



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. & B.A. Programme:

As per the University guidelines, the College follows 100 marks semester end examination system for B.Com. and B.A. programme except for the paper of Foundation Course (Paper I, II, III & 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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(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 (½ 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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(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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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.