



CHILDREN WELFARE CENTRE Clara's College of Commerce

(Affiliated to University of Mumbai and NAAC Accredited)

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EXAMINATION POLICY (OFFLINE EXAM)

Examination policy is a guideline that facilitates the institution to conduct the evaluation

Objectives of evaluation

1. To evaluate the skills and knowledge of the learners
2. To measure the programme and course outcome.

1. Introduction

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

2. Objectives of the Examination Policy

1. To maintain the authenticity in the process of evaluating the performance of the students in the examination
2. To educate and update all the stakeholders about the examination rules, regulations, grading policies and ordinances laid by the University of Mumbai and followed by the examination committee of the institution.
3. To enable the mentor to know about the performance of the students after the evaluation of the examination by providing subject wise analysis, overall topper.
4. To provide appropriate guidance to the learners who were unable to clear the examination, subject wise improvising can be done.
5. To enable the learner covered under PWD (persons with disability) category be aware of the benefits given to the learner at the time of examination.
6. To motivate learner and faculty based on their academic achievements

3. Examination Conduction Policy:

1. As per the university circular, the institutions implemented revised programmes based on CHOICE BASED CREDIT AND GRADING SYSTEM (CBCGS) from the academic year 2016-17.
2. The new pattern is applicable to all the under graduate degree and post graduate degree programmes that is Bachelor of Commerce (B.Com) , Bachelor of Commerce (Accountancy and Finance) , Bachelor of Management Studies (B.M.S), Bachelor of Mass Media (BAMMC) and Master of Commerce (Accountancy)- M Com.



4. Evaluation

The responsibility of evaluation during the first to four semesters shall rest with the institution where the students are admitted for the programme. And semester V and VI evaluation and result declaration is with University of Mumbai as per guidelines and ordinance.

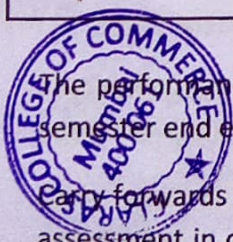
Carry forward of internal marks: A Candidate who fails in any particular paper / course shall be allowed to appear in the ATKT exam the theory component. However, the marks of internal assessment shall be carried forward.

5. Performance grading: 10 Points Grade

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

OVERALL GRADES TABLE

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



The performance grading shall be based on the aggregate performance of internal assessment and semester end examination.

Carry forwards of marks in case of a learner who fail in the internal assessment and or semester end assessment in one or more subjects. A learner who PASSES in the internal examination but FAILS in the semester end examination of the course shall reappear for the semester end examination of that

course. However, his / her marks of the internal examination 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 his/her shall be entitled for grade obtained by him/her on passing.

Allowed in Keep Term (ATKT) Rule Applicable to the Course as per Ordinances R 8438

- a. A learner shall be allowed to keep term for Semester II irrespective of number of heads of heads of failure in the semester I
- b. A learner shall be allowed to keep term for Semester III if he/ she passes each of Semester I and Semester II.

OR

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

- c. A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III.
- d. A learner shall be allowed to keep term for semester V if he/ she passes Semester I. Semester II, Semester III and Semester IV.

OR

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

- e. A Learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the semester V.
- f. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I and Semester II. Semester II, Semester III, Semester IV and Semester V.

6. Photocopy and revaluation of answer books

According to circular/notification /ordinance- VCD/ 1 of 2016, rule and procedure for providing the photocopies/ revaluation of the assessed answerer -books.

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

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

Unfair Means:

According to Ordinance O.5050 A on unfair means, on receipt of a report regarding use of unfair means by any student learner at college or university examination including break of any of the rule laid down by the University for proper conduct of examination, the examination committee under the guidance of Principal of the college shall have the power at any time to institute enquiry and to punish such unfair means or break of the rules by the candidate. The unfair means committee shall



Conduct meeting in the presence of Principal and students based on the evidence final discussion has been taken place and the final report is handed over to examination committee.

8. Grace Marks

The college follows ordnance 0.229 A regarding the award of 10 grace marks to the candidates appearing for any of the extracurricular activities are mentioned in the regulation (such as cultural sport, NSS etc.)

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

10 For smooth conduct of examination college shall be make hall ticket semester wise for regular as well as ATKT examination.

11. The timetable, notice and rules and regulations of the examination shall be uploaded on the college website.

12. Any issues and queries shall be handled by the examination committee with the help of mentor teachers and coordinators. All faculty members along with some of the administrative staff be involved in the process of examination.

13. Additional exam shall be conduct as per direction of university.

14. Gracing rule shall be followed as per norms.

09. Awards: Based on the academic performance of the learner and faculty shall be awarded.

Learners: The overall toper and subjects from each class shall be awarded by certificate and trophy on College Annual Day and 26th January every year by the Management, Principal, and Coordinators.

Faculties: College shall honor faculties on annual day for the excellent results in their subject/course in Third Year and Post Graduate classes.



Dr. Madhukar Gitte

Principal



Principal
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