

SVKM'S Mithibai College of Arts,
Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics
(AUTONOMOUS)
NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016)
Granted under RUSA for Research, Innovation & Quality Improvement
Granted under FIST-DST, Star status scheme of the DBT, Government of India
Best College (2016-17), University of Mumbai



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Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics
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EXAMINATION GUIDELINES FOR UNDERGRADUATE & POSTGRADUATE PROGRAMMES

(2019-2020)

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D) ATTENDANCE RULES FOR LEARNERS

The Attendance committee shall display the attendance for the previous month on the college notice boards as well as on the learner portal, in the first week of every month. If the learner has any issue or finds any discrepancy in his/her attendance, s/he should immediately inform the concerned faculty by submitting a written application within 03 days of the display of the attendance record of the preceding month.

For any leave of absence, prior intimation through an application, in the prescribed format, should be inwarded at college office and forwarded to the respective Vice Principal. In situations of emergency, intimation must be given on phone / email within 06 days from the commencement date of the leave of absence. Any absence without written intimation will be treated as unauthorised and will be reflected thus in the records.

Warning letters shall be issued to the defaulting learners at least twice every semester. The defaulting learners are expected to meet the class mentor along with their parent/guardian mid-semester, with the purpose of understanding the difficulty of the learner and to make both the parent/guardian and the learner aware of the requirement of mandatory attendance. An undertaking shall be signed by the parent/guardian, that his/her ward will attend lectures/ practicals/tutorials etc. regularly, failing which, the learner will not be eligible to appear at the respective semester end examination as per the rules mentioned herein below.

Attendance requirement in every semester for UG & PG program to make learners eligible for appearing at the semester end examination:

- 1) Every learner is expected to attend 100% lectures, practicals and tutorials conducted for every course in each semester.
- 2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his/her enrolment, **only if s/he fulfills the criteria of at least seventy-five (75%) attendance as an average of total number of lectures, practicals & tutorials conducted for all the courses taken together in every semester.** Attendance for learners for the short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers, as envisaged in the syllabus and attended by the learners shall be credited to his/her attendance for the total number of lectures/practical/ tutorials which are delivered on the concerned day/s. **Further it is mandatory for every learner to have minimum 70% attendance for each course & average attendance in all the courses taken together has to be minimum 75% in the program.**
- 3) a. Attendance of the learners who have officially represented the college in extra-curricular/co-curricular activity/ competition /camp / workshop/ convention/ symposium/ seminar or any such activity, with prior permission of the Principal, will be credited to his/her attendance for the missed number of lectures/ practicals/tutorials, which are otherwise conducted on the respective day/s, up to a maximum of 5% in every semester in the respective courses in which s/he has missed the lectures / practicals/tutorials.

(Learners participating in sports, cultural and extra-curricular activities etc. representing the college, should submit the participation certificate / relevant document within six working days of the completion of the event, authenticated by the competent authority).

b. The Principal shall be the competent authority to condone the deficiency of attendance of any learner further up to an additional 5% per program, if deemed fit and on recommendation of the attendance committee of the college. It is mandatory for the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending on a case by case basis to the competent authority after having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid documents. **No condonation, whatsoever, is possible if the attendance of the learner is below 70% per course. (learners should submit the medical certificate within six working days of resuming college)**

4) Before the semester end examination, the list of learners whose term is not granted and who are debarred from appearing in the semester end examination will be displayed on the college notice board as well as on the Learner Portal. The college will also communicate, through post / e- mail, to the learners whose term is not granted.

5) Such learners may appeal to the Principal within three days from the date of display of the notice. After disposing the appeals, the Principal shall intimate the same to the Controller of Examinations of the college ensuring that this communication reaches the learner concerned at least three working days before the commencement of the respective examinations.

6) The requirement of 75% attendance as a requisite for appearing in Term end examination with a provision of condonation upto 5% by the Principal on the grounds specified in the rules, may be relaxed on a case by case basis in respect of students having attendance below 70% on the grounds of genuine medical emergencies and any other extreme exigencies. Such cases will be referred by the Principal with his recommendations to a Committee (Appellate Authority) at the SVKM management level comprising of the following:

President-SVKM & Chairman-Governing Body CEO-SVKM-Asoke Basak Advisor to the President-Dr MN Welling

The Committee will consider and take appropriate decision on such cases.

7) All learners fulfilling the prescribed attendance norms will be allowed to keep the term and will be eligible to appear at the semester end examination. Learners who have less than 75% attendance per **program** in a semester and/or the learners who have less than 70% attendance per **program** even after the exemption of 5 % as approved by the Principal on grounds as mentioned in point 3 above, will be required to take re-admission in the respective semester and program of study, in the subsequent academic year by paying the requisite fees on pro rata basis as per the prevailing rules of Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics (Autonomous), (hereinafter referred to as Mithibai College (Autonomous) or the College and complete all the requirements of the respective program subject to the validity of the program.

8) 100 % attendance in each course is desirable

Attendance requirement is briefly summarized hereunder:

Average % of Attendance in lectures, practicals and tutorials	Remarks
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*75% and above	Eligible to appear for Semester end Examinations
*Between 75% and 70%	Eligible to appear for the Semester end Examinations, subject to Principal's approval (i.e. for condonation in attendance upto 5 % on grounds as mentioned above)
Any other situation arising apart from the above two situations	The learner concerned has to take re-admission in the respective Semester of the program of study in the subsequent academic year subject to validity of the Program.

***Minimum 70% Attendance in every course for each of the lectures, practicals and tutorials, separately is essential.**

II) DISCIPLINE IN THE EXAMINATION HALL

- (i) Learners must know their Roll Number and SAP (Student) Number.
- (ii) Learners who are eligible to write the semester end examination/re-examination should be present in the examination hall at least 10 minutes before the scheduled time of the commencement of the examination. Learners, who arrive at the examination hall 30 minutes or more after the scheduled time of the commencement of the examination, will not be permitted to appear for that examination.
- (iii) Learners are not permitted to leave the examination hall until one hour after the start of the session or in the last ten minutes of the session.
- (iv) Learners, who are not in their seats at the time notified, will as a rule, not be permitted to appear for the examination.
- (v) Learners should ensure that all their bags and other personal belongings are deposited in the designated area usually near the junior supervisor's table, at their own risk. The College will not be responsible for the safety and security of the same.
- (vi) A learner who fails to attend an examination at the time and place notified in the timetable, will be deemed to have failed to pass in that course. Opportunity for re-examination, if any, in the respective course will be given according to the rules and regulations, of the college.
- (vii) Learners should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose, on the answer-book.
- (viii) Learners are required to have their valid Identity cards and Hall Tickets issued by the College and they must produce the same for verification to the junior supervisor/s during the examination. Learners not having the said identity card with them during the examination may be denied permission to appear for the examination.
- (ix) Every learner present must sign against his / her Learner number on the attendance sheet provided by the room supervisor.
- (x) Learners should specifically go through the instructions given on the top of the question paper and on the first page of the answer book. They are of utmost importance.
- (xi) **On the first page of the answer book, the learners should write only the name of the program, semester details and course for which the examination is being held and number of supplementary sheets attached to the main answer book. Any extra writing on the first page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.**
- (xii) **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a learner has any query as regards contents of the question paper, s/he should bring the same to the notice of the junior supervisor without disturbing others in the examination hall.

(xiii) Learners are forbidden to (i) bring any books, notes, scribbled papers, mobile phones, smart watch, any electronic gadgets, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the learner will be confiscated (ii) smoke in the examination hall, (iii) eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other learner, while the examination is in progress and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the learner/s concerned and strict action will be taken against them. **The junior supervisors/ authorized persons are authorized to frisk the learners.**

(xiv) Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the College.

(xv) **The answer books of the Semester end Examinations are bar coded and, therefore, learners should not write his/her name, Roll Number, SAP Number etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.**

(xvi) While underlining of sections of answers for highlighting is permitted, use of varied inks, except for illustrations and figures must be avoided. Do not use any symbol like encircling the question or using coloured arrows for 'P.T.O'. All these will be considered as attempts to readily identify the specific answer-book.

(xvii) Learners should neither tear any sheet/s from the answer-book provided nor attach unauthorized additional sheets to the same. All answer-books / supplementary sheets, whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer books out of the examination hall will be treated as against the rules and appropriate action will be taken against such candidate/s.

(xviii) Learners should not write anything on the question-paper.

(xix) Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited. If learners want anything, they should approach the junior supervisor without disturbing the other learners. However, they should not leave the examination hall on any account, without surrendering his/her answer book.

(xx) Learners will not be allowed to leave the examination hall during the examination and particularly so in the last ten minutes. At the end of the session, they should not leave their seats until answer-books are collected by the junior supervisor from all the learners.

(xxi) A learner who disobeys any instructions issued by the senior / junior supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the College.

(xxii) **Learners suspected to be guilty of any of the aforesaid acts will be allowed to write their examination on a new answer sheet, only after giving an undertaking in writing that the decision of the College in respect of the reported act of unfair means will be binding on them.**

III. SCHEME OF EXAMINATIONS, PASSING STANDARDS & PROGRESSION RULES (CREDIT BASED EVALUATION NORMS)

III (a) Undergraduate Programmes

FACULTY OF ARTS

The performance of the learner will be evaluated in two components. The first component will be a Continuous Assessment with a weightage of 25% of total marks per course. The second component will be a Semester end Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Continuous Assessment and Semester end Examination is as shown below:

a) Continuous Assessment – 25% of the total marks per course

Particulars	%
Class test / Assignment / Project / Quiz etc. (any two components- to be conducted at different instants of time)	25

b) Semester End Examinations – 75% of the total marks per course

i) Duration – These examinations shall be of a duration of two and a half hours.

To pass a course, the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of Continuous Assessment and Semester end Examination. The learner should also obtain a minimum of 40% marks (i.e. 10 out of 25, if the maximum marks allocated to Continuous Assessment is 25) out of the total marks allotted to the Continuous Assessment and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 30 out of 75 if the maximum marks allocated to the Semester end examination is 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course, in case that course consists of only Continuous Assessment Component or only Semester end Exam component.

Courses with a Practical Component

Particulars	Percentage
Semester End Practical Examinations	75
Internal Practical Test	25

Courses evaluated as Practical only:

There will be semester end evaluation of 100%, as a presentation along with a dissertation, followed by a viva-voce, examined by a panel of two examiners. The average marks awarded by both the examiners will be considered as the final marks.

FACULTY OF COMMERCE

The performance of the learner will be evaluated in two components. The first component will be a Continuous Assessment with a weightage of 25% of total marks per course. The second component will be a Semester end Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Continuous Assessment and Semester end Examinations is as shown below:

a) Continuous Assessment – 25% of the total marks per course

Particulars	Percentage
Class test / Assignment / Project / Practical (Computer System & Application, etc.) / Quiz etc. (any two components - to be conducted at different instants of time)	25

b) Semester End Examinations – 75% of the total marks per course

i) Duration – These examinations shall be of a duration of two and a half hours.

Passing Standards

To pass a course the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of Continuous Assessment and Semester end Examination. The learner should also obtain minimum of 40% marks (i.e. 10 out of 25, if the maximum marks allocated to Continuous Assessment is 25) out of the total marks allotted to the Continuous Assessment and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 30 out of 75, if the maximum marks allocated to the Semester end Examination is 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course, in case that course consists of only Continuous Assessment Component or Semester end Exam component.

Courses with a Practical Component

Sr. No.	Particulars	Percentage
1	Semester End Practical Examinations	20
2	Journal / Viva	05

Courses with Projects:

A semester end evaluation of 100%, as a presentation along with a dissertation, followed by viva-voce examined by a panel of two examiners. The average marks awarded by both the examiners will be considered as the final marks.

FACULTY OF SCIENCE

The performance of the learner will be evaluated in two components. The first component will be a Continuous Assessment with a weightage of 25% of total marks per course. The second component will be a Semester end Examination with a weightage of 75% of the total marks per course. The

allocation of marks for the Continuous Assessment and Semester end Examinations is as shown below:

a) Continuous Evaluation – 25% of the total marks per course

Particulars	Percentage
Class test / Assignment / Project (any two components to be conducted at different instants of time)	25

Semester end Examination-75% of the total marks per course

i) Duration – These examinations shall be of a duration of two and a half hours.

EVALUATION SCHEME FOR PRACTICAL EXAMINATION

1. In the Practical Exams, there will be 20% as continuous assessment and 80% as term end component to be conducted as a semester end exam per course. Two Examiners will conduct the practical examination in each course. The average of marks awarded by both the examiners will be considered as final marks.

Passing Standards

To pass a course the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of continuous assessment and Semester end Examinations. The learner should also obtain a minimum of 40% marks (i.e. 10 out of 25 if the maximum marks allocated to continuous assessment is 25) out of the total marks allotted to the continuous assessment and a minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 30 out of 75 if the maximum marks allocated to the Semester end examination is 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course in case that course consists of only continuous assessment component or only Semester end Exam component.

Remedy for non-fulfilment of Passing Criteria

1. A learner who obtains less than 40% marks in the continuous assessment or less than 40% marks in the Semester-End examination or less than 40% marks 'in aggregate' (i.e. a learner who fails to fulfill the passing criteria mentioned in the Passing Standards above) will be required to appear for continuous assessment / Semester end re-examination (as the case may be) which will be conducted after the result declaration of each semester. In such a case the continuous assessment / Semester end examination marks (as the case may be) in which the learner had already passed will be carried forward in the respective course for which the candidate has appeared for re-examination. In case the learner fails even in the re-examination which is held after the result declaration of each semester, s/he will be allowed to appear along with the re-examination of the regular learners of the subsequent academic year.

2. Submission of re-examination form along with prescribed fee before the designated date is a pre-condition to appear for the re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online, within the time frame stipulated by the college, through the Student Portal.

3. In order to receive the degree/diploma certificate, the learner will have to pass in all the examinations of all the years of the program within the validity period, as per rules.

PROGRESSION RULES

1. A learner who has passed in all the courses (as per the rules of the Passing Standards) of Semester I and Semester II examinations of the first year of the program will be promoted to the second year of the program concerned. A learner who has passed in all the courses of Semester III and Semester IV examinations of the second year of the program will be promoted to the program concerned, of the third academic year. The result of Semester VI shall be kept in abeyance until the learner passes each of the previous five semesters.

2. A learner who fails to pass in one or more courses in Semester I examination will be "allowed to keep terms" (ATKT) and will be permitted to attend lectures and appear for the Semester end examination of Semester II. This means that the learners will be allowed to keep terms for both the semesters during the first year of the programme, irrespective of the number of failures in any number of courses of the first and second semesters of that respective year of the programme. This criterion will apply to the subsequent years also.

3. Such failed learners will be allowed to appear at Semester end re-examination in all the 'failed courses' which will be conducted after declaration of the results of each semester end examination of that academic year. This re-examination will be held only once in an academic year and will be held immediately after declaration of the results of the semester concerned.

4. The learner is required to pay the prescribed fees for re-examinations before the commencement of the respective examination. Online applications for re-examinations (ATKT) along with the payment of prescribed fee before the designated date is a pre-condition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online within the time frame stipulated by the college, through the learner portal.

5. A learner who has failed to pass in not more than three courses in the respective year of the program i.e. two semesters taken together, after the said re-examination (as mentioned in point no. 3 above) will also be permitted to apply for admission to the next year of the program. Such learners will be required to appear for the re-examination of the courses in which they have failed to pass. They will appear for the re-examination to be conducted for the regular learners of the subsequent batch. A learner, who has failed to pass in more than 03 courses in the respective year of the programme i.e. both the semesters taken together, after the said re-examination (as mentioned in point no. 3 above), will not be allowed to continue to the next year of the programme. Such learners will be required to appear for the re-examination of the courses in which they have failed to pass. They will appear for the re-examination conducted for the regular learners of the subsequent batch. Such a learner will also have an option to take re-admission in the same year of the program, which he/she failed to pass.

6. The same criteria regarding re-examination as mentioned above shall be applied to Semester III and Semester IV of the second year of the program and for Semester V and Semester VI of the third year of the program.

7. With regard to promotion to the third year of the program, a learner must have passed in all the courses of the first year of the program.

III (b) POSTGRADUATE PROGRAMS

FACULTY OF ARTS

The performance of the learner will be evaluated in two components. The first component will be a continuous assessment with a weightage of **25%** of total marks per course. The second component will be the Semester end Examination with a weightage of **75%** of the total marks per course. The allocation of marks for the **continuous assessment** and Semester end examination is as shown below:

a) Continuous Assessment (theory course)

Particulars	%
Class test/Essay/Presentation	25

b) Semester end Examination -75% of the total marks per course

i) Duration – These examinations shall be of a duration of two and a half hours.

Project

Every learner shall choose one project-based course. The project-based course will be in the form of a dissertation based on a live project or a research assignment related to the specific discipline of the parent department. To pass in the project, the learner should obtain a minimum of 40% marks out of the total marks allocated to the project. A Semester end evaluation of 100%, as a presentation along with a dissertation, followed by viva-voce examination by a panel of two examiners will be conducted. The average of marks awarded by both the examiners will be considered as the final marks.

Course with a Practical component

a) Continuous Assessment (Practical Course)

Particulars	%
Self-designed experiment & journal	25

b) Semester end Examination (Practical course)

Particulars	%
Instruction and administration of the tools developed and the report	35
Viva voce examination	40

There will be one Internal and one External Examiner. The average marks awarded by both the examiners will be considered as the final marks.

Passing Standards for the theory course

To pass a course, the learner should obtain a minimum of 40% marks in aggregate, out of the maximum marks allotted for each course, where the course consists of both continuous assessment and Semester end Examinations. The learner shall also obtain a minimum of 40% marks (i.e. 10 out of 25), if the maximum marks allocated to continuous assessment is 25) out of the total marks allotted to the Continuous Assessment and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 30 out of 75 if the maximum marks allocated to Semester end Examination is 60) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

Where the course consists of only Semester end Examination, the learner shall obtain a minimum of 40% marks out of the total marks allotted to the said course.

Passing Standards for Practical course

To pass a practical course/s the learner shall obtain a minimum of 40% marks out of the total marks allotted to the practical component of the respective course

FACULTY OF COMMERCE

The performance of the learner will be evaluated in two components. The first component will be continuous assessment with a weightage of 25% of total marks per course. The second component will be the Semester end Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Continuous assessment and Semester end examination is as shown below:

a) Internal Assessment (theory course)

Particulars	%
Class test/assignment/presentation/Project	25

b) Semester end Examination -75% of the total marks per course

i) These examinations shall be of a duration of two and a half hours.

Project:

Every learner shall choose one project-based course. The project-based course will be in the form of a dissertation based on a live project or a research assignment related to the specific discipline of the parent department. To pass in the project, the learner should obtain a minimum of 40% marks out of the maximum total marks allocated to the project. There will be two Examiners. The average of marks awarded by both the examiners will be considered as the final marks).

Passing Standards

To pass a course, the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of both continuous assessment and Semester end Examination. The learner shall also obtain a minimum of 40% marks (i.e. 16 out of 40 if the maximum marks allocated for continuous assessment is 40) out of the total marks allotted to the Internal assessment, and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 30 out of 75 if the maximum marks allocated to Semester end

Examination is 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

FACULTY OF SCIENCE

The performance of the learner will be evaluated in two components. The first component will be a continuous assessment with a weightage of 25% of total marks per course. The second component will be the Semester end Examination with a weightage of 75% of the total marks per course. The allocation of marks for the continuous assessment and Semester end examination is as shown below:

a) Continuous Assessment (theory course)

Particulars	%
One seminar presentation based on curriculum assessed by teacher and a write up on the same.	25

b) Semester end Examination -75% of the total marks per course

i) These examinations shall be of a duration of two and a half hours. The duration of courses without the practical component shall be three hours.

There will be no continuous assessment for the practical courses. Two examiners will conduct the practical examination in each course. The average of marks awarded by both the examiners should be considered as final marks.

Passing Standard for theory course

To pass a course, the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course, where the course consists of both continuous assessment and Semester end Examination. The learner should obtain a minimum of 40% marks (i.e.10 out of 25 if the maximum marks allocated to continuous assessment is 25) out of the total marks allotted for continuous assessment and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 30 out of 75 if the maximum marks allocated to Semester end Examination is 25) separately, to pass the course, and a minimum of Grade D, wherever applicable, to pass a particular semester.

Passing Standard for Practical course

To pass a practical course/s the learner shall obtain minimum 40% marks out of the total marks allotted to the practical component of the respective course.

ATKT RULES FOR POST-GRADUATE PROGRAMMES OF ARTS, SCIENCE & COMMERCE FACULTIES

A learner shall be allowed to keep term for Semester II irrespective of the number of failures in Semester I.

A learner shall be allowed to take admission and to keep terms and appear for Semester III examination, irrespective of number of heads of failure in the Semesters I and II.

A learner after attending Semester III is allowed to continue to Semester IV.

A learner shall be allowed to keep terms and also allowed to appear for the examinations of Semester IV, irrespective of the number of heads of failure in semester I, II and III. However, the result of the Semester IV shall be kept in abeyance until the learner passes Semester I, Semester II, and Semester III.

A learner will have to earn a minimum of 96 credits to pass the M.Sc./M.Com. Degree, and 100 credits to pass the M.A. degree.

Remedy for non-fulfilment of Passing Criteria

- (i) A learner who obtains less than 40% marks in the continuous assessment or less than 40% marks in the semester-end examination or less than 40% marks 'in aggregate' (i.e. a learner who fails to fulfill the passing criteria mentioned in the Passing Standards above) will be required to appear for continuous assessment / Semester end re-examination (as the case may be), which will be conducted after the declaration of results of each semester. In such a case, the continuous assessment / Semester end examination marks (as the case may be) in which the learner had already passed will be carried forward in the respective course for which the candidate has appeared for re-examination. In case the learner fails even in the re-examination which is held after the result declaration of each semester, s/he will be allowed to appear along with the re-examination of the regular learners of the subsequent academic year.
- (ii) Submission of re-examination form along with prescribed fees before the designated date is a pre-condition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online, within the time frame stipulated by the college, through the Learner Portal.
- (iii) In order to receive the degree, the learner will have to pass in all the examinations of all the years of the program, within the validity period as per rules.

General rules for both Under Graduate and Post Graduate Programs

1. A learner who remains absent for the Semester end examination/s due to any reason, in any subject, shall be awarded 'AB' grade in the subject/s in which he/ she has remained absent. All such learners will be allowed to appear for re-examination in the said subject to be conducted.
2. In order to receive the degree, diploma, certificate, the learner will have to pass in all the examinations of all the years.
3. **Revaluation / Photocopy of the answer book:** In case a learner is not satisfied with the result/ grade received by him in a particular subject, he/ she may follow the 'Revaluation Procedure' in case s/he desires.
4. The fees for re-examination and re-admission will be decided by the College from time to time.
5. In case of any disputes/differences, the decision of the College shall be final and binding on the learners. If a learner desires to institute any legal proceedings against the College, such legal proceedings shall be instituted only in courts at Mumbai in whose jurisdiction, the application is submitted by the learner, and not in any other court.

IV) SCHEME FOR GRACING

1. Candidates appearing for any of the College examinations, will be eligible for the award of maximum 10 grace marks at their option, wherever necessary in addition to the marks secured in each course for participation in any one of the activities mentioned below: -

a) Learners who have enrolled as members of the N.C.C. and have satisfactorily completed the N.C.C. training programme during the academic year, as certified by the Principal, and the Associate N.C.C. Officer of the College.

OR

b) Learners who have enrolled as members of the Home Guards and have satisfactorily completed the Home Guard training programme during the academic year as certified by the Principal of the College.

OR

c) Learners who have participated in the N.S.S. programme and have satisfactorily completed at least one hundred and twenty (120) hours of Social Service comprising the time spent in at least 02 years of projects which is forwarded by the N.S.S. Programme Co-ordinator and certified by the Principal of the college.

OR

d) Learners who have participated in any programme of the Department of Lifelong Learning and Extension (DLLE) such as those pertaining to the programmes of the National Literacy Mission, Population Education, Continuing Education Extension Work, Continuing Education Centre and have satisfactorily completed at least one hundred and twenty hours (120) of work in the programme recommended by the Programme Co-ordinator and certified by the Principal of the college.

OR

e) Learners who are members of team/s reaching the Quarter final stage at inter-collegiate sports competitions or have represented the University in sport events either at the Inter-State or Zonal or National or International levels, and have produced the necessary certificates and forwarded by the Chairperson of the Gymkhana committee to the Principal.

OR

f) Learners who are one of the members of the team/s securing first three positions in cultural group events or have secured one of the first three places in individual cultural events or whose performance has been adjudged best as an Actor /Actress, Music Director, Lighting / Sound Effect Operator, Author, Choreographer, or as Director in Group events conducted at the Inter-collegiate cultural competition organized by the University or have represented the University in any of the cultural events either at the State level or at the Zonal level or at the National level or at the International level in the same academic year, as certified by the Principal of the college and forwarded by the Head of the Section concerned.

OR

g) Learners who are members of the Learners Council constituted under Section 40 (2) (a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Universities Act 2017, and have actively participated in various schemes, programmes and attended functions of the College/ University during the academic year, as recommended by the Chairperson of the Learners' Council and certified by the Principal of the college.

The benefit of 10 grace marks to learners will be available only in any one of the activities mentioned above, at their option, subject to their fulfilling the following conditions: -

- They are appearing for any college examination for the first time during the same academic year of their participation.
- In case of failure, the benefit of the grace marks shall be granted to the extent of 5% of the maximum marks allotted to a course.
- The grace marks will be granted for the purpose of claiming exemptions in a course/s, provided it does not exceed 5% of the maximum marks allotted to a course.
- A maximum of 10 grace marks shall be added to the grand total. However, in the case of Credit Based Grading System (CBGS), (0.1) will be added to the final GPA. However, if the benefit is given to the learner for passing the courses, the same may be proportionately deducted from the grade point which has been added to the final GPA. For example, 0.01 shall be deducted from the final grade, for every one mark granted for passing the courses.
- The grace marks under these rules will not be counted for the award of scholarships, prizes and medals or any other awards.
- The rules relating to gracing under these rules will be applied first and the same will separately be shown in the grade card of the candidates.
- The College authorities may consider withholding any of the aforesaid benefits or consider any of the merit/work of the learner null and void if, in the opinion of a duly constituted Disciplinary Committee, such an action is felt necessary, and communicated to the Principal.

2. The following scheme of grace marks will be applicable:

- a) Grace Marks will be applicable only to the Semester end Examination and/ or on the aggregate marks of the course and not on the continuous assessment marks component, provided further that the benefit of such grace marks under this clause shall be applicable only if the candidate passes the entire examination of semester after giving benefit of grace marks.
- b) A candidate failing in one or more subjects be given grace marks up to 2 percent of the marks on the aggregate marks of the courses in which s/he has appeared in the said examination to enable him/ her to pass the examination, subject to a maximum of 10 marks and in any subject not more than 2 percent marks of the maximum marks of the subject. Exception may be made to the above and not more than 10 marks per subject be awarded to pass the examination, if the following conditions are fulfilled:
 - i. Learner should have appeared in all the subjects taken together for the courses for the respective semester.
 - ii. Learner should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing, by at least 10 percent marks.
 - iii. Learner should not have failed in more than one head/ subject of passing by not more than 10 marks.

The above rules may also be made applicable to re-examinations.

V) GRADING SCHEME, GRADE POINT AVERAGE AND CUMULATIVE GRADE POINT AVERAGE

A 10-point grading system will be followed for declaration of results for both Under Graduate and Post Graduate programmes. It involves calculations for a Grade Point Average (GPA) and the final Cumulative Grade Point Average (CGPA).

Grade Points and Letter Grades			
Percentage of Marks Obtained	Grade Point	Letter Grade	Performance
90.00 and above	10	O	Outstanding
80-89.99	9	A+	Excellent
70-79.99	8	A	Very Good
60-69.99	7	B+	Good
55- 59.99	6	B	Above Average
50-54.99	5	C+	Average
45-49.99	4	C	Satisfactory
40-44.99	3	D	Pass
Less than 40	0	F	Fail
Absent	--	F	Fail

Calculation of GPA (Grade Point Average):

Grade Point Average for each semester shall be computed, by dividing, the total of product of grade point and the credit value assigned to the respective course, by the sum of credits assigned to all the courses in the semester.

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

Calculation of CGPA (Cumulative Grade Point Average):

Cumulative Grade Point Average shall be computed, by dividing the sum of the product of the grade point of each course and the credit value assigned to each respective course by the sum of the credits assigned to all the courses of all the semesters of the programme together.

Here:

C = Credit value assigned to a course

G = Grade point value assigned to a learner for course corresponding to the letter grade
 (refer table given above)

GPA = Grade Point Average shall be calculated for individual term.

CGPA = Cumulative Grade Point Average shall be calculated at the end of the Program, for all the semesters taken together.

VI) EXAMINATION GRIEVANCE REDRESSAL MECHANISM (REVALUATION AND PHOTOCOPY OF THE EVALUATED ANSWER BOOKS)

The Grievance Redressal Mechanism as regards the evaluation of answer books and timelines to be followed for the same will be as under:

The Grievance Redressal Mechanism will apply only to the **'Term end Examinations'** of the College.

The above mechanism will **not apply** to continuous assessments such as MCQs in online exams, assignments, field work etc. / practicals / oral examinations/ viva voce/ projects/ dissertation/ presentation etc.

The application for Redressal of Grievance can be made **online only** through the **Learner Portal**. Applications made through the offline mode will not be considered under any circumstances.

All the learners will be informed of the course wise marks obtained by them in the 'continuous assessment' and 'Term-end Examination' by the Examination office, **on the date of declaration of result of the examinations of the respective programs. The date of declaration of result shall be the date on which the examination result is made live on the 'Learner Portal' of the College.**

Grievance Redressal Mechanism: A learner can apply for:

a. Photocopy of answer book: The learner may apply for the photocopy of the answer book/s of any course.

AND / OR

b. Re-evaluation of the answer book: The learner may apply for the re-evaluation of his/her answer book/s of any course.

After the result declaration on the 'learner portal', if a learner is not satisfied with the marks awarded to him/her in the Semester-end Examination/s in any course, s/he may apply for the Grievance Redressal **within the prescribed number of days as mentioned in the table below:**

Activity under Grievance Redressal Mechanism	Time Limit	Processing fee
Application for Photocopy and / or revaluation of the answer book/s	within 3 days from the date of result declaration including holidays	Rs. 500/-per answer book for photocopy and Rs. 1000/- per answer book for revaluation.

NO application/s shall be entertained for any reason whatsoever after the prescribed number of days, as mentioned in the table above. Also, the application will be deemed to be complete only after the payment of requisite fee.

The learner concerned will have to appear in person with his/ her Identity card and Hall ticket at the time of collecting the photocopies from the college office or the scanned photocopies of the respective answer books for which the learner has applied will be sent to the registered email ID of the learner as given in the college records (it is the responsibility of the learner to update the contact details such as phone number and email ID in case of any change from the one registered earlier, in the college official records/forms). **Photo copies will not be sent by post or by courier.**

Photo copies of the answer books provided by the College are only for Grievance Redressal Mechanism and do not have any evidentiary value.

Any deviation from the above procedure by the learner in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the College. The decision of the College shall be final in this regard.

The application received from the learner for re-evaluation shall be placed before an external examiner for re-evaluation.

After following the process of re-evaluation under the Grievance Redressal, effect shall be given to the change in the original marks, if any on revaluation, as under:

(i) The marks obtained after revaluation shall be accepted, if the marks awarded to a paper of the specific course as a result of revaluation, **increase or decrease in revaluation by ten percent (10%)** or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the candidate in the paper shall be treated as null and void, and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored / rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the college, if the candidate gets benefit of passing the course / examination or change of grade in that paper or change in the overall result at the said examination with or without grace marks.

Notwithstanding what is contained in clause (i) where the difference between the marks originally obtained by the candidate in the paper without any grace marks and the marks obtained after revaluation will be accepted up to twenty percent (20%) of the maximum marks assigned to that paper. **However, if the difference between the marks originally obtained by the candidate in the paper, without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty percent (20%) of the maximum marks assigned to that paper, a second revaluation of the said answer book(s) need be done by a third examiner from the panel of examiners for the said course.** In such an event, the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.

In case the learner who has originally obtained a pass grade, obtains a fail grade after the first re-evaluation, a second re-evaluation will be conducted by a third examiner. In such a case the average

of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.

The revised marks obtained by a candidate after re-evaluation, as accepted by the College shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the learner/s.

The examiner/s for re-evaluation will be appointed by the Chief Controller of Examinations in consultation with the Controller of Examinations, from the panel of examiners approved by the Board of Studies and accepted by the Academic Council in the respective area of specialization.

The marks awarded by examiner/s in re-evaluation shall be final and binding on the learner applicant and the original examiner.

The change of marks, if any, shall be communicated to the learner applicant and a revised 'Grade Card' shall be issued to him/ her only on surrendering the original grade card to the College office.

The whole process of redressal of grievances shall be completed within a period of 20 working days from the last date of receipt of application for redressal of grievances.

In any case, the photo copies of re-evaluated answer books shall not be provided to the learner/s.

The outcome of the revaluation process shall be final and binding on the learner.

VII) MERITORIOUS LEARNERS LIST

The top five percent of learners of the respective batch who have successfully completed the programme will be awarded a 'Merit Certificate'.

The certificate will be awarded on the following criteria:

- i) The CGPA after successful completion of the program in which the learner is enrolled.
- ii) A learner having passed each semester at the first attempt.
- iii) No disciplinary action should have been taken against such a learner during the entire period of the programme.

VIII. VALIDITY OF PROGRAMS

The learners should fulfil the requirements of the respective programmes as per the validity period given in the table below, including the academic break. **No readmission/ re-examination attempts will be granted after the validity period is over.** In case the validity period expires, the learner will have to seek admission, on merit basis, from the first year of the Program.

Sr. no.	Name of the Program	Duration of the Program (in years)	Maximum duration permissible for completion of the Program (in years)
1	Post Graduate Programs	2 years	4 years
2	Undergraduate Programs	3 years	6 years

IX) RULES REGARDING UNFAIR MEANS RESORTED TO BY THE LEARNERS DURING THE COLLEGE EXAMINATIONS

On receipt of a report regarding use of unfair means by any learner at any Semester End examination including breach of any of the rules laid down by the College for proper conduct of examination, the Principal shall have the power at any given time to institute inquiry and to punish such learners involved in the adoption of unfair means or breach of the rules in accordance with the penalties mentioned in the table, Appendix A.

Appendix A

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material	*Annulment of the performance of the learner at the College Examination in full. (This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 2 to 14 in addition to the one prescribed thereat.)
2.	Possession of any copying material & actual copying from the material in possession	Exclusion of the learner from the College Examinations concerned for one subsequent examination
3.	Possession of another learner's answer book or supplementary sheet	Exclusion of both the learners from the College Examinations concerned for one subsequent examination * (BOTH THE LEARNERS)
4.	Possession of another learner's answer book or supplementary sheet and actual evidence copying from that	Exclusion of both the learners from the College Examination concerned for two subsequent examinations * (BOTH THE LEARNERS)
5.	Mutual/ Mass copying	Exclusion of all the learners from the College Examinations concerned for two subsequent examinations *
6.	Smuggling of answer books in or out as copying material	Exclusion of the learner from the College Examinations concerned for two subsequent examinations *
7.	Smuggling in of written answer book based on the question paper set at the examination	Exclusion of the learner from the College Examinations concerned for three subsequent examinations *
8.	Smuggling in of written answer book as copying material and forging the signature of the Junior supervisor on the same	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
9.	Attempt to forge the signature of the Junior supervisor on the answer book or the supplementary sheet	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *

SVKM'S Mithibai College of Arts,
 Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics
 (AUTONOMOUS)
 NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016)
 Granted under RUSA for Research, Innovation & Quality Improvement
 Granted under FIST-DST, Star status scheme of the DBT, Government of India
 Best College (2016-17), University of Mumbai

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
10.	Interfering with or counterfeiting of college seal or answer books or office stationery used in the examination with the intention of misleading the authorities	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
11.	Answerbook or supplementary sheet outside the examination hall or any other insertion in the answer book	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
12.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Exclusion of the learner from the College Examinations concerned for four subsequent examinations * (Note: This money shall be credited to the Learners Welfare Fund.)
13.	Using obscene language/ violent threats inside the examination hall by a learner at the College examination to room supervisor/ any other authority	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
14.	Impersonation for a learner or impersonation by a learner in College or other examinations	Exclusion of the learner from the College Examinations concerned for five subsequent examinations * (both the learners if the impersonator is a college learner)
15.	Revealing the identity of the candidate in any form (name, roll number, learner number, religious invocation etc.) in the main answer book and/ or supplementary sheet, by the learner at the college examination.	Annulment of the performance of the learner at the College Examination in full.
16.	Anything found written on the body or on the clothes while in the examination	Annulment of the performance of the learner at the College Examination in full.
17.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication	Annulment of the performance of the learner at the College Examination in full.
18.	Any other malpractices not covered in the aforesaid categories.	Annulment of the performance of the learner at the College Examination in full and severe punishment depending upon the gravity of the offence.

Note :

The term "Annulment of Performance in full" includes performance of the learner at the theory examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used thereat.

The term “Additional Examination” means, the immediate subsequent examination / re-examination scheduled by the college.

If on previous occasions, disciplinary action was taken against a learner for malpractice during 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 learners. This enhanced punishment may extend to double the punishment provided for the offence, that was committed at the second or subsequent examination.

Practical/Dissertation/Project Report Examination:

Learner involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

X) Facilities relating to Examinations for the Persons with Disability for the purpose of examinations:

The learners falling under the category of persons with disability in accordance with the Government notifications, issued from time to time, should submit the medical certificate of only Government Authorized Agencies at the time of admission to the respective programme, to avail the required facilities. Medical certificate from Sion Hospital / Nair Hospital with signature and stamp of the authorised person will only be accepted, for learners from Mumbai.

A student who may have a permanent or temporary physical disability may apply to the college in the prescribed format (Appendix 1) for appointing a scribe for the examinations.

The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the College with the required documents.

Mithibai College authorities reserve the right to make modifications in the said rules from time to time.

These rules will come into effect for the learners who will keep their terms for the Academic year 2019-2020 and onwards for all batches, irrespective of the year of admission.

