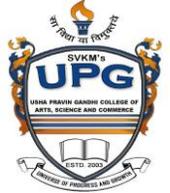




Shri Vile Parle Kelavani Mandal's
USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE
(AUTONOMOUS Affiliated to University of Mumbai)

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NAAC RE-ACCREDITED “A+” GRADE WITH CGPA 3.27



REGULATIONS FOR EXAMINATION AND EVALUATION FOR UNDERGRADUATE, POSTGRADUATE ACADEMIC YEAR 2024-2025

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I) ATTENDANCE RULES FOR LEARNERS

The Attendance Committee:

There shall be an Attendance Committee comprising Convener and Co-convener and at least three faculty members representing the Arts, Science, and Commerce for maintaining records and implementing the rules of attendance.

The Attendance committee **shall display the consolidated attendance for the previous month/s 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 inwards at college office and forwarded to the 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. The Learner should submit Medical Certificate or any other documents in support of his/her Leave Application within six working days of his/her resuming college.

The Attendance Committee after taking into consideration the Leave Application and supporting documents, if any, and after verifying the genuineness and gravity of the problem that justify the Learner to remain absent, which generally shall be limited to his/her own sickness, sickness of his/her parent, death of his/her parent may recommend on a case to case basis to the Principal for condonation of the shortage in attendance of the Learner.

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, practical 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 by giving personal hearing, the Principal shall intimate the same to the Controller of Examinations of the college ensuring that this communication reaches the learner concerned at least ten 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 of 5% by the Principal on the grounds specified in these rules, may be relaxed on a case to 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 /her recommendations to a committee(Appellate Authority) at the SVKM Management level comprising the following members:

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 **Course** 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 Usha Pravin Gandhi College of Arts, Science & Commerce (Autonomous), (hereinafter referred to as Usha Pravin Gandhi College of Arts, Science & Commerce(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
*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(a) Facilities relating to Examinations for the Persons with Disability / Learning 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.

II(b) Guidelines for appointment and availing facility of scribe for Persons with Disability / Temporary Disability for learners during examinations.

A learner who may have a learning disability/ permanent or temporary physical disability, may apply to the College for appointment of a scribe for the examinations.

Such learners should submit an application for the purpose along-with ‘medical certificate’ from a ‘Registered Medical Practitioner’ to that effect with rubber stamp of the Registered Medical Practitioner on the certificate.

In the following cases of learners, the medical certificate of only Government Authorized Agencies shall be accepted, namely:

- a) Hearing Impaired Learners: Ali Yavar Jung National Institute for the Hearing Handicapped.
- b) Physically Challenged Learners: All India Institute of Rehabilitation of Physically Handicapped
- c) Learning Disability: For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted

The said medical certificate/s must be produced only at the beginning of the academic year.

The scribe/ writer should be arranged by the learner himself/herself well in advance i.e. at least one week before the examination and s/he should apply for availing such facility in the prescribed format (Appendix 6) along with the necessary documents to the examination office of the College.

The scribe should be at least one grade junior in academic qualification than the learner, if from the same stream.

Since the learner will be helped by a scribe, extra time of 20 minutes per hour will be allowed to such learners. For example, for an examination of two hours, 40 minutes extra time will be allowed.

The EEC Convener/Co-Convener, will resolve issues, if any, in this regard. S/he will be authorized to make/ accept any last minute changes of the scribe under exigencies.

The said learner will be seated in a separate room under supervision.

III) DISCIPLINE IN THE EXAMINATION HALL

- (i) Learners must know their Roll Number and Student (SAP) 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 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 QR 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 learner/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.

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

IV(a).(i) UNDERGRADUATE PROGRAMS for batches admitted under autonomy and National Education Policy (NEP 2020) i.e. First Year onwards, progressively

The performance of the learner will be evaluated in two components. The first component will be an Internal Continuous Assessment with a weightage of 40% of total marks per course. The second component will be a Semester End Examination with a weightage of 60% of the total marks per course. The allocation of marks and other details for the Internal Continuous Assessment and Semester End Examinations is indicated below in tabular form:

Credits assigned	Max. marks allocated to a course	Total max. marks for Semester End Examination	Total max. marks for Continuous Assessment
03 / 04 credit course	100 marks	60 marks (Exam duration – Two Hours)	# 40 marks
01 / 02 credit course	50 marks	30 marks (Exam duration – One Hour)	## 20 marks:

Three sub components –

- i) **10 marks + 10marks** (three tests* for 10 marks each to be conducted at different instants of time amongst which best two out of three will be considered)
- ii) **20 marks** assignments / projects / presentations etc.

Two sub components-

- i) **10 marks** (two tests* of 10 marks each to be conducted at different instants of time and average of two will be considered)
- ii) **10 marks** assignments / projects / presentations etc.

*Class tests / Critical Essays / Article Reviews / Open Book Tests / Quizzes etc.

Question paper pattern for the Semester End Examination and Rubrics for the Projects/ assignments / presentation shall be decided by the respective Board of Studies

EXAMINATION SCHEME FOR PRACTICAL COURSES

Particulars	Percentage
End Semester Examination (Lab work / Viva-Voce /Project Evaluation / Reports / Machine Test etc.)	60%
Continuous Assessment (Mini Project / Case study / Field Visit (Report to be submitted and certified prior to Practical examination) / Class Presentations etc.)	40%

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 Internal Continuous Assessment and Semester End Examinations. The learner should also obtain a minimum of 40% marks (i.e. 16 out of 40 if the maximum marks allocated to Internal Continuous Assessment is 40) out of the total marks allotted to the Internal Continuous Assessment and a minimum of 40% marks out of the total marks allotted to the Semester End Examination (i.e. 24 out of 60 if the maximum marks allocated to the Semester End examination is 60) separately, to pass the course and a minimum of Grade P, 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 Internal Continuous Assessment component or only Semester End Exam component.

IV. a.(ii) UNDERGRADUATE PROGRAMS for batches admitted prior to NEP implemented i.e. in Second and Third Year of the program

Max. marks allocated to a course	Total max. marks for Semester End Examination	Total max. marks for Continuous Assessment
100 marks	75 marks (Exam duration – Two and a half Hours)	# 25 marks

Two sub components –

- i) **10 marks** (two tests* of 10 marks each to be conducted at different instants of time and average of two will be considered)
- ii) **15 marks** assignments / projects / presentations etc.

*Class tests / Critical Essays / Article Reviews / Open Book Tests / Quizzes etc.

Question paper pattern for the Semester End Examination and Rubrics for the Projects/ assignments / presentation shall be decided by the respective Board of Studies

EXAMINATION SCHEME FOR PRACTICAL COURSES

Particulars	Percentage
End Semester Examination (External Viva-Voce/Project Evaluation/Reports etc.)	75 %
Continuous Assessment (Case study / Field Visit/ Class Presentations /Test etc.)	25 %

For BA (FT&NMP) program for batches Second and Third Years

Max. marks allocated to a course	Total max. marks for Semester End Examination	Total max. marks for Continuous Assessment
100 marks	60 marks (Exam duration – Two Hours)	# 40 marks

Three sub components –

i) **10 marks + 10marks** (three tests* for 10 marks each to be conducted at different instants of time amongst which best two out of three will be considered)

ii) **20 marks** assignments / projects / presentations etc.

*Class tests / Critical Essays / Article Reviews / Open Book Tests / Quizzes etc.

Question paper pattern for the Semester End Examination and Rubrics for the Projects/ assignments / presentation shall be decided by the respective Board of Studies

EXAMINATION SCHEME FOR PRACTICAL COURSES for BA (FT&NMP)

Particulars	Percentage
End Semester Examination (External Viva-Voce/Project Evaluation/Reports/Screenings etc.)	60
Continuous Assessment (Case study / Field Visit/ Class Presentations /Test/Screening etc.)	40

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 Internal Continuous Assessment and Semester End Examinations. The learner should also obtain a minimum of 40% marks (e.g.: i.e. 10 out of 25 if the maximum marks allocated to Internal Continuous Assessment is 25) out of the total marks allotted to the Internal Continuous Assessment and a minimum of 40% marks out of the total marks allotted to the Semester End Examination (e.g.: 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 P, 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 Internal Continuous Assessment component or only Semester End Exam component.

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

Courses with Projects (Third Year):

A Semester End Examination of 100%, as a presentation along with a dissertation, followed by viva-voce examined by a panel of examiners. (There should be one Internal and one External Examiner for each practical examination. The average marks awarded by both the examiners will be considered as the final marks).

Guidelines for Re-examinations on non-fulfilment of Passing Criteria (applicable to all batches effective from Academic Year 2024-2025 onwards irrespective of the year of admission)

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 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 learner 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 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 Student Portal.
3. In order to receive the certificate / diploma / degree, the learner will have to pass in all the examinations of the required number of year/s (level/s) of the respective program, within the validity period as per rules and exit policy under NEP 2020.

PROGRESSION RULES (applicable to all batches effective from Academic Year 2024-2025 onwards irrespective of the year of admission)

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 grade cards of VI shall be kept on hold until the learner successfully passes each of the previous semesters and the final semester.
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 of the program 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 (i.e. odd semester re-examination after the results declaration of odd semester regular examination and even semester re-examination after the result declaration of even semester regular examinations).
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 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 student portal.
5. A learner who has failed in one or more subjects, 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 not be permitted to apply for admission and to continue 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. They will appear for the re-examination to be 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 subject to the validity of the program.

IV.b.(i) POSTGRADUATE PROGRAMS for batches admitted under autonomy and NEP 2020 i.e. First Year onwards, progressively

The performance of the learner will be evaluated in two components. The first component will be an Internal Continuous Assessment with a weightage of 40% of total marks per course. The second component will be a Semester End Examination with a weightage of 60% of the total marks per course. The allocation of marks and other details for the Internal Continuous Assessment and Semester End Examinations is as indicated below in tabular form:

Credits assigned	Max. marks allocated to a course	Total max. marks for Semester End Examination	Total max. marks for Continuous Assessment
03 / 04 credit course	100 marks	60 marks (Exam duration – Two Hours)	# 40 marks
02 credit course	50 marks	30 marks (Exam duration – One Hour)	## 20 marks:

Three sub components –

- i) **10 marks + 10marks** (three tests* for 10 marks each to be conducted at different instants of time amongst which best two out of three will be considered)

ii) **20 marks** assignments / projects / presentations etc.

Two sub components-

i) **10 marks** (two tests* of 10 marks each to be conducted at different instants of time and average of two will be considered)

ii) **10 marks** assignments / projects / presentations etc.

*Class tests / Critical Essays / Article Reviews / Open Book Tests / Quizzes etc.

Question paper pattern for the Semester End Examination and Rubrics for the Projects/ assignments / presentation shall be decided by the respective Board of Studies

Courses with a Practical component

Components	Particulars	percentage
Continuous Assessment	Case study / Field Visit/ Class Presentations /Internships etc.	40
Semester End Examination	Dissertation based Viva voce examination	60

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

Passing Standards

- a) 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 also obtain a minimum of 40% marks (i.e.16 out of 40, if the maximum marks allocated to Continuous Assessment is 40) 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. 24 out of 60 if the maximum marks allocated to the Semester End examination is 60) separately, to pass the course and a minimum of Grade P, wherever applicable, to pass a particular semester.
- b) 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.

IV.b.(ii) POSTGRADUATE PROGRAMS for Second Year in academic year 2024 - 2025

The performance of the learner will be evaluated in two components. The first component will be an Internal Continuous Assessment with a weightage of 50% of total marks per course. The second component will be a Semester End Examination with a weightage of 50% of the total marks per course. The allocation of marks and other details for the Internal Continuous Assessment and Semester End Examinations is as indicated below in tabular form:

Credits assigned	Max. marks allocated to a course	Total max. marks for Semester End Examination	Total max. marks for Internal Continuous Assessment
02/ 04 credit course	100 marks	50 marks (Exam duration – Two Hours)	# 50 marks
02 credit course	50 marks	25 marks (Exam duration – One Hour)	## 25 marks:

Three sub components –

i) **10 marks + 10marks** (three tests* for 10 marks each to be conducted at different instants of time amongst which best two out of three will be considered)

ii) **30 marks** assignments / projects / presentations etc.

Two sub components-

i) **10 marks** (two tests* of 10 marks each to be conducted at different instants of time and average of two will be considered)

ii) **15 marks** assignments / projects / presentations etc.

*Class tests / Critical Essays / Article Reviews / Open Book Tests / Quizzes etc.

Question paper pattern for the Semester End Examination and Rubrics for the Projects/ assignments / presentation shall be decided by the respective Board of Studies

Courses with a Practical component

Components	Particulars	percentage
Continuous Assessment	Case study / Field Visit/ Class /Report writing/Presentations /Internships	50
Semester End Examination	Dissertation based Viva voce examination	50

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

Rubrics for the Projects/ assignments / presentation shall be decided by the respective Board of Studies

Passing Standards

a) 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 also obtain a minimum of 40% marks (i.e. 20 out of 50, if the maximum marks allocated to Continuous Assessment is 50) 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. 20 out of 50 if the maximum marks allocated to the Semester end examination is 50) separately, to pass the course and a minimum of Grade P, wherever applicable, to pass a particular semester.

- b) 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.

PROGRESSION RULES FOR POST-GRADUATE PROGRAMMES - (applicable to all batches effective from Academic Year 2024-2025 onwards irrespective of the year of admission)

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. The grade cards of Semester IV shall be kept on hold until the learner successfully passes each of the previous semesters and the final semester.
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 second year of the program 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 (i.e. odd semester re-examination after the results declaration of odd semester regular examination and even semester re-examination after the result declaration of even semester regular examinations).
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 along with the payment of prescribed fee before the designated date is a precondition 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 student portal.
5. A learner who has failed in one or more subjects, 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 not be permitted to apply for admission and to continue 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. They will appear for the re-examination to be 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 subject to the validity of the program.

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 also.

Guidelines for Re-examinations on 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 learner 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 diploma / degree, the learner will have to pass in all the examinations of the required number of year/s (level/s) of the respective program, within the validity period as per rules and exit policy under NEP 2020.

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.

Usha Pravin Gandhi College of Arts, Science & Commerce 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 2024-2025 and onwards for all programs and batches, irrespective of the year of admission.

V. SCHEME FOR GRACING

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 learner passes the entire examination of semester after giving benefit of grace marks.

A. Learners 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 Home Guards and have satisfactorily completed the Home Guard training programme during the academic year as certified by the Principal of the College.

OR

b) 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 types of projects which is forwarded by the N.S.S. Programme Co-ordinator and certified by the Principal of the college.

OR

c) 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

d) 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

e) 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

- f) 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 learners.
- 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.

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

- a) A learner 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.

VI) 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).

GRADING SYSTEM			
Percentage of Marks Obtained	Grade Point	Letter Grade	Performance
90 -100	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
40-49.99	4	P	Pass
Below 40	0	F	Fail
Absent	--	AB	Absent

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.

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

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.

VII) 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 assessment 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 **Student 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 learner in the paper shall be treated as null and void, and the marks obtained by the learner 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 learner 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 learner 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 learner 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 learner 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.

VIII) 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.

IX. 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	5 years as per NEP 2020 guidelines
2	Undergraduate Programs	3 / 4 years	7 years as per NEP 2020 guidelines

X. a) UNFAIR MEANS RESORTED TO BY THE LEARNERS / PERSONS INVOLVED IN THE EXAMINATION RELATED ACTIVITIES

1. 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.

2. Competent Authority

The Principal of the College shall be the competent authority to take appropriate disciplinary action against the learners using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College.

3. Definitions-Unless the context otherwise requires:

- (a) "Learner" means and includes a person who is enrolled as such by the College for receiving instructions qualifying for any degree, diploma or certificate awarded by the College/University. It includes ex-learner and learner registered as learner (examinee) for any of the degree, diploma or certificate examination.
- (b) "Unfair means" includes one or more of the following acts or omissions on part of learner/s during the examination period:
 - a. Possessing unfair means material and/ or copying there from
 - b. Possession of any form of electronic devices in the Examination hall
 - c. Transcribing any unauthorized material or any other use thereof

- d. Intimidating or using obscene language or threatening or use of violence against the invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the Examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
- e. Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
- f. Mutual/Mass copying
- g. Smuggling out, either blank or written, or smuggling in of answerbooks as copying material.
- h. Smuggling in blank or written answerbook and forging signature of the Junior Supervisor thereon.
- i. Interfering with or counterfeiting of College seal, or answerbooks or office stationery used in the examinations.
- j. Insertion of currency notes in the answerbook or attempting to bribe any of the persons connected with conduct of examinations or making a request to the examiner in the answerbook.
- k. Impersonation at the College examination.
- l. Revealing identity in any form in the answer written or in any other part of the answerbook by the learner at the College examination.

Or any other similar act/s and/or omission/s which, may be considered as unfair means by the competent authority.

- (c) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.
- (d) "Unfair means material" means and includes any material whatsoever, related to the course of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the learner (examinee) or on wood or other material, in any manner or in the form of a chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- (e) "Possession of unfair means material by a learner" means a learner having any unauthorized material on his/ her person or desk or chair or table or at any place within his/ her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- (f) "Learner found in possession" means a learner, reported in writing, as having been found in possession of unfair means material by the Junior Supervisor, Senior Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the learner or by any other persons acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Senior Supervisor or Examination Convener / Co-Convener or any other

authorised person, to the Controller of Examinations/ Principal or any officer authorised in this behalf.

- (g) "Material related to the course of examination" means and includes, if the material is produced as evidence, any material certified as related to the course of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the course of the examination.
 - (h) "Examination Convener/Co-Convener" means the person as designated for the College Examination & Evaluation Committee (EEC), where the concerned examination is being conducted.
4. During the examination, the examinees and other learners shall be under the disciplinary control of the EEC Convener/ Jt. Convener.
5. The EEC Convener/ Co-Convener of the College shall, in the case of unfair means, follow the Procedure as under:
- (i) The learner shall be called upon to surrender to the EEC Convener/ Co-Convener, the unfair means material found in his or her possession, if any, and his/her answer-book.
 - (ii) The signature of the learner concerned shall be obtained on the relevant materials, all written pages of the answer book with date and time and list thereon. The Senior Supervisor concerned and the EEC Convener/Co-Convener shall also counter sign on all the relevant materials, all written pages of the answer book and documents with date and time in the report submitted by the Junior Supervisor.
 - (iii) The statement of the learner and his/her undertaking in the prescribed format (Appendix 4 & 5) and statement of the Junior Supervisor and Senior Supervisor concerned shall be recorded in writing by the EEC Convener/ Co-Convener in the format given in Appendix 3. If the learner refuses to make a statement or to give an undertaking, the Senior Supervisor concerned and EEC Convener/ Co-Convener shall record the series of events accordingly under their signatures.
 - (iv) In accordance with the report of the EEC Convener/ Co-Convener, the Chief Controller of Examination of the College shall take one or more of the following decisions depending upon seriousness/gravity of the case:
 - a. In the case of impersonation or violence, expel the concerned learner from the examination and not allow him/ her to appear for the rest of the examinations.
 - b. Obtain an undertaking from the learner to the effect that the decision of the competent authority concerned in his/ her case shall be final and binding and allow him/her to continue with his/ her examination.
 - c. May report the case to the Police Station concerned as per the provisions of Maharashtra Act No. XXXI 1982, an Act to provide for preventing mal-practices at College, University, Board and other specified examinations.
 - d. Confiscate his/her answer-book, mark it as "suspected unfair means case" and issue him/her fresh answer-book duly marked.

- i. All the materials and list of materials mentioned in sub-clause (i) and the undertaking with the statement of the learner and that of the Junior Supervisor as mentioned in clause nos. (ii) and (iii) and the answer-book/s (old and new) shall be forwarded by the Examination Convener, along with his/her report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected unfair means case".
- ii. In case of unfair means of oral type, the Junior Supervisor and the Senior Supervisor or the authorised person concerned shall record the facts in writing and shall report the same to the Controller of Examinations through the EEC Convener/Jt. Convener.

6. **Procedure to be followed by the Examiner during Assessment**

If the examiner, at the time of assessment of the answer book/s, suspects that there is prima-facie evidence that the learner/s whose answer-book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/ her report, along-with the evidence, to the Controller of Examinations with his/ her opinion in a separate sealed and confidential envelope marked "Suspected unfair means case".

7. Case of unfair means having prima-facie evidence, as reported by the EEC Convener/ Jt. Convener, Examiners, Moderators or any other source shall be inquired into by the Unfair Means Inquiry Committee appointed by the Principal.
8. The examination results of the learner/s concerned involved in such cases shall be held in reserve till the final decision in the matter is taken and the concerned learner/s shall be informed accordingly.

9. **Appointment of Unfair Means Inquiry Committee**

- i. For the purpose of investigating unfair means resorted to by learners at the college examination, the Principal shall appoint a committee constituted as follows:
 - a) Vice Principal - for a tenure of three years(Chairperson)
 - b) Three senior teachers (other than the Vice Principals)
 - c) One Evaluation Expert to be nominated by the Governing Body, for a tenure of three years
 - d) The Controller of Examinations shall be the **Presenting officer** of the said committee.

The term of the committee shall be for three years commencing from **June** and the term of the members shall expire on the expiry of the said period of three years irrespective of the date on which a member has entered upon his office.

- ii. The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to competent authority concerned which will issue formal orders with regard to the penal action to be taken against the learner/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the implicated learner concerned in his/ her defence and that the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

10. Procedure of the Committee should be as under:

- i. The Controller of Examinations shall inform the learner concerned in writing of the act of unfair means alleged to have been committed by him/ her, and shall ask him/ her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice not be imposed.
- ii. The learner may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with a written reply/ explanation to the show cause notice served on him/ her therein. The learner himself/ herself only shall present his/her case before the Committee.
- iii. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the learner should be shown to him/ her by the Inquiry Committee, if the learner presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the learner.
- iv. Reasonable opportunity, including oral hearing, shall be given to the learner in his/ her defence before the Committee. The reply/explanation given by the learner to the show cause notice shall be considered by the Committee before making the final recommendation in the case.
- v. The Committee should follow the above procedure in the spirit of the principle of natural justice.
- vi. After serving a show cause notice, if the implicated learner fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the learner may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances if the learner concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence / documents, which shall be binding on the learner concerned.
- vii. The Committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted or otherwise.

11. Punishment

The Competent Authority concerned i.e. the Principal, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the learner benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose anyone or more of the following punishments on the learner/s found guilty of using unfair means:

- a) Annulment of performance of the learner in full (complete examination of the particular semester) in the examination he/she has appeared for.
- b) Debarring the learner from appearing for any examination of the College for a stipulated period not exceeding five years.
- c) Debarring the learner from taking admission for any course in the College for a stipulated period not exceeding five years.
- d) Cancellation of the College Scholarship/s or award/s or prize/s or medal/s etc. awarded to him/her in that examination.
- e) In addition to the above mentioned punishment, the competent authority may impose a fine on the learner declared guilty. If the learner concerned fails to pay the fine within a

stipulated period, the competent authority may impose on such a learner additional punishment / penalty as it may deem fit.

- f) As far as possible the quantum of punishment should be as prescribed (category- wise) in the table below as Appendix A
- g) The learner concerned must be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised to do so on his/her behalf.

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 *
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.	Answer book or supplementary sheet	Exclusion of the learner from the College

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
	outside the examination hall or any other insertion in the answer book	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 learner 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.

Appendix 1

**SVKM'S
Usha Pravin Gandhi College of Arts, Science & Commerce (Autonomous)**

To,
The Controller of Examinations

Course: Undertaking for not possessing Identity Card

Sir/Madam,

I, _____ learner of _____ (programme) of Semester _____,

hereby state that I have not brought my Identity card today. I, hereby request you to allow me to appear for today's examination. I, promise you that I shall be producing my Identity card during my next examination scheduled on _____.

I, hereby undertake that if I am unable to produce the same on the above mentioned date, I may not be allowed to appear for the examination and my appearance at this examination shall be nullified.

Name & Signature of the learner _____

SAP No.: _____

Roll No.: _____

Date: _____

SVKM'S
Usha Pravin Gandhi College of Arts, Science & Commerce (Autonomous)

UPGC/EXAM/ /20__

Date: _____

To,
Dr./Ms./Mr. _____

Dear Sir/Madam,

We have received the report that the learner was found with a Mobile phone/Smart watch/ printed pages/ book/ writing pad/ calculator/ other material during the examination of the course _____ for the program _____.

The confiscated material, as mentioned above, along with answer book of the learner and the question paper of the related course is enclosed for your reference.

Kindly let us know whether:

1. The said material contains the copying material related to the course of the examination.
2. The learner has similarity in answers with that in the said material in his/her answer book.

Controller of Examination

COMMENTS BY THE FACULTY AS REGARDS ABOVE POINTS:

1. _____

2. _____

Signature of the faculty with date

SVKM'S
Usha Pravin Gandhi College of Arts, Science & Commerce (Autonomous)

Report of Adoption of Unfair Means to be filled by Jr. / Sr. Supervisor / Examination & Evaluation Committee Convener / Jt. Convener

Room/Block No. _____
 Programme: _____
 Course: _____
 Date & Time of Exam: _____

To
 The Controller of Examinations

Sir/Madam,
 I, the undersigned Junior Supervisor, appointed in the above mentioned room, at the (Regular/ATKT) Semester _____ Examination held for the course _____, under the Program _____, am hereby making a report against the learner, Shri. /Kum. _____ SAP No. _____ Roll No. _____ as follows:

(Fill appropriate blanks and put a '--' in the place which is not relevant. Add additional sheet/s if required)

1. *Material found: _____

What time was it found? _____

* Where was it found? (Exact location to be reported):

(In case of mobile phone, smart watch, please mention the make of the phone and whether it was in 'on or off' mode; In case of chits, please mention the number of pages found, whether the chits were handwritten or printed and on one side or both the sides of the paper/s; In case the learner was found with some writing on his/her body part, mention the details in point number 3 below)

*Was the learner found copying from the material in his/her possession?

2. *Was the learner talking during the examination? Yes / No (Tick the appropriate answer)

*Name and Learner Number of the other learner with whom s/he was talking to

*Was the learner found copying from the other learner?

3. Any other matter to report:

Yours faithfully,
Junior Supervisor

Name of the Junior Supervisor: _____

Mobile number _____

Address of the Junior Supervisor:

Senior Supervisor

Name of the Senior Supervisor: _____

Mobile number _____

On the basis of the report made by the Junior Supervisor, I am of the opinion that there is a prima-facie case of Unfair Means resorted to, by the aforesaid Learner-Name _____
SAP Number _____, Roll Number _____, and therefore, the case is being forwarded for further investigation.

Signature of Examination & Evaluation Committee Convener /Joint Convener

Name: _____

Date: _____

(Forwarded to the Office of Controller of Examinations)

College stamp:

SVKM'S
Usha Pravin Gandhi College of Arts, Science & Commerce (Autonomous)

Statement of the Learner who is alleged to have used Unfair Means at the College Examination

Name of the Learner: _____ SAP Number _____ Roll Number _____

Address of the Learner:

Mobile Number _____

Programme _____ Semester _____

Academic Year _____

Course Name: _____

To
The Controller of Examinations
Sir/ Madam,

I have appeared for the above examination held on (date) _____ for
Regular/ATKT (strike off which is not applicable) examination, in _____
(Room Number), in the Morning / Evening Session.

I give below my statement:

Place: _____ Date: _____ Time: _____

Signature of the Learner: _____

Appendix 5

**SVKM'S
Usha Pravin Gandhi College of Arts, Science & Commerce (Autonomous)**

FORM OF UNDERTAKING

Full Name of the Learner: _____

Permanent / Local Address:

Mobile Number _____

To
The Controller of Examinations

Sir / Madam,

I, the undersigned, learner of _____ (Program Name and Semester),
appearing for _____ (Regular/ATKT) Examination do hereby state, on solemn
affirmation as under:

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

That inspite of the registration of a case of Unfair Means against me, I request the College
authorities to allow me to appear in the examination of the present course and the examination to
be conducted subsequently and / or at the College Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be
provisional, and course to the decision of the College Authorities in the matter of disposal of the
case of alleged use of unfair means referred to above.

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

In witness whereof, I set my hand to this undertaking.

Signature of the Learner
Before me (with date)

Officer In-Charge of the Examination
and Rubber Stamp of the College

SVKM'S
Usha Pravin Gandhi College of Arts, Science & Commerce (Autonomous)

To
The Controller of Examinations

Dear Sir/Madam,

Re: Appointment of scribe

I request you to approve the appointment of the following person as scribe as per the details given below. The required medical certificate is enclosed for your ready reference.

Details of the learner:

1. Name of the learner:
2. SAP Number: Roll Number:
3. Programme/ Semester
4. Course/s for which scribe is required
5. Date of the Examination

Details of the Scribe:

- Name of the scribe:
- Educational Qualification (with proof):
- Address and contact number

Signature of the Learner:

Date:

Place:

SVKM's
Usha Pravin Gandhi College of Arts, Science & Commerce (Autonomous)

Moderation Feedback

PROGRAM NAME: _____

EXAM MONTH & YEAR: _____ **SEMESTER:** _____

COURSE: _____

SEMESTER END REGULAR EXAM / RE- EXAM: _____

NUMBER OF ANSWER BOOKS MODERATED: _____

- i) Any major discrepancy in the evaluation of answer books:

- ii) Comments on the performance of the examiner who has assessed the answer books:

- iii) Comments on the performance of the learners in general:

- iv) Observed unevaluated answers / totaling mistakes if any by the examiner.
(Cases to be specifically reported)

- v) Any other lapse/s observed in respect of evaluation during the moderation.
(Cases to be specifically reported)

Signature with Date: _____

Name of the Moderator: _____

Contact Number: _____

Alternative contact Number: _____

E-mail ID _____

PAN Number _____

Residential Address: _____

College/Institute/ Name: _____