



Mahavir Education Trust's

SHAH & ANCHOR KUTCHHI ENGINEERING COLLEGE

Chembur, Mumbai - 400 088

EXAM POLICY

1. OBJECTIVE:

1. To provide guidelines to students to fill the online exam form for University Exams.
2. To conduct Examinations on behalf of University of Mumbai.
3. To conduct the examinations in a disciplined manner as per the guidelines given by the college / University.
4. To maintain Quality in Assessment and timely declaration of Results.

2. EXAMINATION CONDUCTION POLICY

Four Year, semester wise degree course is run in SAKEC, Chembur which is academically affiliated to Mumbai University. First Year (semester I and II) and Fourth Year (Semester VII and VIII) Examinations are conducted by University and assessment is done through online CAP and Statement of marks / Degree is awarded by University. The Second Year (semester III and IV) and Third Year (semester V and VI) Examinations are conducted by the college on behalf of the University, wherein Examination papers are set by University and assessed in college and results are prepared by the college. Statements of marks are awarded by college on the behalf of University for these examinations.

Two Year, Semester Wise Post Graduation course is run in SAKEC, Chembur which is academically affiliated to Mumbai University. The M. E. degree Examination consists of End semester examination, Internal Assessment, Practical and/or Oral examination, seminar, dissertation and viva-voce. The entire programme is grouped in four semesters

Manual on credit and grading system

Undergraduate and Postgraduate programmes
(with effect from the academic year 2012–2013)

1 Introduction

1.1 Recommendations of National Regulatory Authorities

The University Grants Commission (UGC), the National Assessment and Accreditation Council (NAAC), the Distance Education Council (DEC) and even the National Knowledge Commission (NKC) have time and again come out with recommendations for improving the quality and effectiveness of Higher education provisions in the country. The ministry of Human Resource Development at the Central level and the Ministry of Higher & Technical Education, Govt. of Maharashtra have also repeatedly stressed on the need for universities to pay prompt attention to improve the quality of education.

An important concern voiced more strongly in recent times, is the need to develop a Choice-Based Credit System (CBCS) in tune with global trends and the adoption of a sound grading system for reflecting learner performance. To quote Shri S. K. Tripathi, former Secretary, Dept. of Secondary and Higher Education, Ministry of Human Resource Development, Govt. of India,

“..... The demand for socially relevant, economically productive, globally competitive, culturally sustaining and individually satisfying programmes that cater to the needs of the present times is fast growing. The constraints of pursuing programmes and participation in pre-determined combination of Courses pose rigidities not in keeping with the demands of the changing times....”

There is a need for a fully convertible credit-based system acceptable to other universities.

Recommendation of the UGC in its *Action Plan for Academic and Administrative Reforms* (Ref. UGC letters January 2008; March 2009) *“..... Curricular flexibility and learners’ mobility is an issue that warrants our urgent attention. These can be addressed by introducing credit based courses and credit accumulation. In order to provide with some degree of flexibility to learners, we need to provide flexibility in course selection and also a minimum as well as a maximum permissible span of time in which a course can be completed by a learner... The Choice-Based Credit System (CBCS) imminently fits into the emerging socioeconomic milieu, and could effectively respond to the educational and occupational aspirations of the upcoming generations.*

In view of this, institutions of higher education in India would do well to invest thought and resources into introducing CBCS. Aided by modern communication and information technology, CBCS has a high probability to be operationalised efficiently and effectively — elevating learners, institutions and higher education system in the country to newer heights...”

The **National Knowledge Commission (NKC)** under the chairmanship of Mr. Sam Pitroda, in its report to the Prime Minister on 29th November 2006) has also reiterated the importance of higher education and the contribution it has made to economic development, social progress and political democracy in independent India. However, the Commission has also pointed out to a “serious cause for concern” at this juncture. According to Mr. Pitroda, *“...it is important for us to recognize that there is a quiet crisis in higher education in India which runs deep. And the time has come to address this crisis in a systematic, forthright manner. There is a need for a transition to a course credit system where degrees are granted on the*

basis of completing a requisite number of credits from different courses, which provides learners with choices....

1.2 Rationale for introduction of Credit and Grading System

The UGC while outlining the several unique features of the Choice-Based Credit System (CBCS) has, in fact, given in a nutshell, the rationale for its introduction. Among the features highlighted by the UGC are: *Enhanced learning opportunities, ability to match learners' scholastic needs and aspirations, inter-institution transferability of learners (following the completion of a semester), part-completion of an academic programme in the institution of enrolment and part-completion in a specialized (and recognized) institution, improvement in educational quality and excellence, flexibility for working learners to complete the programme over an extended period of time, standardization and comparability of educational programmes across the country, etc.*

This credit and grading based system enables a much-required shift in focus from teacher-centric to learner-centric education since the workload estimated is based on the investment of time in learning, not in teaching. It also focuses on continuous evaluation which will enhance the quality of education. It can be concluded from the above discussion that it is very much essential to implement the credit and grading based higher education in India. University of Mumbai has taken a lead in implementing the system through its affiliated Institutes. In this regard it is very much essential to train and educate the faculty and staff in the new approach of education system for successful implementation. The essential information is made easily accessible through this manual. Course credit structure, examination/assessment and grading are mainly focused aspects of this manual and discussed in subsequent chapters.

2. COURSE CREDIT STRUCTURE

As the requirements for a particular degree (undergraduate or postgraduate), a certain quantum of academic work measured in terms of credits is laid down in general. Learner earns credits every semester by satisfactorily clearing courses/other academic activities. The amount of credit associated with a course is dependent upon the number of hours of instruction per week in that course. Similarly the credit associated with any of the other activities is dependent upon the quantum of work expected to be put in for each of the other activity per week.

2.1 Credit Assignment

2.1.1 Theory and Laboratory Courses:

Courses are broadly classified as *Theory courses* and *Laboratory Courses*. Theory courses consist of lecture (**L**) and /or tutorial (**T**) hours, but may have attached practical (**P**) hours in special cases. Laboratory courses consist of practical hours, but may have attached tutorial hours in special cases. Credit (**C**) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (**1**) for lecture and tutorial hours, and a multiplier of half (**1/2**) for laboratory hours. Thus, for example, a theory course having **four** lectures and **one** tutorial per week throughout the semester carries a credit of **5**. Similarly, a laboratory course having **two** laboratory hours per week throughout semester carries a credit of **1**.

For example –

Theory course

L T P C

4 1 0 5

2.1.2 Seminars

Some programs may prescribe Seminar as a requirement for the BE / ME. Seminar is a course wherein under the guidance of a faculty member a learner is expected to do an in-depth study in a specialized area by doing survey of published technical literature, understanding different aspects of the problem. While doing this, the learner is expected to critically analyze works of various authors /researchers, learn the investigation

methodologies, study concepts, techniques and the results presented in these papers, and present a seminar. It is mandatory to give a seminar

Laboratory course

L T P C

0 0 2 1

presentation before a panel constituted for the purpose as mentioned in syllabus / curriculum manual of respective programme. Seminars typically carry **3 credits**.

2.1.3 Projects/Dissertations

B.E. Projects (I and II): A Project as a requirement for the B.E. degree, wherein under the guidance of a faculty member, a group of not more than four learners in the seventh and eighth semester, is required to do some innovative work with the application of knowledge gained while learning various courses in the earlier years. The student is expected to do a survey of literature in the subject, work out a Project plan and carry it out through experimentation and/or modeling / computation. Through the Project work the learner has to exhibit skills for both analysis and synthesis. These Projects may be offered as Project-I and Project-II in seventh and eighth semester respectively. The credits assigned for Project-I and Project-II are **3** and **6** respectively.

M.E. Dissertations: Dissertation / Project is a mandatory requirement in the post-graduate Programme. The Dissertation/Project consists of two stages, spread over one year duration, normally starting from the third semester (Dissertation-I) and ending with the fourth semester (Dissertation-II). These are essentially research and development projects, where a learner trains him/herself, under the guidance of supervisor/s, in in-depth analysis of an engineering problem and attempts synthesis of a solution. It includes literature survey, problem analysis and problem definition, extensive experimental/modeling work, and analysis of results typically form various components of the Dissertation/Project work. Dissertation-I and Dissertation-II carries **12** and **15** credits respectively.

2.2 Minimum Credit Requirements

The minimum credit required for award of a B.E. degree is **180**. This is normally divided into Theory courses, tutorials, laboratory courses, seminars and projects in duration of eight semesters. The minimum credit required for award of a M.E. degree is **70**. The credits are distributed semester wise as shown in the structure and syllabus manual of each programme. Courses generally progress in sequences, building competencies and their positioning indicates certain academic maturity on the part of the learners. Learners are expected to follow the semester wise schedule of courses given in the syllabus manual of respective programmes.

2.3 Course/Subject codes

M. E. Programmes: In the syllabus manual of each programme of a particular discipline, subject code is assigned for each course. The subject code consists of six to seven digits. First two digits (letters) indicate the program of a particular discipline, next digit (letter) indicates course is either core/compulsory or elective or laboratory or seminar or Dissertation/Project. A fourth digit (number) indicates semester of a program and fifth and sixth digit (number) indicates serial number of course. A seventh digit (number) is only applicable for elective course which indicates the serial number of elective course in that group.

For example -

Core/compulsory course

Elective course Laboratory course

Seminar Dissertation

****C101 **E1011 **L101 **S301 **D401**

Where,

First two digits (letters) **: indicates program name

Third digit (letter) C : indicates Core/Compulsory course;

E : indicates Elective course

L : indicates laboratory course;

S : indicates Seminar

D : indicates Dissertation

Fourth digit (number) 1/3/4 : indicates semester in which that course to be studied

Fifth and sixth digit (numbers) 01 : indicates serial number of course

Seventh digit (number) 1/2/3/4 : indicates serial number of elective course in a group

The first two letters used in coding of courses indicates respective programmes. Only exception to this is first year engineering; wherein first two digits indicates First Year Engineering (FE).

The following is the list of programmes and letters assigned in course/subject codes;

I. Civil Engineering : CE

Structural Engineering : ST

Construction Management : CM

Environmental Engineering : EV

II. Computer Engineering : CS

III. Chemical Engineering : CH

IV. Electrical Engineering : EE

Power Electronics and Drives : PE

Power System Engineering : PS

V. Electronics Engineering : EX

VI. Electronics and Telecommunication Engineering : ET

VII. Mechanical Engineering : ME

Automobile Engineering : AE

CAD/CAM and Robotics : CC

Energy Engineering : EG

Heat Power : HP

Machine Design : MD

Manufacturing Systems Engineering : MS

Thermal Engineering : TE

VIII. Information Technology : IT

Information Technology in Information Security : IS

IX Biomedical Engineering : BM

X Instrumentation and Control : IN

XI Automobile Engineering : AU

XII Production Engineering : PR

XIII Construction Engineering : CT

XIV Biotechnology : BT

XV Printing and Packaging Technology : PP

XVI Marine Engineering : MR

3. EXAMINATION / ASSESSMENT AND GRADING

Semester wise performance assessment of every registered learner is to be carried out through various modes of examinations. These include Internal Assessment and End Semester Examination. Internal Assessment includes class tests, home assignments based on live problems, course projects either in a group or individually. The modes of evaluation and distribution of weightage for each of the assessments is given in the syllabus manual of each programmes. Normally weightage of Internal Assessment and End Semester Examination is 20 and 80 percentage respectively in theory courses. In laboratory courses continuous assessment should be carried out and appropriate weightage should be given to each practical/assignment/course project and proper record of the same to be preserved by the concerned faculty for the purpose of inspection as and when required.

3.1 Attendance

Attendance for all Theory, Tutorial, Practical, Seminar and Project/Dissertation is compulsory.

As per the University Ordinance 119, 75 % attendance is compulsory for keeping the term.

3.2 Modes of Assessment/Evaluation

3.2.1 Modes of Evaluation for Theory Courses

Various modes of assessment used for rating learners' performance in a theory course include Internal Assessment and End Semester Examination. Relative weightage for Internal Assessment is typically 20 per cent. This will consist of two test out of which one is compulsory class test and another is either a class test or assignment on live problems or course project in a group/individually.

The end semester examination will be held as per the university schedule and the relative weightage for this would be 80 per cent. It is normally of 3 hours duration and will cover the full syllabus of the course. **The end semester examination is mandatory. The grade for theory courses can be awarded only after successfully completion of both Internal Assessment and End Semester Examination of the respective course as per the curriculum manual of the respective programme.**

3.2.2 Modes of Evaluation for Laboratory Courses

The assessment in a laboratory course will be based on regular supervision of the learner's work, her/his performance in viva-voce examinations, the quality of their work as prescribed through laboratory journals and an end semester test that contains performing an experiment if practical examination is mentioned. It is obligatory to maintain a laboratory journal as prescribed by the course instructor. Final submission/examination for laboratory courses will normally be held before the end semester examination (final theory examinations). **The grade for laboratory courses can be awarded only after successfully completion of Term Work, Practical and/or**

Oral examination as per the curriculum manual of the respective programme.

3.2.3 Modes of Evaluation for Seminars

Seminars are evaluated based on a written report, and an oral presentation before a panel of examiners appointed by the University. The supervisor and/or co-supervisor, when involved, are part of the panel. **The grade for Seminar can be awarded only after successfully completion of Term Work and Oral Presentation as per the curriculum manual of the respective programme.** The evaluation of the seminars is completed before the commencement of the end semester examination.

3.2.4 Modes of Evaluation for Projects/Dissertation

B.E. Project: Project-I and Project-II are separately graded, at the end of the respective semesters. These projects are supervised or guided, and need regular interaction (at least once a week) with the supervisor/guide. Project group has to submit a project report and defend it in front of a panel of examiners. Panel of examiners for Project-I evaluation will be appointed by Head of Department/Institute, while as for Project-II evaluation will be conducted by pair of Internal and External examiners appointed by University. The dates for submission of reports, the dates for presentations are to be scheduled as per the guidelines of University and details of mode of assessment are given in the curriculum manual of respective programmes. Project is a part of term work; the project report will not be accepted if students fail to complete the project successfully. **The grade for Project can be awarded only after successfully completion of Term Work and Oral Presentation as per the curriculum manual of the respective programme.**

M. E. Dissertation: For **evaluation of Dissertation-I**, a learner has to submit the required number of copies of report to the respective department of affiliated Institute/ College as per the University academic calendar. Evaluation will be done, by a panel of examiners appointed by the head of Department / Institute, based on the report and presentation. **The criteria of evaluation of Dissertation –I** are given in the curriculum manual. The panel shall

consist of the supervisor(s) and at least one or two more faculty member, to act as internal examiners.

For **evaluation of Dissertation-II**, a learner has to submit required number of hard bound Dissertation reports to the respective section of University. A learner is **eligible for viva-voce of Dissertation-II** only if s/he passes in semester –I, semester –II and semester –III in all respect. The evaluation will be done by a pair of examiners based on the report and a viva-voce.

The viva-voce will be conducted in the parent Institute. Final Grade reports are to be sent by the Institute to the respective section of university on completion of the viva-voce. The criteria of evaluation of Dissertation –II are given in the curriculum manual. The Pair of Examiners for the assessment of Dissertation-II will be appointed by the University.

3.3 Grading of Performance

3.1 Letter Grade and Grade Point Allocation

The Credit and Grading system will be effective from the academic year 2012-2013 for Faculty of Technology of University of Mumbai. In every course, based on the combined performance in all assessments in a particular semester as per the curriculum/syllabus, the student is awarded a letter grade. These letter grades not only indicate a qualitative assessment of the learner's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade point applicable for **undergraduate** programme are given below:

Percentage of Marks Obtained Letter Grade Grade Points Performance

Percentage of Marks Obtained	Letter Grade	Grade Points	Performance
80.00 and above	O	10	Outstanding
75.00 – 79.99	A	9	Excellent
70.00 – 74.99	B	8	Very Good
60.00 – 69.99	C	7	Good
50.00 – 59.99	D	6	Fair
45.00 – 49.99	E	5	Average
40.00 – 44.99	P	4	Pass
Less than 40.00	F	0	Fail

A learner who remains **absent** in any form of **evaluation/examination**, **letter grade** allocated to him/her should be **AB** and corresponding **grade point** is **zero**. S/he should reappear for the said evaluation/examination in due course.

The letter grades and their equivalent grade point applicable for **post graduate** programme are given below:

Percentage of Marks Obtained Letter Grade Grade Points Performance

Percentage of Marks Obtained	Letter Grade	Grade Points	Performance
80.00 and above	O	10	Outstanding
75.00 – 79.99	A	9	Excellent
70.00 – 74.99	B	8	Very Good

60.00 – 69.99	C	7	Good
55.00 – 59.99	D	6	Fair
50.00 – 54.99	E	5	Average
45.00 – 49.99	P	4	Pass
Less than 45.00	F	0	Fail

A learner who remains **absent** in any form of **evaluation/examination**, **letter grade** allocated to him/her should be **AB** and corresponding **grade point** is **zero**. S/he should reappear for the said evaluation/examination in due course.

3.2 SGPI/ CGPI Calculation

3.2.1 Semester Grade Performance Index (SGPI)

The performance of a learner in a semester is indicated by a number called Semester Grade Performance Index (SGPI). The SGPI is the weighted average of the grade points obtained in all the courses by the learner during the semester. For example, if a learner passes five courses

(Theory/labs./Projects/ Seminar etc.) in a semester with credits C₁, C₂, C₃, C₄ and C₅ and learners grade points in these courses are G₁, G₂, G₃, G₄ and G₅ respectively, then learners' SGPI is equal to:

$$SGPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SGPI is calculated to two decimal places. The SGPI for any semester will take into consideration the "**F** or **AB**" grade awarded in that semester. For example if a learner has failed in course 4, the SGPI will then be computed as:

$$SGPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4 * ZERO + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

3.2.2 Cumulative Grade Performance Index (CGPI)

An up to date assessment of the overall performance of a learner from the time s/he enrolled the University of Mumbai is obtained by calculating a number called the Cumulative Grade Performance Index (CGPI), in a manner similar to the calculation of SGPI. The CGPI therefore considers all the courses mentioned in the curriculum/syllabus manual, towards the minimum requirement of the degree learner have enrolled for. The CGPI is calculated at the end of every semester to two decimal places and is indicated in semester grade report cards.

The CGPI will reflect the **failed status** in case of **F grade(s)**, till the course(s) is/are **passed**. When the **course(s)** is/are **passed** by obtaining a **pass grade** on subsequent examination(s) the **CGPI** will only reflect the **new grade** and not the **fail grades** earned earlier.

Example: Up to semester *r* a learner has registered for *n* courses, among which s/he has "**F**" grade in *ith* course. The semester grade report at the end of semester *r* therefore will contain a CGPI calculated as:

$$CGPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_i * ZERO + \dots + C_nG_n}{C_1 + C_2 + C_3 + \dots + C_i + \dots + C_n}$$

Even if a learner has **failed** in a course **more than once**, the course will figure **only once** in the **numerator** as well as the **denominator**. At the end of semester $r+1$ s/he has appeared for examination for k number of courses including the i th **backlog course** and has cleared all the courses including the **backlog course**, the CGPI at the end of this semester is calculated as,

$$CGPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_i * G_i + \dots + C_nG_n}{C_1 + C_2 + C_3 + \dots + C_i + \dots + C_n}$$

There will also be a **final CGPI** calculated which considers **all the credits earned** by the learner specified for a particular programme.

3.3 Heads of Passing

Internal Assessment (IA) and End Semester Examination (ESE) should be two separate heads for passing. Apart from these, Practical and /or Oral examination also should be independent head/s of passing.

Note: Even though **Term Work** is not a **separate head of passing**, a learner should **satisfactorily complete Term Work in all courses** for a particular semester as per syllabus/curriculum manual to be **eligible to appear** for any form of **examination**.

3.4 Promotion of Learner and Award of Grades

A learner will be declared **PASS** and eligible for **grade** in a particular course of **undergraduate** programme if,

- A learner secures **at least 40% marks in each head of passing** mentioned above.

OR

- If learner **fails in Internal Assessment** but secure **more than 50% in total (Internal Assessment + End Semester Examination)** in that course.

A learner will be declared **PASS** and eligible for **grade** in a particular course of **post graduate**

programme if,

- A learner secures **at least 45% marks in each head of passing** mentioned above.

OR

- If learner **fail in Internal Assessment** but secure **more than 50% in total (Internal Assessment + End Semester Examination)** in that course.

3.5 Carry Forward of Marks

In case of a learner who does not fulfill criteria mentioned in section 3.4 and fails in the **Internal Assessment** and/or **End Semester Examination** in one or more courses:

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

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

3.6 Re -examination of Internal Assessment and End Semester Examination

Re-examination for Internal Assessment should be completed before the commencement of next semester theory examination.

Example: A learner who is supposed to reappear for Internal Assessment in semester-I course will appear for the reexamination before commencement of End Semester Examination of semester -II.

Re-examination of Internal Assessment will be based on single examination having same marks as of original assessment. A learner who supposed to reappear for Internal Assessment will be given some work by the concerned teacher. The work assigned can be of the form of a course project/ assignment problems/ test/ tutorials etc. A learner will do the submission of the assigned work in the predefined period. Records should be maintained properly for all the re-examinations as well as Internal Assessments.

Reexamination of End Semester Examination will be conducted as per the schedule planned by University of Mumbai

3.7 Allowed to Keep Terms (ATKT):

1. A learner shall be allowed to keep term for Semester II irrespective of grades obtained in each course of Semester I.

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

OR

S/he fails in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester I and Semester II taken together.

3. A learner shall be allowed to keep term for Semester IV irrespective of grades obtained in each course of Semester III.

4. A learner shall be allowed to keep term for Semester V if s/he passes in all heads of Semester I, Semester II, Semester III and Semester IV

OR

S/he has passed in all heads of Semester I and Semester II and fails in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester III and Semester IV taken together.

5. A learner shall be allowed to keep term for Semester VI irrespective of grades obtained in each course of Semester V.

6. A learner shall be allowed to keep term for Semester VII if s/he passes in all heads of Semester I, Semester II, Semester III, Semester IV, Semester V and Semester VI

OR

S/he has passed in all heads of Semester I, Semester II, Semester III and Semester IV and fails in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester V and Semester VI taken together.

7. A learner shall be allowed to keep term for Semester VIII irrespective of grades obtained in each course of Semester VII.

Note: **Grade AB** should be considered as **failed** and treated as one head for deciding **ATKT**

3.8 Semester Grade Report

At the end of each semester the semester grade report, which reflects the performance of the learner in that semester, is prepared and issued to the learner. This report includes the fail grades as awarded. Even when a failed course is passed in a later semester, no new modified grade report for that semester in which the fail grade was awarded will be issued. In case of backlog courses learner should be issued separate grade report card as and when s/he passes the course/s.

The grade cards can be issued to the Learners on the basis of the calculations of SGPI/ CGPI

given in **Section 3.2** of this manual in a uniform format given by the University. The format of the grade card for the examinations conducted by the colleges shall be the same as the format for all the concerned programmes. The grade card will reflect the letter grade obtained by the learner, credit points of the individual courses of a particular semester, calculation of SGPI for each semester and the CGPI for all the successfully completed courses of Programme till that semester examination.

ELIGIBILITY FOR ADMISSION AND NEXT CLASS:

UNIVERSITY OF MUMBAI

No. UG/159 of 2018-19

CIRCULAR:-

Attention of the Principals of the Affiliated Colleges, Directors of the recognized Institutions in Science & Technology Faculty is invited to this office Circular No. UG/140 of 2015-16 dated 3rd February, 2016 relating to the CBSGS of B.E. Programme are amended.

They are hereby informed that the recommendations made by the I/c Dean, Faculty of Science & Technology, have been accepted by the Academic Council at its meeting held on 10th July, 2018 vide item No. 4.6 and that in accordance therewith, all the existing Ordinances and Regulations which were issued as per Circular No. UG/140 of 2015-16 dated 3rd February, 2016 for Bachelor of Engineering (B.E.) program viz. 6242, 6243, 6244, 6245, 6246, 6247, 6248, 6249, 6250, 6251, 6252, 6253, 6254, 6255, 6256, 6257, 6258, 6259, 6260, 6261, 6262, 6263 applicable for Rev. 2012 scheme i.e. Credit Based Semester and Grading System (CBSGS) under Faculty of Technology will be applicable for revised scheme Rev. 2016 of Choice Based Credit and Grading System (CBCGS) of Faculty of Science & Technology with effect from academic year 2016 be accepted. (The same is available on the University's website www.mu.ac.in).

MUMBAI – 400 032

20th March, 2019

To

The Principals of the affiliated Colleges, and Directors of the recognized Institutions in Science & Technology Faculty. (Circular No. UG/334 of 2017-18 dated 9th January, 2018.)

A.C/4.6/10/07/2018

No. UG/159 -A of 2018-19

MUMBAI-400 032

20th March, 2019

Copy forwarded with Compliments for information to:-

- 1) The I/c Dean, Faculty of Science & Technology,
- 2) The Director, Board of Examinations and Evaluation,
- 3) The Director, Board of Students Development,
- 5) The Co-ordinator, University Computerization Centre,

(Dr. Ajay Deshmukh)
REGISTRAR

UNIVERSITY OF MUMBAI
No. UG/140 of 2015-16

CIRCULAR:-

A reference is invited to the Ordinances and Regulations relating to the Bachelor of Engineering (B.E) degree course vide this office Circular No.UG/88 of 2012-13, dated 8th November, 2012 and the Principals of affiliated Colleges in Engineering are hereby informed that the recommendation made by the Faculty of Technology at its meeting held on 26th August, 2015 has been accepted by the Academic Council at its meeting held on 31st August, 2015 vide item No. 2.1 and that in accordance there with in exercise of the powers conferred upon Management Council under Section 54 (1) of the Maharashtra Universities Act, 1994, the Ordinance 6242, 6243, 6244, 6245, 6246, 6247, 6248, 6249, 6250, 6251, 6352, 6253, 6254, 6255, 6256, 6257, 6258, 6259, 6260, 6261, 6262, 6263 relating to the Credit Based Semester and Grading System of B.E. Program are amended, which is available on the University's web site (www.mu.ac.in) and which is come in to force with immediate effect.

Sd/-
REGISTRAR

MUMBAI - 400 032
3rd February, 2016

To,

The Principals of affiliated Colleges in Engineering.

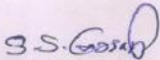
A.C/ 2.1/31/08/2015.

No. UG/140-A of 2016

MUMBAI-400 032 3rd February, 2016

Copy forwarded with compliments for information to:-

1. The Dean, Faculty of Technology,
2. The Chairmen/Chairpersons of various Board of the Studies in Engineering and Technology.
3. The Director, Board of College and University Development,
4. The Controller of Examinations,
5. The Co-Ordinator, University Computerization Centre.


Deputy Registrar
Under Graduate Studies

... PTO

Ordinances for Bachelor of Engineering (B. E.) Full Time Degree course with Credit Based Grading System (CBGS) for Rev – 2012 syllabus effective from A. Y. 2012-2013

The revised curriculum and credit based grading system is implemented for Bachelor of Engineering programme in the University of Mumbai from the academic year 2012-2013. In view of this it is essential to modify and amend the regulations applicable to Bachelor of Engineering programme and these are as given below as ordinances:

ORDINANCES RELATED TO ADMISSION:

0.6242:- A learner who has passed semester I and Semester II examinations of engineering will be permitted to enter upon the program for semester III of second year engineering. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester I and Semester II considered together will also be permitted to enter upon the program for Semester III of second year engineering.

0.6243:- A learner who has passed semester I to semester IV examinations will be permitted to enter upon the program for semester V of third year engineering. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester III and Semester IV considered together will also be permitted to enter upon the program for Semester V of third year engineering provided he / she has passed semester I and semester II examinations of first year engineering.

0.6244:- A learner who has passed semester I to Semester VI examinations will be permitted to enter upon the program for semester VII of final year engineering. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester V and Semester VI considered together will also be permitted to enter upon the program for semester VII of final year engineering provided s/he has passed all examinations up to and including semester IV.

0.6245:- Notwithstanding anything contained in 0.3711R and 0.3712R a learner who has satisfactorily kept term for semester VI of the Third Year production Engineering program shall be deemed eligible to undergo training in industry if arranged during semester VII of final year engineering . However, s/he will be eligible to join semester VIII of the program provided s/he has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester V and Semester VI considered together and has passed all examinations up to and including semester IV previously. The word 'previously' refers to semester I, Semester II, Semester III and Semester IV examinations conducted no later than the first half of the year or training.

ORDINANCES RELATED TO EXAMINATION:

0.6246:- Internal Assessment, End semester examination, Practical and / or oral will be considered as separate Head of passing prescribed in the scheme of instructions and examinations. **Term Work** is not a **separate head of passing**; however a learner is **eligible to appear** for any form of **examination** only after **satisfactorily completion of Term Work** in **all courses** of a particular semester as per scheme of instructions and examinations.

0.6247:- A learner for being eligible to appear for semester III of the second year Engineering Examination should have satisfactorily kept the term for semester III and passed in semester I and Semester II examination. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester I and Semester II considered together will also be permitted to appear for semester III examination.

0.6248:- A learner for being eligible to appear for semester IV of the second Years Engineering examination should have satisfactorily kept the term for semester IV and passed all examinations upto semester III. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of

Semester I, Semester II considered together and kept the terms for semester III will also be permitted to appear for semester IV examination.

0.6249:- A learner for being eligible to appear for semester V of the Third year Engineering Examination should have satisfactorily kept the term for semester V and passed all examinations upto semester IV. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester III and Semester IV considered together will also be permitted to appear for semester V examination.

0.6250:- A learner for being eligible to appear for semester VI of the Third Year Engineering Examination should have satisfactorily kept the term for semester VI and passed all examinations upto semester V. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester III and Semester IV considered together and kept the term for semester V will also be permitted to appear for semester VI examination.

0.6251:- A learner for being eligible to appear for semester VII of the Final Year Engineering examination should have satisfactorily kept the term for Semester VII and passed all examinations upto semester VI. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester V and Semester VI considered together will also be permitted to appear for semester VII examination.

0.6252:- A learner for being eligible to appear for semester VIII of the Final Year Engineering Examination should have satisfactorily kept the term for semester VIII and passed all examinations upto semester VII. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester V and Semester VI considered together and kept the term for semester VII will also be permitted to appear for semester VIII examination.

0.6253:- To pass in the individual courses of semester I to VIII examinations of first to final year of engineering, a learner must obtain a minimum of 40 % of the full marks. The minimum of 40 % of the full marks must be obtained in the Internal Assessment, End semester examination, practical and oral examination separately in each course as applicable.

Or

A learner also pass in individual courses even if s/he **fails in Internal Assessment** but secure **more than 50% in total (Internal Assessment + End Semester Examination)** in that course.

0.6254:- A learner who fails in an examination, but secures a minimum of 40 % of the marks assigned to the Internal Assessment, End semester examination, practical and/or oral examination in a course will at his / her option be exempted from reappearing in the Internal Assessment, End semester examination, practical and/or oral examination in that course. The marks secured by such a learner in the Internal Assessment, End semester examination, practical and/or oral examination will be carried forward to the subsequent examination at which s/he reappears.

0.6255:- Credit (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and tutorial hours, and a multiplier of half (1/2) for laboratory hours. The minimum credit required for award of a B.E. degree is **180**.

0.6256:- Rating of learner's performance in a theory course should be done by using various modes of assessment, which mainly include Internal Assessment and End Semester Examination. Relative weightage for Internal Assessment is typically 20 per cent. This will consist of two class tests.

The relative weightage for end semester examination is 80 % and will be held as per the university schedule. The end semester examination is mandatory.

Percentage of Marks Obtained	Letter Grade	Grade Points	Performance
80.00 and above	O	10	Outstanding
75.00 – 79.99	A	9	Excellent
70.00 – 74.99	B	8	Very Good
60.00 – 69.99	C	7	Good
50.00 – 59.99	D	6	Fair
45.00 – 49.99	E	5	Average
40.00 – 44.99	P	4	Pass
Less than 40.00	F	0	Fail

UNIVERSITY OF MUMBAI
No. UG/141 of 2015-16

CIRCULAR:-

A reference is invited to the Ordinances and Regulations relating to the Master of Engineering (M.E) degree course vide this office Circular No.UG/88 of 2012-13, dated 8th November, 2012 and the Principals of affiliated Colleges in Engineering are hereby informed that the recommendation made by the Faculty of Technology at its meeting held on 26th August, 2015 has been accepted by the Academic Council at its meeting held on 31st August, 2015 vide item No. 2.2 and that in accordance there with in exercise of the powers conferred upon Management Council under Section 54 (1) of the Maharashtra Universities Act, 1994, the Ordinance 6264, 6265, 6266, 6267, 6268, 6269, 6270,6271, 6272,6273, 6274, 6275, 6276, 6277, 6278, 6279, 6280, 6281, 6282, 6283, 6284, 6285, 6286, 6287, 6288, 6289, 6290, 6291, 6292 relating to the Credit Based Semester and Grading System of M.E. Program are amended, which is available on the University's web site (www.mu.ac.in) and which is come into force with immediate effect.

Sd/-
REGISTRAR

MUMBAI – 400 032
9th February, 2016

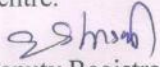
To,
The Principals of affiliated Colleges in Engineering.

A.C/ 2.2/31/08/2015.

No. UG/141-A of 2016 MUMBAI-400 032 9th February, 2016

Copy forwarded with compliments for information to:-

1. The Dean, Faculty of Technology,
2. The Chairmen/Chairpersons of various Board of the Studies in Engineering and Technology.
3. The Director, Board of College and University Development,
4. The Controller of Examinations,
5. The Co-Ordinator, University Computerization Centre.


Deputy Registrar
Under Graduate Studies

... PTO

AC 31/08/2015

Item No. 2.2

Ordinances and Regulations of Master of Engineering (M. E.) Degree with Credit Based Grading System applicable for Rev – 2012 scheme applicable from A. Y. 2012-13

The revised curriculum and credit and grading system is implemented for Master of Engineering programme in the University of Mumbai from the academic year 2012-2013. In view of this it is essential to modify and amend the regulations applicable to Master of Engineering programme and these are as given below;

O.6264:- The M. E. degree Examination shall consist of End semester examination, Internal Assessment, Practical and/or Oral examination, seminar, dissertation and viva-voce. The entire programme shall be grouped in four semesters.

O.6265:- A learner for the M. E. degree may appear for Semester I examination after filling in at least one semester, semester II examination after filling in at least two semesters, semester III examination after filling in at least three semesters and semester IV examination after filling in at least four semesters after registration.

O.6266:- A learner must obtain a minimum of 45 % of the full marks assigned to pass in the individual courses of semester I to III examinations. The minimum of 45 % of the full marks assigned must be obtained in the Internal Assessment, End semester examination, Practical and/or Oral examination, Seminar, Dissertation and viva voce separately in each course as applicable to pass.

A learner also pass in individual courses even if s/he fails in Internal Assessment but secure more than 50 % in total (Internal Assessment + End Semester Examination) in that course. A learner should pass independently in end semester examination by securing minimum 45% marks.

A learner who fails to obtain 45 percent marks in internal assessment and 50 percent marks in total (Internal Assessment + End semester examination) shall reappear for the Internal Assessment again.

Or

A learner who fails to obtain 45 percent marks for seminar, dissertation and viva voce shall improve and resubmit the dissertation or submit another dissertation in subsequent semester.

O.6267:- The scheme of instructions and examinations and the syllabi for the programme leading to M.E. degree in different programs of Engineering shall be as approved by the University of Mumbai.

O.6268:- A learner who fails in an examination, but secures a minimum of 45% of the marks assigned to the Internal Assessment, End semester examination, practical and/or oral examination in a course will be exempted from reappearing in the Internal Assessment, End semester examination, practical and/or oral examination in that course. The marks secured by such a learner in the Internal Assessment, End semester examination, practical and/or oral examination will be carried forward to the subsequent examination at which s/he reappears.

O.6269:- A learner who has not passed in semester I and II examination in all respect shall be also allowed to keep the term in semester III.

O.6270:- No learner shall be allowed to appear for the Dissertation and viva voce examination unless s/he has satisfactorily kept the terms for the semester I, II and III and passed fully in semester I, II and III examinations.

O.6271:- Credit (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and tutorial hours, and a multiplier of half (1/2) for laboratory hours.

O.6272:- Seminar is a course wherein under the guidance of a faculty member a learner is expected to do an in-depth study in a specialized area by doing survey of published technical literature, understanding different aspects of the problem. While doing this, the learner is expected to critically analyze works of various authors/researchers, learn the investigation methodologies, study concepts, techniques and the results presented in these papers, and present a seminar. It is mandatory to give a seminar presentation before a panel constituted for the purpose as mentioned in scheme of instructions and examinations of respective programme. Seminars typically carry 3 credits.

O.6273:- A Dissertation is a mandatory requirement for the Master of Engineering Programmes. The Dissertation consists of two stages, spread over one year duration, normally starting from the third semester (Dissertation-I) and ending with the fourth semester (Dissertation-II). These are essentially research and development projects, where a learner trains him/herself, under the guidance of supervisor/s, in in-depth analysis of an engineering problem and attempts synthesis of a solution. It includes literature survey, problem analysis and problem definition, extensive experimental/modeling work, and analysis of results typically form various components of the Dissertation work. Dissertation -I and Dissertation-II carries 12 and 15 credits respectively.

O.6274:- The minimum credit required for award of a Master of Engineering(M.E.) programme is 70.

O.6275:- Rating of learners' performance in a theory course should be done by using various modes of assessment, which mainly include Internal Assessment and End Semester Examination. Relative weight age for Internal Assessment is typically 20 per cent. This will consist of two test out of which one is compulsory class test and another is either a class test or assignment on live problems or course project in a group/individually.

The relative weightage for end semester examination is 80 per cent and will be held as per the university schedule. The end semester examination is mandatory.

O.6276:- Rating of learners' performance in a laboratory course will be based on regular supervision of the learner's work, her/his performance in viva-voce examinations, the quality of their work as prescribed through laboratory journals and an end semester test that contains performing an experiment if practical examination is mentioned. It is obligatory to maintain a laboratory journal as prescribed by the course instructor. Final submission/examination for laboratory courses will normally be held before the end semester examination (final theory examinations).

O.6277:- A learners' performance rating in seminar course should be based on a written report, and an oral presentation before a panel of examiners appointed by the University. The supervisor and/or co-supervisor, when involved, are part of the panel.

O.6278:- A learners' performance rating in courses such as Dissertation-I and Dissertation-II should be based on continuous assessment. Learner's work in these courses should be supervised or guided, and need regular interaction (at least once a week) with the supervisor/guide. For evaluation of Dissertation-I, a learner has to submit the required number of copies of typed report to the respective department of affiliated Institute/ College as per the University academic calendar. Evaluation will be done, by a panel of examiners appointed by the head of Department / Institute, based on the report and presentation. The criteria of evaluation of Dissertation –I are given in the curriculum manual. The panel shall consist of the supervisor(s) and at least one or two more faculty member, to act as internal examiners.

O.6279:- For evaluation of Dissertation-II, a learner has to submit required number of hard bound typed Dissertation reports to the University. The evaluation will be done by a pair of examiners based on the report and a viva-voce as per the criteria given in the curriculum manual. The Pair of Examiners for the assessment of Dissertation-II will be appointed by the University. The supervisor/guide will act as Internal examiner and External examiner should be appointed either from other universities or from reputed industries, research organization such as BARC, TIFR, IIT'S, with minimum qualification as M.E./M.Tech in relevant branch of engineering.

O.6280:- A learner is awarded a letter grade in every course, based on the combined performance in all assessments in a particular semester as per scheme of instructions and examinations of the respective programme. These letter grades not only indicate a qualitative assessment of the learner's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade point applicable for Master of Engineering programme are as below:

Percentage of Marks Obtained Letter Grade Grade Points Performance

Percentage of Marks Obtained	Letter Grade	Grade Points	Performance
80.00 and above	O	10	Outstanding
75.00 – 79.99	A	9	Excellent
70.00 – 74.99	B	8	Very Good
60.00 – 69.99	C	7	Good
55.00 – 59.99	D	6	Fair
50.00 – 54.99	E	5	Average
45.00 – 49.99	P	4	Pass
Less than 45.00	F	0	Fail

O.6281:- A learner who remains absent in any form of evaluation/examination, letter grade allocated to him/her should be AB and corresponding grade point is zero. S/he should reappear for the said evaluation/examination in due course.

O.6282:- The grade for theory courses can be awarded only after successfully completion of both Internal Assessment and End Semester Examination of the respective course as per scheme of instructions and examinations of the respective programme.

O.6283:- The grade for laboratory courses can be awarded only after successfully completion of Term Work, Practical and/or Oral examination as per scheme of instructions and examinations of the respective programme.

O.6284:- The grade for Seminar can be awarded only after successfully completion of Term Work and Oral Presentation as per the curriculum manual of the respective programme. The evaluation of the seminars is completed before the commencement of the end semester examination.

O.6285:- The grade for Dissertation can be awarded only after successfully completion of Term Work and Oral Presentation as per the curriculum manual of the respective programme.

O.6286:- The performance of a learner in a semester is indicated by a number called Semester Grade Performance Index (SGPI). The SGPI is the weighted average of the grade points obtained in all the courses by the learner during the semester. For example, if a learner passes five courses (Theory/labs./Projects/ Seminar etc.) in a semester with credits C1, C2, C3, C4 and C5 and learners grade points in these courses are G1, G2, G3, G4 and G5 respectively, then learners' SGPI is equal to:

The SGPI is calculated to two decimal places. The SGPI for any semester will take into consideration the "F or AB" grade awarded in that semester. For example if a learner has failed in course 4, the SGPI will then be computed as:

O.6287:- A learner's up to date assessment of the overall performance from the time s/he entered the University of Mumbai is obtained by calculating a number called the Cumulative Grade

Performance Index (CGPI), in a manner similar to the calculation of SGPI. The CGPI therefore considers all the courses mentioned in the scheme of instructions and examinations, towards the minimum requirement of the degree learner have enrolled for. The CGPI is calculated at the end of every semester up to two decimal places and is indicated in semester grade report cards.

O.6288:- The CGPI will reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPI will only reflect the new grade and not the fail grades earned earlier.**O.6289:-** Even if a learner has failed in a course more than once, the course will figure only once in the numerator as well as the denominator. At the end of semester r+1s/he has appeared for examination for k number of courses including the backlog course and has cleared all the

courses including the backlog course, the CGPI at the end of this semester is calculated as,

O.6290:- There will also be a final CGPI calculated which considers all the credits earned by the learner specified for a particular programme.

O.6291:- Learners who have passed the Master of Engineering degree examination of the university and who wish to improve their CGPI be permitted to appear again for the same examination with the same courses (all courses of semester I together, all courses of semesters II together) without being required to keep any term again. This provision shall be applicable subsequent to the first passing of the degree examination for not more than three consecutive examinations conducted

Annexure 1(ordinances)

**Additional Provisions to General Ordinances with Respect to
Credit Based Semester and Grading System
(CBSGS)**

University of Mumbai

**ORDINANCE O.5042 – A: - Grace Marks passing in each course/ head of passing
(Theory/ Practical/ Oral/ Sessional/ TW/ External / Semester End Exam /
Internal Assessment)**

The examinee shall be given the benefit of grace marks only for passing in each course / head of passing (Theory / Practical / Oral / Sessional/ TW) in External / Semester End Examination or

Internal Examination Assessment 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
And 401 and above	10

Provided that the benefit of such gracing marks given in different courses/ head 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.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE, UGC etc.

ORDINANCE O. 5043-A: - Grace Marks for getting Higher Class / Grade

A candidate/learners who passes in all the subjects / courses and heads of passing in the

examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class / Higher Second Class/ First Class or next Higher Grade by marks not more 1% of the aggregate marks of that examination or up to 10 marks, which ever is less, shall be given the required marks to get the next higher or grade as the case may be.

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

Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of Class / Grade has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

ORDINANCE O.5044-A: - Grace Marks for getting distinction / Grade ‘O’ in the subject / course only

A candidate/learners who passes in all the Courses or Subjects/ Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the courses/ subject/s falls short by not more than three marks for getting Grade ‘O’/ distinction in the courses / subject/s respected shall be given necessary grace marks up to three (03) in maximum two subjects, courses subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

Provided that benefits of above mentioned grace marks shall not be given to the candidate only for such examination/s for which provision for distinction in a course /subject has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

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.

Condonation of deficiency of marks be shown in the Grade Card/ Statement of Marks in the form of asterisk and Ordinance number.

Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

ORDINANCE O. 5046-A: - Moderation

1. The Moderation System shall be application to all the faculties for Under Graduate and Post Graduate Semester End Examination / External Theory Examination.
2. 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that course / paper.
3. In case of professional faculties / courses, 100% moderation shall be carried out in case of candidates obtaining 70% and above marks or Grade ‘O’. For non-professional faculties / courses 100% moderation shall be carried out in case of candidates obtaining First Class Grade ‘A’ and above marks.
4. The moderation of answer books of at least 5% of total number of candidates obtaining marks between Grade ‘E’ / minimum passing marks and marks required for Grade ‘A’

and above First Class/ distinction shall be carried out on random sample basis.

5. One moderator shall be appointed per five examiners. However Chairman, Board of paper setters will act as the moderator, where there are less than five examiners.

6. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAPs.

7. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.

8. Each University shall formulate detailed scheme of moderation on the basis of guidelines given above.

ORDINANCE O.5047-A: - Vigilance Squad

1. The Vigilance Squad/s of not less than three and not more than four members shall be appointed by the Vice Chancellor to visit the Centres of University Examinations to:

i. Ensure that the University Examinations are conducted as per norms laid down.

Observe whether the Senior Supervisors and Block Supervisors are following scrupulously instructions for conduct of the University Examinations.

ii. Check the students who try to resort to malpractices at the time of University Examinations and report such case to the University.

2. The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the In-charge of the Examination Centre to check the record and other material relating to the conduct of Examination. They can enter in any block of Examination for checking the candidates identify card, fee receipt, hall tickets etc. to ascertain the authenticity of the Candidate. The Vigilance Squad shall e authorized to detect use of malpractices and unfair means in the University Examination.

3. The Vice Chancellor shall appoint Vigilance Squad which may include: Senior Teachers of Affiliated College/Recognized Institution/ University Departments / Teachers and desirably one lady teacher; and any other person as the Vice Chancellor considers appropriate.

4. The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Vice Chancellor with a copy to the concerned Principal. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.

5. The Principal of the College where the centre of examination is located shall be responsible for the smooth conduct of examination. He/ She shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as the law of enforcing authority.

ORDINANCE O. 5048-A: - Amendments of Results

Due to errors

In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice Chancellor / Pro Vice Chancellor, provided the errors are reported / detected within 6 months from the date declaration of results. Errors detected thereafter shall be placed before the Board of Examinations.

Error means:-

i) Error in computer/data entry, printing or programming and the like.

ii) Clerical error, manual or machine, in totaling or entering of marks on ledger/register.

iii) Error due to negligence or oversight of examiner or any other person connected with evaluation,

moderation and result preparation.

A. Due to fraud, malpractices etc.

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 in the opinion of the Board of Examination been party of privy to or connived at such malpractice, fraud or improper

conduct, the Board of Examination shall have power at any time notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and

to make such declaration as the Board of Examination considers necessary in that behalf

Note: a) The Ordinances O.5049, O.5050 will be as per the existing ordinances. However, the term “Student” be read as “Learners”

b) The Number of the Ordinances will be same. However, it is followed by alphabet ‘A’ only.

Annexure -2 (Photocopy/Revaluation)

VCD / 1 of 2016

Rules & Procedure for providing the Photocopies of assessed Answer-book(s)
to the examinee & Process of Revaluation of the Answer-Book(s)

WHEREAS as per the Order of the Hon'ble High Court of judicature at Bombay passed by a division bench consisting of their Lordship Chief Justice Dalvir Bhandari and Justice D.Y. Chandrachud, while hearing a group/ bunch of petitions filed by students from different faculties, directing the University to restart the revaluation in all faculties that has been scrapped since 2002, it was decided to restart the revaluation system in order to bring transparency on the examination system, and accordingly the Vice-Chancellor of University of Mumbai issued Directions No. Exam./ Rev./ VCD/785 of 2004 dated 17th November, 2004, and **further issued Directions No. Exam./Rev./VCD/4637 of 2010 dtd. 5th April, 2010.**

AND

WHEREAS considering the delay being caused due to the modalities and procedure of revaluation, it was decided to modify the procedure of issuing **photocopy** and revaluating the answer books,

AND

WHEREAS **it is required to review the existing revaluation process and to suggest modifications for making the process more effective and faster due to demands from various segments, students and teachers.**

AND

WHEREAS considering the observation passed by the Hon'ble High Court in Writ Petition bearing No. 52 of 2009 dated 31st August 2009, regarding completion of the process of revaluation expeditiously and considering the importance and urgency of the matter,

AND

WHEREAS, making of the new Ordinance or Rules and Regulations in this respect by the Management Council will take some time,

Now therefore, I, Dr. Sanjay V Deshmukh, holding the charge of the Vice-Chancellor, University of Mumbai in exercise of powers conferred upon me under sub-section (8) of section (14) of the Maharashtra Universities Act, 1994, hereby issue the revised Directions in supersession of the earlier Directions No. Exam. / Rev. / VCD / 4637 of 2010 dated 5th April, 2010 as under:-

1. These directions may be called “Rules & Procedure for providing the Photocopies of assessed Answer-book(s) to the examinee & Process of Revaluation of the Answer-Book(s).”
2. These directions shall come into force with immediate effect i.e. from the examinations to be held in the First Half of the Year 2016.
3. In these directions unless the context otherwise requires:
 - (a) “Act” means Maharashtra Universities Act, 1994.
 - (b) “Directions” means directions issued in accordance with the provisions of sub-section (8) of Section 14 of the Act.
 - (c) “College” means a College conducted by the University or affiliated to the University, situated in the University area, including autonomous College, academic institution/ Department of higher learning not being a College, associated with and admitted to the privileges of the University including autonomous institution, University Institution and recognized institution, University department of higher learning, research or specialized studies, recognized to be so by the University and imparting undergraduate/ post-graduate instructions or guidance for research.
 - (d) “Principal” means a head of ‘the College’ {as defined in rule 3(c)}.
 - (e) “Examinee” means the student, who appeared for the examination conducted by the University during the current session.
 - (f) The “32 (5) (a) Committee” and The “32 (6) (a) Committee” means a committee constituted by the Board of Examinations in accordance with the provisions of Clause (a) of sub-section (5) and sub-section (6) of Section 32 of Maharashtra Universities Act, 1994, respectively in order to appoint paper-setters, examiners and moderators. And in order to investigate and recommend disciplinary action for malpractices and lapses against the person or persons involved in the malpractices directly or indirectly.

PART – I
General Rules

4. Applying for Photocopy of answer book and applying for Revaluation will be two independent processes.
5. Applying for the Photocopy of the answer book or having Photocopy of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject.
6. **The Examinee can independently apply for Revaluation or photocopy or both simultaneously, if he desires so.**
7. 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.
8. The Examinee shall check the University website, time to time for the various details regarding his / her result status / information / list etc., as the entire process of photocopy of revaluation is carried out through online system. It is the responsibility of the Examinee to verify the online detail. No complaint will be entertained in this respect after due date is over.
9. However, The University may adopt any other procedure for acceptance of the application / fees, which will be circulated for the information of examinees.

PART – II

Rules & Procedure for providing the Photocopy(ies) of assessed answer-book(s)

10. The facility of obtaining Photocopy(ies) of assessed and / or moderated answer book(s) by the examinee is extended with a view to bring transparency in the examinations system and ensure its credibility.
11. Under these rules applying for the Photocopy(ies) of answer-books shall be permitted in respect of :
 - (i) For theory papers of all the examinations conducted by the University in the current session.

- (ii) The examinations conducted by the Director of the Institute of Distance Education / Principals of constituent / affiliated Colleges or Directors / Heads of University Department / Recognized Institutions on behalf of the University, in the current session.
 - (ii) 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.
12. The Examinee(s) shall apply for the photocopy to the Principal / Directors of the respective College / Institution to which the candidate has registered for the said course in the prescribed format along with the non-refundable fee prescribed for the purpose by Controller of Examinations, as per the procedure & the manner decided by the University, time-to-time. The examinee belonging to the reserved categories shall be granted 50% concession in the Fees.
 13. The Principal / Directors of the respective College / Institutions to which the candidate has registered for the said course shall process the applications of practical examination / session work / project work / dissertation / internal assessment / term work (including theory part) wherever the written scripts are available as per the procedure laid down here-in-after *mutatis mutandis*.
 14. The Principal / Directors of the respective College / Institutions shall accept the prescribed application form for obtaining Photocopy(ies) of answer book(s) of the examinations conducted by University within Ten (10) working days from the date of the declaration of result of the examination. He shall forward these applications to the University within **next three days. No application after the due date will be entertained on any ground whatsoever.**
 15. Incomplete application forms, applications with false Information, unsigned applications shall be rejected without assigning any reason whatsoever and the fees paid along with the application form neither shall be refunded nor will any representation be entertained in such cases.
 16. The University shall endeavor to supply Photocopy(ies) of answer books as far as possible within twenty five (25) working days from the date of receipt of application(s) to the University.

17. On receipt of Photocopy(ies) the applicant examinee shall be the sole custodian of it and under any circumstances the examinee shall not part with the custody / possession of the same and also shall not use the same for any other purpose(s).
18. The Photocopy(ies) so obtained by the examinee shall be for his / her exclusive and relevant use. Neither the said examinee nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answer there-in.
19. If the examinee is found guilty of indulging in any act / attempt he / she shall be liable to be tried before the Unfair Means Inquiry Committee of the University and the decision taken by the authorities based on the recommendation of the said committee shall be final.
20. If his / her indulgence / commission in unfair act / attempt are proved, the examinee shall be liable for the punishment ranging from:
 - (i) Cancellation of his / her marks in the said subject either original or after revaluation,
 - (ii) Cancellation of his / her result in full of the said examination,
 - (iii) Annulment of examination(s) maximum up to 5 exams.
21. On receipt of the photocopy, if the discrepancy of following nature is noticed by the examinee, he should apply to the University **within seven (07) working days** to the Controller of Examinations along with the **fees of Rs.100** as Grievance Redressal fee.
 - i) Mistake in totaling
 - ii) Non assessment of question / sub-question
 - iii) Improper photocopy
22. After due verification, the Controller of Examinations shall make necessary rectification in the marks allotted to the said subject and consequently in the result of the candidate without charging any further fee for such rectification & also declare the same on University website.
23. It will be binding on the concern examiner / moderator to attend the call of the University and be present for revaluation work. It will also be the responsibility of the Principal / Director to relieve the examiner / moderator to attend University **on the given date or within next three (03) working days.**

24. Not attending the University Revaluation work within stipulated period will be treated as misconduct. Appropriate action and / or penalty of Rs.100/- per day will be imposed on concerned teacher and also the concerned Principal, if he / she does not relieve the teacher in time.
25. The examinee is free to apply for Photocopy(ies) of answer books of as many subjects as he / she desires.

PART - III

Rules and Procedure for the Revaluation of the Answer- book(s)

26. If the examinee is not satisfied with the marks awarded, he / she may apply for revaluation to the University / Institutions / College in the prescribed form within the prescribed period and in the manner prescribed here-in-after.
27. 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.**
28. Under these rules the revaluation of answer books shall also be permitted in respect of;
 - ii) The examinations conducted by the director of the institute of Distance Education/ Principals of constituent / affiliated Colleges or Directors / Heads of University Departments / Recognized institutions, on behalf of the University,
 - iii) 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.**
29. All Examinees can apply for the revaluation of the answer book(s) with whatever marks he / she secured **and even the Zero Marks.**
30. The Examinee can apply for the revaluation of the his / her answer book(s) of the **as many subjects as he / she desires.**
31. The Examinee shall apply for Revaluation in the prescribed form along-with prescribed fee and in the manner & procedure decided by the University.

32. The candidates belonging to the reserved categories shall be given 50 % concession in the fees, provided the Principal of the concern college certify the same.
33. For the examinations conducted by the University, the prescribed application from for revaluation of answer book should be submitted to the college, **within Ten (10) working days** from the date of the declaration of the result of the respective examination. **No documents are to be attached with application.**
34. For the examinations conducted by the college / Department / Institutions, and also for practical examination / sessional work / project Work / dissertation / internal assessment / term work (including theory part) **wherever written scripts are available,** the prescribed application from for revaluation of answer book should be submitted to the respective college / Department / Institutions, **within Ten (10) working days** from the date of the declaration of the result of the respective examination.
35. Examinee has to endorse all details / marks correctly in the application form. Any false information, if observed at any time, the application will be summarily rejected. No refund will be entertained in such cases.
36. The examinee shall submit the application and remit the prescribed fees in the manner & procedure decided by University. The Principal of the concerned College shall verify the application data, especially the reserved category cases, certify & forward the applications of the examinations conducted by the University **within next five days,** to the University. The applications of the examinations conducted by the respective college / Department / Institution shall process the applications as per the manner and process defined by this VCD *mutatis mutandis.*
37. The processing and co-ordination of the revaluation cases will be done by the concern Unit. The verification and rectification, if required, in these cases will be done by the concern Unit. Assessment of the Revaluation process will be done by arranging the CAP. Marks statement will be send to the Revaluation Unit / CCF for processing and result(s) will be declared with new result file of the revaluation by the respective Results Units of the Examinations Section.

38. The applications for revaluation received after the last date shall not be accepted by the University under any circumstances, whatsoever.

39. Effect shall be given to the change in original marks on revaluation, as under:-

- (i) The marks obtained after revaluation shall be accepted, if the marks **awarded** to a paper as a result of revaluation, increase or decrease in revaluation by ten percent (10%) or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored / rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks.

Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the University, if the candidate gets benefit of passing the subject / examination or change of class or grade in that paper or in the overall result at the said examination with or without grace marks under the provisions of relevant Ordinances or as resolved by the examiners in the said subject.

- (ii) Notwithstanding what is contained in clause 39(i) where the difference between the marks originally obtained by the candidate in the paper without any grace marks and the marks obtained after revaluation will be accepted up to twenty five percent (25%) of the maximum marks assigned to that paper.

However, if the difference between the marks originally obtained by the candidate in the paper, without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty five percent (25%) of the maximum marks assigned to that paper, a second revaluation of the said answer book(s) be done by a third examiner from the panel of examiners for the said subject. In such an event the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

- (iii) An answer book shall also be sent for second revaluation to another examiner (third examiner) if on the first revaluation, a candidate's marks are decreased below the passing marks and in the such event the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.
- (iv) The revised marks obtained by a candidate after revaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result will be communicated to the student(s) through University website.

PART – IV
Other Rules

40. The Principals of the Colleges / Departments / Institutions shall be bound to make available the teachers required for revaluation on top priority basis on the day and date communicated by the Controller of Examinations.
41. It will be mandatory for the teachers of the Colleges to attend the revaluation work on top priority basis. If any teacher fails to comply with the orders, it shall be treated as misconduct and such teacher shall be liable for disciplinary action.
42. If the Principal of the College fails to relieve the teacher for revaluation or the teacher fails to attend the work of revaluation, penalty of Rs. 100/- per day may be imposed on all concerned and the same shall be recovered from the pay and the same shall be credited to the University funds.
43. The remuneration for examiner(s) appointed shall be paid at the rate of Rs.25/- per answer book and Rs.200/- as Local travelling allowance per day; or the lump sum remuneration of Rs.450/- shall be paid to the examiner if the answer books available for revaluation at the revaluation center are less than 10 (ten) when the examiner visits the revaluation center from other colleges. The examiner(s) from the University Department shall not be entitled for the travelling allowance.

44. The answer books already revaluated shall not be moderated or further re-valuated, unless so directed by the Vice-Chancellor, in exceptional cases.
45. The whole process of revaluation shall be completed as far as possible within a period of forty five (45) working days from the date of receipt of the application for revaluation by the University.
46. The Photocopy of the Revaluated Answer-Book(S) shall not be provided to the Examinee(S) in any case.
47. Pending the process of revaluation, and subject to the availability of the seats in the college, the student may be admitted to the next higher class to which he could have been admitted if, he / she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty of his education, as per the following norms:-
 - (i) The student may be admitted to the next higher class to which he could have been admitted if, he / she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty his / her education, if he / she had originally obtained required passing marks in the papers in which he / she had applied for revaluation,
 - (ii) The college shall be entitled to charge fees of Rs.500/- at the time of granting admission to *such students* to the next class before declaration of the result of the revaluation,
 - (iii) Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him / her to take admission in the next higher class, and in such case the fees originally collected by the college or any part of the same shall not be refunded.
48. In case if the student is declared pass in the requisite number of the subjects on revaluation which would entitle him / her to take admission in the next class as per the Ordinances / regulations, the provisional admission will be regularized in the college.

49. In case of the reserved category student or other students who are entitled to get the fee concession, on appropriating the amount equal to the amount of fees which the College can collect from the student and the balance amount shall be refunded to the student at the time of confirmation and continuation of his / her admission. In case of other students, the said amount shall be deducted from the total fees which the College or the institution is entitled to collect from the student as per the rules applicable.
50. Pending the declaration of the result of the revaluation, the students who have taken admission to next higher class, as mentioned above, shall be allowed to appear at the examination of the next class however, their results of the next examinations shall not be declared if they could not pass the requisite number of the subjects on revaluation which would entitled them to take admission in the next class; and in case the students does not succeed in passing in such requisite number of subjects, their admission to the examinations of the next class, their performance and **the results of the same shall be treated as null and void.**
51. Examiners and / or moderators, if found careless in the original assessment, it will be treated as the unfair means of the examinations and the appropriate action will be taken as per the rules and regulations of the University.
52. This VCD shall come into force with immediate effect i.e. **First Half 2016** Examinations and shall remain in force till new rules and regulations in pursuant to the subject matters dealt with in this VCD are made by the appropriate authorities.
53. With the issuance of this VCD, earlier VCD 4637 & 4636 of 2010 stands repealed.

Sd/-

Mumbai.

Date : 01 / 07 / 2016

Dr. Sanjay Deshmukh
Vice-Chancellor

