

Examination and Evaluation Manual

Examinations – Important Norms/Guidelines under Autonomy

The college has been granted autonomous status by the University Grants Commission (UGC) for a period of ten years w.e.f. 2020-2021 to 2030-2031 (Letter No. F. 22 1/2017(AC) dated 7th Sept, 2021) and endorsed by the University of Mumbai vide its letter Aff /ICD/21-22/1101. However, the college will remain affiliated to the University of Mumbai with an autonomous status.

1. Introduction:

The examination committee is responsible for the smooth conduct of examinations, evaluation, and declaration of results and any other task in the purview of the examination committee. The examination system is designed to ensure fairness, transparency, confidentiality, and academic integrity.

The manual outlines the rules, procedures, and responsibilities associated with examination processes for all stakeholders. Such structured manuals help ensure clarity and the smooth conduct of examinations in higher education institutions.

The credit structure followed from the academic year 2023-24 is as per National Education Policy (NEP- 2020) guidelines as follows.

Sem.	Major, Electives	Minor	Generic (GE/OE)	Vocational and Skill	AEC, VAC, CC	I, FP, OJT, IKS, CEP, RM	Total Credits
I	6	-	4	4	2+2+2	2	22
II	6	2	4	4	2+2+2	-	22
III	8	4	2	2	2+0+2	FP-2	22
IV	8	4	2	2	2+0+2	CEP-2	22
V	10 +4	4	-	2	-	I-2	22

VI	10 +4	4	-	-	-	OJT-4	22
3- year Degree	56	18	12	14	20	12	132
VII	14+4	-	--	-	-	4 (RM)	22
VIII	14+4					4(OJT)	22
Level 6	92	18	12	14	20	20	176

GE – Generic Elective; OE – Open Elective; AEC – Ability Enhancement Course; VAC – Value Added Course; CC – Co-curricular Course; I – Internship; FP – Field Project; OJT – On-the-Job Training; IKS – Indian Knowledge System; CEP – Community Engagement Project; RM – Research Methodology.

A. Major and Minor courses

All discipline-specific courses (major and minor) may be 4 credits, 2 credits, or as appropriate. Additional credits may be allotted for tutorials or practicals.

B. Other courses

All courses under multidisciplinary ability enhancement (Language) and skill enhancement categories, etc., for all majors, may be of 2-credits or as appropriate

C. Common Value- Added courses

Courses under Value added, Summer Internship /Apprenticeship /Community outreach activities etc.. for all majors may be of 2-credits or as appropriate.

D. Research Project/Dissertation

Students choosing a 4-year Bachelor's Degree (Honours with Research) are required to take up research projects under the guidance of a faculty member
Ref: University of Mumbai Circular No 5 dated 19th June 2023 of 2023-24

2. TEN-POINT GRADING SYSTEM (NEP 2020)

(Implemented from A.Y. 2023–2024)

Semester GPA / Program CGPA	% of Marks	Letter Grade Result	Grading Point
9.00- – 10.00	90.0 – 100	O (Outstanding)	10

8.00 – <9.00	80.0 – <90.0	A+ (Excellent)	9
7.00 – <8.00	70.0 – <80.0	A (Very Good)	8
6.00 – <7.00	60.0 – <70.0	B+ (Good)	7
5.50 – <6.00	55.0 – <60.0	B (Above Average)	6
5.00 – <5.50	50.0 – <55.0	C (Average)	5
4.00 – <5.00	40.0 – <50.0	P (Pass)	4
Below 4.00	Below 40.0	F (Fail)	0
Ab (Absent)	–	Absent	0

3. GRACING AND ORDINANCES

GRACING: Additional provisions are made to Ordinances 5042A, 5043A, 5044A, 5045A and 5046 A in view of the Grading and Credit System

3.1 :O.5042A GRACE MARKS FOR PASSING IN EACH HEAD OF PASSING (THEORY/PRACTICAL, ORAL/SESSIONAL) EXTERNAL / INTERNAL) (@)

The examinee shall be given the benefit of grace marks only for passing in each head of passing (Theory/Practical/Oral/Sessional) in External or Internal examination as follows:

Head of Passing	Grace Marks upto
Upto -- 50	2
051 -- 100	3
101 -- 150	4
151 -- 200	5
201 -- 250	6
251 -- 300	7
301 -- 350	8
351 -- 400	9
401 and above	10

Provided that the benefit of such gracing marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of marks under this Ordinance shall be applicable only if the candidate passes the entire examination of semester/year.

3.2 :**O.5043A** GRACE CGPA FOR GETTING HIGHER CLASS (@)

A candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of CGPA falls short for securing Second Class/Higher Second Class or First Class according to the following tabulation

CGPA Range obtained in between by the student, irrespective of attempt	@ (to be seen after GPA in the mark sheet)	Final CGPA limit	Multiplication factor*	Addition Factor*	%	
5.28 - 5.37	0.10-0.01	5.38	7.25	11	50	SecondClass
5.97 - 6.06	0.10-0.01	6.07	7.25	11	55	Higher 2nd class
6.66 - 6.75	0.10-0.01	6.76	7.25	11	60	1st Class
8.04 - 8.13	0.10-0.01	8.14	7.25	11	70	1st Class with Distinction

*As per university CGPA to Percentage conversion formula.

Provided that benefits of above mentioned grace CGPA shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed, in the examination concerned.

Provided further that benefits of above mentioned grace CGPA shall be given to the candidate for such examinations only for which provision of award of class has been prescribed.

3.3 :**O.5044A** GRACE MARKS FOR GETTING DISTINCTION IN THE SUBJECT ONLY (@)

A candidate who passes in all the Subjects/Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the

subject/s falls short by not more than three marks for getting distinction in the subject/s shall be given necessary grace marks up to three in maximum two subjects, subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

Provided that benefit of the above mentioned grace marks shall be given to the candidate only for such examination/s for which provision for distinction in a subject has been prescribed.

3.4 :O.5045A CONDONATION (*)

If a candidate fails in only one head of passing (internal or semester end) having passed in all other 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 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 5 marks only.

3.5:O.229: EXTRA CURRICULAR ACTIVITIES

Grace marks will be awarded to students under the above ordinance for extracurricular activities like NCC, NSS, Sports, Cultural activities, LLE, Research etc.

- Only at the examination for the first time/attempt.
- If one fails in one or more heads of passing, the benefit of grace marks shall be granted to the extent of 5 marks to the subject concerned.
- If benefit of grace marks is not availed in the above case, the 0.1 GPA will be added in the final grade to the GPA. However, if the benefit is given to for passing the subjects the same may be proportionately deducted from the total grade point (0.1) e.g. 0.01 shall be deducted from final grade, for every one mark given for passing the subjects.
- Grace Marks under this ordinance WILL NOT be counted for the award of Scholarship's Prizes and Medals or Any other award
- Rules related to gracing under this ordinance shall be applied first and the same will be shown separately.

4. SPECIAL PROVISIONS

Students with Dyslexia, Dysgraphia & Dyscalculia or are visually impaired /low vision/physically challenged are requested to contact the college office to obtain details about the facilities available to them for examinations viz. Extra time and writer. They are required to produce the relevant documents to avail the benefits.

Exemption in head of passing/course:

An unsuccessful candidate who obtains the minimum percentage of marks prescribed for passing a subject/practical will be exempted, at his option, from appearing in that subject/practical at subsequent appearance and he will be declared to have passed the whole examination after passing in the remaining subject/practicals.

5.Equivalence Committee:(Non-NEP → NEP Transition/NEP → NEP Transition/NEP → Non-NEP Transition)

Decisions taken regarding examinations for students transitioning between Non-NEP and NEP programmes, NEP–NEP transfers, NEP to Non-NEP shifts, students migrating from other colleges, and for those who have credit gaps that need to be fulfilled in order to match the required course structure and learning outcomes.

6. Examination & Evaluation Process

- The Examination Calendar is strictly followed for the conduct of all examinations.
- Examination fees for Semester End Examinations are collected along with admission fees.
- Timetables for Internal and Practical Examinations are prepared and published at the departmental level in accordance with guidelines issued by the Examination Committee.
- The timetable for Semester End Examinations is displayed on the college website at least 15 days prior to the commencement of exams.
- Seating arrangements are displayed on the day of the examination.
- Examination results shall be declared within a specified timeframe, preferably within 30 days from the date of the last examination, to ensure timely academic progression.
- Results are published through the Mastersoft application.
- Grade card copies are issued to students.

7.Modality of Assessment:

The performance of learners in courses comprising both Semester End Examinations and Internal Assessment is evaluated in two components as per the following ratio:

Semester End Examination: Internal Assessment = 60 : 40

Learners are assessed through the Semester End Examination carrying 60% weightage and Continuous Internal Assessment (CIA) carrying 40% weightage.

To successfully pass the course, students must secure a minimum of **40% marks separately** in both the Internal Assessment and the Semester End Examination.

***STUDENT GUIDELINES FOR EARNING CC/FP/CEP/OJT ACTIVITY CREDIT ***

(Only under NEP batch – From Academic year 2023-24 onwards)

1. Under the **National Education Policy (NEP) 2020 framework**, the curriculum integrates **Co-curricular Courses (CC), Field Projects (FP), Community Engagement Programmes (CEP), and On-the-Job Training (OJT)** to promote **holistic development, experiential learning, and skill enhancement** among students. Earning the prescribed credits under these components is **mandatory** for successful completion of the programme and must be fulfilled within the stipulated duration. Students may also undertake approved activities outside the institution with prior permission from the concerned faculty/mentor. Credits may be earned through the following suggested activities:

***Suggested areas** (where students can earn Co-Curricular Credits)

- Presenting paper/poster in National, International Conferences
- Participation in University Research convention –Aavishkar
- Publication in peer reviewed journals
- Attending online courses (with complete certificate) from MOOC, Coursera, NPTEL, Maha Syayam portal etc.After approval at the department level)

- Internships
- Participating in Co-curricular activities at the department level as certified by the HOD/Coordinator
- Participation in NSS, NCC, Lifelong Learning and Extension Activity(DLLE)
- Representing college at University -Youth Festival, Intercollegiate cultural events, etc.
- Representing college Sports at University/ State/ National/ International level
- Activities related to Yoga /Physical Training/Physical Education
- Involvement in popularization programs such as scientific knowledge dissemination and creating awareness
- Involvement in campus publications or other publications
- Publication of articles in newspapers and magazines
- Engaging in Community work like – Promotion of values of National Integration, Environment, Human Rights and duties, Peace, Civic sense etc.

2. Proper documentation and certification of participation is required, and the **concerned department/committee shall be the final authority** for approval and allocation of credits, which will be reflected in the **semester-wise grade card.**
Completion

*More avenues will be explored , if any during orientation sessions to be held after admission .

i)Evaluation Criteria for Co-Curricular Course would be as follows:

Activity	Marks
Learner completing and logging 60 hours of activity in the CC Book	30
Learner giving a Viva-Voce to the mentor on activities participated (mandatory)	10

Learner overall attendance and active participation in classroom	10
*Total (2 Credits)	50

*Minimum passing marks to be obtained for earning 2 CC credits - **20 Marks**

ii) Evaluation Criteria for CEP would be as follows:

Activity	Marks
Learner completing and logging 60 hours of activity in the CEP	30
Learner giving a Viva-Voce to the mentor on activities participated (mandatory)	20
*Total (2 Credits)	50

*Minimum passing marks to be obtained for earning 2 CEP credits - **20 Marks**

iii) Evaluation Criteria for Field Project (2 Credits) would be as follows:

Activity	Marks
Learner completing a field project/field visit/ industrial visit/ survey in an industrial area / nearby community	30
Learner to give powerpoint or poster presentation/viva voce and project report to the mentor (mandatory)	20
*Total (2 Credits)	50

*Minimum passing marks to be obtained for earning 2 FP credits - 20 Marks

iv) Evaluation Criteria for OJT -On the Job Training Credits (4 Credits) would be as follows:

External (OJT Supervisor/Employer)	Quality/ Performance 25	Punctuality/ Regularity 25	Total 50
Internal (Departement Mentor)	Written Report 25	Viva-Voce /Presentation 25	50
*Total (4 Credits)			100

*Minimum passing marks to be obtained for earning 4 OJT credits - 40 Marks

8. PHOTO COPYING & REVALUATION

The examinee can independently apply for Revaluation or photocopy or both simultaneously, if he/she desires so.

The Examinee who desires to apply for revaluation are requested to note that, his / her original marks will become **null & void** as soon as he submits his application for the revaluation.

Under these rules applying for the Photocopy(ies) of answer-books shall be permitted in respect of,

- For theory papers of all the examinations conducted by the College/University in the current session.
- The Scripts of practical examination / session work / project work /dissertation / internal assessment / term work (including theory part) wherever the written scripts are available, in the current session.

The revaluation facility shall be for theory papers of all the examinations conducted by the University for the respective current session and the applications received within prescribed time limit. Under these rules the revaluation of answer books shall also be permitted in respect of;

- For theory papers of all the examinations conducted by the College/University in the current session.
- The marks awarded to the scripts of practical examination / session work / project Work / dissertation / internal assessment / term work (including theory part) wherever written scripts are available.
- All Examinees can apply for the revaluation of the answer book(s) with whatever marks he / she secured and even the Zero Marks.

9. ATKT Examination

Candidates who have been declared failed at the examination or who have been allowed to keep terms for the higher class shall appear as Ex-student for the respective semester examination held by the college.

ATKT Examination will be conducted at least once in each term.

ATKT Rules

<https://ves.ac.in/vesasc/wp-content/uploads/2025/07/ATKT-Rules2025-26-onwards.pdf>



ATKT RULES SIMPLIFIED

Class and Semester	Credits Earned	Remark
FY Sem I	22 Credits	Full Pass
FY Sem I	Less than 22 Credits	Can appear for Sem II
FY Sem I + FY Sem II	44 Credits	Full Pass, Promoted to SY Sem III
FY Sem I + FY Sem II	Less than 32 Credits	Drop
SY Sem III	22 Credits	Full Pass
SY Sem III	Less than 22 Credits	Can appear for Sem IV
Sem I + Sem II + Sem III + Sem IV	88 Credits	Full Pass, Promoted to TY Sem V
Sem I + Sem II + Sem III + Sem IV	Less than 76 Credits	Drop
TY Sem V	22 Credits	Full Pass
TY Sem V	Less than 22 Credits	Can appear for Sem VI
Sem I + Sem II + Sem III + Sem IV + Sem V + Sem VI	132 Credits	Graduate

10.Moderation Policy: Moderation is an essential quality-assurance mechanism that ensures fairness, consistency, and accuracy in the assessment process. This policy outlines the procedures and standards for the moderation of answer books across all programmes offered by the college. It aims to uphold academic integrity and maintain uniformity in the evaluation system.

Moderation Policy:

<https://ves.ac.in/vesasc/wp-content/uploads/2025/12/Moderation-Policy-1.pdf>

11.UNFAIR MEANS ADOPTED DURING EXAMINATIONS:

The quantum of punishment shall vary from annulment of the performance of the student during exams in full, (internal test, semester theory & practicals) to debarring the students from appearing in any future exams.

The minimum punishment, therefore, is cancellation of the entire examination.

12.Guidelines for BSc Honours and PG diploma under NEP:

Departments having MSc (PG program) and PhD. center in Chemistry, is eligible to admit students for BSc (Honours) and PhD. Program as per guidelines of University of Mumbai which are as follows:

1.A BSc graduate under NEP is eligible to take admission to BSc (Honours) Program, provided the student has attained 132 credits at 3 years UG level. The student must attain 176 credits for BSc (honours).(For programs already having postgraduate courses.)

2.If a student takes admission to an MSc (PG Program) and exits after one year, he will be eligible to receive PG Diploma provided, the student attains additional 4 credits skill course.

3. If a student completes BSc (Honours) and has a score of 75% and above in each of the semesters, then he is eligible to take admission in the PhD. program after completion of the entrance examination as per the guidelines of the University of Mumbai.

4.Students who successfully complete both MSc I and II, will earn a regular Postgraduate Degree.

Best of Luck!

"Success is the result of hard work, learning from failure, loyalty, and persistence"

– Narayana Murthy-