



BUNTS SANGHA'S

S M SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES (AUTONOMOUS)

Recipient of 'Best College Award' (2021-22)
by University of Mumbai

Permanently Affiliated to University of Mumbai

Re-accredited by NAAC 'A+' Grade (2nd Cycle)

Recipient of IMC – RBNQ Merit Certificate

ISO 21001 : 2018 Certified



❖ **BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANGEMENT STUDIES(AUTONOMOUS), POWAI, MUMBAI**

❖ **EXAMINATION POLICY**





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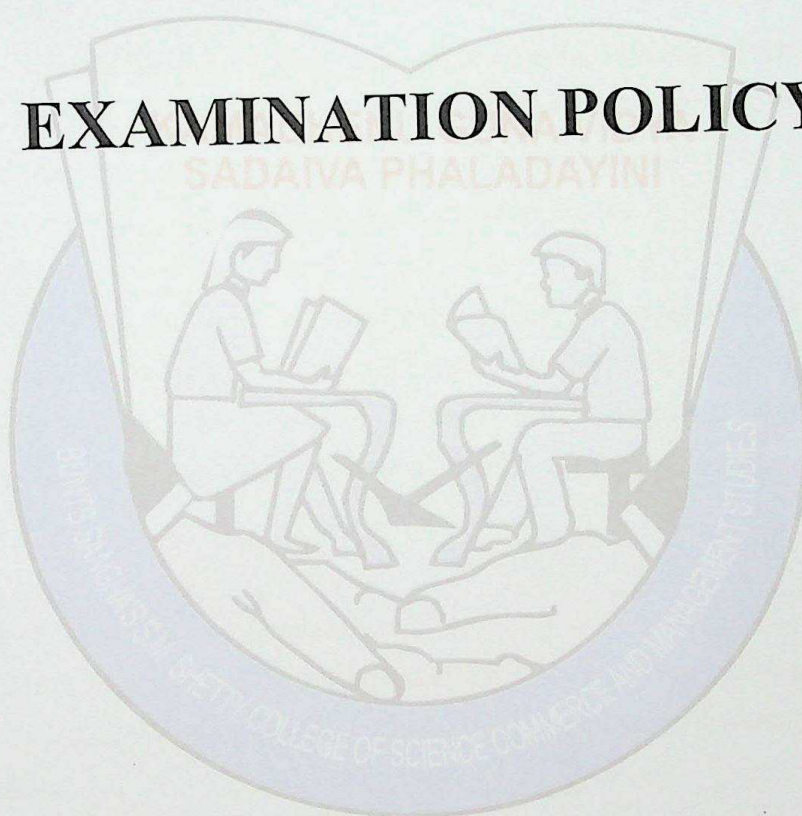
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EXAMINATION POLICY

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EXAMINATION POLICIES AND RULES

Applicable from Academic Year 2024-2025

The Examination Policy of Bunts Sangha's S.M. Shetty College (Autonomous) aims to achieve the following.

OBJECTIVES

- To ensure a fair and reliable assessment of teaching-learning outcomes.
- To maintain the integrity and transparency of the examination process.
- To promote a smooth and well-organised examination experience.
- To encourage efficiency and a sense of responsibility in the concerned staff and students.

The policy outlines the procedures and expectations for examinations at S.M. Shetty College. It applies to all students, faculty, staff, and Exam Supervisors involved in the examination process. This policy is reviewed and updated periodically, at every semester/academic year, to ensure its continued effectiveness and alignment with evolving academic practices.

Eligibility to appear in the examination

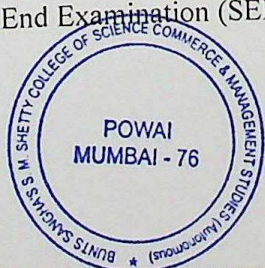
All students having attended the prescribed number of class room teaching / practical are eligible for attending Semester End Examination/ Continuous Assessment / Practical Examinations.

EXAMINATION POLICIES AND RULES FOR NEP STRUCTURE

Applicable from Academic Year 2024-2025

Scheme of Evaluations:

The scheme of evaluation consists of Continuous Internal Assessment (CIA) and Semester End Examination (SEE).





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A. Continuous Internal Assessment (40%): (CIA)

Eligibility: All students having attended the prescribed number of class room teaching are eligible for appearing Continuous Assessment.

Pattern

Continuous Internal Assessment will be of 40% of total marks. There shall be two Continuous Internal Assessment in each semester.

1. CIA I is for 20% marks which will be in the form of test
2. CIA II will be for 20% marks which will be in the form of Projects of quality, Research, Review of articles, field work, presentation, etc. to be decided by the Department in the departmental meeting in consultation with Coordinator.

i. Continuous Internal Assessment I

- It will be conducted by the Examination Committee for all programmes centrally, preferably after one month from starting of the academic year.
- A student having attended more than 50% lectures is eligible for appearing the test.
- A student having less than 50% attendance and could not appear for first CA may be given another chance at departmental level. Each subject teacher has to conduct the test so that lectures need not be cancelled. Preferably test should be conducted after the scheduled lecture timings so that rooms / manpower can be made available.
- In case a student still fails to appear in any of the above two chances he /she may be given one more chance by the teacher with permission of Coordinator, if he / she is satisfied with the reason. It can be a submission of assignment, test, field work, presentation, etc. Method to be adopted for testing the student will be decided by teacher in consultation with Coordinator.





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- Time table for the centralized test would be announced by the Examination Committee before 15 days prior to the test. Roll number of students eligible would be put up on Notice Board.
- The time table for the second test will be put up by the Coordinator of the Department. Date, portion covered, timing etc. will be announced well in advance. List of students eligible would be put up on notice board.
- Method of giving third chance for test will be decided by the subject teacher in consultation with Co-ordinator.

Question Paper Setting

- The question paper should be prepared by the respective subject teacher.
 - If two teachers are sharing the same subject, then both are responsible for setting the question papers.
 - If two or more teachers teaching the same subject in different divisions, the teachers concerned should sit together and decide the portion for the test. Accordingly every teacher should complete the same portion before the test.
 - The test will be based on the portion taught and decided in departmental meeting.
 - Each subject teacher should submit two sets of question paper in sealed envelope to the respective Coordinator within the prescribed time. Out of this one set will be handed over to the Examination Committee within the time specified to conduct the centralized test.
 - The second set of question paper will be retained by the Coordinator for conducting the test at departmental level based on the portion of syllabus as decided by the Coordinator and subject teacher. The examination should be conducted within the time specified by the Examination Committee
3. A special CIA can be held by the departments, on instructions from the Principal, under the following conditions/circumstances:





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- If the Principal allows a learner to represent the College or to participate in an academic / cultural / sports event and this causes the learner to miss a CIA Test (of one or more courses)
- If prior to or during a CIA, a learner experiences a serious illness, the same is supported by medical papers from an authorised medical expert and have been submitted within two days and verified by the College.
- 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).

Assessment of Answer Papers

- Answer papers of CIA will be handed over to the concerned subject teacher immediately after the test and assessment should be completed within a week.
- Teachers should submit the marks of CIA I to the Coordinator, with due care.

Moderation

There will be no moderation of Continuous Assessment Test.

Re-verification/Revaluation of Answer Papers

- Re-verification of Continuous Assessment test papers can be done at the discretion of Coordinator after taking approval form from the Examination Committee if the matter is referred to by the subject teacher concerned.
- There is no facility for re-valuation of Continuous Assessment test papers.

ii. Continuous Internal Assessment II

Continuous Internal Assessment II will be for 20% of marks.

15% of marks will be based on projects, research, review of articles, field work, presentation, etc. to be decided by the Department i.e. departmental meeting in consultation with Coordinator.

05 marks will be allotted to the students on the basis of his / her active participation in the classroom (attendance).





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The following scale will be applied for conversion of attendance into marks:

Attendance	Marks
90% and above	5
75 -89.99%	4
60-74.99 %	3
59.99 %-50	2
Less than 50%	1

Continuous Assessment II posting should be completed immediately after attendance data is available but before the start of semester examination.

Passing Norms

- Pass mark is 16/40 or 8/20 (both taken in account).
- Gracing may be done in consultation with Coordinator.

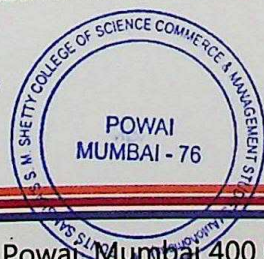
B. Semester End Examination (60%): (SEE)

i. Conduct of Examinations

- Semester End Examination will have 60% weightage.
- Student will be allowed to appear for the Semester End Examination provided fulfils the attendance criterion.
- If a student is unable to appear the Semester End examination on medical ground participation in sports, cultural or other activities representing college at university or state or national or international level, will get a chance to appear for additional examination in the same semester.
- Student is not allowed to appear for the Semester End Examination if fails to comply with the attendance criterion.

Pattern of Semester Question Paper

- Semester examination question paper should be based on the syllabus taught in the classroom in that semester and as described by the Board of studies and approved by Academic Council of the college.





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Question Paper Setting

- Semester examination question paper should be based on the syllabus taught in the classroom in that semester and as described by the Board of studies and approved by Academic Council.
- Equal weightage to be given to each module taught.
- The question paper should be prepared by the respective subject teacher
- If two teachers are sharing the same subject, then both are responsible for setting the question papers.
- Each subject teacher should submit three sets of question paper.
- All the paper setter should submit the model answer paper along with question paper within the prescribed time limit. Method of submission of question paper, the person to whom the question paper to be submitted, date, timing, etc. will be decided by the Examination Committee.
- Final Paper selection out of three sets will be done by the Controller of Examinations, Heads of Departments in the presence of Principal.

Assessment of Semester Answer Sheets

- For first year, second year and third year of undergraduate programmes, assessment will be done by the subject teacher concerned.
- Assessment of answer sheets will be done by the course teacher/teachers under centralized assessment programme.
- Assessment of answer sheet will start on the first day of the examination and the papers will be made available for correction within one hour after the first session of examination.
- Participation and complete of assessment work in time is compulsory and it shall be the duty of the Coordinator of the concerned department to ensure the timely correction.
- Answer scripts to be evaluated by teachers actively participating in examination work may be issued for home correction. However in such cases shall be the duty





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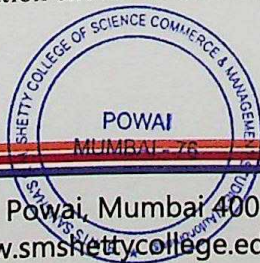
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of the set examiner to take the paper home and submit the mark list within the schedule time. The examiner shall be responsible for safe transportation of answer scripts.

- Wherever it is not possible answer scripts can be delivered to the concerned teacher but location of the assessor, timing of availability of the assessor, etc should be informed to the Controller of Examination well in time.
- It shall be the duty of every examiner to take due care in correction, posting of marks, adding, etc.

Moderation

- Moderation will be applicable to all evaluated answer scripts of first year and second year and third year semester examination.
- Moderation will be conducted for 25% of total scripts of every course of each program
- Moderation will be available only for first attempt and not for subsequent examinations.
- Moderation of answer paper will be done in the CAP centre.
- Moderator preferably should be an external having sufficient years of teaching experience in the subject concerned.
- The programme coordinator shall finalize the name of the moderators and inform the Controller of Examination in writing about the timing, date, etc so that the payment for remuneration may be arranged.
- Such information can be communicated through a format available in the Examination Committee.
- In case of non-availability of an external moderator for a particular subject Controller of Examination can nominate another teacher of her choice who has experience of teaching the said subject in consultation with Coordinator / Board of Studies.
- It shall be the duty of the Coordinator to deliver the appointment letter, relieving letter and payment should be made through NEFT transfer.
- Moderation should be done with green ink.





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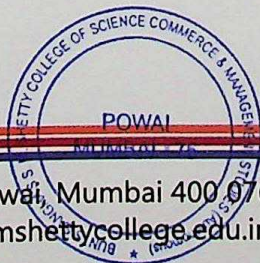
- Moderator has to enter the moderated marks in the designated column of the mark list in the format given by Examination Committee and submit the report
- Each answer paper moderated should be signed by the moderator.
- Moderation should be based on model answer paper if the moderator has a difference of opinion on points of model answer papers it has to be put up in writing.

Submission of Mark list after Correction

- Original mark list along with moderated marks should be submitted to the Result Committee immediately after the moderation.
- Coordinator shall collect hard copies of mark list (all subjects) file them and hand over the file to the Result committee.
- Result Committee will be responsible for posting the marks and declaring the result.

Declaration of the Result

- After receiving the moderated hard copy of the mark list, the Chief conductor and Controller of Examination along with Result committee In charge will review the results and decide about the gracing policy in consultation with the Coordinator of each programme. The Examination Committee will be responsible for checking the posting of moderated marks.
- Marks Settlement Meeting with the Principal, CoE, Vice Principals, deputy CoE, and the coordinators of the of respective programmes decide the maximum grace marks to be given to students (both regular students and students with a learning disability) per course to pass (internal gracing), and also to consider students eligible for grace marks for participation in NSS, university festivals, Avishkar competitions, sports, etc. - applicable at the end of even semesters as per the university guidelines.
- Students are notified of their results on the college website. Generally, the results are declared within 40 days from the last day of exams.
- The notice regarding the procedure to apply for reassessment, photocopying, and revaluation is posted after a few days of publishing the results.





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- Publishing results for the revaluation, reassessment, and photocopying cases. The process of reassessment generally takes 5 to 6 weeks.
- Printing of mark sheets within 8 weeks of the declaration of results.

Marks for Extra-curricular activities

- Marks will be awarded to students for extracurricular activities like NSS, Sports, Cultural activities, DLLE, Avishkar (winner at zonal level) etc.
- 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, 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 or participated in National or International Level.
- The respective in charges have to give a list of students who are entitled to get the extra marks to the Examination Committee in writing after taking signature of the Principal.

Provision for student with special abilities

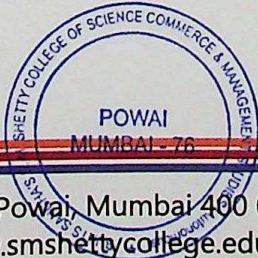
- Students with Dyslexia, Dysgraphia & Dyscalculia or are visually impaired / low / vision / physically challenged will be offered facilities of extra time, writer and special seating arrangement.
- They are required to make application to the Examination Committee 7 days prior to the examination along with the latest certified supporting documents.

Preservation of Answer books:

The answer papers of the examinations shall be preserved for a period of at least SIX MONTHS (06 Months) from the date of declaration of results of the examinations concerned.

Evaluation pattern for Semester End Examination

Following is the evaluation pattern for Semester End Examination according to NEP for First Year (UG) learners applicable from 2024-25.





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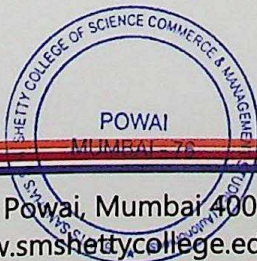
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Table No.: 1

COURSE	B.COM					
	TOTAL MARKS	INTERNAL	EXTERNAL	PASSING MARKS		Duration (External Exam)
				INTERNAL	EXTERNAL	Hrs.
Major 1	50	20	30	08	12	1.0
Major 2	50	20	30	08	12	1.0
Major 3	50	20	30	08	12	1.0
Minor	50	20	30	08	12	1.0
VSC	50	50	NA	20	NA	NA
SEC	50	20	30	08	12	1.0
OE	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	50	NA	20	NA	NA
FP	50	50	NA	20	NA	NA
CC	50	50	NA	20	NA	NA

Table No.: 2

COURSE	BMS / BBI / BAF/BAMMC					
	TOTAL MARKS	INTERNAL	EXTERNAL	PASSING MARKS		Duration (External Exam)
				INTERNAL	EXTERNAL	Hrs.
Major 1	100	40	60	16	24	2.0





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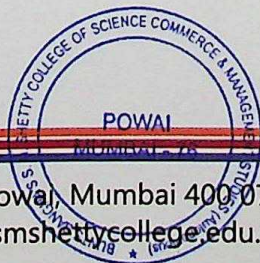
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Major 2	50	20	30	08	12	1.0
Minor	50	20	30	08	12	1.0
VSC	50	50	NA	20	NA	NA
SEC	50	20	30	08	12	1.0
SEC-Sem2 (BAMMC)	50	50	NA	20	NA	NA
OE	50	20	30	08	12	1.0
AEC	50	20	30	08	12	1.0
VEC	50	20	30	08	12	1.0
IKS	50	50	NA	20	NA	NA
FP	50	50	NA	20	NA	NA
CC	50	50	NA	20	NA	NA

Table No.: 3

COURSE	B.SC (IT) and B.SC (DS)					Duration (External Exam)
	TOTAL MARKS	INTERNAL	EXTERNAL	PASSING MARKS		
					INTERNAL	EXTERNAL
Major 1	50	20	30	08	12	1.0
Major2 (Practical)	50	20	30	08	12	2.0
Major 3	75	30	45	12	18	2.0
	25	10	15	4	6	1.5
Minor Theory	50	20	30	08	12	1.0
Minor Practical	50	20	30	08	12	2.0





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VSC Theory	50	50	NA	20	NA	NA
VSC Practical	50	50	NA	20	NA	NA
SEC Theory	50	20	30	08	12	1.0
SEC Practical	50	20	30	08	12	2.0
OE	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	50	NA	20	NA	NA
FP	50	50	NA	20	NA	NA
CC	50	50	NA	20	NA	NA

- If a learner fails to score minimum passing marks in both (CIA and SEE) the learner will have to appear for the ATKT Examination in the subsequent semester.
- Learners will be allowed to appear for the ATKT Examination for a maximum of three attempts after the change of syllabus.

Additional Examination:

Additional Examination for Semester End Examination will be conducted only for learners who have appeared for the CIAs and not for the SEE. This is applicable under the following circumstances:

- If the Principal allows a learner 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.





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2. If a learner 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.
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).
4. Additional examination will be conducted after the completion of Semester End Examination. Learners will have to submit a separate application for the same.
5. Learners who do not register for the Additional Examination within the stipulated period will not be permitted to appear for the concerned examination(s).
6. A learner who does not appear for both the Internal Assessment and Semester End Examination shall not be eligible to appear for the additional Semester End Examination.
7. It is not the right of the learner, who has failed or has remained absent, to appear for the additional examination without fulfilling the norms prescribed by the Head or the Institution / Department / Principal of the College

Practical Examinations:

The Practical Component for every course will include following pointers for evaluation:

1. All practical journals will have to be certified by the Faculty In-charge and Head of the Department. Learners without certified journals will not be allowed to appear for practical examinations.
2. Learners are required to get 40% of the total marks for that practical course for passing in External as well as in Internal.

Gracing System: [if necessary]

- Grace marks for passing: Up to a maximum 1% of the Grand Total per semester can be added to any Course(s) to fulfil the passing norms.





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- 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).
- 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.
- Provision for Additional Grace Marks in Exceptional Circumstances in instances where the performance of learners in a specific course is compromised due to unforeseen circumstances, the Examination Committee, in conjunction with the Head of the Institution, Vice Principal, and the relevant Head of Department, shall have the authority to determine and award additional grace marks for that course.
- The primary objective of this provision is to mitigate the adverse impact on learner results and enhance the overall passing percentage of the affected course, thereby providing support to learners who have been disadvantaged by such exceptional circumstances.
- A resolution has to be made for the same and signed by all. This is brought to the attention of the result committee and result processor so that additional gracing is done.

Grading System:

1. Results:

- a. 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).
- b. Mark sheets are issued per Semester and per Additional Examination.





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Semester GPA/ Program CGPA Semester/Program	% of Marks	Alpha-Sign / Letter Grade Result
9.00-10.00	90.0-100	O (Outstanding)
8.00-<9.00	80.0-<90.0	A+ (Excellent)
7.00-<8.00	70.0-<80.0	A (Very Good)
6.00-<7.00	60.0-<70	B+ (Good)
5.50-<6.00	55.0-<60.0	B (Above Average)
5.00-<5.50	50.0-<55.0	C (Average)
4.00-<5.00	40.0-<50.0	P (Pass)
Below 4.00	Below 40	F (Fail)
Ab (Absent)	-	Absent

Earning Credits: A learner will be considered to have completed a Course successfully and earned the credits if he/she is able to secure any Letter Grade in the range 'O' to 'P'. The Letter 'F' in any Course implies the inability of the learner to clear the said Course and hence no Credits will be earned.

1. Rules for Progression:

a. For Progression from first year to second year:

- A minimum of 28 credits required for learners to progress from first year to second year

- A maximum of 6 failed courses (16 credits) will be permitted

b. For Progression from second year to third year:

- A minimum of 64 credits required for learners to progress from second year to third year

- A maximum of 6 failed courses (24 credits) will be permitted





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- c. Those learners who fail in courses more than the number mentioned above, or have secured lesser than the required credits as mentioned above will be declared fail for that year.
- d. 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.
- e. Program wise resolution for grace marking shall be approved semester wise for each course by the examination committee as per requirements.

2. Rules and Procedure for the Revaluation of the Answer –books:

- a. A learner 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.
- b. If the re-evaluation reveals a less than (+ / -) 10% then the original marks will be retained in case the learner fails.
- c. This revaluation facility will be applicable for Semester End Examination.
- d. The rules for revaluation of answer books shall not be permitted in respect of the marks awarded to the scripts of practical examination and internal assessment.
- e. 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.
- f. No changes in the mark sheet will be entertained after the lapse of these 30 days. Learners are requested to collect the mark sheet within 30 days after distribution of the mark sheet.
- g. Re-verification of Continuous Assessment test papers can be done at the discretion of Coordinator after taking approval form from the Examination Committee if the matter is referred to by the subject teacher concerned. There is no facility for re-valuation of Continuous Assessment test papers.
- h. **ADDENDA:** Any rule not mentioned above will be as per the University of Mumbai's rules, as applicable then.





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UNIVERSITY OF MUMBAI ORDINANCES ADOPTED ON EXAMINATIONS CONDUCTED UNDER AUTONOMY

ORDINANCE NUMBER	MATTER OF REFERENCE
5048 A and B	Amendments of Results (Due to Errors, Due to Fraud, Malpractices etc.)
5049A	Appointment of paper setters, Examiners, Senior supervisors and Conductor of examination etc.
5050A	Ordinance regarding Unfair means resorted to by the learner
0.229A	Benefit of 10 marks under NSS/ NCC/ LLLS/ SPORTS

Explanation:

Ordinance 5048 A&B: section (A) of the ordinance is applicable to the case where it is found that the result of an examination has been affected by errors, the Controller of Examination shall have power to amend such result provided the errors are reported/ detected within 6 months from the date of declaration.

Error means –

- Error in computer/ data entry, printing or programming and the like.
- Clerical error, manual or machine in totalling or entering of marks on mark list/ register.
- Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

Section (B) of the ordinance is applicable in any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and





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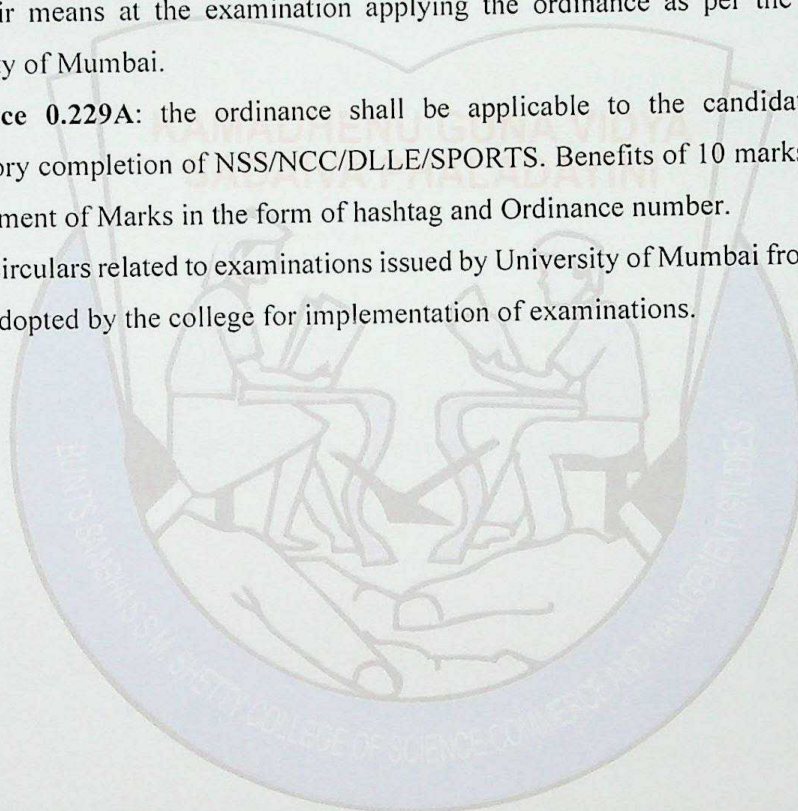
that such examinee has been party of privy to or connived at such malpractice, fraud or improper conduct.

Ordinance 5049A: the ordinance shall be applicable as per the guidelines of University of Mumbai.

Ordinance 5050A: the convener of the unfair means committee shall take appropriate disciplinary action against the learner/s using, attempting to use, instigating or allowing to use unfair means at the examination applying the ordinance as per the guidelines of University of Mumbai.

Ordinance 0.229A: the ordinance shall be applicable to the candidate for his/her satisfactory completion of NSS/NCC/DLLE/SPORTS. Benefits of 10 marks are shown in the Statement of Marks in the form of hashtag and Ordinance number.

All the Circulars related to examinations issued by University of Mumbai from time to time will be adopted by the college for implementation of examinations.





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EXAMINATION RULES FOR NON - NEP UNDERGRADUATE PROGRAMS FOR THE ACADEMIC YEAR 2024-25

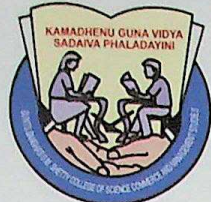
Scheme of Examination:

- **B.Com:** The performance of the Learners will be evaluated by one examination of 100 marks at the end of every Semester. (For Foundation Course Subject Internal Assessment component carrying 25 marks and the Semester End Examination component carrying 75 marks will be applicable.)
- **B.M.S, B.Com (A & F), B.Com (B&I), BAMMC:** The performance of the Learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25 marks and the second component will be the Semester-wise End Examination component carrying 75 marks.
- **BSc (IT) and BSc (DS):** The performance of the Learners will be evaluated in three components. One component will be Practical examination carrying 50 marks, the second component will be internal examination of 25 marks and third component will be Semester-wise End Examination component carrying 75 marks.

Passing Standard:

- **For B.Com:** The Learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course at the end of every Semester Examination. The learners shall obtain minimum of 40% marks (i.e. 40 marks out of 100) to pass the course and minimum of Grade D to pass a particular semester. For the course titled Foundation Course The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 out of 75) separately. The result of the Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.
- **For B.M.S, B.Com (A & F), B.Com (B&I), BAMMC:** The Learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The





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learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 out of 75) separately, to pass the course and minimum of Grade D to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together. The result of the Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

- **For BSc (IT) and BSc (DS):** A learner is said to have passed if he/she secures 40% of marks allotted in each head of passing. Theory of 100 marks and TW/ Practical/Tutorial of 50 marks are treated as separate heads of passing. The learner is said to have passed Semester I if the learner passes in all heads of passing of the Semester and is eligible to be admitted to Semester II irrespective of no. of heads of failure in the First Semester. A learner is eligible for admission to Semester III if either the learner passes Semesters I & II or the learner Fails in a combination of Theory and/or Practical taken in Semester I or Semester II or together. Where the total marks does not exceed 200. A learner is eligible to be admitted to Semester IV irrespective of no. heads of failure in the Third Semester. However, the learner has to clear Semesters I and II in order to appear for Semester IV examination. A learner is eligible for admission to Semester V if either the learner passes Semesters III & IV or the learner fails in a combination of Theory and/or Practical taken in Semester III or Semester IV or together, where the total marks does not exceed 200 A learner is eligible to be admitted to Semester VI irrespective of no. of heads of failure in the fifth Semester. The results of Semester VI should be kept in abeyance until the learner clears Semesters III, IV and V in full.

Gracing System: [if necessary]

- Grace marks for passing: Up to a maximum 1% of the Grand Total per semester can be added to any Course(s) to fulfil the passing norms.





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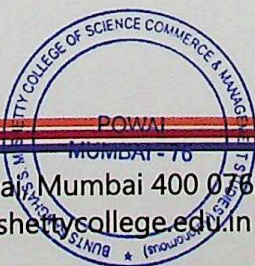
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- Marks for Award of Class: Up to 1% will be added to the Grand Total to obtain distinction provided the student has not obtained grace marks for passing in any Course. (Note: this applies only to the final Consolidated Mark sheet).
- A student will 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.
- There are no Grace Marks awarded for the ATKT Examination.
- If the result of a particular course is poor or adversely affected because of some circumstances, which affects the learners results then the Examination Committee along with Head of the Institution, Vice Principal and Head of the Department concerned can decide the additional grace marks for that course. This measure aims to improve the overall passing percentage of that course and to support the affected learners.
- A resolution has to be made for the same and signed by all. This is brought to the attention of the result committee and result processor so that additional gracing is done.

CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE SEMESTER END ASSESSMENT IN ONE OR MORE SUBJECTS:

1. 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 shall be entitled for grade obtained by him / her on passing.
2. 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.
3. However his/her marks of the Semester End Examination shall be carried over and he / she be entitled for grade obtained by him / her on passing.





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ALLOWED TO KEEP TERMS (ATKT):

- A learner shall be allowed to keep term for Semester II irrespective of number of courses 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 fails in not more than FOUR courses of Semester I and Semester II taken together with not more than TWO courses at each of Semester I & Semester II.
- A learner shall be allowed to keep term for Semester IV irrespective of number of courses of failure in Semester III.
- 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 have passed Semester I and II in full and secured ATKT in the Second Year by failing in not more than TWO courses in each of Semester III and Semester IV.

OR

A learner shall have secured ATKT in First Year by failing in not more than TWO courses in each of Semester I and Semester II in full.

- A learner shall be allowed to keep term for Semester VI irrespective of number of courses of failure in the Semester V.
- A learner can appear for the Semester VI examination but 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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Additional Examination:

Additional Examination for Semester End Examination will be conducted only for learners who have appeared for the Internal Examinations and not for the Semester End Examinations. This is applicable under the following circumstances:

1. If the Principal allows a learner 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.
2. If a learner 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.
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).
4. Additional examination will be conducted after the completion of Semester End Examination. Learners will have to submit a separate application for the same.
5. Learners who do not register for the Additional Examination within the stipulated period will not be permitted to appear for the concerned examination(s).
6. A learner who does not appear for both the Internal Assessment and Semester End Examination shall not be eligible to appear for the additional Semester End Examination.
7. It is not the right of the learner, who has failed or has remained absent, to appear for the additional examination without fulfilling the norms prescribed by the Head or the Institution / Department / Principal of the College.





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Practical Examinations:

The Practical Component for every course will include following pointers for evaluation:

1. All practical journals will have to be certified by the Faculty In-charge and Head of the Department. Learners without certified journals will not be allowed to appear for practical examinations.
2. Learners are required to get 40% of the total marks for that practical course for passing in External as well as in Internal.

Grading System:

Grade	Marks	Grade Points
O	80 & above	10
A+	70-79.99	9
A	60-69.99	8
B+	55-59.99	7
B	50-54.99	6
C	45-49.99	5
D	40-44.99	4
F	Less than 40	0





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UNIVERSITY OF MUMBAI ORDINANCES ADOPTED ON EXAMINATIONS CONDUCTED UNDER AUTONOMY

ORDINANCE NUMBER	MATTER OF REFERENCE
5048 A and B	Amendments of Results (Due to Errors, Due to Fraud, Malpractices etc.)
5049A	Appointment of paper setters, Examiners, Senior supervisors and Conductor of examination etc.
5050A	Ordinance regarding Unfair means resorted to by the learner
0.229A	Benefit of 10 marks under NSS/ NCC/ LLLS/ SPORTS

Explanation:

Ordinance 5048 A&B: section (A) of the ordinance is applicable to the case where it is found that the result of an examination has been affected by errors, the Controller of Examination shall have power to amend such result provided the errors are reported/ detected within 6 months from the date of declaration.

Error means –

- Error in computer/ data entry, printing or programming and the like.
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Section (B) of the ordinance is applicable in any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee has been party of privy to or connived at such malpractice, fraud or improper conduct.

Ordinance 5049A: the ordinance shall be applicable as per the guidelines of University of Mumbai.

Ordinance 5050A: the convener of the unfair means committee shall take appropriate disciplinary action against the learner/s using, attempting to use, instigating or allowing to use unfair means at the examination applying the ordinance as per the guidelines of University of Mumbai.

Ordinance 0.229A: the ordinance shall be applicable to the candidate for his/her satisfactory completion of NSS/NCC/DLLE/SPORTS. Benefit of 10 marks be shown in the Statement of Marks in the form of hashtag and Ordinance number.

All the Circulars related to examinations issued by University of Mumbai from time to time will be adopted by the college for implementation of examinations.

EXAMINATION RULES FOR POST GRADUATION APPLICABLE FROM THE ACADEMIC YEAR 2024-25

Scheme of Evaluations:

The scheme of evaluation consists of Continuous Internal Assessment (CIA) and Semester End Examination (SEE)

Continuous Internal Assessment (50%) (CIA)

1. There will be no retests for the CIAs.
2. A special CIA can be held by the departments, on instructions from the Principal, under the following conditions/circumstances:





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- If the Principal allows a learner to represent the College or to participate in an academic / cultural / sports event and this causes the learner to miss a CIA Test (of one or more courses)
- If prior to or during a CIA, a learner experiences a serious illness, the same is supported by medical papers from an authorised medical expert and have been submitted within two days and verified by the College.
- 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).

Semester End Examination (50%):

- Following is the evaluation pattern for Semester End Examination according to NEP for First Year (UG) learners applicable from 2024-25.

COURSE	MCOM (ADVANCED ACCOUNTANCY) AND MCOM (BUSINESS MANAGEMENT)					
	TOTAL MARKS	INTERNAL	EXTERNAL	PASSING MARKS		Duration (External Exam)
				INTERNAL	EXTERNAL	Hrs.
4 Credit Course	100	50	50	20	20	2.0
2 Credit Course	50	25	25	10	10	1.0





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COURSE	MSC (INFORMATION TECHNOLOGY)					Duration
	TOTAL MARKS	INTERNAL	EXTERNAL	PASSING MARKS		(External Exam)
				INTERNAL	EXTERNAL	Hrs.
4 Credit Course	100	50	50	20	20	2.0
2 Credit Course	50	25	25	10	10	1.0

● Rules and Procedure for the Revaluation of the Answer –books:

- A learner 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.
- If the re-evaluation reveals a less than (+ / -) 10% then the original marks will be retained in case the learner fails.
- This revaluation facility will be applicable for Semester End Examination.
- The rules for revaluation of answer books shall not be permitted in respect of the marks awarded to the scripts of practical examination and internal assessment.
- 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.
- No changes in the mark sheet will be entertained after the lapse of these 30 days. Learners are requested to collect the mark sheet within 30 days after distribution of the mark sheet.





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

● **Additional Examination:**

Additional Examination for Semester End Examination will be conducted only for learners who have appeared for the CIAs and not for the SEE. This is applicable under the following circumstances:

1. If the Principal allows a learner 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.
2. If a learner 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.
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).
4. Additional examination will be conducted after the completion of Semester End Examination. Learners will have to submit a separate application for the same.
5. Learners who do not register for the Additional Examination within the stipulated period will not be permitted to appear for the concerned examination(s).

● **Grading System:**

Results:

- a. 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).





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b. Mark sheets are issued per Semester and per Additional Examination.

+%MARKS	GRADE	GRADE POINT
≥ 90	O	10
≥ 80 and < 90	A+	9
≥ 70 and < 80	A	8
≥ 60 and < 70	B+	7
≥ 55 and < 60	B	6
≥ 50 and < 55	C	5
≥ 40 and < 50	D	4
< 40	F	0

Earning Credits:

A learner will be considered to have completed a Course successfully and earned the credits if he/she is able to secure any Letter Grade in the range 'O' to 'D'. The Letter 'F' in any Course implies the inability of the learner to clear the said Course and hence no Credits will be earned.

Preservation of Answer books:

The answer papers of the examinations shall be preserved for a period of at least SIX MONTHS (06 Months) from the date of declaration of results of the examinations concerned.





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ROLE AND RESPONSIBILITIES OF PARTIES INVOLVED IN EXAMINATIONS

The roles and responsibilities of the following parties involved in examinations. This includes:

1. The Academic Council is responsible for laying down, regulating, and maintaining the standards of teaching, research, extension, and examinations in the autonomous college.
2. The Board of Studies in the respective subjects suggests the evaluation pattern and assessment methods for the various courses offered by the concerned department.
3. The Exam Committee of the autonomous college proposes the general guidelines, SOP, rules, regulations, evaluation patterns, and the scheme of examinations.
4. Faculty/Course Instructors/ Paper Setters, set the question papers for the semester-end theory, practical and internal assessment examinations to test the attainment of learning outcomes for the course.
5. The Exam Supervisor is responsible for implementing the exam rules and regulations and remaining vigilant throughout the examination duration.
6. Examiners are required to act as per the college exam guidelines and regulations for examiners relating to examination and assessment, issued from time to time. Examiners have to ensure fairness and objectivity in the assessment work. The Examiner has to share with the student's constructive and development-inducing feedback on their performance.
7. Students must strictly adhere to the exam-related instructions and exam rules and guidelines issued by the college exam committee from time to time.
8. Preservation of Answer books: The answer papers of the examinations shall be preserved for a period of at least SIX MONTHS (06 Months) from the date of declaration of results of the examinations concerned.

Policy will be revised as per the need of the time.



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I/C Principal

In-Charge Principal
Bunts Sangha's S. M. Shetty College
of Science, Commerce, & Management Studies
(Autonomous) Powai, Mumbai - 400 076



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Annexure 1

GUIDELINES FOR CONDUCTING COLLEGE EXAMINATIONS

Teaching and Non-Teaching staff are required to adhere to the following guidelines for all Examinations:-

A. MAINTAINANCE OF DECORUM IN EXAMINATION ROOM:

1. Turn off electronic devices when not in use
2. Use of examination stationery diligently
3. **Do not engage in personal work in Exam Room** such as assessing papers (apart from exam room in charge of the day), usage of Exam Room PC for Personal or other committee work, taking prints from the printer of exam room (apart from examination committee members) etc.

B. SUPERVISOR'S ROLE:

1. Collect answer scripts and Q.P. bundles and report to block at least 10 minutes prior to the commencement of exams.
2. Sign duty charts on daily basis
3. Sign the Answer Scripts and Hall Tickets of each students after proper verification of all required documents.
4. Strictly Cross Check total number of answer scripts collected with number of students present in the block before submitting the bundles to the exam room.
5. Not to indulge in any other activities during supervision such as assessing papers, using laptops, frequently using mobile phones, frequently coming out from the block for personal work etc.
6. Reliever is allowed only in case of nature's call or any unseen incidence/illness.
7. Not to allow any student out of examination hall for any reason during first 30 Mins. and last 30 Mins. of the exam hall without collecting their answer scripts.
8. The new seat numbers are seven digit alpha-numerical number allotted to each student. It should be written 'in words' as well in answer scripts digit wise.





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9. Place the answer scripts and unused stationery in an orderly manner, sign reports for unfair means (if any) etc. in exam room.

C. ROLE OF COURSE IN CHARGES:

1. Adhere to **format and deadlines** for submitting question papers with answer key (mentioning marking scheme) as given by Exam Committee.
2. Collect and return answer scripts for assessment on time.
3. Make entry in CAP register on regular basis for all scripts taken and returned.
4. Submit mark sheet (in the format provided) duly signed on time to the concerned Departmental Coordinator or to the Office.

SUBMISSION OF THE ANSWERSSCRIPTS IN THE EXAM ROOM:

1. All supervisors are required to submit collected answer scripts in Exam Room personally and have to hand it over to the Exam Committee member for verification.
2. Before submission verify the Supervisor's Report and Attendance Sheet properly – all the required details should be entered properly along with signature of the Junior Supervisor wherever needed.

D. TAKING OUT ANSWER SCRIPTS FOR VALUATION AND SUBMISSION OF THE SAME:

1. While taking bundles for assessment all faculty members are required to enter the details of bundle in CAP muster and inform the same to the Peon or Exam Committee member available in Exam Room.
2. CAP assessment of all exam papers can be done only in Conference Room not in any class rooms or staff room or in any other place. If the space is not sufficient then AV room can be utilised after informing exam committee. (In AV Room required Table and chairs arrangements will be done)
3. While assessing papers students should not be allowed to enter the conference room.
4. The assessed bundles need to be kept back in the exam room after signing in CAP muster.





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Annexure 1.

STANDARD OPERATING PROCEDURES (SOP)

1) BEFORE EXAMINATION

- a) Preparation of Annual Examination Calendar.
- b) Declaration of Exam Time Table on college website at least 2 weeks before the examination.
- c) General Guidelines for Examination are sent to examiners before exams.
- d) Declaration of Question Paper submission dates to course in charges.
- e) Issue the hall tickets.
- f) Collection and Selection of Question Papers.
- g) Prepare the seating arrangement / room allocation and display of same.
- h) Preparation of supervision duty chart.
- i) Bundling of Question Papers and keeping safe custody of the same.

2) AFTER EXAMINATION

- a) Verification of Answer Booklets.
- b) Pack the answer booklets in bundles with labels.
- c) Maintenance of CAP muster.
- d) Inform course in-charges for submission of mark sheets after evaluation within 10 days from the last day of exams.
- e) Moderation of selected answer scripts as per policy.
- f) Marks settlement meeting with the Principal, Controller of Examinations (CoE), and Deputy CoE, Vice Principal and Coordinators of respective programmes to decide the maximum gracing to students per course to pass and preparation and passing of required resolutions.
- g) Preparation of Consolidated Mark sheet.
- h) Checking and Verification of Consolidated Mark sheet.
- i) Declaration of results.
- j) Display details / Notice for revaluations.



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- k) Display results of / after revaluation.
- l) Receive applications for revaluation and photocopy and process the same within 5 to 6 weeks.
- m) Print and Distribute Grade Cards to students after verification.



I/C Principal

In-Charge Principal
Bunts Sangha's S. M. Shetty College
of Science, Commerce, & Management Studies
(Autonomous) Powai, Mumbai - 400 076