S. P. MANDALI's

RAMNARAIN RUIA AUTONOMOUS COLLEGE

EXAMINATION AND RESULT DECLARATION POLICY

Name of the organization: S P Mandali's Ramnarain Ruia Autonomous College

Policy Number: RRAC-Acad P-2

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Title of the Policy: Examination and Result Declaration Policy

Effective Date: 2017-18

Last Revision Date: 20th May 2021

Responsible Party:

Principal, Management, IQAC, Examination Coordinator, Dean Academic affairs

Scope and Audience: Students, Administrative staff and Faculty

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1. Policy Purpose and objectives:

The purpose of this policy is to provide a clear, consistent, and comprehensive framework for the conduct of examinations and the declaration of results at S P Mandali's Ramnarain Ruia Autonomous College. This policy aims to ensure fairness, transparency, and academic integrity in the assessment process, thereby supporting the College's commitment to high academic standards and continuous improvement. It outlines the procedures for internal and external assessments, the responsibilities of faculty and students, and the criteria for evaluation, grading, and revaluation, ensuring that all stakeholders are well-informed of their roles and expectations.

Objectives:

1. To inform students, Faculty the rules, structure and pattern of various examinations like CIAs and Semester Examination and Practical Examinations and the declaration of results thereafter.
2. To facilitate Effective Administration and to ensure Accuracy in Evaluation
3. To facilitate the timely release of examination results to candidates and provide mechanisms for seeking clarification or feedback on their performance.

2. Introduction:

S P Mandali's Ramnarain Ruia Autonomous College is dedicated to maintaining the highest standards of academic excellence. A key component of achieving this goal is the establishment of a robust and transparent policy for the conduct of examinations and the declaration of results. This policy document serves as a guide for students, faculty, and administrative staff, outlining the procedures and regulations that govern the assessment process.

The examination and result declaration policy is designed to ensure that all evaluations are conducted in a fair, consistent, and unbiased manner. It provides a detailed framework for continuous internal assessment (CIA) and semester-end examinations (SEE), the grading system, the norms for awarding grace marks, and the process for revaluation of answer books.

By adhering to this policy, the College aims to uphold academic integrity and ensure that the assessment outcomes accurately reflect the students' academic performance. This policy is aligned with the rules and regulations set forth by the University of Mumbai and incorporates best practices in academic assessment and result management.

3. Policy Statement:

S P Mandali's Ramnarain Ruia Autonomous College is committed to maintaining a fair, transparent, and rigorous examination and result declaration process. This policy outlines the procedures and standards for continuous internal assessment (CIA) and semester-end examinations (SEE) across all undergraduate and specified postgraduate programs.

The College ensures that all students are evaluated consistently and impartially, with a clear emphasis on academic integrity and excellence. This policy covers the certification of practical journals, attendance requirements, the criteria for passing practical courses, and the procedures for handling absences during examinations.

Additionally, the policy includes norms for awarding grace marks, the grading system, and the protocol for revaluation of answer books. By adhering to these guidelines, the College guarantees that the assessment and result declaration processes are in alignment with the academic standards and regulations of the University of Mumbai.

This policy serves as a critical document for students, faculty, and administrative staff, providing a comprehensive framework to support the College's mission of fostering an environment of high academic standards and ensuring the accurate and timely declaration of examination results.

4. Definitions:

☐ **Continuous Internal Assessment (CIA):** An ongoing evaluation method that accounts for 40% of the total marks for all undergraduate programs and some postgraduate programs. CIA includes marks for journal work and experimental work.

☐ **Semester End Examination (SEE):** A final evaluation method conducted at the end of each semester, accounting for 60% of the total marks.

☐ **Practical Journal:** A record of all practical experiments conducted by a student, which must be certified by the Faculty In-charge and the Head of the Department. A minimum of 75% attendance is mandatory for certification.

☐ **Attendance Requirement:** The minimum percentage of classes or practical sessions a student must attend to be eligible to appear for examinations.

☐ **Grace Marks:** Additional marks awarded to students under specific conditions, such as for passing a course or for extracurricular achievements like sports, NCC, NSS, or cultural activities.

☐ **Allowed to Keep Terms (ATKT):** A provision that allows students to proceed to the next semester even if they have failed in a limited number of courses, with the condition that they clear the failed courses in subsequent examinations.

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 Semester Grade Point Average (SGPA): A measure of a student's academic performance in a semester, calculated based on the grades obtained in all courses taken during that semester.

 Cumulative Grade Point Average (CGPA): A measure of a student's overall academic performance across all semesters, calculated based on the grades obtained in all courses taken during the entire program.

 Revaluation: A process by which a student can request a re-assessment of their answer script if they are dissatisfied with the marks awarded. If the revaluation reveals a significant difference in marks, the final score is adjusted accordingly.

 University of Mumbai: The affiliating university whose regulations and guidelines are followed by the college for examination and result declaration processes.

 Practical Examination: An assessment of a student's practical skills and knowledge, conducted during the semester and at the end of the semester.

 Journal Certification: The process by which the Faculty In-charge and the Head of the Department approve the practical journals, which is a prerequisite for students to appear for practical examinations.

5. Procedure:

2.1 For the students admitted to various programs under NEP2020 will have the following Examination Structure.

Section I:

Pattern of evaluation:

CIA

Patterns of evaluation can include objective question tests and/ or assessment based on a submission- Assignment/ Case study/ Role play/ Presentation/ Long answer/ Creation of mind map/ Model/ Poster/ Report writing/any other approved by Head of the department. Details of this assessment and its rubrics should be conveyed to the students in advance.

SEE

SEE should be conducted as a written examination at the end of the semester. Question papers will be set unit wise as per the syllabus for that course. Examination question paper pattern will be decided by the faculty of the subject and will be approved by the respective Board of Studies.

Scheme of Evaluation:

The scheme of evaluation consists of Continuous Internal Assessment and Semester End Examination.

1. **Continuous Internal Assessment (40%) (CIA)**

1.1 There will be no retests for the CIAs.

1.2 A special CIA can be held by the departments, on instructions from the Principal, under the following conditions/circumstances:

1.2.2 If the Principal allows a student to represent the College or to participate in an academic / cultural / sports event and this causes the student to miss a CIA Test (of one or more courses)

1.2.3 If, prior to or during a CIA, a student experiences a serious illness, the same is supported by medical papers from an authorised medical expert and have been submitted to the College within two days & been verified by the College.

1.2.4 In case of a bereavement caused by a 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. **Semester End Examination** (60%) (SEE)**:**

Following is the evaluation pattern for Semester End Examination according to NEP for First Year and Second Year (UG) students applicable from 2023-24.

Table No.: 1

SUBJECT	ARTS					
	TOTAL MARKS	INTERNAL	EXTERNAL	PASSING MARKS		Duration (External Exam)
				INTERNAL	EXTERNAL	Hours
DSC Sub. 1	100	40	60	16	24	2.0
DSC Sub. 2	100	40	60	16	24	2.0
VSC	50	20	30	08	12	1.0
SEC	50	20	30	08	12	1.0
GE 1	50	20	30	08	12	1.0
GE 2	50	20	30	08	12	1.0
AEC	50	20	30	08	12	1.0
VEC	50	20	30	08	12	1.0
IKS	50	NA	50	NA	20	1.0

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Table No.: 2

SUBJECT	SCIENCE					Duration (External Exam)
	TOTAL MARKS	INTERNAL	EXTERNAL	PASSING MARKS		
				INTERNAL	EXTERNAL	Hrs.
DSC Sub. 1	75	30	45	12	18	1.30
DSC Sub. 1 PRACTICAL	25	-	25	-	20	-
DSC Sub. 2	75	30	45	12	18	1.30
DSC Sub. 2 PRACTICAL	25	-	25	-	10	
VSC THEORY	25	10	15	04	06	0.30
VSC PRACTICAL	25	-	25	-	10	
SEC THEORY	25	10	15	04	06	0.30
SEC PRACTICAL	25	-	25	-	10	
GE 1	50	20	30	08	12	1.0
GE 2	50	20	30	08	12	1.0
AEC	50	20	30	08	12	1.0
VEC	50	20	30	08	12	1.0
IKS	50	NA	50	NA	20	1.15

2.1 If a student fails to score minimum qualifying marks in both CIA and SEE the student will have to appear for the Repeat Examination in the subsequent semester.

2.2 Students will be allowed to appear for the Repeat Examination for a maximum of three turns under the same syllabus.

2.3 The students will have to appear under the then prevalent syllabus for the said subject after completion of three turns of Repeat Examination.

3. ADDITIONAL EXAMINATION:

3.1 Additional Examination for Semester End Examination will be conducted only for students who have appeared for the CIAs and not for the SEE. This

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is applicable under the following circumstances:

3.1.1 If the Principal allows a student to represent the College or to participate in an academic / cultural / sports event that is held during the Semester End Examination. The intimation for the same shall be given prior to the examination through the person in- charge.

3.1.2 If a student experiences a serious illness, the same is supported by medical papers from an authorised medical expert and have been submitted to the College within two days & been verified and accepted by the College.

3.1.3 In case of a bereavement caused by a 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).

3.1.3 Additional examination will be conducted after the completion of Semester End Examination. Students will have to submit a separate application for the same.

3.1.4. Students who do not register for the Additional Examination within the stipulated period will not be permitted to appear for the concerned examination(s).

4. PRACTICAL EXAMINATION:

4.1. The Practical Component for every course will be for 25 marks

4.2. All practical journals will have to be certified by the Faculty In-charge and Head of the Department. Students without certified journals will not be allowed to appear for practical examinations

4.3. Students are required to get 40% of the total marks for that practical course for passing.

5. EVALUATION OF PRACTICAL EXAMINATION:

5.1. CIA for practical will be conducted during the semester by the faculty in-charge. The parameter for such an evaluation shall be informed to the students at the beginning of the semester.

6. NORMS FOR GRACE MARKS:

6.1. Grace marks for passing: Up to a maximum 1% of the Grand Total per semester

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can be added to any Course(s) to fulfil the passing norms.

6.2. Marks for Award of Class: Up to 1% will be added to the Grand Total to obtain distinction provided the student has not obtained grace marks for passing in any Course. (Note: this applies only to the final Consolidated Mark sheet).

6.3. There are no Grace Marks awarded for the ATKT Examination.

7. GRADING SYSTEM:

7.1. RESULTS

7.1.1 A 10-Point Grade System is adopted – it involves calculations for a Semester Grade Point Average (SGPA) and the final Cumulative Grade Point Average (CGPA).

7.1.1 Mark sheets are issued per Semester & per Additional Examination.

Semester GPA/Program CGPA Semester/Program	% of Marks	Alpha-Sign/ Letter Grade Results
9.0 - 10.0	90.0 - 100.0	O (Outstanding)
8.0 - < 9.0	80.0 - < 90.0	A+ (Excellent)
7.0 - < 8.0	70.0 - < 80.0	A (Very Good)
6.0 - < 7.0	60.0 - < 70.0	B+ (Good)
5.50 - < 6.0	55.0 - < 60.0	B (Above Average)
5.0 - < 5.50	50.0 - < 55.0	C (Average)
4.0 - < 5.0	40.0 - < 50.0	P (Pass)
Below 4.0	Below 40.0	F (Fail)
Ab (Absent)	-	Absent

8. RESULTS FOR PROGRESSION:

8.1 As per the new pattern of NEP, the students with a maximum of 3F per semester and 6F per year are eligible for progression. However, the clause of 3Fs is not applicable to Discipline Specific Course (DSC). For DSC, only 1F is allowed per year.

8.2 Those students who fail in Courses more than that mentioned above, will be declared fail for that year

9. RULES AND PROCEDURE FOR THE REVALUATION OF THE ANSWER BOOKS:

9.1 A student who is not satisfied with the evaluation of his / her paper in any Course, can apply (by the date notified on the Examination Notice Board), for a photo-copy and / or a re-evaluation of the answer paper.

9.2 If the re-evaluation reveals a (+ / -) 10% or greater difference, an average of the original evaluation and of the re-evaluation will be calculated and awarded as a final score.

9.3 If the re-evaluation reveals a less than (+ / -) 10% then the original marks will be retained.

This revaluation facility will be applicable for Semester End Examination only. Under these rules the revaluation of answer books shall not be permitted in respect of the marks awarded to the scripts of practical examination or internal assessment.

9.4 Error(s) in the mark-sheet (i.e., change in name, marks, SGPA, CGPA) have to be brought to the notice of the examination cell via the Principal / Vice-Principal within 30 days of the distribution of the mark-sheets.

9.5 No changes in the mark sheet will be entertained after the lapse of these 30 days. Students are requested to collect mark sheets within 30 days after distribution of mark sheets, otherwise a penalty will be levied.

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

Section II:

For the students admitted to various programs before the implementation of NEP2020 will have the following Examination Structure. (Theory and Practical Examinations)

1. **Scheme of Evaluations**
   1.1 Continuous Internal Assessment (40%) (CIA)
   1.2 Semester End Examination (60%)(SEE)
   1.1 Continuous Internal Assessment (40%)
   1.1.1 Two CIA per Semester of 20 marks each
   1.1.2 There will be no retests for the CIAs.
   1.1.3 A **special CIA** can be held by the departments, on instructions from the principal, under the following conditions:

1.1.3.1 If the Principal allows a student to represent the College or to participate in an academic / cultural / sports event and this causes the student to miss a CIA Test (of one or more courses)

1.1.3.2 If, just prior to or during a CIA, a student is stricken by a serious illness, the medical papers have been submitted to the College within two days & been verified by the College.

1.1.3.3 If there has been a bereavement (of an immediate family member) occurs. (Note: In this case the Death Certificate of the departed and the Parent's note will have to be given to the College within 2 days of returning to college).

2. **Semester End Examination (60 %)**

    2.1 Duration: 2 Hours for UG and 2.5 Hours for PG programmes

    2.2 The student shall obtain a minimum of 40% marks overall in each of the courses to pass. Maximum 40 marks for Internal class Test in which qualifying marks will be 16 and Maximum 60 marks for Semester End Exam in which qualifying marks will be 24.

    2.3 **For the B.Voc programme, it is mandatory for students to pass the skill components of both, the CIA as well as the SEE for all the courses**

3. If a student fails to score qualifying marks in both **(CIA and SEE)** the student will have to appear for the **ATKT 60 marks** paper in the subsequent semester and for the CIA marks obtained in the ongoing semester in that course**.**

4. Students will be allowed to appear for the ATKT examination for a maximum of three **turns** under the same syllabus. The students will have to appear under the new syllabus after completion of **three turns of ATKT** examination.

5. **Additional Examination for Semester End**

    An additional Semester End Examination of 60 marks will be held for any student who has appeared for the CIAs but not for the SEE, under the following circumstances:

    5.1 If the Principal allows a student to represent the College or to participate in an academic / cultural / sports event that is held during the Semester End Examination

    5.2 If a student is stricken by a serious illness, the medical papers submitted to the College within two days & these have been verified by the College.

    5.3 If there has been a bereavement of an immediate family member. (Note: In this case the Death Certificate of the departed and the Parent's note will have to be given to the College within 2 days of returning to College).

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5.4 Additional examination will be conducted after the completion of Semester End Examination

6. Rules of Evaluation for Semester end Examination

6.1 For FY & SY Courses, there will be a Single Evaluation with moderation as per norms below:

	No of papers moderated	Norm
1	5% moderation	Students failing by 10% of aggregate marks of that paper (18-23 marks for a 60 mark paper)
2	5% moderation	Students securing 60% and above of aggregate marks of that paper (36 and above marks for a 60 mark paper)
3	20% moderation	Students securing between 24-35 marks (for a 60 mark paper)

6.2 If the moderator finds a problem with the evaluation, the number of papers moderated can be increased, in consultation with the Principal. In case there is a change of more than 15% of total marks assigned to a paper, a blind moderation by a second moderator will be performed and these marks will be accepted as final marks

6.3 For TY & MSc Courses, there will be Double Blind Evaluation by an internal examiner and an external examiner. of the two scores shall be awarded to the student. If there is a change of more than 15% of the marks assigned to the paper in 30% or more of the total papers, a third blind evaluation will be done and these marks will be accepted as final marks

7. Practical Examinations:

7.1 Practical Component for every course will be for 50 marks and will include

  7.1.1 Continuous Internal Assessment (40% i.e 20 marks) for all UG programs and some PG programs

  7.1.2 CIA will include 5 marks for Journal & 15 marks for experimental work

  Semester End Examination (60% i.e 30 marks)

7.2 All practical journals will have to be certified by the Faculty In charge and Head of the Department, for which 75% attendance is mandatory. Students without certified journals will not be allowed to appear for practical examinations

7.3 A student will have to appear for practical for all the courses they have opted for

7.4 Student is required to get 40% of the total marks for that practical course, for passing i.e

  20 / 50

  40 / 100

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60 /150

7.5 If a student is absent in the Practical Examination, the student will appear for the practical examination along with the next batch of students appearing for the same**.**

 7.6 Evaluation for Practical Examination

7.6.1 CIA for practical will be conducted during the semester by the faculty in charge. Students may be informed in the beginning of the semester that they will be marked for their practical skills, any time during the course of the semester.

7.6.2 Semester end Practical Examination will be held at the end of the Semester and final marks of CIA & SEE will be submitted to the Examination section as a total.

8. **Norms for Grace marks:**

> **8.1 Grace marks for passing:** Up to a maximum 1% of the Grand Total per semester can be added to any Course(s) to fulfill the passing norms.
>
> **8.2 Marks for Award of Class:** Up to 1% will be added to the Grand Total to obtain distinction provided the student has not obtained grace marks for passing in any Course. (Note: this applies only to the final Consolidated Marksheet).
>
> **8.3** A student will be entitled for 10 Grace Marks, which will be added to his / her Even Semester Mark sheet in the academic year when he / she represented the College in sports, NCC , NSS or cultural activities and were among the winners (1st, 2nd or Runners-up) or have reached the quarter finals of any competition held by the University of Mumbai.
>
> **8.4** There are no Grace Marks awarded for the ATKT Examination.

9. Grading System

9.1 RESULTS

9.1.1 A **10-Point Grade System** is adopted – it involves calculations for a Semester Grade Point Average (SGPA) and the final Cumulative Grade Point Average (CGPA).

9.1.2 Mark sheets are issued per Semester & per Additional Examination.

9.1.3 Those students who do not register for the Additional Examination within the stipulated period will not be permitted to appear for the concerned examination(s).

9.1.4 Those students who fail in Courses adding up to 4F (not more than 2F in each semester) or less, in an academic year, will be **'Allowed to Keep Terms'** (ATKT) and appear for the ATKT Examination(s) in the subsequent Semester, for programmes where the **maximum total marks for the semester is 900 or less.**

9.1.5 Where the maximum total marks for the semester is above 900, ATKT will be permitted to students who fail in up to 6F (not more than 3F in each semester)

9.1.6 Those students who fail in Courses more than that mentioned above, will be declared fail for that year

9.1.7 For being eligible to take admission in Semester V, students should have cleared all four Semesters or should have cleared either Semesters I & II or Semesters III & IV completely and have ATKT in either the first year semesters or second year semesters

9.1.8The Semester VI results of any student will not be declared until that student has cleared all the Courses from Semesters I to V.

9.2 **Rules and Procedure for the Revaluation of the Answer –books**

9.2.1 A student who is not satisfied with the evaluation of his / her paper in any Course, can apply (by the date notified on the Examination Notice Board), for a photo-copy and / or a re-evaluation of the answer paper.

9.2.2 If the re-evaluation reveals a (+ / -) 10% or greater difference, an average of the first evaluation and of the re-evaluation will be the final score awarded.

9.2.3 If the re-evaluation reveals a less than (+ / -) 10% then the original marks will be retained. This revaluation facility shall be for **theory papers only** of all the Examinations.

Under these rules the revaluation of **answer books shall not be permitted** in respect of

> i) The marks awarded to the scripts of practical examination /sessional work/ project work /dissertation /internal assessment / term work (including theory part) and in viva voce /oral/practical presentation

9.2.4 Error(s) in the marksheet (i.e., change in name, marks, SGPA, CGPA) have to be brought to the notice of the General Office via the Principal / Vice-Principal within 30 days of the distribution of the marksheets.

9.2.5 No changes in the marksheet will be entertained after the lapse of these 30 days.

Students are requested to collect the mark sheet within 30 days after distribution of the mark sheet, failing which a penalty will be levied.

ADDENDUM:

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

Principal
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