



Dnyandeep Mandal's

## ST. JOSEPH COLLEGE OF ARTS & COMMERCE, Satpala

**B.Com** (Banking & Insurance), **B.M.S.** (Bachelor in Management Studies),

**B.Com** (Accounts and Finance ), **M. Com** (Accountancy),

**M. Com** (Management), **M.A.** (Economics), **M.A.** (Marathi)

★ Affiliated to University of Mumbai

★ Reaccredited by NAAC With 'B' Grade (CGPA 2.70)

★ Recognized under Clause 2 (F) & 12 (B) of UGC Act, 1956

★ Minority Institution

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### ST JOSEPH COLLEGE OF ARTS AND COMMERCE

#### POLICY DOCUMENT OF EXAMINATION

#### **Credit-Based Evaluation System for Undergraduate courses**

St. Joseph College offers three-year, semester wise degree programme which is affiliated to University of Mumbai. The University of Mumbai has introduced the Choice Based Credit System (CBCS) from the academic year 2016-17.

Following are the details of CBCS examination pattern.

1. Each academic year is divided into two semesters, and the entire programme of three years consists of 6 semesters.
2. Two examinations shall be held for the students during the course of the academic year
3. The First Year and Second Year Examinations in Arts and Commerce shall be conducted by the College on behalf of the University. The Third-Year examinations shall be conducted by the University.
4. The details regarding the examinations conducted by the college will be displayed on the notice-boards from time to time.
5. Promotion to the Second Year and Third Year Classes will be on the basis of the performance at the First Year and Second Year examinations respectively, as per university guidelines.

### **Credit-Based Evaluation System for Postgraduate courses**

1. Each academic year is divided into two semesters, and the entire programme of two years consists of 4 semesters.
2. Two examinations shall be held for the students during the course of each academic year which will be conducted by University of Mumbai.
3. The details regarding the examinations conducted will be displayed on the notice-boards from time to time.

### **10 Point Performance Grading System**

| <b>Marks</b>           | <b>Grade Points</b> | <b>Grade</b> | <b>Performance</b> |
|------------------------|---------------------|--------------|--------------------|
| <b>80.00 and above</b> | <b>10</b>           | <b>O</b>     | <b>Outstanding</b> |
| <b>75.00 – 79.99</b>   | <b>9</b>            | <b>A+</b>    | <b>Excellent</b>   |
| <b>70.00 – 74.99</b>   | <b>8</b>            | <b>A</b>     | <b>Very Good</b>   |
| <b>60.00 – 69.99</b>   | <b>7</b>            | <b>B+</b>    | <b>Good</b>        |
| <b>50.00 – 59.99</b>   | <b>6</b>            | <b>B</b>     | <b>Fair</b>        |
| <b>45.00 – 49.99</b>   | <b>5</b>            | <b>C</b>     | <b>Average</b>     |
| <b>40.00 – 44.99</b>   | <b>4</b>            | <b>D</b>     | <b>Pass</b>        |
| <b>40.00</b>           | <b>0</b>            | <b>F</b>     | <b>Fail</b>        |

### **Examination Scheme for BA & BCOM**

|                          |                               |           |
|--------------------------|-------------------------------|-----------|
| <b>Foundation Course</b> | Internal Assessment (Project) | 25 marks  |
|                          | Semester End Examination      | 75 marks  |
| <b>Other Subjects</b>    | Semester End Examination      | 100 marks |

### **Examination Scheme for BMS/BBI/BAF**

The scheme of examination performance of the learners will be evaluated in two components. One component will be Internal assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below :

- **Internal Assessment - 25%(25 Marks)**

| Sr. No. | Particulars   | Marks    |
|---------|---|----------|
| 1       | One class test  | 20 Marks |
| 2       | Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation, and exhibit of leadership qualities in organizing related academic activities. | 05 Marks |

- **Semester End Examination - 75 %(75 Marks)**

- ✓ Duration - These Examinations shall be of 2 ½ Hours duration.
- ✓ All questions shall be compulsory with internal choice within the questions.
- ✓ Questions may be subdivided into sub-question a, b, c....and the allocation of marks depends on the weightage of the topic.

### **Passing Standard for Undergraduate courses**

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 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.

A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

- A student found to have used unfair means the examination will be dealt with as per the provisions laid down under Section 32(6)(a) of the Maharashtra Universities Act 1994.

### **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 & Semester II

**OR**

He/she fails in not more than two courses of Semester I and Semester II taken together.

- c) 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.
- 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**

He/she has passed Semester I and Semester II and fails in not more than two courses of Semester III and Semester IV taken together

**OR**

He/she has passed Semester III and Semester IV and fails in not more than two courses of Semester I and Semester II taken together

- 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, Semester II, Semester III, Semester IV and Semester V.

### **Eligibility to appear for Additional Semester End examinations**

A learner who does not appear in some or all the courses on medical grounds or for representing the College / University in Sports, Cultural activities, activities of N.S.S., N.C.C. or Sports Training Camps conducted by recognized bodies / competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the institution is eligible to appear for additional examination.

The additional Semester end Examination shall be of Three hours duration for B.Com. courses except Foundation course which will be of 2½ hours duration.

For Self-finance courses also the semester end exam will be of 2½ hours duration.

The learner shall appear for the Semester End Examination of the course for which he/she was absent for the reason as stated above. Learner who is punished under 0.5050(12) shall not be eligible to appear for this additional examination.

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 of the institution / Department / Principal of the College/University and that the same has been brought into force with effect from the academic year 2015-16.

#### **Mode of Semester End Additional Examination**

1. There will be one additional examination for semester I, II, III and IV for those who have remained absent.
2. The absent learner will be allowed to appear for the examination by the head of the institution after following the necessary formalities subject to the reasons to the satisfaction of the head of the institution.
3. This examination will be held 20 days after the declaration of results but not later than 40 days.
4. The Additional Class Test or Assignment must be conducted 15 days prior to the commencement of the Semester End Examination after following the necessary procedure and completing the formalities.

#### **Gracing of Marks**

ORDINANCE O. 5045-A : - Condonation If a candidate/learners fails in only one course/ head of passing, having passed in all other courses/ heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that course / head of passing in which he/she is failing, whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

<https://mu.ac.in/wp-content/uploads/2014/04/O.229-relating-to-the-awrd-of-10-grace-marks.pdf>

#### **Examination Scheme for M.A. / M.COM.**

The scheme of examination performance of the learners will be evaluated in two components. One component will be Internal assessment component carrying 40% marks and the second component will be the Semester-wise End Examination component carrying 60% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below :

- **Internal Assessment - 40%(40 Marks) includes One class Test**

- **Semester End Examination - 60%(60 Marks)**

- ✓ Duration - These Examinations shall be of 2 Hours duration.
- ✓ All questions shall be compulsory with internal choice within the questions.
- ✓ Questions may be subdivided into sub-question a and b and the allocation of marks depends on the weightage of the topic.

**Passing Standard for Post graduate courses**

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 learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass the course.

A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

- A student found to have used unfair means the examination will be dealt with as per the provisions laid down under Section 32(6)(a) of the Maharashtra Universities Act 1994.

**Allowed to keep terms (ATKT):**

- a) A learner shall be allowed to keep term for Semester II irrespective of number of heads of failure in the Semester I
- b) A learner shall be allowed to keep term for Semester III irrespective of number of heads of failure in the Semester I and semester II
- c) A learner shall be allowed to keep term for Semester IV if he/she passes each of Semester I , Semester II and Semester III
- d) The result of Semester IV shall be kept in abeyance until the learner passes each of Semester I, Semester II and Semester III

### Rules for the revaluation of the answer-book/s

1. If the examinee is not satisfied with the marks awarded, he/she may independently apply for revaluation in the prescribed form within the period and in the manner prescribed, whether or not he/she has applied for Photo/Xerox copy/ies of the same.
2. This revaluation facility shall be for theory papers only.
3. A candidate can apply for the revaluation of the answer book of the subject only if he/she has secured at least 20% of the total marks in that subject or 40% of the marks required for passing in the said subject, whichever is less or the grade equivalent to the above criteria where grades are assigned to the theory paper.
4. The prescribed application form for revaluation of answer book duly filled in and signed by the applicant examinee only is to be submitted along with the statement of marks, prescribed fees as per university guidelines and question paper/s for which he/she intends to apply for revaluation, **within seven (07) working days** from the date of the declaration of the result of the respective examination to the Examinations Department.
5. The results of revaluation cases will be declared within 15 days from the last day of applications.

### Rules for disabled learners

1. The learner having 40% or more disability and unable to write can submit the request letter along with relevant documents to the Examination chairperson at least 8 days in advance for writer/scribe with duly signed by the Principal.
2. Individuals with physical / motor impairments are entitled to additional time during internal assessment as well as during the term end examination. This may be allowed 20 minutes per hour.



  
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