is absent for the class test and has appeared for all the assignment/s will be allowed to appear for the additional class test of 10 marks.
- c. A learner who has appeared for the class test but remains absent for all the assignment/s will be allowed to appear for only one additional assignment out of 10 marks. The student will forfeit 10 marks of one assignment and the internal assessment will be calculated as out of 40 marks.

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- d. A learner who is absent for the class test or one assignment as the case may be the learner will be allowed to appear for the additional class test/assignment and the internal assessment will be calculated as out of 40 marks.

Class test or assignment for Internal Assessment (for Foundation Course I & II for the Faculty of Arts & Science):

- a. A learner who is absent for the class test and has submitted the assignment/project as per schedule will be allowed to appear for the Semester End Examination. However, his/her marks for the class test will be forfeited and the internal assessment will be calculated as out of 40 marks.
- b. A learner who has appeared for the class test but fails to submit the assignment/project or remains absent for the assignment/project will be allowed to submit an additional assignment/project for 20 marks and the Internal Assessment will be calculate out of 40 marks.

Class test or assignment for Internal Assessment for Courses with practical:

- a. A learner who is absent for the Semester End Practical Examination and the assignment/project will be declared fail in the Internal Assessment Scheme.
- b. A learner who is absent for the Semester End Practical Examination and has appeared for the assignment will be awarded marks for the Journal (out of 5 marks) & Viva (out of 5 marks) component of the Semester End Examination. Thus, he will be evaluated for 10 marks instead of 20 marks and will lose the 10 marks for the Laboratory work. However, his marks for the Semester End Practical Examination will be taken as out of 20 (without conversion i.e. if the learner gets 4/10 marks in for Journal & Viva, his/her marks for the Semester End Practical Examination will be taken as 4/20) and internal assessment will be calculated as out of 40 marks and not 30 marks.
- c. A learner who has appeared for Semester End Practical Examination but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.

The Additional Class Test (or viva examination) or Assignment must be conducted 15 days prior to the commencement of the Semester End Examination after following the necessary procedure and completing the formalities.



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SEMESTER END EXAMINATIONS

ELIGIBILITY TO APPEAR FOR ADDITIONAL SEMESTER END EXAMINATION:

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 Institute OR fails in some or all the subjects is eligible to appear for the additional examination.

A learner who does not appear for both the Internal Assessment and Semester End Examination shall not be eligible to appear for the additional Semester End Examination.

The additional Semester End Examination shall be of two hours duration and of 60 marks per course. The learner shall appear for the course of the Semester End Examination for which he/she was absent or has failed. Learners who are punished under O.5050 are not eligible to appear for this additional examination.

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 to the satisfaction of the head of the institution.
- This examination will be held 20 days after the declaration of results but not later than 40 days.

PROJECT EVALUATION (IF APPLICABLE)

- A learner who PASSES IN ALL THE COURSES BUT DOES NOT secure minimum grade of E in project as applicable has to resubmit a fresh project till he/she secures a minimum of grade E.

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2. The credits and grade points secured by him/her in the other courses will be carried forward and he/she shall be entitled for grade obtained by them on passing of all the courses.
3. The evaluation of project and viva/voce examination shall be done by marks only and then it will be converted into grade in the seven-point scale and award the same to the learner.
4. A learner shall have to obtain minimum of grade E (or its equivalent marks) in project evaluation and viva/voce taken together to obtain 40% marks in project work.

R. 8440: Grade cum Marks cards:

The result gazette and the format of the Grade Cards for the semesters conducted by colleges on behalf of the University will be uniform for all the Colleges / Institutions as indicated in the manual for the faculty.

R. 8441: Course wise, Semester wise Credit allocation:

Faculty	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Credits
Arts for BA Program only.	15	15	22	22	22	24	120
Science (for all courses)	20	20	20	20	20	20	120
Bachelor of Commerce (B.Com.)	20	20	17	17	23	23	120

R. 8442 Format of Grade Card

(Format of the Grade Cards with example are attached herewith)



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(Affiliated to University of Mumbai)

NGC 2009/152/09 MASHI 4 Date: 11 July 2009 • Email: mmjagtap11@yahoo.com

Founder & Ex. Chairman: Late. Manik Motiram Jagtap(Ex.M.L.A.)

Society Regd.No.Maharashtra/189/2003(Raigad) | Trust Regd.No.Maharashtra F 4523/2003(Raigad)

Lokvikas Samajik Sanstha's (Reg.) Mahad
Reg No. F45 23/2003 Raigad

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M.G. Road, Nagar Parishad School No. 5, Near SBI Bank At/Post. Mahad, Dist. Raigad.

GRADE CARD



PROGRAMME : Bachelor of Commerce		Name of the Candidate										SEMESTER : II					
PRN / Reg. No.	Examination Seat No.	/ VANDRE SAYALI SANTOSH SAKSHI										Month & Year of Examination					
2022016401518335	2199457	Internal Assessment			Semester End Examination			Total Marks		Grade (G)		April-2023		(Regular)			
Course Code	Course Title	Max Marks	Min Marks	Marks Obt	Grade	Max Marks	Min Marks	Marks Obt	Grade	Max Marks	Marks Obt	Grade Points (G)	Grade Points (C)	Credit Points Earned (C)	SGPA = $\frac{\sum CG}{\sum C}$		
UBCOMFSII.1	Accountance & Financial Management - I	NA	NA	NA	--	100	40	48	C	100	48	C	5	3	15		
UBCOMFSII.2	Commerce - I	NA	NA	NA	--	100	40	47	C	100	47	C	5	3	15		
UBCOMFSII.3	Business Economics - I	NA	NA	NA	--	100	40	40	D	100	40	D	4	3	12		
UBCOMFSII.4	Business Communication - I	NA	NA	NA	--	100	40	55	B+	100	55	B+	7	3	21		
UBCOMFSII.5	Environmental Studies	NA	NA	NA	--	100	40	40	D	100	40	D	4	3	12		
UBCOMFSII.6	Mathematics & Statistical Techniques - I	NA	NA	NA	--	100	40	50	B	100	50	B	6	3	18		
UBCOMFSII.7	Foundation Course - I	25	10	18	A+	75	30	38	B	100	56	B+	7	2	14		
		Total			Total			Total		Total		Total		Total		Total	
								20.0		5.35		38		20		5.35	
Remark : Successful		Credits Earned = 20			Credits Earned = 20			SGPI = 5.35		Credits Earned = 20		Sem IV : SGPI = 5.35		Credits Earned = 20		Overall Grade : C	
Sem I : Credits Earned = 20 SGPI = 4.45		Sem II : Credits Earned = 20 SGPI = 5.35			Sem III : Credits Earned = 20 SGPI = 5.35			Sem IV : Credits Earned = 20 SGPI = 5.35		Sem V : Credits Earned = 20 SGPI = 5.35		Sem VI : Credits Earned = 20 SGPI = 5.35		Sem VII : Credits Earned = 20 SGPI = 5.35		Sem VIII : Credits Earned = 20 SGPI = 5.35	

Place : Mahad

Date : 30/05/2023

Checked by
Examination Clerk

Chairperson
Examinan Committee



Principal
M. M. Jagtap College

IQAC Co-ordinator

M.M.Jagtap College of Arts, Science and Commerce

At post Mahad- Raigad.



Principal

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NGC 2009/152/09 MASHI 4 Date: 11 July 2009 • Email: mmjagtap11@yahoo.com

Founder & Ex. Chairman: Late. Manik Motiram Jagtap(Ex.M.L.A.)

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Reg No. F45 23/2003 Raigad

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GRADE CARD

PROGRAMME : Bachelor of Science		Name of the Candidate										SEMESTER : II						
PRN / Reg. No.	Examination Seat No.	KADAM SARTHAK SURYAKANT RAJASHRI										Month & Year of Examination						
2022016401518327	4046636	Internal Assessment			Semester End Examination			Total Marks		April-2023		(Regular)						
Course Code	Course Title	Max Marks	Min Marks	Marks Obt	Grade	Max Marks	Min Marks	Marks Obt	Grade	Max Marks	Marks Obt	Grade (G)	Grade Points (C)	Credits Earned (C)	CG = $\frac{\sum CG}{\sum C}$	SGPA = $\frac{\sum CG}{\sum C}$		
USFC201	Foundation Course - I	25	10	AB F	F	75	30	15	F	100	15	F	0	2	0	F		
USPH201	Physics - I	25	10	AB F	F	75	30	37	C	100	37	F	0	2	0	F		
USPH202	Physics - II	25	10	AB F	F	75	30	17	F	100	17	F	0	2	0	F		
USPH202	Physics Practical	NA	NA	NA	--	100	40	70	A+	100	70	A+	9	2	2	18		
USCH201	Chemistry - I	25	10	20	O	75	30	57	A+	100	77	A+	9	2	2	18		
USCH202	Chemistry - II	25	10	17	A	75	30	40	B	100	57	B+	7	2	2	14		
USCH202	Chemistry Practical	NA	NA	NA	--	100	40	70	A+	100	70	A+	9	2	2	18		
USMH201	Mathematics - I	25	10	12	C	75	30	48	A	100	60	A	8	3	3	24		
USMH201	Mathematics - II	25	10	12	C	75	30	49	A	100	61	A	8	3	3	24		
		Total			Total			Total		Total		Total		Total		Total		
		900			464			50		20		14		--		NA		
Remark : Unsuccessful		Credits Earned = ----			SGPI = ----			Credits Earned = ----		Sem IV : SGPI = ----			Overall Grade : ----		Credits Earned = ----		SGPI = ----	
Sem I : Credits Earned = 20 SGPI = 6.10		Sem II : Credits Earned = ---- SGPI = ----			Sem III : Credits Earned = ---- SGPI = ----			Sem IV : Credits Earned = ---- SGPI = ----		Overall Grade : ----		Credits Earned = ----		SGPI = ----				
Place : Mahad																		
Date : 30/05/2023																		
		<p style="text-align: center;"> Asst. Prof. Shaaha R.H. </p>																
		<p style="text-align: center;"> Dr. Wani M. N. </p>																
Checked by Examination Clerk		Principal M. M. Jagtap College																

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(Affiliated to University of Mumbai)
M.G.Road, Mahad Nagar Parishad School No. 1, At Post Mahad, Dist. - Raigad

GRADE CARD

PROGRAMME : Bachelor of Arts
PRN / Reg. No. : 2211044
Examination Seat No. : 2211044

SEMESTER : I

Course Code	Course Title	Name of the Candidate										Month & Year of Examination							
		WAGHMARE AMAR GANPAT ALKA										(Regular)							
		Internal Assessment					Semester End Examination					Grade Points (C)	Credits Earned 'C'	Grade Points (G)	Credits Earned 'G'				
		Max Marks	Min Marks	Marks Obt	Grade	Max Marks	Min Marks	Marks Obt	Grade	Max Marks	Min Marks					Marks Obt	Grade (G)	Grade Points (C)	Credits Earned 'C'
UBARTSI1	Geography - I	NA	NA	NA	--	100	40	40	D	100	40	40	D	4	3	12			
UBARTSI2	History - I	NA	NA	NA	--	100	40	48	C	100	48	48	C	5	3	15			
UBARTSI3	Marathi - I	NA	NA	NA	--	100	40	44	D	100	44	44	D	4	3	12		NA	
UBARTSI4	Communication Skill	20	8	AB F	F	80	32	17 F	F	100	17	17	F	0	2	0			
UBARTSI5	Marathi (C)	NA	NA	NA	--	100	40	42	D	100	42	42	D	4	2	8			
UBARTSI6	Foundation Course	25	10	AB F	F	75	30	14 F	F	100	14	14	F	0	2	0			
		Total					Total					600	205	17	15	11	--	---	---

Remark : Unsuccessful

Sem I : Credits Earned = ---- SGPI = ----
Sem II : Credits Earned = ---- SGPI = ----
Sem III : Credits Earned = ---- SGPI = ----
Sem IV : Credits Earned = ---- SGPI = ----
Overall Grade : ----

Place : Mahad
Date : 05/01/2023

Checked by *APC*

Exam IN Charge
M. M. College of ASC Mahad
Exam Committee (Chairperson)

Principal
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IQAC Co-ordinator

M.M.Jagtap College of Arts, Science and Commerce

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B- Road, CHURCHGATE, MUMBAI- 400 020 , M.S. (INDIA)

GRADE CARD**PROGRAMME: Bachelor of Science (B. Sc.)****SEMESTER: - I**COLLEGE
LOGO

Photo

Examination Seat No.	Name of the Candidates	Month & Year of Examination
1	A. B. C. D.	October, 2011

Course Code	Course Title	Marks Obtained		Marks (100)	Grades	Grade Points	Credits Points	CG = C x G	GPA = $\frac{\sum CG}{\sum C}$
		Int. Asst (40)	Sem. End (60)						
USFCT01	Foundation Course	18	32	50	C	4	2	8	126/20 = 6.3
USCHT01	Chemistry Theory	19	40	59	A	6	4	24	
USCHT02		20	53	73				14	
USCHP01	Chemistry Practical	30	48	78	O	7	2	14	
USPHT01	Physics Theory	16	40	56	A	6	4	24	
USPHT02		20	44	64				14	
USPHP01	Physics Practical	30	45	75	O	7	2	14	
USBOT01	Botany Theory	20	45	65	O	7	4	28	
USBOT02		27	50	77				14	
USBOP01	Botany Practical	30	46	76	O	7	2	14	
							$\sum C = 20$	$\sum CG = 126$	Grade = A

Remarks : PASS

Credit Earned : 20

SGPA = 6.3

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R. 8443 GRACING: The gracing shall be carried out as per existing ordinances of the University in force.

R. 8444 Question Papers Pattern:

1. The question papers shall be set and assessed by the teacher, teaching the course. If the course is taught by more than one teacher, the question paper shall preferably be set jointly and assessment of the sections / questions shall be done by the respective teacher.
2. The College authorities may request the teachers from other institutes teaching the course to set the question paper and/or assess the answer papers. However, for such actions the university authorities may seek proper reasons and justifications from the concerned Head of the Institute.
3. The question paper set by the college in different courses shall be forwarded to the University within 15 days of the declaration of the results for the semester for being placed before the respective Board of Studies, which shall report their observations to the Academic Council and inform the observations of the Board and the Academic Council to the concerned colleges.

R. 8445 Centralized Assessment: The entire work of assessment of the answer papers at the Semester End Examinations shall be centralized within the premises of the concerned college as per the provisions of the University Act and shall be open to inspection by the University. The College can appoint a committee of 5 members to plan and conduct the CAP Center to ensure smooth, efficient and effective conduct of CAP and Completion of the Assessment.

R. 8446 Moderation: The norms for moderation shall be as per the existing ordinances of the University in force.

R. 8447 Verification and Revaluation: Shall be as per the existing ordinances and regulation & VCD of the University.

R. 8448 Ex-student: Learners who are declared failed in one or more courses on account of failure at the Internal Assessment and/or Semester End Examinations or who have been allowed to keep terms for the higher class shall appear as ex-student for the Internal Assessment and/or the Semester End Examination in the failed course at the examinations held by their respective college. Examination for the ex-students will be held at least 15 days prior to the Semester End Examination of the next Semester as per the pattern of the course in the respective (failed)

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held at least 15 days prior to the conduct of the Semester End Examination for Semester II. The examinations for the ex-students shall be held in every semester.

R. 8449 College Examination Committee:

The College Examination Committee shall consist of not more than 10 members, nominated by the Principal / Head of the Institute. One of the members shall be the Chairman of the Committee. The Committee will act as the custodian and shall be In-charge of all the matters pertaining to the Internal Assessment, Semester End Examination of regular as well as ex-students for all the examination at Semester I to IV and for the Internal Assessment for Semester V and VI including preparation of time table, setting of the question paper, arrangement for assessment of the answer books, the declaration of the results, attending to and resolving the grievances/queries of the learners which are not part of Unfair Means Inquiry Committee, keeping records of the assessment of all the assessments and examinations, scrutiny of the student's eligible to appear for the additional examination and any other matter pertaining to the conduct of the additional and examination for the ex-students. The committee shall work as per the rules & regulation of the University and under the superintendent of the Principal/ Head of the Institution but as per direction of University Examination authority from time to time.

R. 8450 College Unfair Means Inquiry Committee: The College Unfair Means Inquiry

Committee shall be constituted as per the prevailing ordinances of the University. The term of the committee shall be for five years subject to the provision of Section 42 and 43 of the Maharashtra Universities Act. The proceedings and working of the committee shall be maintained in the form of documents and minutes.

R. 8451 Sets of Question papers: Three different sets of question papers shall be drawn with the model answer paper and assessment scheme per course for every Semester End Examination one of which shall be used for the regular examination, the second set can be used for the additional examination and the third set can be used for the examination for the ex-student. Similarly two sets of question papers shall be drawn for every test/assignment conducted per course one of which shall be used for the examination and the other for the additional examination.



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R. 8452 Remuneration to Paper Setters / Examiners / Teaching and Non-Teaching

Staff: The remuneration payable to the paper setters and examiners will be as prescribed by the

University Statute 482-A from time to time. The remuneration payable to the teaching and non-teaching staff appointed for the conduct of the examinations will be as per the rates prescribed by the University for the conduct of the Third Year Examinations by the University in the concerned faculty.

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