

RSET's



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Examination Rules & Regulations

FOR UNDERGRADUATE & POSTGRADUATE PROGRAMMES

Information, Rules and Regulations of Examination and Evaluation System

- Introduction to terminology for Program
- Introduction of Credit and Grading System
- Course Evaluation Scheme
- Promotion of Learner and Award of Grades
- Rules for Standard of Passing and Allowed to Keep Terms (ATKT)
- Re-examination of Internal Assessment and End Semester Examination
- Unfair Means Resorted by candidates in the Conduct of Examinations.

Introduction to Terminology for Program

1. Program:

A Program is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study. B.A., B.Sc., B.Com., M.A., M.Com, M.Sc. etc. are Programs.

2. Course:

A course is essentially a constituent of a 'program' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. All the learning topics included in a course must necessarily have academic coherence, that is, there must be a common thread linking the various components of a course. A number of linked courses considered together are in practice, a 'program'.

3. Module and Unit:

A course which is generally an independent entity having its own separate identity, is also often referred to as a 'Module' in today's parlance, especially when we refer to a 'modular



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curricular structure'. A module may be studied in conjunction with other learning modules or studied independently. A topic within a course is treated as a Unit.

4. Credit:

A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

5. Credit Point:

Credit Point refers to the 'Workload' of a learner and is an index of the number of learning hours deemed for a certain segment of learning. These learning hours may include a variety of learning activities like reading, reflecting, discussing, attending lectures / counseling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc. Credits assigned for a single course always pay attention to how many hours it would take for a learner to complete a single course successfully.

Introduction to Credit and Grading System

The Revised Credit and Grading System will be effective from the academic year 2016-2017 for the Faculty of Art for University of Mumbai. In every Course, based on the combined performance in all assessments, in a particular Semester as per the curriculum/syllabus, the student is awarded a letter grade. These letter grades not only indicate a qualitative assessment of the learner's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade point applicable for Arts program are given below: A learner who remains absent in any form of evaluation/examination, letter grade allocated to him/her should be AB and corresponding grade point is zero. He/She should reappear for the said evaluation/examination in due course.

10 Point Grading System

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



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Course Evaluation Scheme

Examination / Assessment and Grading Semester wise performance assessment of every registered learner is to be carried out through various modes of examinations. These include Internal Assessment and End Semester Examination. Internal Assessment includes class tests, home assignments based on live problems, course projects either in a group or individually. The modes of evaluation and distribution of weightage for each of the assessments is given in the syllabus manual of the programme. Normally weightage of Internal Assessment and End Semester Examination is 40 and 60 percentage respectively.

Mode of Assessment/Evaluation Mode of Evaluation for Theory Course:-

The various modes of assessment used for rating learners' performance in a theory course include Internal Assessment and End Semester Examination. Relative weightage for Internal Assessment is typically 40 percent and will be evaluated by the faculty as per his/her Teaching Learning Plan submitted at the beginning of the academic year.

The end semester examination will be held at the end of the Semester planned by the Institute and the relative weightage for this would be 60 percent. It is normally of 3 hours duration and will cover the full syllabus of the course. The end semester examination is mandatory. The grade for theory courses can be awarded only after successful completion of both Internal Assessment and End Semester Examination of the respective course.

Heads of Passing

Internal Assessment (IA) and End Semester Examination (ESE) should be two separate heads for passing. E.g. 40 marks (IA), 60 marks (ESE). Passing standard will be 40% in each individually, i.e 16 marks in (IA) and 24 marks in ESE.

Report Card

1. Report Card will contain only Grades and no numerical marks.
2. At the end of each Semester the Grade card which states the performance of the learner in that Semester, is prepared and issued to the learner. The Grade Card will contain the courses undertaken by the learner, credits of each course, Grade obtained by the learner and SGPA / CGPA in the format given by the University.

CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN

THE INTERNAL ASSESSMENT AND/OR SEMESTER END ASSESSMENT IN ONE OR MORE SUBJECTS:

A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. However his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the course shall reappear for the Internal Examination of that course. However his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.



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For Courses without practical (for Faculty of Arts, Commerce & Science including Foundation Course Paper I & II)

In case of a learner who is reappearing for the Internal Examination, the examination will consist of one project of 40 marks which will be divided into 20 marks for the documentation of the project, 10 marks for the presentation and 10 marks for the viva and the interaction.

For Courses with practical/field work (for Arts & Commerce Faculty)

In case of a learner who is reappearing for the Internal Examination for subjects with Practical/fieldwork, the examinations will consist of practical examination of 40 marks which will be divided into 20 marks for the laboratory work, 10 marks for the Viva Examination and 10 marks for the Journal.

For courses with practical for the program under Faculty of Science, In case of learners who is reappearing for the internal Assessment of the Practical Course, the internal assessment will consist of one project of 40 marks which will be divided into 20 marks for the documentation of the project, 10 marks for the presentation and 10 marks for the viva and the interaction and the marks thus obtained out of 40 will be converted to marks out of 20 (marks in decimal after conversion will be moved to the next integer).

ALLOWED TO KEEP TERMS (ATKT):

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

A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

OR

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

A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III. However, the learner shall pass each course of Semester I and Semester II in order to appear for Semester IV.

A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV

OR

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

A learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the Semester V. However, the learner shall pass each course of Semester III and Semester IV in order to appear for Semester VI.

The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.



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Re-examination of Internal Assessment and End Semester Examination

Re-examination for Internal Assessment and End Semester Examination should be completed, as per the schedule planned by the respective institutes, before the commencement of next semester theory examination. Example: A learner who is supposed to reappear for Internal Assessment or End Semester Examination in semester-I course will appear for the re-examination before commencement of End Semester Examination of semester -II.

DISCIPLINE IN THE EXAMINATION HALL

1. Students are required to take strict note of their SEAT NUMBERS.
2. Seating Arrangement in the examination Hall will be as per the Seat Numbers.
3. Students are required to check in advance the classroom allotted for their respective Seat Number for the Examination.
4. Students have to write their Seat Numbers in the Answer Sheet and NOT their Roll Numbers.
5. Students have to carry their respective Hall Ticket on all days of the examinations.
6. Students are required to reach the Examination Hall 15 Minutes prior to the start of the exam.
7. No student will be allowed to enter the Examination Hall after the first 10 Minutes after the commencement of the Exam.
8. Students will not be allowed to leave the Examination Hall for the First Half an Hour.
9. Students will not be allowed to leave the Examination Hall in the last half an Hour.
10. Students are not allowed to carry Mobile Phone, Smart Watched or any other Technological Device inside the Examination Hall.
11. If any of the above mentioned devices are found on Person during the Examination, it will be considered under of use Unfair Means.
12. Use of Chits, Communicating with other students or any malpractice used during Examination will amount to Unfair Means.
13. Any kind of misconduct with the Supervisor will also be treated as Unfair Means.
14. Students are required to carry Stationery required for the examination like pen, pencil, eraser, scale etc on their own. Students will not be permitted to borrow them from other Students.

QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:



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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.

Rules for Attendance/ Detention:

The attendance for all subjects must be above 75% and students having below 50% are detained.

Unfair Means Resorted by candidates in the Conduct of Examinations.

Unfair means” includes one or more of the following acts or omissions on the part of the student/s during the examination period.

- i) Possessing unfair means material or copying therefrom.
- ii) Transcribing any unauthorized material or any other use thereof.
- iii) Intimating of using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of the examination or Man handling him/her or leaving the examination hall without permission of the supervisor or causing disturbance in any manner in the examination proceeding.
- iv) Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.
- v) Mutual / Mass copying.
- vi) Smuggling-out, either blank or written or smuggling-in of answer books as copying material.
- vii) Smuggling –in blank or written answer book and signature.
- viii) Interfering with or counterfeiting of University/College/Institution seal, or answer books or office stationary used in the examinations.
- ix) Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
- x) Impersonation at the University/College/Institution examination.
- xi) Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.
- xii) Or any other similar act/s and/or omission/s which may be considered as unfair



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means by the competent authority.



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