

# KET's V.G.Vaze College (Autonomous)

## Examination Policy

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## 1. Empowering Higher Education Through Institutional Autonomy

### 1.1 Objective of College Autonomy

Since its establishment, **Vaze College** has been a leading institution of higher education, known for its academic excellence. Traditionally, colleges were affiliated with a parent university, which set their syllabi and conducted examinations. However, to foster innovation and enhance the quality of education, the University Grants Commission (UGC) has granted Vaze College **autonomy**. This new status gives us the freedom to independently manage our academic programs, ensuring we can better meet the needs of our students and the demands of the modern world.

As an autonomous college, we are actively implementing new processes and programs to better serve our students.

- **Designing and Updating Courses:** We are consistently designing and updating our courses to meet local needs and current job requirements.
- **Streamlining Admissions:** We are prescribing our own admission rules while following all national and state reservation policies, making the process more efficient.

- **Encouraging Research:** We are actively encouraging research in various fields, creating a more dynamic and innovative academic environment.
- **Modernizing Assessment:** We are evolving new methods to assess student performance and are conducting examinations and releasing results on our own.
- **Integrating Technology:** We are utilizing modern technology to improve our teaching methods and foster creativity in the classroom.
- **Promoting Community Service:** We are promoting healthy practices such as community service and extension activities that are benefiting our society and local neighborhood.

Vaze College is continuously working to build a more responsive and forward-thinking educational institution for all its students.

## 1.2. Degree Conferment

In formal recognition of its academic excellence, V. G. Vaze College of Arts, Science and Commerce, located in Mulund, has been officially conferred the status of an academically autonomous college. This designation was jointly granted by the University Grants Commission (UGC), the State Government, and the University of Mumbai, and became effective from the academic year 2020-2021.

It is important to note that while the college now possesses the authority to govern its internal academic matters, the final graduation degree for all students will continue to be officially conferred by the University of Mumbai.

## 2. Assessment

The College conducts continuous assessments for all theory courses each semester

### 2.1. Theory - Continuous Internal Assessment (CIA)

It is defined as the assessment of the learner based on continuous evaluation as envisaged in the credit-based system by way of participation of the learner in various academic and co-curricular activities in the respective semesters of the programme.

CIA (40%)	40 marks
One periodical class test	15 Marks
Assignment/group presentation/group or individual projects/debate/ model making/poster making / role play/case studies or any other creative mode of assessment	15 marks
Active participation in class instructional deliveries (APCID)	10 Marks

2.1.1 There will be no retests for the CIAs.

2.1.2 A special CIA can be held by the departments, on instructions from the Principal,

under the following conditions/circumstances:

- 2.1.2.1 If the Principal allows a learner to represent the College or to participate in an academic / cultural / sports event and this causes the learner to miss a class test of one or more courses.
- 2.1.2.2 If prior to or during a CIA, a learner experiences a serious illness, the same is supported by medical papers from an authorized medical expert and has been submitted to the College within two days & been verified by the College.
- 2.1.2.3 In case of a bereavement caused by the passing away of an immediate family member or a close relative. (Note: In this case, the Death Certificate of the departed Or the Parent's/Guardian's affirmation will have to be given to the College within 2 days of returning to the College).

## 2.2. Theory (End Semester Examinations)

It is defined as the assessment of the learner based on performance in the Semester End Examination (Theory /Written)

Semester End Examination (60% ) 2 Hours / 2 <sup>1/2</sup> Hours	60 Marks
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2.2.1 Examiners assess masked answer books. A mask is affixed on the area designated for Roll. Number on the answer book by the learner before submitting the answer book to the supervisor.

2.2.2 Learner who remains absent for the Semester End examination on account of :

- a. Representing the College or to participate in an academic / cultural / sports event and this causes the learner to miss a class test of one or more courses.
- b. If prior to or during a SEE, a learner experiences a serious illness, the same is supported by medical papers from an authorized medical expert and has been submitted to the College within two days & been verified by the College.
- c. In case of a bereavement caused by the passing away of an immediate family member or a close relative. (Note: In this case, the Death Certificate of the departed OR the Parent's/Guardian's affirmation will have to be given to the College within 2 days of returning to the College) can appear for the additional examination with the permission the Principal.

2.2.3 Additional Examination will be conducted after declaration of result of the respective Semesters . Additional examination will be held along with the ATKT examinations.

## 2.3. Practical End Semester Examination (ESE)

The practical examination will be conducted at the end of every semester as per the schedule given by the examination committee.

2.3.1 There is no CIA for practicals.

2.3.2.1 Learner is required to carry certified journals at the time of examinations.

2.3.2.2. Journals will be certified only against the completion of at least 75% attendance of the Practicals.

2.3.2.3 A learner whose Journal is not certified in a Course will be given ZERO marks for

the Journal in that Course. The Journal Marks will be carried forward if a student fails or is absent for the corresponding practical of the Course.

2.3.2.4 No Additional ESE for Practical will be held within the ongoing semester

### **3. Passing Standard**

#### **3.1 For Non-NEP learners**

**3.1.1 To Pass a theory courses:** The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain a minimum of 40% marks (i.e. 16 Marks) 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, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination separately

**3.1.2 To pass a practical course :** a learner is required to secure a minimum of 40% of the total marks allotted for the concerned Course.

#### **3.2 Passing standard : NEP FY 2023-24 BATCH , SY 2024-25 BATCH ,TY 2025-26 BATCH**

**3.2.1 Passing Standards for Theory courses** The learner shall have to obtain a minimum of 40% marks in aggregate (CIA and SEE) examination to qualify for each course. However, the learners shall obtain a minimum of 20% marks i.e. 08 out of 40 in CIA and 12 out of 60 in SEE separately

1. If a learner scores less than 8 marks out of 40 in CIA and 12 marks out of 60 in SEE then on his/her grade credit will be reflected as 'F' for failed in the CIA / SEE and Total marks column, even if his total marks are more than 40 out of 100.

2. If a learner gets F in CIA or SEE or both then the learner will have to appear for NEP Make-up examination both for CIA and SEE.

**3.2.2** To pass a practical course a learner is required to secure a minimum of 40% of the total marks allotted for the concerned Course.

### **3.3 Passing standard : NEP FY 2024-25 BATCH , SY 2025-26 BATCH ,TY 2026-27 BATCH**

**3.3.1** Passing Standards for Theory courses The learner shall have to obtain a minimum of 40% marks separately in CIA and SEE examination to qualify for each course. If a learner gets F in CIA or SEE or both then the learner will have to appear for NEP Make-up examination both for CIA and SEE.

**3.3.2** To pass a practical course a learner is required to secure a minimum of 40% of the total marks allotted for the concerned Course.

## **4. Gracing norms**

Grace marks are given as per Mumbai university circulars.

### **4.1 O.5043A** Grace Marks for Getting Higher Class

A candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class/Higher Second Class or First Class by marks not more than 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher class or grade as the case may be.

Provided that benefits of above-mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed, in the examination concerned.

Provided further that benefits of above-mentioned grace marks shall be given to the candidate for such examination/s for which provision of award of class has been prescribed.

#### 4.2 O.5044A Grace Marks for Getting Distinction in The Subject Only

A candidate who passes in all the Subjects/Heads of passing the examination without benefit of either gracing or condonation rules and whose total number of marks in the subject/s falls short by not more than three marks for getting distinction in the subject/s shall be given necessary grace marks up to three in maximum two subjects, subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

Provided that benefit of the abovementioned grace marks shall be given to the candidate only for such examination/s for which provision for distinction in a subject has been prescribed.

#### 4.3 O.5045A Condonation (\*)

If a candidate fails in only one head of passing having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However, condonation whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

4.4 O.229 Students participating in co-curricular and extra-curricular activities like N.C.C., N.S.S., Sports and Cultural Activities, etc. and win laurels for self and college and university are awarded grace marks under Ordinance 229.

**(MU Circular No.UG/112 of 2015 dated October 27, 2015)**

4.5 For SWD (Student with Disability) grace marks are distributed as per the prevalent circular of the University.

4.6 There is no scheme for performance improvement of any semester individually.

ADDENDUM: Any rule not mentioned above will be as per the University of Mumbai's rules, as applicable then.

## **5. Results**

Results of all examinations are declared and published online within 45 days of the last date of examination of the respective semester . All result processing work is done in the college by the examination committee on Master soft portal.

5.1 A 10-Point Grade System for all courses has been adopted – it involves calculations for a Semester Grade Point Average (SGPA) and the final Cumulative Grade Point Average (CGPA).

5.2 Grade cards are issued per Semester & per Additional Examination.

5.3 Error(s) in the hard or soft copies of the grade card (viz., name of the learner, marks, SGPA, CGPA, grades, UID No., etc.) have to be brought to the notice of the General Office via the Principal / Vice-Principal within 20 days of the distribution/uploading of the grade card.

5.4 Revised grade cards (after clearing ATKT examination) are issued after payment of requisite fees.

5.5 In case the grade card issued to the learner is lost by him /her , the procedure to get new grade ( Duplicate) card is as follows:

- a) Learner is required to file FIR at the police station .
- b) Learner must make an affidavit mentioning the details of the examination appeared, Roll. No. etc.



- c) Submit the application , original copy of FIR, affidavit along with requisite fees to the examination committee

## **6. Examination Grievance Redressal Mechanism**

(Revaluation and Photocopy of the Evaluated Answer Books)

6.1 The Grievance Redressal Mechanism will apply only to the ‘Semester End Examinations’ of the College. The 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.

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

6.2.1 Application for photocopy to be made as per the schedule given after the declaration of result of respective semesters

6.2.2 A learner may apply for Photocopy of answer book/s of any course .

a. Photocopy charges : Rs. 100/50 (open/reserved category)

b. After going through the photocopy , if learner is not satisfied with the marks awarded he/she can apply for revaluation.

Revaluation charges: Rs. 250 /125 (open/reserved category)

6.2.3 NO application/s shall be entertained for any reason whatsoever after the prescribed number of days.

6.2.4 The application will be deemed to be complete only after the payment of requisite fee.

6.3 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. Photo copies will not be sent by post or by courier

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

6.5 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, 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,

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.

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

6.7 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.

6.8 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.

## **7. ATKT/ Make Up Examinations**

Students who are failing in semester I-VI examinations in one or more courses ( both in CIA and SEE) can appear for the ATKT examinations . ATKT / MAKE UP examination of Semester

I/III/V and Semester II/IV /VI are held in the First Half and Second Half respectively of the calendar year.

7.1 Learner who wishes to appear for the ATKT / MAKE UP examination are required to fill the online examination form.

7.2 Notice for filling of forms is displayed on the notice board and on college website.

7.3 The exam fees currently are as follows :

Number of subjects	UG	PG
One	330/-	526/-
Two	526/-	857/-
Three or more	1077/-	1573/-

7.4 A learner who does not fill the ATKT / MAKE UP exam form and the pay the prescribed fees is not allowed to appear for the ATKT / MAKE UP examination.

7.5 A learner who remains absent for ATKT / MAKE UP exam will have to appear for the subsequent  
ATKT / MAKE UP exam for the respective semester.

7.6 Learner is required to carry the hall tickets issued to them on the day of the ATKT / MAKE UP examination.

## **8. Instructions to Learners**

8.1 Learners should carry valid Identity card/ Hall ticket to the examination hall 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.

8.2 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.

8.3 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.

8.4 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.

8.5 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.

8.6 Learners should occupy their correct seats as per the seating arrangement displayed and write appropriate details in the space provided for the purpose, on the answer-book.

8.7 Every learner present must sign against his / her Roll number on the attendance sheet provided by the room supervisor.

8.8 Learners should read the instructions given on the top of the question paper and on the first page of the answer book.

8.9 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.

8.10 Learners are forbidden to

- (i) bring any books, notes, scribbled papers, mobile phones, smartwatch, 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.
- 8.11 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.
- 8.12 The learners should not write his/her name. 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. .
- 8.13 Use of varied inks, except for illustrations and figures, must be avoided.
- 8.14 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.
- 8.15 Learners should not write anything on the question-paper.
- 8.16 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.
- 8.17 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.
- 8.18 A learner who disobeys any instructions issued by the senior / junior supervisor or who is guilty of rude or disobedient behavior is liable for disciplinary action to be taken against him / her by the College.
- 8.19 Learners suspected to be guilty of adopting unfair means during examination 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.
- 8.20 Facilities for LD And Divyana students for the purpose of examination
- 8.20.1 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 to avail the required facilities during examination such as extra time, writer and separate seating arrangement.

8.20.2 A learner who may have a permanent or temporary physical disability may apply to the college for appointing a scribe for the examinations. The scribe/ writer should be arranged by the student himself/herself well in advance before the examination . The writer should be from different faculty and studying in a lower standard/class than the student. The photocopy of valid Identity card of the writer should be submitted to the examination office before commencement of the examination

V.G.Vaze College authorities reserve the right to make modifications in the said rules from time to time.

## **9. Unfair Means Inquiry Committee (UMIC)**

The committee is set up to inquire about the alleged unfair means and practices by the students during any examinations (Internal/External/ Practical) by following the procedures and guidelines issued by University of Mumbai under Ordinance 5050.

9.1 The objectives of the committee are as follow :

- 1) To investigate the cases of learners involved in unfair means during examinations as reported by the Examination committee
- 2) To recommend action(s) (if any) to the Principal regarding unfair practices
- 3) To counsel the student(s) indulging in unfair means to avoid any drastic step being taken
- 4) To investigate any complaints against Junior Supervisor/ Paper Setter and any other person involved directly or indirectly in the examination process.

9.2 Following procedure is adopted :

9.2.1 Reporting of the Unfair Means by the Junior supervisor during the examination.

9.2.2 Handover of the Unfair Means Cases occurred during examinations by the Examination Committee to the UMIC.

9.2.3 Issuing letters to the learner regarding the attending meeting of the UMIC

- 9.2.4 Inquiry of the learner in the meeting and opportunity of oral hearing is given to learner .
- 9.2.5 Making recommendations as per the provisions of the Ordinance 5050 of University of Mumbai.
- 9.2.6 Intimating the Principal about the recommendations taken for further course of action.
- 9.2.7 Intimating the same to the learner as well as examination committee via letters.
- 9.2.8 Result of learners involved in unfair means during examinations are declared only after the UMIC meeting as per their recommendations.

## 10. Progression Rules

### For Undergraduate Programs

1. A learner who has passed in all courses of Semester I and Semester II of the first year of the program will be promoted to the second year of the program concerned.
2. A learner who has passed in all courses of Semester III and Semester IV of the second year of the program will be promoted to the third year of the program
3. A learner will be 'Allowed To Keep Terms' (ATKT) :
  - A) For Semester-II irrespective of number of heads of failure in Semester-I.
  - B) Semester-III if learner secured ATKT in first year by failing :
    - i) in not more than Three Courses in each of Semester I and II  
(For program with 900 and above marks )
    - ii) in not more than Three Courses with not more than total 200 marks in each of Semester I & II (For programs with less than 900 marks )
  4. Semester- V if learner shall have passed Semester I and Semester II in full and secured ATKT in Second Year by failing :
    - iii) in not more than Three Courses in each of Semester III and IV  
(For programs with 900 and above marks )
    - iv) in not more than Three Courses with not more than total 200 marks in each Semester III and IV (For programs with less than 900 marks )

OR

Learner shall have passed Semester III and Semester IV in full and secured

ATKT in First Year by failing in,

- i) in not more than Three Courses in each of Semester I and II  
(For programs with 900 and above marks )
- ii) in not more than Three Courses with not more than total 200 marks in  
each Semester I and II (For programs with less than 900 marks )

- 5. Sem VI result will be kept in abeyance until the learner passes in each of the previous five semesters.

### **For Post Graduate Programs**

- 1. A learner will be 'Allowed To Keep Terms' (ATKT) for Semester-II irrespective of number of heads of failure in the Semester-I.
- 2. A learner will be 'Allowed To Keep Terms' (ATKT) for Semester-III irrespective of number of heads of failure in the Semester-I and Sem II.
- 3. Sem IV result will be kept in abeyance until the learner passes in each of the previous three semesters.