



Navneet Education Society's

NAVNEET COLLEGE
OF COMMERCE & SCIENCE

Recognised under Section 2(f) of the UGC Act, 1956

Institutional Policy Document for Internal and External Examinations



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Being an affiliated college, the framework of internal and external examination is decided by the University and implemented by the College. The College strictly adheres to various circulars and notices issued by the University in this regard.

The College offers the following undergraduate and post-graduate programmes on self-financed basis:

Undergraduate Programmes:

- (1) B.Sc. (Information Technology) (B.Sc. IT)
- (2) Bachelor of Commerce (B.Com.)
- (3) Bachelor of Management Studies (BMS)
- (4) B.Com. (Accounting and Finance) (BAF)
- (5) B.A. (Psychology)
- (6) Bachelor of Multimedia and Mass Communication (BAMMC)

Postgraduate Programmes:

- (7) M.Com. (Accountancy & Business Management)
- (8) M.Sc. (Information Technology) (M.Sc. IT)

A. Examination Committee:

The College has continued Examination Committee as per the guidelines of the University of Mumbai with Principal being the Chief Conductor for all internal and external examinations conducted by the College on behalf of the University.

Composition of the Examination Committee

Chief Conductor	Principal
Join Conductor	Senior Faculty Member
Senior Supervisor	Faculty Member
Junior Supervisors	As per the need
Non-teaching Staff	As per need



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B. Mechanism of Internal and External Examinations:

For B.Com. Programme:

As per the University guidelines, the College follows 100 marks semester end examination system for B.Com. programme except for Foundation Course (Paper I, II, III and IV), which has 75:25 pattern. The students are assigned project work of 25 marks for each course at Semester I, II, III and IV (Refer to University Circular No. UG/ICD/2016-17/276) dated 21st October, 2016).

For Professional Programmes (BMS, BAF, BBI, BAMMC and B.Sc.-IT):

For all professional programmes like BMS, BAF, BBI and B.Sc.-IT, the College follows 75:25 pattern of evaluation (Refer to University Circular No. UG/04 of 2014 dated 5th June, 2014).

For Post-graduate Programmes (M.Com. & M.Sc. - IT):

For all post-graduate programme like M.Com. and M.Sc.-IT, the College follows 60:40 pattern of evaluation (Refer to University Circular No. UG/233 of 2017-18 dated 27th Sept., 2017) and UG/106 of 2019-20 dated 11th September, 2019).

Scheme of Examination

The performance of the learners is evaluated at the end of each Semester for 100 marks for each course except for Foundation Course Paper I, II, III and IV for B.Com. programme. For Foundation Course Paper – I, II, III and IV, students are assigned Field Project on various social issues for 25 marks.

For all other professional undergraduate programmes, such as BMS, BAF, BBI, BAMMC and B.Sc.-IT, the learner is evaluated in two Components. One component is the Internal Assessment component carrying 25% marks and the second component is the Semester-end Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations has been shown below:-



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NAVNEET COLLEGE OF COMMERCE & SCIENCE

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(A) Internal Assessment–25%

25 Marks

For Courses without Practical

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

For Courses with Practical

Sr. No.	Particulars	Marks
1	Semester End Practical Examination	20 Marks
	Journal	05 Marks
	Viva	05 Marks
	Laboratory Work	10 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

***Note: Question Paper Pattern for Periodical Class Test for Courses at UG Programmes Written Class Test (20 Marks)**

Sr. No.	Particulars	Marks
1.	Match the Column / Fill in the Blanks / Multiple Choice Questions ($\frac{1}{2}$ Marks each)	05 Marks
2.	Answer in One or Two Lines (Concept based Questions) (1 Mark each)	05 Marks
3.	Answer in Brief (Attempt Any Two of the Three)(5 Marks each)	10 Marks



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NAVNEET COLLEGE OF COMMERCE & SCIENCE

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(B) Semester End Examinations – 75%

75 Marks

- (a) Duration—These examinations shall be of 2.5 Hours duration
- (b) Theory question paper pattern
- There shall be five questions each of 15 marks.
 - All questions shall be compulsory with internal choice within the questions.
 - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

Passing Standard

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

C. Mechanism for Ensuring Transparency in Internal Examination:

- All internal tests are conducted as per the University Guidelines by the Examination Committee. The attendance and class participation of students is monitored and accordingly marks are awarded to the students.
- Individual teachers have been instructed to deal with grievances related to the internal examinations at their individual level. The College has not received any grievance regarding internal examinations during the assessment period.

D. Mechanism for Ensuring Transparency in External Examinations:

First and Second Year Examinations for all programmes are conducted by the College on behalf of the University. Third Year Examinations for all programmes are conducted by the University. Some measures for ensuring transparency in external examinations:



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- **Three Sets of Question Paper:** For the College level Examinations, three sets of question papers are submitted in sealed envelope to the Examination Committee, from which one is randomly selected by the Chief Conductor. All Question Papers are printed in Examination Room in the presence of Examination Committee under the CCTV surveillance.
- **Online Transmission of Question Paper:** Question Papers for the University conducted examinations are made available to colleges just one hour before the examination for printing through an online interface of the University. Question papers can be downloaded by the committee of three persons, including the Principal through a mechanism of password and face recognition interface (**Refer to University Circular No. EX/ICC/2014-15/6 dated 25th August, 2014**).

E. Mechanism for Ensuring Transparency in Assessment:

Some measures for ensuring transparency in assessment both at college as well as university level examinations:

- **Masking and Coding:** Answer Books of the College level examinations are masked and coded, so as to maintain confidentiality and ensure transparency in assessment.
- **Centralised Assessment:** Answer books of College level examinations are centrally assessed in the College premises under the Central Assessment Programme (CAP) (**Refer to University Circular No. Exam/CAP/1467/2016 dated 6 May, 2016**).
- **Online Screen-based Marking (OSM) System:** Answer books of University Level exams are scanned and assessed by the registered examiners online from the designated online assessment centres (**Refer to University Circular No. Exam/CAP/1327/2017 dated 16 December, 2017**).

F. Moderation of Answer Books:

The answer books assessed by the examiners are moderated as per the **University Ordinance No. 5046**. There is a system of 100% moderation of answer papers of students who fail examination



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NAVNEET COLLEGE OF COMMERCE & SCIENCE

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by 10% of the total marks and those who secure more than 60% of the total marks in any course. From the remaining answer books, i.e. those securing marks between 41% to 59%, 10% of the assessed answer papers are moderated.

G. Redressal of Examination Related Grievances:

All grievances related to the Internal and External Examination are dealt with in fair, transparent and time-bound manner as per the University Circular No. **Exam/Photo&Rev. /College/VCD/4636-A of 2010 dated 05.04.2010.**

- **Photocopy:** A student is provided with a photocopy of his assessed answer book on demand within stipulated time period.
- **Revaluation:** A student can also apply for revaluation. The original marks are masked, and the paper is re-evaluated. If there is deviation of more than 10% in re-assessment, then the candidate is awarded the revised mark.

A student may apply for both a photocopy of assessed answer book and its revaluation.

H. Unfair Means in Examinations:

All cases of reported unfair means in examination are handed over to Unfair Means Committee. The Unfair Means Committee handles all reported unfair means as per the **Ordinance 5050** of the University of Mumbai.



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NAVNEET COLLEGE
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Circular on Internal Assessment for Foundation Course Paper I, II, III and IV for All Programmes

University of Mumbai



No.UG./ICD/2016-17/276

Mumbai - 400 032

21st October, 2016.

To
The Principals of the affiliated Colleges in Arts, Science & Commerce.

Sub - Assignment and evaluation of the project work.

Ref :- University Circular Nos :-

1) UG/06 of 2014, dated 23rd June, 2014

2) UG/35 of 2015, dated 30th July, 2015

And

3) UG/76 of 2016-17, dated 3rd October, 2016

Sir / Madam,

With reference to the Circulars above, every students will be assigned a project for the Skill enhancement course i.e Foundation Course, Foundation course in National Service Scheme (NSS), Foundation Course in National Cadet Corps (NCC), Foundation Course in Extension Activity, Foundation Course in Physical Education (Phys Ed). The project will be evaluated on the basis of project report and the presentation made by the students.

It is suggested that such project may be assigned to the students in the Diwali Vacation, if project are not submit till date and may be evaluated after the vacation period for the first semester examination of the academic year 2016- 17.

Yours faithfully,

P. I. Ohmurekar
Assistant Registrar
(UG & PG Section)

No. UG / 276 - A of 2016

MUMBAI-400 032

21st October, 2016

Copy forwarded with Compliments for information to:-

1. The Deans, faculties of Arts, Science & Commerce,
2. The Professor-cum-Director, Institute of Distance & Open Learning (IDOL)
3. The Director, Board of College and University Development,
4. The Co-Ordinator, University Computerization Centre,
5. The Controller of Examinations.

P. I. Ohmurekar
Assistant Registrar
(UG & PG Section)



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Circular on 75 : 25 Assessment Pattern for All Undergraduate Programmes Except B.Com.

University of Mumbai



AA/ICD/2014-15/511
23/09/2014

Circular :-

A reference is invited to this office circular no. UG/04-A of 2014 dtd. 23rd June, 2014, the Principals of the affiliated Colleges in Arts, Science and Commerce are hereby reminded that University Circular No. UG/04-A of 2014, dtd. 23rd June, 2014 regarding the modified pattern (75:25) for Credit Based Semester and Grading System from academic year 2014-15 be implemented simultaneously at the F.Y., S.Y. & T.Y. examinations at Under Graduate (UG) level in Arts, Science and Commerce.

The question paper pattern (both at Semester End Examination and Internal Assessment) as accepted by the Academic Council and Management Council be implemented in all the Semesters of Arts, Science and Commerce. The pattern is to be implemented simultaneously for all the examinations of all the Semesters of U.G. programmes for Credit Based Semester and Grading System from academic year 2014-15 under Faculties of Arts, Science and Commerce and is available on University website. (mu.ac.in)

M. S. ...
23/9/14.

Registrar
University of Mumbai



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Circular on Assessment Pattern for B.S.c – IT Programme

UNIVERSITY OF MUMBAI
No. UG/176 of 2016-17

CIRCULAR:-

A reference is invited to the Syllabi relating to the B.Sc. degree course, vide this office Circular No. UG/177 of 2011, dated 20th June, 2011 and the Principals of affiliated Colleges in Arts, Science and Commerce are hereby informed that the recommendation made by the Ad-hoc Board of Studies in Information Technology at its meeting held on 4th July, 2016 has been accepted by the Academic Council at its meeting held on 14th July, 2016 vide item No. 4.76 and that in accordance therewith, the revised syllabus as per the Choice Based Credit System for F.Y. B.Sc. programme in Information Technology (Sem. I & II), which is available on the University's web site (www.mu.ac.in) and that the same has been brought into force with effect from the academic year 2016-17.

MUMBAI - 400 032
22 November, 2016


(Dr.M.A.Khan)
REGISTRAR

To,

The Principals of the affiliated Colleges in Arts, Science and Commerce.

A.C/4.76/14.07.2016


No. UG/176 -A of 2016

MUMBAI-400 032

22 November, 2016

Copy forwarded with Compliments for information to:-

- 1) The Co-ordinator, Faculty of Science,
- 2) The Chairman, Board of Studies in Information Technology,
- 3) The Professor-cum-Director, Institute of Distance & Open Learning (IDOL)
- 4) The Director, Board of College and University Development,
- 5) The Co-Ordinator, University Computerization Centre,
- 6) The Controller of Examinations.


(Dr.M.A.Khan)
REGISTRAR

PTO..

Mechanism for Assessment of UG Self-Financed Programme - B.Sc. (Information Technology) (BSc.IT)

Evaluation Scheme:

1. Internal Evaluation (25 Marks).

i. Test: 1 Class test of 20 marks. (Can be taken online)

Q	Attempt <i>any four</i> of the following:	20
a.		
b.		
c.		
d.		
e.		
f.		

ii. 5 marks: Active participation in the class, overall conduct, attendance.

2. External Examination: (75 marks)

	All questions are compulsory	
Q1	(Based on Unit 1) Attempt <i>any three</i> of the following:	15
a.		
b.		
c.		
d.		
e.		
f.		
Q2	(Based on Unit 2) Attempt <i>any three</i> of the following:	15
Q3	(Based on Unit 3) Attempt <i>any three</i> of the following:	15
Q4	(Based on Unit 4) Attempt <i>any three</i> of the following:	15
Q5	(Based on Unit 5) Attempt <i>any three</i> of the following:	15

3. Practical Exam: 50 marks

A Certified copy journal is essential to appear for the practical examination.

1.	Practical Question 1	20
2.	Practical Question 2	20
3.	Journal	5
4.	Viva Voce	5

OR

1.	Practical Question	40
2.	Journal	5
3.	Viva Voce	5



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Circular on Assessment Pattern for B.M.S. Programme

UNIVERSITY OF MUMBAI

No. UG/109 of 2016-17

CIRCULAR:-

A reference is invited to the Syllabi relating to the Bachelor of Management Studies (B.M.S) degree programme vide this office Circular No. UG/144 of 2011 dated 14th June, 2011 the Principals of affiliated Colleges in Commerce are hereby informed that the approved by the Academic Council at its meeting held on 24th June, 2016 vide item No. 4.80 and that in accordance therewith, the revised syllabus as per Choice Based Credit System for (B.M.S) Program – Course Structure (Sem. I to VI), which is available on the University's web site (www.mu.ac.in) and that the same has been brought into force with effect from the academic year 2016-17.

MUMBAI – 400 032
October, 2016


(Dr.M.A. Khan)
REGISTRAR

To,

The Principals of affiliated Colleges in Commerce and the Heads of recognized Institutions concerned.

A.C/4.80 /24/06/2016

No. UG/109-A of 2016-17 MUMBAI-400 032 25 October, 2016

Copy forwarded with compliments for information to:-

- 1) The Dean, Faculty of Commerce,
- 2) The Director, Board of College and University Development,
- 3) The Controller of Examinations,
- 4) The Professor-cum- Director, Institute of Distance and Open Learning (IDOL),
- 5) The Co-Ordinator, University Computerization Centre.


(Dr.M.A. Khan)
REGISTRAR

PTO..

Mechanism for Assessment of UG Self-Financed Programme - Bachelor of Management Studies (BMS)

Revised Syllabus of Courses of Bachelor of Management Studies (BMS) Programme at Semester I and II with effect from the Academic Year 2016-2017

Scheme of Evaluation

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

A) Internal Assessment: 25 %

Question Paper Pattern

(Internal Assessment- Courses without Practical Courses)

Sr. No.	Particular	Marks
1	One class test (20 Marks)	
	Match the Column/ Fill in the Blanks/ Multiple Choice Questions (½ Mark each)	05 Marks
	Answer in One or Two Lines (Concept based Questions) (01 Mark each)	05 Marks
	Answer in Brief (Attempt Any Two of the Three) (05 Marks each)	10 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

Question Paper Pattern

(Internal Assessment- Courses with Practical Courses)

Sr. No.	Particular	Marks
1	Semester End Practical Examination (20 Marks)	
	Journal	05 Marks
	Viva	05 Marks
	Laboratory Work	10 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

Mechanism for Assessment of UG Self-Financed Programme - Bachelor of Management Studies (BMS)

B) Semester End Examination: 75 %

- i) Duration: The examination shall be of 2 ½ Hours duration
 - ii) Theory question paper pattern
 - There shall be five questions each of 15 marks.
 - All questions shall be compulsory within the questions.
 - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.
- (Detail question paper pattern has been given separately)**

Passing Standard

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.



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Circular on Assessment Pattern for B.A.F Programme

UNIVERSITY OF MUMBAI

No. UG/91 of 2018-19

CIRCULAR:-

Attention of the Principals of the affiliated Colleges and Directors of the recognized Institutions in Commerce & Management Faculty is invited to this office Circular No. UG/28 of 2015, dated 22nd July, 2015 relating to syllabus of Bachelor of Commerce (Accounting and Finance) degree programme.

Their attention is also invited to University Circular No. UG/106 of 2016-17 dated 25th October, 2016 for F.Y.B.Com. (Accounting & Finance) Sem. I & II and University Circular No. UG/166 of 2017-18 dated 8th August, 2017 for S.Y.B.Com. (Accounting & Finance) Sem. III & IV respectively.

They are hereby informed that the recommendations made by the Board of Studies in Accountancy at its meeting held on 28th February, 2018 have been accepted by the Academic Council at its meeting held on 5th May, 2018 vide item No. 4.42 and that in accordance therewith, the revised syllabus as per the (CBCS) for the T.Y.B.Com. in Accountancy (Accounting and Finance) (Sem. V & VI), has been brought into force with effect from the academic year 2018-19, accordingly. (The same is available on the University's website www.mu.ac.in).

MUMBAI - 400 032

27th July, 2018

To

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

A.C./4.42/05/05/2018

No. UG/ 91 -A of 2018

MUMBAI-400 032

27th July, 2018

Copy forwarded with Compliments for information to:-

- 1) The I/c Dean, Faculty of Commerce & Management,
- 2) The Director, Board of Examinations and Evaluation,
- 3) The Director, Board of Students Development,
- 4) The Professor-cum-Director, Institute of Distance and Open Learning (IDOL),
- 5) The Co-Ordinator, University Computerization Centre,


(Dr. Dinesh Kamble)
I/c REGISTRAR

B. Com (Accounting & Finance) (BAF)**Revised Syllabus of Courses of B.Com. (Accounting and Finance)****Programme at Semester I and II****with effect from the Academic Year 2016-2017****Scheme of Evaluation**

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

A) Internal Assessment: 25 %**Question Paper Pattern****(Internal Assessment- Courses without Practical Courses)**

Sr. No.	Particular	Marks
1	One class test (20 Marks)	
	Match the Column/ Fill in the Blanks/ Multiple Choice Questions <i>(½ Mark each)</i>	05 Marks
	Answer in One or Two Lines (Concept based Questions) <i>(01 Mark each)</i>	05 Marks
	Answer in Brief (Attempt Any Two of the Three) <i>(05 Marks each)</i>	10 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

Question Paper Pattern**(Internal Assessment- Courses with Practical Courses)**

Sr. No.	Particular	Marks
1	Semester End Practical Examination (20 Marks)	
	Journal	05 Marks
	Viva	05 Marks
	Laboratory Work	10 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

Mechanism for Assessment of UG Self-Financed Programme - B. Com (Accounting & Finance) (BAF)

B) Semester End Examination: 75 %

- i) Duration: The examination shall be of 2 ½ Hours duration
- ii) Theory question paper pattern
 - There shall be five questions each of 15 marks.
 - All questions shall be compulsory with internal choice within the questions.
 - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

(Detail question paper pattern has been given separately)

Passing Standard

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.



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Circular on Assessment Pattern for B.A.M.M.C. Programme

University of Mumbai



UG/183of 2019-20

CIRCULAR:-

Attention of the Principals of the affiliated Colleges and Directors of the recognized Institutions in Humanities Faculty is invited to the syllabus uploaded by the Academic Council at its meeting held on 25th May, 2011 **vide** item No. 4.28 relating to the revised syllabus as per (CBSGS) for the Bachelor of Mass Media and to this office Circular No.UG/142 dated 19th November, 2019 regarding the amended Ordinance 5205 relating to change the nomenclature of course of Bachelor of Mass Media to B.A. in Multimedia and Mass Communication B.A. (M.M.C.) and also the revised syllabus as per the (CBCS) for B.A. in Multimedia and Mass Communication B.A. (M.M.C.) in Sem. I and II.

They are hereby informed that the recommendations made by the Ad-hoc Board of Studies in Mass Media at its meeting held on 25th July, 2019 and subsequently approved by the Board of Deans at its meeting held on 1st October, 2019 **vide** item No.70 & 71 have been accepted by the Academic Council at its meeting held on 3rd October, 2019 **vide** item No. 4.8 and 4.9 and that in accordance therewith, the revised syllabus as per the (CBCS) for the B.A. in Multimedia and Mass Communication Course (Sem. III & IV) and (Sem. V & VI) has been brought into force with effect from the academic year 2020-21 and 2021-22 accordingly. (The same is available on the University's website www.mu.ac.in).

MUMBAI-400 032
30th December, 2019
To


(Dr. Ajay Deshmukh)
REGISTRAR

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

A.C./4.8 & 4.9/ 03/10/2019

No. UG/188-A of 2019

MUMBAI-400 032

30th December, 2019

Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans,
- 2) The Dean, Faculty of Humanities,
- 3) The Chairman, Board of Studies in Mass Media,
- 4) The Director, Board of Examinations and Evaluation,
- 5) The Director, Board of Students Development,
- 6) The Co-ordinator, University Computerization Centre,


(Dr. Ajay Deshmukh)
REGISTRAR

Mechanism for Assessment of UG Self-Financed Programme - Bachelor of Arts (Multimedia and Mass Communication) (BAMMC)

Credit and Grading System

General Guidelines

The Credits are defined in terms of the learner's hours which are divided into two parts such as Actual and Notional. The value of a particular course can be measured in number of Credit Points. The value of One (01) Credit is equal to 30 Hours.

The scheme of Examination shall be divided into two parts i.e. Internal Assessment includes Assignments, Seminars, Case Studies and Unit Tests which will be of 40 marks and the Semester End Examinations which will be of 60 marks. The semester wise Credit Points will be varied from program to program but the value of Credits for Under Graduate Programmes shall be of 120 Credits and for Post graduate Degree programmes it will be 80 credits in the Faculty of Arts. The programme wise illustrations have been given for Under Graduate and Post Graduate Programmes separately.

Assignment of Credits

One (01) credit is approximately equal to thirty (30) hours of the learners load for all UG (Undergraduate) programmes and One (01) credit is equal to twenty (20) hours for theory & One (01) credit is equal to twenty (24) hours for practical of the learners load for PG (Postgraduate) Programmes. This credits is divided in to two parts, one is half of the hours actually spent in class room / practical / field work instructions and half of the hours notional spent for self study in library, institutions or at home, case study, writing of journal and assignments, projects etc by the learners him/her self for the completion of that course. The UG programmes carry a value of 120 credits for all courses under the faculty of Commerce, Arts & Science and PG programmes of Faculties of Arts and Commerce have 80 credits and the same for Faculty of Science is 96.

- **Undergraduates Programmes (3 Years Programmes of Arts, Commerce & Science)**
 - All 3 years undergraduate programmes are of 120 credits.
 - 17-23 credits in each semester.
 - One (01) Credit = Thirty (30) Hours of learners load.

Credit Based Evaluation System

Scheme of Examination

The performance of the learners shall be evaluated into two components. The learner's performance shall be assessed by Internal Assessment with 40% marks in the first component by conducting the Semester End Examinations with 60% marks in the second component. The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below:

Mechanism for Assessment of UG Self-Financed Programme - Bachelor of Arts (Multimedia and Mass Communication) (BAMMC)

a) Internal Assessment – 40%

40 Marks

Sr. No.	Particulars	Marks
1	One periodical class test held in the given semester	10 Marks
2	Subject specific Term Work Module/assessment modes –atleast twoas decided by the department in the beginning of the semester (like Extension/field/experimental work, Short Quiz; Objective test, lab practical, open book test etc and written assignments, Case study, Projects, Posters and exhibits etc for which the assessment is to be based on class presentations wherever applicable) to be selflessly assessed by the teacher/s concerned	20 Marks
3	Active participation in routine class instructional deliveries (and in practical work, tutorial, field work etc as the case may be)	05 Marks
4	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

b) Semester End Examinations – 60%

60 Marks

- i) **Duration** – These examinations shall be of **2 Hours** duration.
- ii) **Theory Question Paper Pattern:**
 - 1) There shall be four questions each of 15 marks.
 - 2) All questions shall be compulsory with internal choice within the questions.
 - 3) Question may be subdivided into subquestions a, b, c... and the allocation of marks depends on the weightage of the topic.

The assessment of **Part ‘A’ i.e. Internal Assessment and Part ‘B’ i.e. Semester End Examination** as mentioned above for the Semesters I to IV shall be processed by the Colleges / Institutions of their learners and issue the grade cards to them after the conversion of marks into grade as per the procedure mentioned.

The assessment of **Part ‘A’ i.e. Internal Assessment** as mentioned above for the **Semesters V & VI shall be processed by the Colleges / Institutions** of their learners admitted for the programme while the University shall conduct the assessment of **Part ‘B’ i.e. Semester End Examination** for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The Semester End Examinations for Semesters V & VI shall be conducted by the University and the results shall be declared after processing the internal assessment and the marks awarded to the learners. The grade card shall be issued by the University after converting the marks into grades.

Passing Standard

The amended R. 4292 relating to standard of passing to be read as under:

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass the course and minimum of Grade E in each project, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

CARRY FORWARD OF THE MARKS IN CASE IF THE LEARNER GETS 'F' GRADE IN ONE OR MORE SUBJECTS:

- 1) A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. However his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 2) A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the course shall reappear for the Internal Examination of that course. However his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 3) **For Courses without practicals:** In case of a learner who is reappearing for the Internal Examination, the examination will consist of one project of 40 marks which will be divided into 20 marks for the documentation of the project, 10 marks for the presentation and 10 marks for the viva and the interaction.

ALLOWED TO KEEP TERMS (ATKT):

- a) A learner shall be allowed to keep term for Semester II irrespective of number of heads of failure in the Semester I.
- b) A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II.

OR

A learner who fails in not more than two courses of Semester I and Semester II taken together.

- c) A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III. However, the learner shall pass each course of Semester I and Semester II in order to appear for Semester IV.
- d) A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV.

OR

A learner shall pass Semester I and Semester II and fails in not more than two courses of Semester III and Semester IV taken together.

- e) A learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the Semester V. However, the learner shall pass each course of Semester III and Semester IV in order to appear for Semester VI.



Navneet Education Society's

NAVNEET COLLEGE
OF COMMERCE & SCIENCE

Recognised under Section 2(f) of the UGC Act, 1956

Circular on Assessment Pattern for M.Com. Programme

(2)

UNIVERSITY OF MUMBAI

No. UG/233 of 2017-18

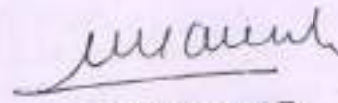
CIRCULAR:-

A reference is invited to the syllabi relating to the Master of Commerce (M.Com.) Programme vide this office Circular No.UG/144 of 2011, dated 14th June, 2011 and the Principals of the affiliated Colleges in Commerce are hereby informed that the proposal received from Ad-hoc Dean, Faculty of Commerce and Management has been accepted by the Academic Council at its meeting held on 11th May, 2017 vide item No.4.184 and that in accordance therewith, the revised syllabus as per the (CBCS) for Master of Commerce (M.Com.) (Sem -III & IV), which is available on the University's website (www.mu.ac.in) and that the same has been brought into force with effect from the academic year 2017-18, accordingly.

MUMBAI - 400 032

27th August, 2017

To SVP


REGISTRAR

The Principals of the affiliated Colleges in Commerce.

A.C/4.184/11/05/2017

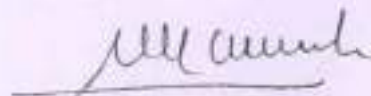
No. UG/233 -A of 2017

MUMBAI-400 032

27th August, 2017
Sept.

Copy forwarded with Compliments for information to:-

- 1) The Co-ordinator, Faculty of Commerce & Management,
- 2) The Chairman, Ad-hoc Board of Studies in Commerce and Management,
- 3) The Offg. Director, Board of Examinations and Evaluation,
- 4) The Director, Board of Students Development,
- 5) The Professor-cum-Director, Institute of Distance and Open Learning (IDOL),
- 6) The Co-Ordinator, University Computerization Centre,


REGISTRAR

....PTO

Mechanism for Assessment of PG Self-Financed Programme

M.Com (Advanced Accountancy)

Scheme of Examination:

The performance of the learners will be evaluated in two components. One component will be the Internal Assessment component carrying 40% marks and the second component will be the Semester End Examination component carrying 60% marks.

Internal Assessment:

The Internal Assessment will consist of one class test of 40 marks for each course excluding projects. The question paper pattern will be shown as below:

Question Paper Pattern (Internal Assessment)

Maximum Marks: 40 marks

Questions to be set: 03

Duration: 1½ hours

Question No	Particular	Marks
Q-1	Objective Questions Students to answer 10 sub questions out of 15 sub questions. (*Multiple choice/ True or False/ Match the columns/ Fill in the blanks) OR Objective Questions A) Sub Questions to be asked 08 and to be answered any 05 B) Sub Questions to be asked 08 and to be answered any 05 (*Multiple choice/ True or False/ Match the columns/ Fill in the blanks)	10 Marks
Q-2	Concept based short questions Students to answer 5 sub questions out of 8 sub questions.	10 Marks
Q-3	Practical problems or short questions Students to answer 02 sub questions out of 03 sub questions	20 Marks



Navneet Education Society's

NAVNEET COLLEGE
OF COMMERCE & SCIENCE

Recognised under Section 2(f) of the UGC Act, 1956

Circular on Assessment Pattern for M.Sc. (IT) Programme

University of Mumbai




No. UG/ 106 of 2019-20

CIRCULAR:-

Attention of the Principals of the Affiliated Colleges, the Head of the University Department and Directors of the recognized Institutions in Science & Technology Faculty is invited to the syllabus uploaded by Academic Authority Unit which was accepted by the Academic Council at its meeting held on 27th February, 2013 vide item No. 4.133 relating to the revised syllabus as per (CBSGS) for M.Sc. Information Technology (Sem. I & II).

They are hereby informed that the recommendations made by the Ad-hoc Board of Studies in Information & Technology at its meeting held on 25th July, 2019 have been accepted by the Academic Council at its meeting held on 26th July, 2019 vide item No.4.76 and that in accordance therewith, the revised syllabus as per the (CBCS) for the M.Sc. (I. T.) (Part - I) (Sem.-I & II) has been brought into force with effect from the academic year 2019-20, accordingly. (The same is available on the University's website www.mu.ac.in).

MUMBAI - 400 032
11th September, 2019


(Dr. Ajay Deshmukh)
REGISTRAR

To

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

A.C/4.76/26/07/2019

No. UG/ 106 -A of 2019-20

MUMBAI-400 032

11th September, 2019

Copy forwarded with Compliments for information to:-

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


(Dr. Ajay Deshmukh)
REGISTRAR

Evaluation Scheme

Internal Evaluation (40 Marks)

The internal assessment marks shall be awarded as follows:

1. 30 marks (Any one of the following):
 - a. Written Test or
 - b. SWAYAM (Advanced Course) of minimum 20 hours and certification exam completed or
 - c. NPTEL (Advanced Course) of minimum 20 hours and certification exam completed or
 - d. Valid International Certifications (Prometric, Pearson, Certiport, Coursera, Udemu and the like)
 - e. One certification marks shall be awarded one course only. For four courses, the students will have to complete four certifications.

2. 10 marks

The marks given out of 40 for publishing the research paper should be divided into four course and should awarded out of 10 in each of the four course.

i. Suggested format of Question paper of 30 marks for the written test.

Q1.	Attempt <u>any two</u> of the following:	16
a.		
b.		
c.		
d.		
Q2.	Attempt <u>any two</u> of the following:	14
a.		
b.		
c.		
d.		

- ii. 10 marks from every course coming to a total of 40 marks, shall be awarded on publishing of research paper in UGC approved Journal with plagiarism less than 10%. The marks can be awarded as per the impact factor of the journal, quality of the paper, importance of the contents published, social value.

External Examination: (60 marks)

	All questions are compulsory	
Q1	(Based on Unit 1) Attempt <u>any two</u> of the following:	12
a.		
b.		
c.		
d.		
Q2	(Based on Unit 2) Attempt <u>any two</u> of the following:	12
Q3	(Based on Unit 3) Attempt <u>any two</u> of the following:	12
Q4	(Based on Unit 4) Attempt <u>any two</u> of the following:	12
Q5	(Based on Unit 5) Attempt <u>any two</u> of the following:	12

Practical Evaluation (50 marks)

A Certified copy journal is essential to appear for the practical examination.

1.	Practical Question 1	20
2.	Practical Question 2	20
3.	Journal	5
4.	Viva Voce	5

OR

1.	Practical Question	40
2.	Journal	5
3.	Viva Voce	5



Navneet Education Society's

NAVNEET COLLEGE
OF COMMERCE & SCIENCE

Recognised under Section 2(f) of the UGC Act, 1956

Circular on Online Transmission of Question Papers for All University Examination

University of Mumbai



Secretariat of Controller of
Examinations,
M.J. Phule Bhavan,
Kalina, Santacruz (East),
Mumbai-400 098

No. EX / ICC / 2014-15 / 6

CIRCULAR

All Principals, Directors / Head of the Departments of affiliated Colleges / Institutions / Conducted Colleges / University Departments are hereby informed that the University of Mumbai is planning to deliver the Question papers of **Second Half 2014 Examinations** by DEPD (Digital Exam Paper Delivery). The college should be prepared with the following requirements:

I **Requirements for accessing the Question Paper e-delivery system:**

- One PC / Laptop with higher configuration.
- UPS with at least 30 minutes of back up.
- Broadband Internet Connection.
- One data card with 3G Internet connection (MTNL, Idea, Reliance, Tata Photon, etc.) (whichever works better) for back up.
- Two registered mobile numbers (one of the Principal and another of IT Coordinator from the college) preferably of different service provider, Fax number and email ID for receiving the password. These numbers and e mail address submitted to the University should be in working condition. Any change should be communicated to the University, well in advance. The College shall be held responsible if any of these modes of communication are inaccessible or not in working condition.
- High Intensity Printer (attached to the computer (PC/Laptop) which will be used for accessing the web link).
- One extra cartridge for emergency.
- Photocopier (30-40 PPM).
- Licensed copy of antivirus installed on the computer and regularly updated through internet.
- MS-Office 2003 and above.
- Secured environment for paper printing.
- CCTV camera with back up of one month.

- They are also requested to fill-up the Check-list form on the link <https://mu-exam.net/muforms> to enable us to deliver the question papers through DEPD systems immediately.

- Please do not change the Mobile No. of the Principal / I.T. Coordinator & Email ID of the Principal and College once given, till the examination is over.

(Except Change /Resignation/Transfer of Principal or Resignation of IT Coordinator with Permission of MSS Unit before 1 week of intimation.

Primary Process (Watermark)

From the Second Half October 2014, we are introducing another safety feature in our existing Digital Exam Paper Delivery System. This feature has been established to ensure another layer of security of question papers and to avoid paper leakages. The following guidelines have to be followed for the examinations to be conducted from Second half 2014, however before the actual examination, there shall be, mock drills scheduled on 4th, 11th, & 16th, of September, 2014 at 12.00 noon to 2.00 pm.

- For downloading the Question Paper, following procedure should be followed scrupulously by the colleges:

One time process to be performed for setting up software

Date: 4th September, 2014

Time: 12.00 Noon to 2.00 p.m.

Each exam centres will have to follow the process as described below:

1. They shall receive 2 emails from University DEPDS from admin.muexam@euni.in to your registered college email ID

1st Email: You will find the link. Click the link and software shall be downloaded automatically. The downloaded software should then be installed in your PC / Laptop which is used for downloading and printing of question papers.

2nd Email: This mail shall be with the name of **Lock Lizard Licensing** containing a license of the software which should be installed in your dedicated PC / Laptop which ever you are using for downloading and printing

2. They shall see a link (like below) in the 2nd email for downloading license just click that link

Your license

To view documents from Intelligent Quotient Security System you must activate your license:

[COLLEGE OF ENGINEERING License](#) ← This is the link to click

NOTE: Your license file may also be supplied as an attachment to the email (.lic and .zip files).

3. After download double click license to install in your PC / Laptop automatically



4. Now you should be ready for opening the question papers in the software given by university

BACKUP/SECONDARY PROCESS

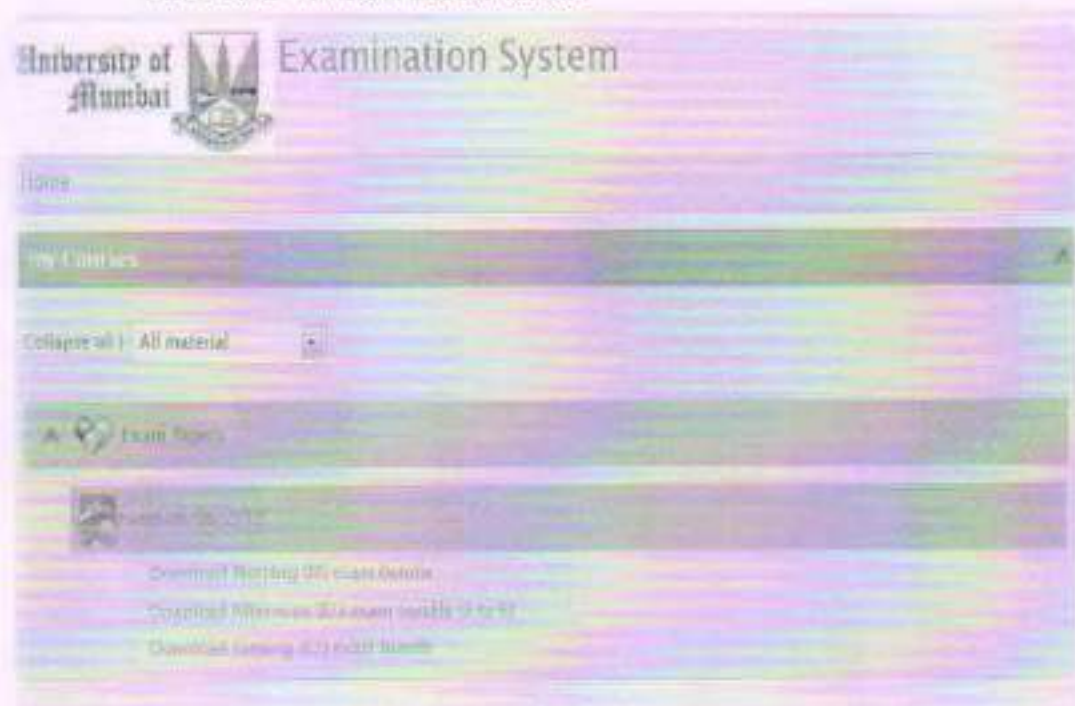
- 01 The college shall receive, through SMS on the mobile number registered with the University, the first set of Login and Password, an hour before the commencement of examination on the first day. This password shall be applicable throughout the duration of the Examination. It is the responsibility of the college to keep this password secure and confidential only with the Principal or responsible person.
- 02 The college shall receive, every day, **the second password, 90 minutes** before the commencement of the examination. It is the responsibility of the college to keep this password secure and confidential only with the Principal or responsible person.
- 03 The question paper will be uploaded by the University on the Web site. www.mu-exam.net, an hour before the commencement of the examination on the day of every examination.
- 04 Following is the process of downloading the question paper from the web site:
 - a. Exam Centre shall visit the web link www.mu-exam.net through internet
 - b. The first page of the web link will look like as under:



- c. Enter the first set of Login and the Password received by you on the first day of the examination through SMS or email ID, as the case may be, from the University. The Login and Password will be case sensitive hence while entering the Login and Password proper care should be

taken; it should be typed exactly as provided (Delock various locks such as caps lock, numeric lock, etc. before entering the password and use only when required).

- d. If you enter wrong Login or Password the link will not proceed further and will ask for re-entering of Login and Password. (After three attempts if it is locked, do not try again but contact the contact persons at the examination centre of the University immediately).
- e. After three failed attempts to Login/Password, the user account will automatically lock itself.
- f. Every account runs on session, if user is logged in the system and no activity is performed, the session of user expires and account is closed. In such situation visit the web link www.mu-exam.net again.
- g. After successful Login into the system you will get a screen containing the Question paper link. At any given time there would be paper links (Old/CBSGS/Revised) scheduled as morning/afternoon question paper. The screen will look like as under:



- h. These links will become active, **90 minutes** before the commencement of the Examination on the scheduled dates.
- i. Click on the respective question paper link. This link will contain the question paper in encrypted form. Download only required question papers e.g. Old/CBSGS/Revised, etc. The Chief Conductor should select the relevant and correct question paper only.
- j. Once downloading is complete the link of question paper will not open as document is protected with strong encryption.

05 The downloaded question paper will be a password protected word document


06 Open the downloaded word document containing the question paper.

07 It will ask for a password. Enter the second password, which is received by the college through SMS, 90 minutes prior to the commencement of the examination.

Password will be case sensitive hence while entering proper care should be taken while entering the password, which should be typed exactly as it is provided.

- 08 Once the document (question paper) is accessed (opened), its printout should be taken in the presence of Principal /Joint Chief Conductor or University officials in safe and secure environment.
- 09 Print/Photocopy necessary number of copies, in presence of Joint Chief Conductor in safe and secure environment, and keep proper record of the printed question papers including wastage, if any.
- 10 No question paper shall go out in any form before actual commencement of the examination of that day of that particular course/paper. If it is found that the paper has gone out, appropriate disciplinary action will be taken.

Time to perform a small mock drill for Primary Watermark process to check the software

1. Visit your DEPDS account now at <http://muexam.euni.in> or <http://mu-exam.net.in>, open the **mock drill** link and download the sample question paper
2. You will see the file similar to this 
3. Remember you will only be able to open the question paper if you are qualifying on the following sub-points:
 - a. You have the software and license installed in the PC / laptop as explained above
 - b. You are authorised by university to open that file
 - c. Your internet connection should be ON
 - d. If any screen grabber software such as PrntScr, Onenote screen capture etc. is ON your file will not be opened
4. After opening the file / question paper, please take print out, scan it and send it to admin.muexam@euni.in and CC to manuscripts@exam.mu.ac.in. This is just to ensure that the mock drill was successful at your end. For the actual examination paper you should not scan and send the paper via email to us.
5. If you are facing any kind of difficulties in above process, feel free to contact us on 022-26535300, 022-26534266, it will be our pleasure to help you.

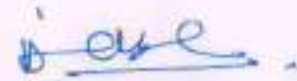
~Points to Remember~

1. While opening the ZIP file the exam paper will be in **.PDC instead of .PDF**
2. You will **not be able to open** this file in any **other software** except the software by university exam department
3. If you face any **technical issue in opening the file in the existing PC / laptop** you are free to **change the PC / Laptop**. Keep your **alternate PC / Laptop** ready with Internet. **Install the software and the license**. You shall now be ready to view and **print the university question paper**
4. When you take out the print of your question paper please remember to **Turn OFF** the

- In case of any emergency, please contact

- | | |
|-----------------------------------|---|
| ➤ Deputy Registrar (MSS UNIT) | - Phone No. 022 - 26534264 / 9223833009 |
| ➤ Assistant Registrar (MSS UNIT) | - Phone No. 022 - 26534267 / 9223833005/6 |
| ➤ Senior Clerk (MSS UNIT) [DEPDS] | - Mobile No. 9223833010 |
| ➤ Exam Control Room | - 022-26535300 |

Place : Mumbai
Date : 25th August, 2014



(Dinesh Bhonde)
Controller of Examinations

To,

All College Principals /Directors/HOD's of affiliated Colleges/Institutes/ University Departments.

Copy for Information:

- 1) All Deputy Registrar (Exam Department) & (Public Relation).
- 2) All Assistant Registrar (Exam Department / Ratnagiri & Thane sub- center).
- 3) Co-ordinator / A.R (U.C.C.) for uploading the same on University website.
- 4) E.S. to Vice Chancellor, University of Mumbai.
- 5) P.A. to Pro-Vice Chancellor, University of Mumbai.
- 6) P.A. to Director, BCUD, University of Mumbai.
- 7) P.A. to Registrar, University of Mumbai.
- 8) P.A. to Finance & Accounts Officer.
- 9) P.A. to Controller of Examinations.



Navneet Education Society's

NAVNEET COLLEGE
OF COMMERCE & SCIENCE

Recognised under Section 2(f) of the UGC Act, 1956

Circular on Centralised Assessment Programme (CAP)

University of Mumbai



Phone No.- 022-26543035/2653 0283
E-mail ID - cap@exam.mu.ac.in

Dy. Registrar, CAP Cell,
Mahatma Jyotirao Phule Bhavan,
Vidyanagari, Santacruz (East),
Mumbai - 400 098

No. Exam. / CAP / 255 / 2013

26th March, 2014

To,
The Principal,

Dear Sir / Madam,

Hon'ble Vice-Chancellor is pleased to appoint you as a CAP Director to conduct Central Assessment Programme (CAP) for assessment / moderation of answer books at the All Commerce Faculty Examinations stated below to be held in the First Half of the year 2014.

Sr. No.	Exam
1	60/40
	100
	Sem V (CBSGS)
	Sem VI (CBSGS)
2	Sem V
	Sem VI
	Sem V (CBSGS)
	Sem VI (CBSGS)
3	Sem V
	Sem VI
	Sem V (CBSGS)
	Sem VI (CBSGS)
4	Sem V
	Sem VI
	Sem V (CBSGS)
	Sem VI (CBSGS)

Sr. No.	Exam
5	Sem V
	Sem VI
	Sem V (CBSGS)
	Sem VI (CBSGS)
6	Sem I
	Sem II
	Sem III
	Sem IV
7	Sem I (CBSGS)
	Sem II (CBSGS)
	Sem III (CBSGS)
	Sem IV (CBSGS)
8	Part I
	Part II
	Part I (Sem I) (CBSGS)
	Part I (Sem II) (CBSGS)
	Part II (Sem III) (CBSGS)
	Part II (Sem IV) (CBSGS)

In this connection, I am directed to inform you that in the capacity of CAP Director, you are required to perform the following duties during the Central Assessment Programme.

- To co-ordinate, control, monitor and supervise the work of assessment / moderation of answer books of the examinations. To get assessed answer books from the concerned faculty of your college having at least one year teaching experience.
- To contact the Principals of the concerned Lead Colleges for appointment of moderators and to get answer books duly moderated from the concerned experienced teachers. In any case, Colleges should not appoint in house faculty as moderator, which may please be note. The list of lead colleges alongwith colleges attached to them is enclosed herewith.

3. To ensure that the work of assessment / moderation which is to be completed within a stipulated period as per the schedule prescribed for the purpose i.e. 10 days, so as to enable the University to declare the results within 30 days stipulated time, as per Section 72 of Maharashtra Universities Act, 1994.
4. To submit the mark-list(s) to the University along with the bills of remunerations prepared by the respective Chairman.
5. To arrange to pay for T.A. / D.A. & Local conveyance (if applicable), CAP Allowance, Remuneration and any other payments & to submit the Income & Expenditure statement along-with Utilisation Certificate as prescribed by the University.
6. To depute Sr. Teacher of your College to work as CAP Co-ordinator, who will assist you to perform CAP work. The CAP Co-ordinator will be assisted by Cashier-cum-Accountant, a Clerk and a Peon working in your College & to be deputed for this work.
7. An advance amount calculated at the proportion of answer books sent to your cluster; towards the payments payable to Examiners / Moderators will be sent to you soon.
8. The Administrative expenses @ Rs.4/- per answer books is to be distributed amongst the staff of your college working for CAP work. The pattern of Honorarium to be paid to the staff members of the CAP will be as follows:

1. Director / Principal	(One)	Rs.1/- per answer book
2. CAP Co-ordinator	(One)	Rs.1/- per answer book
3. Cashier-cum-Accountant	(One)	Rs.0.50/- per answer book
4. Clerk	(One)	Rs.0.50/- per answer book
5. Peon	(One)	Rs.0.50/- per answer book
6. Contingency & Administrative Expenses		Rs.0.50/- per answer book
9. From this year answer books will be collected back on alternate day. Hence, you are requested to arrange to make bundles of assessed & moderated answer books & to make them ready for dispatch, as soon as work completed.
10. Any other work related to examination which may be entrusted to you by the Hon'ble Vice-Chancellor from time to time for timely declaration of the results.

You are therefore requested kindly to expedite the work of assessment / moderation of the answer books.

Thanking you and looking forward to your valued co-operation.

With regards

Yours,



Dr. Padma Deshmukh
Controller of Examinations

University of Mumbai



Phone No.- 022-26543035/2653 0283

E-mail ID - cap@exam.mu.ac.in

Dy. Registrar, CAP Cell,
Mahatma Jyotirao Phule Bhavan,
Vidyanagari, Santacruz (East),
Mumbai - 400 098.

No. Exam. / CAP / 256 / 2013

26th March, 2014

Circular

As per the directions of Hon'ble Vice-Chancellor, I am directed to inform you that all the CAP Directors / Principals of the Cluster Centres are hereby requested to note the decisions taken regarding the CAP work.

1. The CAP Director shall ensure that the Subject wise assessment should start by 3rd / 4th day soon after that subject examination paper. As per provisions of Section 72 of the Maharashtra Universities Act, 1994, results of the examinations should be declared by the University within 30 days, hence assessment work should be finished within next 10 days, which pls note.
2. The CAP Director shall ensure that CAP Co-ordinators shall be in touch with University CAP Cell all the time and shall give day to day status of Assessment / Moderation, preferably at 4.00 p.m. every day, so as to enable as to solve any problem / difficulty during assessment. He shall also instruct CAP Co-ordinator to forward through email the daily progress report & the list of the teachers attended the CAP on day to day basis as per pro-forma attached herewith. It is compulsory to send this daily programme report on every day, so as to enable as to compile & to send the same to Hon'ble Vice Chancellor & Pro Vice Chancellor. (Annexure "E")
3. The CAP Director shall ensure to invite & appoint the eligible teachers those having teaching experience of more than one year in the particular subject. However, the preference shall be given to the Regular & Senior Teachers first, then, the more experienced teacher & finally the Jr. Teachers. It should also be ensure that the sufficient number of moderators shall also be appointed. You are also requested to invite the eligible teachers from other nearby colleges as per your requirement.
4. You will be provided with the Appointment Letter duly signed by the Controller of Examinations. You are required to counter sign the copy and issue the same to the eligible Examiners / Moderators reported at your CAP Centre, after verifying the identity of the teacher. (Annexure "A")
4. The Teachers reported for CAP shall bring the recommendation letter from the principals of their respective college & proof of Identity Card, i.e. college ID, Pan Card, Driving Licence, Passport, Adhar Card, etc. and produce the same to CAP Director / Co-ordinator.
5. The CAP Director shall ensure that the moderation work shall also start side by side with assessment work and also filling & bubbling of Mark Lists.

6. It has been also decided to collect back the assessed / moderated answer books as alternate days. You are therefore, requested to arrange to make the bundles of assessed & moderated answer books and keep them ready for dispatch.
7. It has been also decided to make all payments towards the T.A.D.A. & Local Conveyance (if applicable), Remuneration, CAP Allowances & Administrative Expenses immediately at the CAP Centre itself. However, University Rules & Circulars regarding such payments shall be strictly followed.
8. In order to make these payments on the spot, an advance amount calculated in proportion with No. of answer books sent to your CAP Centre is reaching to you very soon.
9. Advance amount sent to you is proportionate with the Answer books sent to your Cluster and will be sufficient to mitigate all these payments. However, if by any reason, this amount is exhausted, you are requested to spend the required additional amount from your college fund and submit the details of expenditure in the prescribed format. University shall arrange to pay such excess amount expanded by the college after settlement of advance amounts.
10. The Remuneration shall be paid as per the rates specified by the University and circulated vide its Circular dated 26th March, 2014. (Annexure "B")
11. CAP Allowance at the rates specified by the University printed at the back side of claim forms shall be paid in following manner. However, if a person works for more than 2 days the average can be taken for the purpose of calculating the CAP allowance.
(Annexure "F")
 - i) for 40/50/60 marks paper - 40 answer books - Full CAP allowance
 - ii) for 75/80 marks paper - 30 answer books - Full CAP allowance
 - iii) for 100 marks paper - 25 answer books - Full CAP allowance

Failing of which, full CAP Allowance will not be sanctioned which please note. However, The teacher who works for more than 2 days, average could be taken to calculate the CAP allowance.

12. Regarding payment of T.A.D.A. & Local Conveyance, your attention is invited at the provision of ordinance 203, Schedule 'D', (Clause (B) given below

" No traveling allowance and daily allowance shall be paid to any person for the journeys performed by him for attending meeting / work for the purpose specified in Schedule 'A', if such meeting / work is attended at one's normal place of duty / profession, notwithstanding the fact such he / she may on vacation / long leave or on duty."

Accordingly, T.A. / D.A. & Local Conveyance shall be paid to only such teachers, those who are working in other colleges but have reported at your college either for Assessment / Moderation, which means the teachers working in your college will not be given T.A. / D.A. & Local Conveyance, to be noted.

- 13. The CAP Director shall also depute one Sr. Teacher as CAP co-ordinator, one Cashier-cum-Accountant, one Clerk and one Peon to look after the administrative, accounting & clerical work of the CAP from your College staff and ensure that TA DA, Local Conveyances, CAP Allowance and Remuneration are to be paid on the same day. Honorarium payable to the Teacher(s) working in your college and remuneration to, non-teaching staff is to be paid at the end of CAP.
- 14. The CAP Director shall arrange to prepare the Accounts statement in the prescribed format and get it certified from the Principal/CAP Director. Principal of the College shall countersign the Utilization Certificate and remit the balance amount to the University or ask for the excess amount expended by College, whichever is applicable.
(Annexure "C")
- 15. You are also aware that, No Chartered Accountant's Certificate is required now. Therefore, Rs.1000/- towards Chartered Accountant's fee is not to be expended, which pls note.
- 16. The Balance amount and Accounts Statement shall be sent to University along with Utilisation Certificate within one week after completion of CAP work, which please note.
- 17. Every college is required to assess the answer books tune to 1.5 time that of student strength of respective Cluster / College. However, this number is only indicative and it is the responsibility of all Colleges to assess additional number of answer books, if required and continue to assess / moderate till entire CAP work is finished.
- 18. The CAP Director will be overall responsible for smooth functioning and progress of the CAP Cluster. He shall keep strict vigilance on assessment & moderation of answer books. They shall also ensure the safe & secure custody of answer books till University collect them back.

Hon'ble Vice-Chancellor has also directed to inform all the colleges that "University Examination work including CAP should be treated Top Priority & College Examinations & other work afterwards. Those who failed to provide the sufficient teachers for assessment their results will not be declared and entire responsibility lies on such Colleges."

Please find enclosed herewith all necessary forms and enclosures for your ready reference.

With regards,

Yours,



Dr. Padma Deshmukh
Controller of Examinations



Navneet Education Society's

NAVNEET COLLEGE
OF COMMERCE & SCIENCE

Recognised under Section 2(f) of the UGC Act, 1956

Circular on Online Screen-based Marking System (OSM)

मुंबई विद्यापीठ



दुरध्वनी क्र - ०२२ २६५४ ३०३५ / २६५३ ०२८३
ईमेल - cap.exam@mu.ac.in

केंद्रीय मुल्यांकन केंद्र, परीक्षा विभाग,
महात्मा ज्योतीराव फुले भवन,
विद्यानगरी, सांताक्रुझ (पूर्व),
मुंबई- ४०० ०९८.

क्र. परीक्षा/कें.मु.कें./ 1327 / २०१७

दिनांक : १६ डिसेंबर, २०१७

परिपत्रक :-

मुंबई विद्यापीठाशी संलग्नित सर्व महाविद्यालये/संस्था/विभाग यांचे प्राचार्य/संचालक/विभाग प्रमुख यांना सदर परिपत्रकाद्वारे सुचित करण्यात येते की, विद्यापीठाने प्रथम सत्र २०१७ पासून सर्व परीक्षांचे OSM द्वारे उत्तरपुस्तिकांच्या मुल्यांकन करून आपल्या सहकायानि निकाल घोषित केलेले आहेत त्याबद्दल आपणा सर्वांचे अभिनंदन.

विद्यापीठाने द्वितीय सत्र २०१७ मध्ये देखील घेण्यात येणा-या परीक्षांच्या OSM द्वारे उत्तरपुस्तिकांच्या मुल्यांकन करण्याचे आयोजिले असून विविध CAP Centre वर मुल्यांकनाची कामेही सुरू करण्यात आलेली आहेत.

आपणांस विनंती करण्यात येत आहे की, खिसमस व्हेकेशन कालावधी मध्ये सर्व CAP Centre सकाळी ७.३० ते रात्री १०.३० पर्यंत सुरू राहतील याबाबत संबंधिताना सूचित करावे. ज्या महाविद्यालयात CAP Centre सुरू नाहीत त्या महाविद्यालयातील प्राध्यापकांना इतर CAP Centre सुरू असलेल्या महाविद्यालयांनी मुल्यांकन करण्याची परवानगी द्यावी तसेच सर्व प्राध्यापकांनी वेळेत निकाल लावण्याच्या दृष्टीने उत्तरपुस्तिकांचे मुल्यांकन करून सहकार्य करण्याचे आवाहन करण्यात येत आहे आणि आपल्या सहकार्याची अपेक्षा बाळगत आहे.

प्रा. (डॉ.) अर्जुन घाटुळे
प्रभारी संचालक
परीक्षा व मुल्यांकन मंडळ

Mumbai University



College Assessment Centre, Examination Department,
Mahatma Jyotirao Phule Bhawan,
Vidyanagar, Santakum (East),
Mumbai- 400 098.

संकाय नं - ०२२ २६५४ ३०३५ / २६५३ ०१८३
ईमेल - cap.osm@mum.ac.in

A. Exam/K.Mu.K./1327/2017

Date: December 16,

Circular

The Principals/Directors/Heads of Departments of all the Colleges/Institutions/ Departments affiliated to the University of Mumbai are hereby informed that the University has declared its cooperative results from the first semester 2017 through evaluation of answer sheets by OSM.

The university has organized the evaluation of the answer sheets through OSM of the examinations to be conducted in the second semester 2017 as well and the evaluation works have also been started at various CAP Centres.

You are requested to inform the concerned that all CAP Centers will be open from 7.30 am to 10.30 pm during Christmas vacation period. The professors of the colleges in which there are no CAP Centers are being challenged to allow other CAP Centers to conduct the evaluation and all the professors are being challenged to cooperate by evaluating the answer sheets in order to get the results in time and we are expecting your cooperation.

Prof. (Dr.) Arjun Ghatule
operator in charge
Examination and Evaluation Board



Navneet Education Society's

NAVNEET COLLEGE
OF COMMERCE & SCIENCE

Recognised under Section 2(f) of the UGC Act, 1956

Circular on Moderation of Answer Books

University of Mumbai



Phone No.- 022-26543035/2653 0283
E-mail ID - cap.exam.2012@gmail.com

Dy. Registrar, CAP Cell,
Mahatma Jyotirao Phule Bhavan,
Vidyanagari, Santacruz (East),
Mumbai - 400 098

Annexure 'D-2'

Pg.- 02

Norms for Moderation of Answer-books(as per ordinance - 5046)
(for Faculty of Arts, Science, Commerce, Fine Arts, Law & Education)

Maximum Marks	Passing Marks	FAILING BY 10% OF THE TOTAL MARKS OF THE PAPER	FIRST CLASS AND ABOVE	MARKS BETWEEN PASSING AND FIRST CLASS
		100 % Moderation	100 % Moderation	100 % Moderation on Random Basis
100 Marks Paper	35	25 to 34 Marks	60 Marks & Above	35 to 59
	40	30 to 39 Marks	60 Marks & Above	40 to 59
80 Marks Paper	28	20 to 27 Marks	48 Marks & Above	28 to 47
	32	24 to 31 Marks	48 Marks & Above	32 to 47
75 Marks Paper	25	17 to 24 Marks	45 Marks & Above	25 to 44
	26	18 to 25 Marks	45 Marks & Above	26 to 44
	30	22 to 29 Marks	45 Marks & Above	30 to 44
60 Marks Paper	21	15 to 20 Marks	36 Marks & Above	21 to 35
	24	18 to 23 Marks	36 Marks & Above	24 to 35
50 Marks Paper	17	12 to 16 Marks	30 Marks & Above	17 to 29
	20	15 to 19 Marks	30 Marks & Above	20 to 29

NOTES :

- 1) If Answer-books are to be assessed section-wise, the moderation norms should be applied on pro - rata basis of the marks in each section.
- 2) The Answer-books should be moderated as per above Moderation Rules Only.
- 3) Papers not falling in Moderation Range should not be moderated, which pls note.

----- XXX -----



Navneet Education Society's

NAVNEET COLLEGE
OF COMMERCE & SCIENCE

Recognised under Section 2(f) of the UGC Act, 1956

Circular on Redressal of Examination Related Grievances



University of Mumbai

Ref. No.: AA / ICD / 2016-17 / 101

Date : 01 / 07 / 2016

To,

All the Directors / Heads of the University Departments, Director of IDOL Director of JBIMS, Director of ADMIMS, Director of GICD, The Principal of Sir J. J. College of Architecture and all the Principals / Directors of the affiliated colleges / Institutes are requested to implement the **VCD for Rules & Procedure for providing the Photocopies of assessed Answer - book(s) & Process of Revaluation of the Answer - Book(s) immediately. (copy attached)**

(Datta D. Ghuge)

I/c. Controller of Examinations

Copy forwarded with compliments for information to :

1. The Secretary to His Excellency & Chancellor of University of Mumbai.
2. The Principal Secretary, Higher & Technical Education Department.
3. The Secretary to the Chairman, University Grant Commission, Delhi.
4. The Director of Higher Education, Pune – 411 001.
5. The Director of Technical Education Mumbai.
6. The Joint Director, Higher Education, Mumbai Region, Mumbai.
7. The Joint Director, Technical Education, Mumbai Region, Mumbai.
8. The Deans of faculties (Co-ordinators) of Arts, Science, Commerce, Technology, Management & Fine Arts of University of Mumbai.

Copy to :

1. Executive Secretary to the Vice - Chancellor.
2. Personal Assistant to the Pro-Vice – Chancellor.
3. Personal Assistant to the Registrar.
4. Personal Assistant to the Director (BCUD)
5. Personal Assistant to the Controller of Examinations
6. Personal Assistant to the Finance & Accounts Officer.
7. The Director (CCF), the Director (Students Welfare), Director (Adult & Continuation Education & Extension), the Co-ordinator (Ratnagiri Sub Centre).
8. All Deputy Registrars and All Assistant Registrars.

(Datta D. Ghuge)

I/c. Controller of Examinations.

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 form 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 form 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-evaluated, 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



Navneet Education Society's

NAVNEET COLLEGE
OF COMMERCE & SCIENCE

Recognised under Section 2(f) of the UGC Act, 1956

Circular on Means and Methods of Dealing with Unfair Means in Examinations

महाराष्ट्र शासन राजपत्र

असाधारण

प्राधिकृत प्रकाशन

गुरुवार १४ ऑक्टोबर १९८२/आश्विन २२, संके १९०४

स्वतंत्र संकलन पद्धत कार्य करणाऱ्यांनी वा घडणाऱ्या वेगळे पृष्ठ क्रमांक दिले आहेत

भाग चार

महाराष्ट्र विधानमंडळाचे अधिनियम व राज्यपालांची प्रस्तावित वेळीचे अध्यादेश व वेळीचे विनियम

अनुक्रमिका

	PAGES
MAHARASHTRA ACT No. XXXI OF 1982.—An Act to provide for preventing malpractices at University, Board and other specified examinations	221-223

The following Act of the Maharashtra Legislature, having been assented to by the President on the 11th October, 1982, is hereby published for general information.

D. N. CHAUDHARI,

Joint Secretary to the Government of Maharashtra,
Law and Judiciary Department.

MAHARASHTRA ACT NO. XXXI OF 1982

(First published, after having received the assent of the President in the "Maharashtra Government Gazette" on the 14th October, 1982)

An Act to provide for preventing malpractices at University, Board and other specified examinations.

WHEREAS, both House of the State Legislature were not in session ;

AND WHEREAS the Governor of Maharashtra was satisfied that circumstance existed which rendered it necessary for him to take immediate action to have a special law in this State to provide for preventing malpractices at examinations held or proposed to be held by any University or the Board or any other authority specified by the State Government in this behalf, including leakages of question papers or copying at such examinations, and for matters connected therewith, and, therefore, promulgated the Maharashtra Prevention of Malpractices at University, Board or other specified Examinations Ordinance, 1982, on the 25th May 1982 ;

२२२ महाराष्ट्र शासन एज्युकेशन, अर्वा, ऑक्टोबर १४, १९८२/जाफ़िन २२, शके १९०४ [भाग धार

AND WHEREAS it is expedient to replace the said Ordinance by an Act of the State Legislature; It is hereby enacted in the Thirty-third Year of the Republic of India as follows:—

Short title and commencement

1. (1) This Act may be called the Maharashtra Prevention, of Malpractices at University, ~~Board~~ and other specified Examinations Act, 1982.

(2) It shall be deemed to have come into force on the 25th May, 1982.

Definitions

2. In this Act, unless the context otherwise requires,—

(a) "Board" means the Maharashtra State Board of Secondary and Higher Secondary Education established under the Maharashtra Secondary and Higher Secondary Education Boards Act, 1965 or any of its Divisional Boards;

Mah.
XII of
1965.

(b) "Examination" means any examination held or proposed to be held by any University or the Board and includes such other examination held or proposed to be held by such other authority as may be specified in this behalf, from time to time, by the State Government by notification in the Official Gazette;

(c) "University" means any University established by law in the State of Maharashtra.

Duties of paper-setters and punishment for contraventions

3. (1) Any person who is appointed as a paper setter at any examination shall not supply or cause to be supplied the question paper drawn by him or a copy thereof or communicate the contents of such paper to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by his appointing authority in this behalf.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Duties of persons entrusted with printing, etc. of question papers and punishment for contraventions

4. (1) Any person who is entrusted with the work of printing, cyclotyping typing or otherwise producing copies of any question paper set for the purposes of any examination shall not supply or cause to be supplied a copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the work to him.

(2) Any person who contravenes the provision of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

[भाग चार महाराष्ट्र शासन राजपत्र, असा., ऑक्टोबर १४, १९८२/आश्विन २२, शके : १९०४ २२३]

5. (1) Any person who is entrusted with the custody, or is otherwise in possession, of any question papers set-up for the purposes of any examination shall not supply or distribute or cause to be supplied or distributed any copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the custody or gave possession thereof to him.

Duties of person entrusted with custody of question papers and punishment for contravention.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

6. Whoever has in his possession any question paper set or purported to be set for any examination and supplies or causes to be supplied or offers to supply a copy thereof, or communicates or offers to communicate the contents thereof, to any person, whether for any consideration or otherwise, or gives publicity thereto in any manner, except in accordance with the instructions issued in writing by an authorised officer of the University, Board or other authority concerned with the examination, at any time before the examination is held, shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Prohibition of supply or publication of any question paper before examination is held.

7. Whoever is found in or near an examination hall by the invigilator or any other person appointed to supervise the conduct of the examination, copying answers to the question paper set at the examination, from any book, notes or answer papers of other candidates, or appearing at the examination for any other candidate or using any other unfair means, shall, on conviction, be punished with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both.

Prohibition of copying and impersonating at examinations.

8. Whoever abets any offence punishable under this Act shall be punishable with the punishment provided for the offence.

Punishment for abetment or offences.

9. Notwithstanding anything contained in the Code of Criminal Procedure, 1973 all offences under this Act shall be cognizable offences and shall be non-bailable.

Offences to be cognizable and non-bailable.

10. Notwithstanding anything contained in the Code of Criminal Procedure, 1973, all offences under this Act shall be tried in a summary way by any Metropolitan, Magistrate or any Judicial Magistrate of the First Class and the provisions of sections 262 to 265 (both inclusive) of the said Code shall, as far as may be, apply to such trial :

Offences to be tried summarily.

Provided that in the case of conviction for any offence in a summary

II of 1974.

II of 1974.

trial under this section, it shall be lawful for the Magistrate to pass a sentence of imprisonment for any term for which such offence is punishable under this Act.

Mah. Ord.
IV of
1982.

11. (1) The Maharashtra Prevention of Malpractices at University Board and other specified Examinations Ordinance, 1982, is hereby repealed.

Repeal of
Mah. Ord.
IV of 1982
and saving.

(2) Notwithstanding such repeal, anything done or any action taken (including any notification issued) under the said Ordinance shall be deemed to have been done, taken or issued, as the case may be, under the corresponding provisions of this Act.

शामकीव पध्यावती मुद्रणालय, मुंबई.

UNIVERSITY OF MUMBAI

ORDINANCE 5050 :

1. (a) On receipt of a report regarding use of unfair means by any student at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examinations shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from any University examination or from any University course in a College or Recognised Institution or in the University Department or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.
 - (b) Where the examinations of the University courses are conducted by the constituent Colleges/Recognised Institutions on behalf of the University, the Principal/Head of the concerned constituent College/Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules by exclusion of such a student from any such examination or any University course in any College/Institution either permanently or for a specified period or by cancellation of the result of the student in the College/Institution examination for which he/she appeared or by deprivation of any College/Institution Scholarship or by cancellation of the award of any College/Institution prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways.
 - (c) On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University or Colleges or Recognised Institution including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations or the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the University, as the case may be, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.
2. **Competent Authority :**
 - (i) The Board of Examinations of the University constituted under the provisions of Section 31(3) shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.
 - (ii) The Principal of the constituent College or Head of the Recognised Institution shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution on behalf of the University.
 3. **Definition-Unless the context otherwise requires :**
 - (a) "Student" means and includes a person who is enrolled as such by the University/College/Institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination.
 - (b) "Unfair means" includes one or more of the following acts or omissions on the part of student/s during the examination period.
 - (i) Possessing unfair means material and or copying therefrom.
 - (ii) Transcribing any unauthorised material or any other use thereof.
 - (iii) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
 - (iv) Unauthorisedly communicating with other examinees or anyone else inside or outside the examination hall.
 - (v) Mutual/Mass copying

- (vi) Smuggling-out, either blank or written, or smuggling-in of answerbooks as copying material.
 - (vii) Smuggling-in blank or written answerbook and forging signature of the Jr. Supervisor thereon.
 - (viii) Interfering with or counterfeiting of University/College/Institution seal, or answerbooks or office stationery used in the examinations.
 - (ix) Insertion of currency notes in the answerbooks or attempting to bribe any of the persons connected with conduct of examinations.
 - (x) Impersonation at the University/College/Institution examination.
 - (xi) Revealing identity in any form in the answer written or in any other part of the answerbook by the student at the University or College or Institution examination
 - (xii) Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.
- (c) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.
- (d) "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (examiner) or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- (e) "Possession of unfair means material by a student" means having any unauthorised material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- (f) "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided report to that effect is submitted by the Sr. Supervisor or Chief Conductor or any other authorised person to the Controller of Examinations or Principal or Head of the Institution concerned or any officer authorised in this behalf
- (g) "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.
- (h) "Chief Conductor" means Principal of the College concerned or Head of the University Department or Recognised Institution concerned, where concerned examination is being conducted, and any other person duly authorised by him or person appointed as in-charge of examination, by prior approval of the University.
4. During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s.
5. Chief Conductor/s of the Examination Centre shall, in the case of unfair means, follow the procedure as under :-
- (i) The student shall be called upon to surrender to the Chief Conductor the unfair means material found in his or her possession, if any, and his/her answerbook.
 - (ii) Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Conductor shall also sign on all the relevant materials and documents.
 - (iii) Statement of the student and his/her undertaking in the prescribed format and statement of the concerned Jr. Supervisor and Sr. Supervisor shall be recorded in writing by the Chief Conductor (Appendix-C). If the student refuses to make statement or to give undertaking the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures.

- (iv) Chief Conductor shall take one or more of the following decisions depending upon seriousness/ gravity of the case :
- in the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for remaining examination.
 - Obtain undertaking from the student to the effect that decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/ her examination.
 - May report the case to the concerned Police Station as per the provisions of Maharashtra Act No. XXXI 1982- An Act to provide for preventing mal-practices at University, Board and other specified examinations
 - Confiscate his/her answerbook, mark it as "suspected unfair means case" and issue him/ her fresh answerbook duly marked.
- (v) All the materials and list of material mentioned in sub-clause (i) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No. (ii) and (iii) and the answerbook/s shall be forwarded by the Chief Conductor, alongwith his report, to the concerned Controller of Examinations/Principal/Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked "Suspected unfair means case".
- (vi) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorised person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/Principal/Head of the Institution, as the case may be.

6. Procedure to be followed by Examiner during Assessment :

If the examiner at the time of assessment of answerbook suspects that there is a *prima-facie* evidence that the student/s whose answerbook/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the Chairman in the subject, alongwith the evidence, to the Controller of Examinations/Principal/Head of the Institution, as the case may be, with his/her opinion in separate confidential sealed envelope marked as "Suspected unfair means case".

7. Case of unfair means having *prima-facie*, reported to the University/College/Institution by the Chief Conductor/Jr./Sr. Supervisor and or examiners shall be inquired into by the committee appointed by the Board of Examinations/Principal/Head of the Institution, as the case may be. In the event cases of unfair means reported through any other sources, the concerned Officer/In charge of the Sub-section/ Unit to which the case is primarily pertained, at the Examination Section of the University/College/Institution shall scrutinise the case, collect preliminary information to find out whether there is *prima-facie* case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the concerned Competent Authority. If the Competent Authority is satisfied that there is a *prima-facie* case it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
8. Examination Result/s of the concerned student/s involved in such cases shall be held in reserve till the Competent Authority takes final decision in the matter and the concerned student/s and the College/ Institution to which, he/she belongs to, shall be informed accordingly.

9. Appointment of Unfair Means Inquiry Committee :

- For the purpose of investigating unfair means resorted to by students at the University examination, the Board of Examinations shall appoint a Committee in terms of the provisions made under Section 32(6)(c) of the Maharashtra Universities Act 1984. The term of the Committee shall be five years subject to provisions of Section 42 and 43 of the said Act.
- For the purpose of investigating unfair means resorted to by students at the examination held by the College/Institution, the Unfair Means Inquiry Committee appointed by the College/Institution shall consist of five teachers (other than the Principal/Head) to be nominated by the Principal/ Head of the Institution, one of whom shall be designated as Chairperson. The members appointed on the College/Institution Examination Committee shall not be appointed as members on the Unfair Means Inquiry Committee.
- The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority, which will issue final orders with regard to the penal action to be taken against the student/s after taking into account the reported facts and findings of the case by the Committee and after ensuring whether

reasonable opportunity has been given to the concerned implicated student in his/her defence, the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf

10. Procedure of the Committee should be as under :

- (i) The Controller of Examinations of the University/Principal of the College or Head of the Recognised Institution, or the Officer authorised by them, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- (ii) The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/herself only shall present his/her case before the Committee.
- (iii) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student should be shown to him/her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of delinquent.
- (iv) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- (v) The Committee should follow the above procedure in the spirit of the principle of natural justice.
- (vi) After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in *absentia*, on the basis of the available evidence/documents, which shall be binding on the student concerned.
- (vii) The Committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted or otherwise.

11. Punishment :

The Competent Authority concerned i.e. the Board of Examinations in the cases of University examination, the concerned Principal in the cases of College examinations, and the Head in the cases of examination held by the Recognised Institution, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means :

- (a) Annulment of performance of the student in full or in part in the examination he/she has appeared for
- (b) Debarring student from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.
- (c) Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years
- (d) Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- (e) In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment/penalty as it may deem fit.
- (f) As far as possible the quantum of punishment should be as prescribed (category wise) in Appendix-A.
- (g) The student concerned be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised by it in this behalf, under intimation to the College/Institution he/she belongs to.

Appendix A

12. The Broad Categories of Unfair Means Resorted to by Students at the University/College/Institution Examinations and the Quantum of Punishment for each Category thereof.

S. No.	Nature of Malpractice	Quantum of Punishment
(1)	Possession of copying material	Annulment of the performance of the student at the University/College/Institution examination in full. (Note — This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereat.
(2)	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
(3)	Possession of another student's answer-book	Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS)
(4)	Possession of another student's answer-books + Actual evidence of copying therefrom.	Exclusion of the student from University or College or Institution examination for two additional examinations (BOTH THE STUDENTS).
(5)	Mutual/Mass copying.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(6)	(i) Smuggling-out or smuggling-in of answerbook as copying material.	Exclusion of the student from University or College or Institution examination for two additional examinations.
	(ii) Smuggling-in of written answer-book based on the question paper set at the examination.	Exclusion of the student from University or College or Institution examination for three additional examinations.
	(iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(7)	Attempt to forge the signature of the Jr. Supervisor on the answerbook or supplement.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(8)	Interfering with or counterfeiting of University/College/Institution seal, or answerbooks or office stationery used in the examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(9)	Answerbook, main or supplement written outside the examination hall or any other insertion in answerbook.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(10)	Insertion of currency notes/to bribe or attempting to bribe any of the person's connected with the conduct of examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations. (Note :—This money shall be credited to the Vice-Chancellor's Fund)
(11)	Using obscene language/violence threat at the examination centre by a student at the University/College/Institution examination to Jr./Sr. Supervisors/Chief Conductor or Examiners.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(12)	(a) Impersonation at the University/College/Institution examination.	Exclusion of the student from University or College or Institution examination for five additional examinations. (both the students if impersonator is University or College or Institute student).
	(b) Impersonation by a University/College/Institute student at S.S.C./H.S.C. any other examinations.	Exclusion of the impersonator from University or College or Institution examination for five additional examinations.

- (13) Revealing identity in any form in the answer written or in any other part of the answerbook by the student at the University or College or Institution examination. Annulment of the performance of the student at the University or College or Institution examination in full.
- (14) Found having written on palms or on the body, or on the clothes while in the examination. Annulment of the performance of the student at the University or College or Institution examination in full.
- (15) All other malpractices not covered in the aforesaid categories. Annulment of the performance of the student at the University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence.

16. If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

17. **Practical/Dissertation/Project report Examination**

Student involved in malpractices at Practical/Dissertation/Project report examinations shall be dealt with as per the punishment provided for the theory examination.

18. The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

(Note : The term "Annulment of Performance in full" includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used (threat).

13. **Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination.**

(i) **Competent Authority :**

- (a) The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.
- (b) The Management (includes the Trustees, Managing Body or Governing Body) of the constituent affiliated/conducted college or Recognised Institution shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examination conducted by the constituent affiliated/conducted colleges or Recognised Institution on behalf of the University.

(ii) **Definition—Unless the Context Otherwise Requires :**

- (a) "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.
- (b) Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination :—
- (i) Leakage of question/s or question paper set at the University/College/Institution examination before the time of examination.
- (ii) Examiner/Moderator intentionally awarding marks to student in assessment of answerbooks, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.

- (iii) Paper-setter omitting questions, Sr. no. of question, repeating question or setting question outside the scope of syllabus.
 - (iv) Examiner/referee showing negligence in detecting malpractice used by student/s
 - (v) Jr. Supervisor, Sr. Supervisor, Chief Conductor showing negligence/apathy in carrying out duties or aiding/abetting/allowing/instigating students to use malpractice/s.
 - (vi) Or any other similar acts and/or omissions which may be considered as malpractices or lapses by the competent authority.
- (c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.
- (d) 'College', means conducted, constituent or affiliated college or recognised institution of a University.

(III) Investigating Committee :

- (i) The Committee appointed by the Board of Examinations under the provisions of Section 32(5)(a), 42 and 43 of the Maharashtra Universities Act 1994, to investigate unfair means resorted to by student/s at the University examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the University examinations.
- (ii) Similarly, a Committee appointed by the College or Institution to investigate unfair means resorted to by student at the concerned examinations shall also investigate malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the affiliated/conducted College or institution on behalf of the University.

(IV) Procedure for Investigation :

- (i) The cases of alleged used of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct examinations, reported to the University/College/institution shall be scrutinized by the concerned Officer/Incharge of the Sub-Section/Unit to which the case is primarily pertained at the Examination Section of the University/College/Institution, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Sectionary Unit through which, the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- (ii) The Competent Authority of the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of malpractices used and/or lapses or committed by him/her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the Show-Cause Notice be imposed.
- (iii) The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge levelled against him/her therein. The concerned person himself/herself only shall present his/her case before the Committee.
- (iv) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the committee. The evidence, if any, should be recorded in presence of the delinquent.
- (v) Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defence before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- (vi) The Committee should follow the above procedure in the spirit of principle of natural justice.

- (vii) If the concerned person fails to appear before the committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/her defence. Even after offering two chances, if the concerned person fails to appear before the committee, the committee shall take decision in his/her case in his/her absence on the basis of whatever evidences/documents which are available before it and same shall be binding on the concerned implicated person.
- (viii) The committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

(V) Punishment :

The competent authority, after taking into consideration the report of the committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractices or committing lapses at the examination :-

- (i) Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specified period.
- (ii) Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment/penalty as it may deem fit.
- (iii) Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- (iv) The competent authority or the Officer authorised in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.
- (v) An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No. (ii) above, shall lie with the Board of Examinations if the case is pertaining to the University examination or with the Management of the College or Institution, if the case pertaining to the college/institutions examination and their decision in the appeal shall be final and binding.
- (vi) The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/petitioner, if applied for in writing.
- (vii) The court matters in respective cases of malpractices/lapses should be dealt with by the respective competent authority.
- (viii) As far as possible the quantum of punishment should be prescribed category-wise as hereunder :-

14. Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of University/College/Institution Examination/s.

Appendix B

S. No.	Nature of Malpractices/Lapses	Punishment
(1)	Paper-setter found responsible for leakage of the question set in the University/College/Institution examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable.
(2)	Leakage of question/question paper set in the University/College/Institution examination before the time of examination at the University/College/Institution, or examination centre by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty/responsible person/s as per the prevailing rules/standard code by the concerned authorities.
(3)	Favouring a student (examinee) by examiner, moderator, referee in assessment of answerbooks/dissertation/Project Report/Thesis by assigning the student marks to which the student is not entitled, at the University/College/Institution examination.	Disqualification from any examination work + disciplinary action by the concerned authorities.

- (4) Examiner/Coordinator shows intention/negligently not assigning the student in assessment of his/her answer-book/dissertation/project work, the marks to which the student is entitled to at the University/College/Institution examinations. Disqualification from any examination work + disciplinary action by the concerned authorities.
- (5) Paper-setter setting question at the time of finalisation of question paper set at examination or repeating Sr. No. of question while writing. Disqualification from any examination work for a period of three years.
- (6) Paper-setter setting questions outside the scope of the syllabus. Disqualification from any examination work for a period of three years.
- (7) While assessing answerbook examiner showing negligence or detecting malpractices used by the students. As decided by the authorities of the University/College/Institution.
- (8) Guiding Teacher showing negligence in supervision of dissertation/project work (e.g. use of manipulated data by a student). As decided by the authorities of the University/College/Institution.
- (9) Sr. Supervisor/Chief Conductor showing apathy in carrying out duties related to examination (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before prescribed time). As decided by the authorities of the University/College/Institution.
- (10) Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty. Disqualification from any examination work upto a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is a University/College/Institution employee.
- (11) Jr. Supervisor helping student (examinee) in mass-copying while on examination duty. Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rule if he/she is a University/College/Institution employee.
- (12) The competent authority, in addition to the above mentioned punishment, may impose a fine on the concerned person if declared guilty.
- (13) The competent authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982.

UNIVERSITY OF MUMBAI

Statement of candidate who is alleged to have used Unfair-Means at the University Examination

Name in Full : _____

Address : _____

Examination : _____

Paper No. & Subject : _____

Seat No. : _____

To,

The Controller of Examinations,
 University of Mumbai,
 M. J. Phule Bhavan,
 Vidyasagar,
 Santacruz (East),
 Mumbai-400 099.

Sir,

I appeared at the above examination held on _____ at the

_____ College

(Centre) in the Morning/Evening session.

I give below my statement as follows :—

Place :

Date

Time :

 Signature of the Candidate

FORM OF UNDERTAKING

Full Name of the Candidate : _____

Permanent/Local Address : _____

To,

The Controller of Examinations,
University of Mumbai,
M. J. Phule Bhavan,
Vidyanagan,
Santacruz (East),
Mumbai—400 098.

Sir,

I, the undersigned, student of _____ College/Institution
appearing for _____ Examination at the

_____ College (Centre) do hereby state, on solemn affirmation as under :—

I understand that I am involved in respect of an alleged use of Unfair Means in the Examination Hall and therefore, a case against me is being reported to the University.

Notwithstanding the registration of a case of Unfair Means against me I request the University authorities to allow me to appear in the present paper and the papers to be set subsequently and/or at the University Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the University authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation the said case, my performance at the examination to which I have been permitted to apply provisionally, consequent upon my special request, is liable to be treated as null and void.

I witness whereof I set my hand to this undertaking.

Signature of the Candidate

Date : _____

Before me

Chief Conductor of the Centre,
and Rubber Stamp of the College/Institution/University.

Date : _____

UNIVERSITY OF MUMBAI

Report of the Jr. Supervisor/Sr. Supervisor/Chief Conductor

Block No.

Examination

Subject :

Date :

To,

The Controller of Examinations,
University of Mumbai,
M. J. Phule Bhavan,
Vidyasagar,
Santacruz (East),
Mumbai-400 098

Sir,

I, the undersigned Jr. Supervisor appointed on the above-mentioned Block at the _____ examination held at _____ college (centre), am hereby making report against Candidate No. _____ Shri /Kum. _____ at the examinations, as follows :-

Yours faithfully,

(Jr. Supervisor)

Date :

Time :

Name and Address of the Junior Supervisor

On the basis of the report made by the Jr. Supervisor, I am of the opinion that there is a *prima facie* case of Unfair Means resorted to by the aforesaid Candidate No. _____ and therefore the case be forwarded to the University for investigation.

Signature of Sr. Supervisor

Name :

Date :

Forwarded to the Controller of Examinations, University of Mumbai, M. J. Phule Bhavan, Examination Section, Vidyasagar, Santacruz (East), Mumbai-400 098 for necessary action.

Seal of the College/Institute/University (centre)

Place : _____

Date : _____

Encl. : _____

Signature of Chief Conductor

(N.B. : Kindly enclose a copy of the relevant question paper)

PROFORMA 'A'

To,
The Inspector/Sub-Inspector

_____ Police Station

Sub. Complaint against the student for the alleged use of Unfair Means at the _____
_____ examination held in the _____

Sr.

On behalf of the University of _____, the _____

Examination held in the First Half/Second Half of 20 _____ is conducted in the premises of the _____

_____ College/Institute/University. I have been authorised by the University of _____

_____ vide letter No. _____ dated _____

addressed to the Principal by _____, to take action under the provisions of
Maharashtra Act, XXXI of 1982 an Act to provide for preventing malpractices at University, Board and other
specified examination.

I furnish herewith the details of the following student/s who has/have used Unfair Means at the _____
_____ examination.

- | | | |
|---|---|--|
| 1. Name of the Student | : | |
| 2. Examination Seat No. | : | |
| 3. Name of the College through
which he/she appeared for the
examination. | : | |
| 4. Name of the Subject, | : | |
| Date and Time | : | |
| 5. Name of the Jr. Supervisor | : | |
| 6. Name of the Sr. Supervisor
who detected the case | : | |
| 7. Material found with the
Candidate | : | |
| 8. Other Information if any in
connection with the case | : | |

According to Section '7' of the Maharashtra Act XXXI of 1982—An Act to provide preventing malpractices
at University/Board and other specified examinations, Shri/Kumari/Smt. _____
has committed the offence at _____ examination and therefore I lodge a
complaint against him/her with the Police Station (_____)
Name of the Police Station

Yours faithfully,

Chief Conductor

Place : _____

Date : _____

Name of the Centre _____

PROFORMA 'B'

Proforma for submission of the Information regarding prosecution of Candidates appeared at the Centre

Centre No.	Examination	Name and Seat No. of the Candidate prosecuted	Date of Prosecution	Report of which the candidate was found malpractising and nature of malpractice in brief	Name of the Person who detected the malpractice	Signature of the Sr. Supervisor	Signature of the Chief Conductor	Remarks
1	2	3	4	5	6	7	9	10