

EXAMINATION GUIDELINES FOR POSTGRADUATE PROGRAMMES

III. SCHEME OF EXAMINATIONS, PASSING STANDARDS & PROGRESSION RULES (CREDIT BASED EVALUATION NORMS)

III POSTGRADUATE

PROGRAMS FACULTY OF ARTS

The performance of the learner will be evaluated in two components. The first component will be a continuous assessment with a weightage of **25%** of total marks per course. The second component will be the Semester end Examination with a weightage of **75%** of the total marks per course. The allocation of marks for the **continuous assessment** and Semester end examination is as shown below:

a) Continuous Assessment (theory course)

Particulars	%
Class test/Essay/Presentation	25

b) Semester end Examination -75% of the total marks per course

i) Duration – These examinations shall be of a duration of two and a half hours.

Project

Every learner shall choose one project-based course. The project-based course will be in the form of a dissertation based on a live project or a research assignment related to the specific discipline of the parent department. To pass in the project, the learner should obtain a minimum of 40% marks out of the total marks allocated to the project. A Semester end evaluation of 100%, as a presentation along with a dissertation, followed by viva-voce examination by a panel of two examiners will be conducted. The average of marks awarded by both the examiners will be considered as the final marks.

Course with a Practical component

a) Continuous Assessment (Practical Course)

Particulars	%
Self-designed experiment & journal	25

b) Semester end Examination (Practical course)

Particulars	%
Instruction and administration of the tools developed and the report	35
Viva voce examination	40

There will be one Internal and one External Examiner. The average marks awarded by both the examiners will be considered as the final marks.

Passing Standards for the theory course

To pass a course, the learner should obtain a minimum of 40% marks in aggregate, out of the maximum marks allotted for each course, where the course consists of both continuous assessment and Semester end Examinations. The learner shall also obtain a minimum of 40% marks (i.e.10 out of 25), if the maximum marks allocated to continuous assessment is 25) out of the total marks allotted to the Continuous Assessment and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 30 out of 75 if the maximum marks allocated to Semester end Examination is 60) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

Where the course consists of only Semester end Examination, the learner shall obtain a minimum of 40% marks out of the total marks allotted to the said course.

Passing Standards for Practical course

To pass a practical course/s the learner shall obtain a minimum of 40% marks out of the total marks allotted to the practical component of the respective course

FACULTY OF COMMERCE

The performance of the learner will be evaluated in two components. The first component will be continuous assessment with a weightage of 25% of total marks per course. The second component will be the Semester end Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Continuous assessment and Semester end examination is as shown below:

a) Internal Assessment (theory course)

Particulars	%
Class test/assignment/presentation/Project	25

b) Semester end Examination -75% of the total marks per course

i) These examinations shall be of a duration of two and a half hours.

Project:

Every learner shall choose one project-based course. The project-based course will be in the form of a dissertation based on a live project or a research assignment related to the specific discipline of the parent department. To pass in the project, the learner should obtain a minimum of 40% marks out of the maximum total marks allocated to the project. There will be two Examiners. The average of marks awarded by both the examiners will be considered as the final marks).

Passing Standards

To pass a course, the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of both continuous assessment and Semester end Examination. The learner shall also obtain a minimum of 40% marks (i.e.16 out of 40 if the maximum marks allocated for continuous assessment is 40) out of the total marks allotted to the Internal assessment, and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 30 out of 75 if the maximum marks allocated to Semester end

Examination is 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

FACULTY OF SCIENCE

The performance of the learner will be evaluated in two components. The first component will be a continuous assessment with a weightage of 25% of total marks per course. The second component will be the Semester end Examination with a weightage of 75% of the total marks per course. The allocation of marks for the continuous assessment and Semester end examination is as shown below:

a) Continuous Assessment (theory course)

Particulars	%
One seminar presentation based on curriculum assessed by teacher and a write up on the same.	25

b) Semester end Examination -75% of the total marks per course

i) These examinations shall be of a duration of two and a half hours. The duration of courses without the practical component shall be three hours.

There will be no continuous assessment for the practical courses. Two examiners will conduct the practical examination in each course. The average of marks awarded by both the examiners should be considered as final marks.

Passing Standard for theory course

To pass a course, the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course, where the course consists of both continuous assessment and Semester end Examination. The learner should obtain a minimum of 40% marks (i.e.10 out of 25 if the maximum marks allocated to continuous assessment is 25) out of the total marks allotted for continuous assessment and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 30 out of 75 if the maximum marks allocated to Semester end Examination is 25) separately, to pass the course, and a minimum of Grade D, wherever applicable, to pass a particular semester.

Passing Standard for Practical course

To pass a practical course/s the learner shall obtain minimum 40% marks out of the total marks allotted to the practical component of the respective course.

ATKT RULES FOR POST-GRADUATE PROGRAMMES OF ARTS, SCIENCE & COMMERCE FACULTIES

A learner shall be allowed to keep term for Semester II irrespective of the number of failures in Semester I.

A learner shall be allowed to take admission and to keep terms and appear for Semester III examination, irrespective of number of heads of failure in the Semesters I and II.

A learner after attending Semester III is allowed to continue to Semester IV.

A learner shall be allowed to keep terms and also allowed to appear for the examinations of Semester IV, irrespective of the number of heads of failure in semester I, II and III. However, the result of the Semester IV shall be kept in abeyance until the learner passes Semester I, Semester II, and Semester III.

A learner will have to earn a minimum of 96 credits to pass the M.Sc./M.Com. Degree, and 100 credits to pass the M.A. degree.

Remedy for non-fulfilment of Passing Criteria

- (i) A learner who obtains less than 40% marks in the continuous assessment or less than 40% marks in the semester-end examination or less than 40% marks 'in aggregate' (i.e. a learner who fails to fulfill the passing criteria mentioned in the Passing Standards above) will be required to appear for continuous assessment / Semester end re-examination (as the case may be), which will be conducted after the declaration of results of each semester. In such a case, the continuous assessment / Semester end examination marks (as the case may be) in which the learner had already passed will be carried forward in the respective course for which the candidate has appeared for re-examination. In case the learner fails even in the re-examination which is held after the result declaration of each semester, s/he will be allowed to appear along with the re-examination of the regular learners of the subsequent academic year.
- (ii) Submission of re-examination form along with prescribed fees before the designated date is a pre-condition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online, within the time frame stipulated by the college, through the Learner Portal.
- (iii) In order to receive the degree, the learner will have to pass in all the examinations of all the years of the program, within the validity period as per rules.

General rules for both Under Graduate and Post Graduate Programs

SCHEME FOR GRACING

1. Candidates appearing for any of the College examinations, will be eligible for the award of maximum 10 grace marks at their option, wherever necessary in addition to the marks secured in each course for participation in any one of the activities mentioned below: -

a) Students who have enrolled as members of the N.C.C. and have satisfactorily completed the N.C.C. training programme during the academic year, as certified by the Principal, and the Associate N.C.C. Officer of the College.

OR

b) Students who have enrolled as members of the Home Guards and have satisfactorily completed the Home Guard training programme during the academic year as certified by the Principal of the College.

OR

c) Students who have participated in the N.S.S. programme and have satisfactorily completed at least one hundred and twenty (120) hours of Social Service comprising the time spent in at least 02 years of projects which is forwarded by the N.S.S. Programme Co-ordinator and certified by the Principal of the college.

OR

d) Students who have participated in any programme of the Department of Lifelong Learning and Extension (DLLE) such as those pertaining to the programmes of the National Literacy Mission, Population Education, Continuing Education Extension Work, Continuing Education Centre and have satisfactorily completed at least one hundred and twenty hours (120) of work in the programme recommended by the Programme Co-ordinator and certified by the Principal of the college.

OR

e) Students who are members of team/s reaching the Quarter final stage at inter-collegiate sports competitions or have represented the University in sport events either at the Inter-State or Zonal or National or International levels, and have produced the necessary certificates and forwarded by the Chairperson of the Gymkhana committee to the Principal.

OR

f) Students who are one of the members of the team/s securing first three positions in cultural group events or have secured one of the first three places in individual cultural events or whose performance has been adjudged best as an Actor /Actress, Music Director, Lighting / Sound Effect Operator, Author, Choreographer, or as Director in Group events conducted at the Inter-collegiate cultural competition organized by the University or have represented the University in any of the cultural events either at the State level or at the Zonal level or at the National level or at the International level in the same academic year, as certified by the Principal of the college and forwarded by the Head of the Section concerned.

OR

g) Students who are members of the Students Council constituted under Section 40 (2) (a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Universities Act 2017, and have actively participated in various schemes, programmes and attended functions of the College/ University during the academic year, as recommended by the Chairperson of the Students' Council and certified by the Principal of the college.

The benefit of 10 grace marks to students will be available only in any one of the activities mentioned above, at their option, subject to their fulfilling the following conditions: -

They are appearing for any college examination for the first time during the same academic year of their participation.

In case of failure, the benefit of the grace marks shall be granted to the extent of 5% of the maximum marks allotted to a course.

The grace marks will be granted for the purpose of claiming exemptions in a course/s, provided it does not exceed 5% of the maximum marks allotted to a course.

A maximum of 10 grace marks shall be added to the grand total. However, in the case of Credit Based Grading System (CBGS), (0.1) will be added to the final GPA. However, if the benefit is given to the student for passing the courses, the same may be proportionately deducted from the grade point which has been added to the final GPA. For example, 0.01 shall be deducted from the final grade, for every one mark granted for passing the courses.

The grace marks under these rules will not be counted for the award of scholarships, prizes and medals or any other awards.

The rules relating to gracing under these rules will be applied first and the same will separately be shown in the grade card of the candidates.

The College authorities may consider withholding any of the aforesaid benefits or consider any of the merit /work of the student null and void if, in the opinion of a duly constituted Disciplinary Committee, such an action is felt necessary, and communicated to the Principal.

2. The following scheme of grace marks will be applicable:

a) Grace Marks will be applicable only to the Semester end Examination and/ or on the aggregate marks of the course and not on the continuous assessment marks component, provided further that the benefit of such grace marks under this clause shall be applicable only if the candidate passes the entire examination of semester after giving benefit of grace marks.

b) A candidate failing in one or more subjects be given grace marks up to 2 percent of the marks on the aggregate marks of the courses in which s/he has appeared in the said examination to enable him/ her to pass the examination, subject to a maximum of 10 marks and in any subject not more than 2 percent marks of the maximum marks of the subject. Exception may be made to the above and not more than 10 marks per subject be awarded to pass the examination, if the following conditions are fulfilled:

i. Student should have appeared in all the subjects taken together for the courses for the respective semester.

ii. Student should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing, by at least 10 percent marks.

iii. Student should not have failed in more than one head/ subject of passing by not more than 10 marks.

V) GRADING SCHEME, GRADE POINT AVERAGE AND CUMULATIVE GRADE POINT AVERAGE

A 10-point grading system will be followed for declaration of results for both Under Graduate and Post Graduate programmes. It involves calculations for a Grade Point Average (GPA) and the final Cumulative Grade Point Average (CGPA).

Grade Points and Letter Grades			
Percentage of Marks Obtained	Grade Point	Letter Grade	Performance
90.00 and above	10	O	Outstanding
80-89.99	9	A+	Excellent
70-79.99	8	A	Very Good
60-69.99	7	B+	Good
55- 59.99	6	B	Above Average
50-54.99	5	C+	Average
45-49.99	4	C	Satisfactory
40-44.99	3	D	Pass
Less than 40	0	F	Fail
Absent	--	F	Fail

Calculation of GPA (Grade Point Average):

Grade Point Average for each semester shall be computed, by dividing, the total of product of grade point and the credit value assigned to the respective course, by the sum of credits assigned to all the courses in the semester.

$$GPA = \frac{\sum CG}{\sum C}$$

Calculation of CGPA (Cumulative Grade Point Average):

Cumulative Grade Point Average shall be computed, by dividing the sum of the product of the grade point of each course and the credit value assigned to each respective course by the sum of the credits assigned to all the courses of all the semesters of the programme together.

Here:

C = Credit value assigned to a course

G = Grade point value assigned to a student for course corresponding to the letter grade (refer table given above)

GPA = Grade Point Average shall be calculated for individual term.

CGPA = Cumulative Grade Point Average shall be calculated at the end of the Program, for all the semesters taken together.

RULES REGARDING UNFAIR MEANS RESORTED TO BY THE STUDENTS DURING THE COLLEGE EXAMINATIONS

On receipt of a report regarding use of unfair means by any student at any Semester End examination including breach of any of the rules laid down by the College for proper conduct of examination, the Principal shall have the power at any given time to institute inquiry and to punish such students involved in the adoption of unfair means or breach of the rules in accordance with the penalties mentioned in the table, Appendix A.

Appendix A

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material	*Annulment of the performance of the student at the College Examination in full. (This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 2 to 14 in addition to the one prescribed thereat.)
2.	Possession of any copying material & actual copying from the material in possession	Exclusion of the student from the College Examinations concerned for one subsequent examination
3.	Possession of another student's answer book or supplementary sheet	Exclusion of both the students from the College Examinations concerned for one subsequent examination * (BOTH THE STUDENTS)
4.	Possession of another student's answer book or supplementary sheet and actual evidence copying from that	Exclusion of both the students from the College Examination concerned for two subsequent examinations * (BOTH THE STUDENTS)
5.	Mutual/ Mass copying	Exclusion of all the students from the College Examinations concerned for two subsequent examinations *
6.	Smuggling of answer books in or out as copying material	Exclusion of the student from the College Examinations concerned for two subsequent examinations *
7.	Smuggling in of written answer book based on the question paper set at the examination	Exclusion of the student from the College Examinations concerned for three subsequent examinations *
8.	Smuggling in of written answer book as copying material and forging the signature of the Junior supervisor on the same	Exclusion of the student from the College Examinations concerned for four subsequent examinations *
9.	Attempt to forge the signature of the Junior supervisor on the answer book or	Exclusion of the student from the College Examinations concerned for four subsequent

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
10.	Interfering with or counterfeiting of college seal or answer books or office stationery used in the examination with the intention of <u>misleading the authorities</u>	Exclusion of the student from the College Examinations concerned for four subsequent examinations *
11.	Answerbook or supplementary sheet outside the examination hall or any other insertion in the answer book	Exclusion of the student from the College Examinations concerned for four subsequent examinations *
12.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Exclusion of the student from the College Examinations concerned for four subsequent examinations * (Note: This money shall be credited to the Students Welfare Fund.)
13.	Using obscene language/ violent threats inside the examination hall by a student at the College examination to room supervisor/ any other authority	Exclusion of the student from the College Examinations concerned for four subsequent examinations *
14.	Impersonation for a student or impersonation by a student in College or other examinations	Exclusion of the student from the College Examinations concerned for five subsequent examinations * (both the students if the impersonator is a college student)
15.	Revealing the identity of the candidate in any form (name, roll number, student number, religious invocation etc.) in the main answer book and/ or supplementary sheet, by the student at the college examination.	Annulment of the performance of the student at the College Examination in full.
16.	Anything found written on the body or on the clothes while in the examination	Annulment of the performance of the student at the College Examination in full.
17.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication	Annulment of the performance of the student at the College Examination in full.
18.	Any other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the College Examination in full and severe punishment depending upon the gravity of the offence.

DISCIPLINE IN THE EXAMINATION HALL

- a) Students must know their Roll Number and Seat Numbers
- b) Students are required to have their valid Identity cards and Hall Tickets issued by the College and they must produce the same for verification to the junior supervisor/s during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.
- c) Students should occupy their correct seats as per the seating arrangement displayed and write appropriate details in the space provided for the purpose, on the answer-book.
- d) Students who are eligible to write the semester end examination/re-examination should be present in the examination hall at least 10 minutes before the scheduled time of the commencement of the examination. Students, who arrive at the examination hall 30 minutes or more after the scheduled time of the commencement of the examination, will not be permitted to appear for that examination.
- e) Students, who are not in their seats at the time notified, will as a rule, not be permitted to appear for the examination.

- f) Students are not permitted to leave the examination hall until one hour after the start of the session or in the last ten minutes of the session.
- g) Students should ensure that all their bags and other personal belongings are deposited in the designated area at their own risk. The College will not be responsible for the safety and security of the same.
- h) A student who fails to attend an examination at the time and place notified in the timetable, will be deemed to have failed to pass in that course. Opportunity for re-examination, if any, in the respective course will be given according to the rules and regulations, of the college.
- i) Every student present must sign against his / her Seat number on the attendance sheet provided by the supervisor.
- j) Students should specifically go through the instructions given on the top of the question paper and on the first page of the answer book. They are of utmost importance.
- k) **On the first page of the answer book, the students should write only the name of the program, semester details and course for which the examination is being held and number of supplementary sheets attached to the main answer book. Any extra writing on the first page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.**
- l) **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a student has any query as regards contents of the question paper, s/he should bring the same to the notice of the junior supervisor without disturbing others in the examination hall.

(xiii) Students are forbidden to (i) bring any books, notes, scribbled papers, mobile phones, smart watch, any electronic gadgets, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. **The junior supervisors/ authorized persons are authorized to frisk the students.**

(xiv) Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the College.

(xv) **The students should not write his/her name, or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.**

(xvi) While underlining of sections of answers for highlighting is permitted, use of varied inks, except for illustrations and figures must be avoided. Do not use any symbol like encircling the question or using coloured arrows for 'P.T.O'. All these will be considered as attempts to readily identify the specific answer-book.

(xvii) Students should neither tear any sheet/s from the answer-book provided nor attach unauthorized additional sheets to the same. All answer-books / supplementary sheets, whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer books out of the examination hall will be treated as against the rules and appropriate action will be taken against such candidate/s.

(xviii) Students should not write anything on the question-paper.

(xix) Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited. If students want anything, they should approach the junior supervisor without disturbing the other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.

(xx) Students will not be allowed to leave the examination hall during the examination and particularly so in the last ten minutes. At the end of the session, they should not leave their seats until answer-books are collected by the junior supervisor from all the students.

(xxi) A student who disobeys any instructions issued by the senior / junior supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the College.

(xxii) **Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination on a new answer sheet, only after giving an undertaking in writing that the decision of the College in respect of the reported act of unfair means will be binding on them.**