



**VIVEK EDUCATION SOCIETY'S**  
**VIVEK COLLEGE OF COMMERCE**

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PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI, ACCREDITED BY NAAC

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*Policy*  
*Document*  
*for*  
*Examination*



# *Examination Policy is a guideline that facilitates the institution to conduct the evaluation.*

## *Objectives of Evaluation*

- *To assess the attitude, skills, knowledge of the learner.*
- *To measure the Programme and Course Outcome.*

## *1) Introduction*

*The University of Mumbai frames the examination guidelines which is duly followed by all the Institutions affiliated to it. The Examination policy is framed to have efficient, transparent and innovative examination practices keeping in mind the ordinances rules, regulations and the guidelines to be followed as per the University of Mumbai.*

## *2) Objective of the examination policy*

- 1) To maintain the sanctity in the process of evaluating the performance of the students in the examination.*
- 2) To educate and update all the stakeholders about the examination rules, regulations, grading policies, and ordinances laid by the University of Mumbai and followed by the examination committee of the Institution.*
- 3) To enable the mentor to know about the performance of the students after the evaluation of the examination by providing subject wise analysis, overall topper and the learners who were unable to clear so that right and appropriate guidance can be given to the learner subject-wise for improving in the upcoming examinations.*





4) To enable the learners covered under the PWD (Persons of Disability) category, be aware of the benefits given to the learner at the time of examination.

### **3) Examination Conduction Policy**

1) As per the University Circular, the institutions implemented revised programmes based on CHOICE BASED CREDIT and GRADING SYSTEM (CBCS) from the academic year 2016-17.

2) The new pattern is applicable to all the Under Graduate degree and Post Graduate degree programme that is Bachelor of Commerce, Bachelor of Commerce (Accounting & Finance), Bachelor of Commerce (Banking & Insurance), Bachelor of Commerce (Financial Markets), Bachelor of Management Studies (B. M. S.), Bachelor of Mass Media/Bachelor of Arts in Multimedia and Mass Communication, Bachelor of Science (Information Technology), Master of Science (Information Technology) and Master of Commerce in Accountancy and Business Management. The methodology of evaluation process prescribed by the University is summarised as follows:

#### **1. Internal Assessment - (25 marks/40 marks)**

Sr. No.	Particulars	Marks
1	One periodical class test / case study / online examination to be conducted in the given semester	20
2	Active participation in classroom and attendance	5

The learner should score a minimum of 40% marks (i.e., 10 out of 25 marks and 16 out of 40 marks) to pass the Internal Assessment in each of the courses.





## **2. Semester End Practical Examination - (50 Marks) (Only for Courses with Practical's (B.Sc.-I.T./M.Sc. (I.T.))**

Sr. No.	Particulars	Marks
1	Journal	05 Marks
2	Viva	05 Marks
3	Laboratory Work	40 Marks

The learner should score a minimum of 40% marks (i.e., 20 out of 50 marks) to pass the Practical Examination in each of the courses.

## **3. Semester End Examination - (60 Marks/75 Marks/100 Marks)**

These written examinations shall be of 2 1/2 Hours duration for 75 marks and 60 marks in Self Financing and Post Graduate programmes and 3 Hours for 100 marks in Bachelor of Commerce.

The learner should score a minimum of 40% marks (i.e., 24 out of 60 marks, 30 out of 75 marks and 40 out of 100 marks) to pass the Semester End Examination in each of the courses.

### **Conduct of Examination:**

The examinations for Internal Assessment, Practical Examination and Semester End Examinations for the Semesters I to IV shall be processed by the College / Institution. The College / Institution shall issue the grade cards to the learners after the conversion of marks into grade as per the procedure prescribed by the University of Mumbai.

The examinations for Internal Assessment of Semesters V & VI shall be processed by the College / Institution while the University shall conduct the assessment of Practical Examination and 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 College/ Institution before the commencement of respective Semester End Examinations.

The responsibility of Examination evaluation during the first four Semesters shall rest with the College / Institution where the students are admitted for the Programme.

*Carry Forward of Internal Marks:* A candidate who fails in any particular paper / course shall be allowed to re-appear the theory component. However, the marks of Internal Assessment shall be carried forward.

#### **4) Performance Grading**

*Marks 10-point Grade Tables*

<b>Course Grade Table</b>		
<i>Marks</i>	<i>Grade</i>	<i>Performance</i>
80 and above	O	Outstanding
70 to 79.99	A+	Excellent
60 to 69.99	A	Very Good
55 to 59.99	B+	Good
50 to 54.99	B	Above Average
45 to 49.99	C	Average
40 to 44.99	D	Pass
Less than 40	F	Fail





### *Overall Grades Table*

<i>SGPA</i>	<i>Grade</i>
10	O
9 to 9.99	A+
8 to 8.99	A
7 to 7.99	B+
6 to 6.99	B
5 to 5.99	C
4 to 4.99	D

*The performance grading shall be based on the aggregate performance of Internal Assessment and Semester End Examination.*

*Carry forwards of marks in case of a learner who fail in the internal assessment and/or semester end assessment in one or more subjects:*

*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.*

*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.*

*Allowed to Keep Terms (ATKT) Rules Applicable to The Courses as Per Ordinance R 8438*





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 & Semester II

OR

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

c. A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III.

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 four courses of Semester III and Semester IV taken together with not more than two courses each in Semester III & Semester IV.

OR

A learner shall pass Semester III and Semester IV and fails in not more than four courses of Semester I and Semester II taken together with not more than two courses each in Semester I & Semester II.

e. A learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the Semester V.

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.





## **5. Photocopy/Revaluation of Answer book**

*According to circular/notification/ordinance - VCD / 1 of 2016, Rules & Procedure for providing the Photocopies /Revaluation of the assessed Answer-books.*

*The facility of obtaining Photocopies of assessed and / or moderated answer books by the examinee is extended with a view to bring transparency in the examinations system and ensure its credibility.*

*A student, who is dissatisfied with the assessment of her or his work or performance in the examination, shall follow the procedures set out by the University.*

## **6. Unfair Means**

*According to Ordinance O.5050A on Unfair means, on receipt of a report regarding use of unfair means by any student learner at college or University examination, including breach of any of the rules laid down by the University Authorities for proper conduct of examination, the Examination committee under the guidance of Principal of the college shall have the power at any time to institute enquiry and to punish such unfair means or breach of the rules by the candidate. The unfair means enquiry committee will conduct an enquiry by giving a fair trial to the concerned student. The final report is handed over to the Principal who is the chairperson for the final verdict.*

*7. The college follows Ordinance 0.229-A regarding the award of 10 grace marks to the candidates appearing for any of the extracurricular activities as mentioned in the regulation.*

*8. Students are not allowed to leave the examination hall until 30 minutes after the commencement of the examination. The students are not allowed to enter the examination hall later than 30 minutes after the start of the examination.*

*9. Since the last two decades to have a transparent, robust and unbiased approach in assessment, the college has introduced the coding system. Each answer book is coded with a unique number. The seat numbers were converted into a*





special code and the answer books were given to the faculty for assessment. After the assessment was completed the answer books were again decoded by the examination committee to complete the further processing of the results.

10. Due to Covid-19 pandemic, the mode of Examination shall be through online mode. The college shall follow the directives issued by University for all affiliated colleges. To maintain sanctity, conduct of exams shall be through Proctoring.

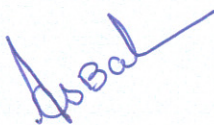
11. Internal, external and practical examinations shall be conducted online either through proctored software provided by 'MICM India Pvt Ltd' or through us of Microsoft teams platform. Online assessment of the project shall be done by conducting online viva-voce.

12. Student's survey shall be taken with respect to network, internet and computer availability to ensure smooth conduct of online examination.

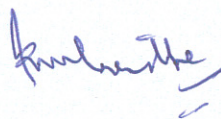
13. The timetable, notices and rules and regulations of the proctored examination shall be broadcasted through various digital platforms and are also displayed on website.

14. At the beginning of Semester end and ATKT examination two proctored mock exams shall be conducted to enable the students to get acquainted with the online examination system. Any issues and queries shall be handled by the examination committee with the help of mentor teachers and coordinators. All faculty members along with some of the administrative staff shall be involved in the process of examination.


15. Gracing rules shall be followed as per norms.



**Examination In-charge**



**CA. Shrikant Marathe**  
**IQAC Coordinator**



**Dr. Vijetha Shetty**  
**Principal**

Updated on 19<sup>th</sup> April 2021.

