



**Mithibai College of Arts, Chauhan Institute of Science
Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and
Economics (AUTONOMOUS)**



*NAAC Reaccredited 'A' Grade, CGPA 3.57 (February 2016)
Granted under RUSA for Research, Innovation & Quality Improvement
Granted under Star College Scheme of DBT and FIST-DST, Government of India
Best College (2016-17), University of Mumbai*



REGULATIONS FOR EXAMINATION AND EVALUATION FOR UNDERGRADUATE, POSTGRADUATE AND PH.D. ACADEMIC YEAR 2024-2025

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PART A

EXAMINATION GUIDELINES

D) ATTENDANCE RULES FOR LEARNERS

The Attendance Committee:

There shall be an Attendance Committee comprising a convenor, 04 co-convenors and at least 10 faculty members representing the Arts, Science, Commerce and Unaided courses for maintaining records and implementing the rules of attendance.

The Attendance committee shall display the attendance for the previous month on the college notice boards as well as on the learner portal, in the first week of every month. If the learner has any issue or finds any discrepancy in his/her attendance, s/he should immediately inform the concerned faculty by submitting a written application within 03 days of the display of the attendance record of the preceding month.

For any leave of absence, prior intimation through an application, in the prescribed format, should be inwarded at college office and forwarded to the respective Vice Principal. In situations of emergency, intimation must be given on phone / email within 06 days from the commencement date of the leave of absence. Any absence without written intimation will be treated as unauthorised and will be reflected thus in the records. The Learner should submit Medical Certificate or any other documents in support of his/her Leave Application within six working days of his/her resuming college.

The Attendance Committee after taking into consideration the Leave Application and supporting documents, if any, and after verifying the genuineness and gravity of the problem that justify the Learner to remain absent, which generally shall be limited to his/her own sickness, sickness of his/her parent, death of his/her parent may recommend on a case to case basis to the Principal for condonation of the shortage in attendance of the Learner.

Warning letters shall be issued to the defaulting learners at least twice every semester. The defaulting learners are expected to meet the class mentor along with their parent/guardian mid-semester, with the purpose of understanding the difficulty of the learner and to make both the parent/guardian and the learner aware of the requirement of mandatory attendance. An undertaking shall be signed by the parent/guardian, that his/her ward will attend lectures/ practicals/tutorials etc. regularly, failing which, the learner will not be eligible to appear at the respective semester end examination as per the rules mentioned herein below.

Attendance requirement in every semester for UG & PG program to make learners eligible for appearing at the semester end examination:

- 1) Every learner is expected to attend 100% lectures, practicals and tutorials conducted for every course in each semester.
- 2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his/her enrolment, **only if s/he fulfills the criteria of at least seventy-five (75%) attendance as an average of total number of lectures, practical & tutorials conducted for all the courses taken together in every semester.** Attendance for learners for the short and/or

long excursions/field visits/study tours organized by the college and supervised by the teachers, as envisaged in the syllabus and attended by the learners shall be credited to his/her attendance for the total number of lectures/ practical/ tutorials which are delivered on the concerned day/s. **Further it is mandatory for every learner to have minimum 70% attendance for each course & average attendance in all the courses taken together has to be minimum 75% in the program.**

- 3) a. Attendance of the learners who have officially represented the college in extra-curricular/co-curricular activity/ competition /camp / workshop/ convention/ symposium/ seminar or any such activity, with prior permission of the Principal, will be credited to his/her attendance for the missed number of lectures/ practicals/tutorials, which are otherwise conducted on the respective day/s, up to a maximum of 5% in every semester in the respective courses in which s/he has missed the lectures / practicals/ tutorials.
(Learners participating in sports, cultural and extra-curricular activities etc. representing the college, should submit the participation certificate / relevant document within six working days of the completion of the event, authenticated by the competent authority).
- b. The Principal shall be the competent authority to condone the deficiency of attendance of any learner further up to an additional 5% per program, if deemed fit and on recommendation of the attendance committee of the college. It is mandatory for the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending on a case by case basis to the competent authority after having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid documents. **No condonation, whatsoever, is possible if the attendance of the learner is below 70% per course. (learners should submit the medical certificate within six working days of resuming college)**
- 4) Before the semester end examination, the list of learners whose term is not granted and who are debarred from appearing in the semester end examination will be displayed on the college notice board as well as on the Learner Portal. The college will also communicate, through post / e- mail, to the learners whose term is not granted.
- 5) Such learners may appeal to the Principal within three days from the date of display of the notice. After disposing the appeals, the Principal shall intimate the same to the Controller of Examinations of the college ensuring that this communication reaches the learner concerned at least three working days before the commencement of the respective examinations.
- 6) The requirement of 75% attendance as a requisite for appearing in Term End examination with a provision of condonation of 5% by the Principal on the grounds specified in these rules, may be relaxed on a case to case basis in respect of students having attendance below 70% on the grounds of genuine medical emergencies and any other extreme exigencies such cases will be referred by the Principal with his /her recommendations to a committee (Appellate Authority) at the SVKM Management level comprising the following members:
- Chairman- Governing Body or his nominee
 - Mentor- Mithibai College
 - Two members nominated by the President SVKM / Chairman- Governing Body
- 7) All learners fulfilling the prescribed attendance norms will be allowed to keep the term and will be eligible to appear at the Semester End examination. Learners who have less than 75% attendance per **program** in a semester and/or the learners who have less than 70% attendance per

Course even after the exemption of 5 % as approved by the Principal on grounds as mentioned in point 3 above, will be required to take re-admission in the respective semester and program of study, in the subsequent academic year by paying the requisite fees on pro rata basis as per the prevailing rules of Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics (Autonomous), (hereinafter referred to as the College) and complete all the requirements of the respective program subject to the validity of the program.

- 8) 100 % attendance in each course is desirable

Attendance requirement is briefly summarized hereunder:

Average % of Attendance in lectures, practicals and tutorials	Remarks
*75% and above	Eligible to appear for Semester end Examinations
*Between 75% and 70%	Eligible to appear for the Semester end Examinations, subject to Principal's approval (i.e. for condonation in attendance upto 5 % on grounds as mentioned above)
Any other situation arising apart from the above two situations	The learner concerned has to take re-admission in the respective Semester of the program of study in the subsequent academic year subject to validity of the Program.

***Minimum 70% Attendance in every course for each of the lectures, practicals and tutorials, separately is essential.**

II) APPOINTMENT OF THE EXAMINATION AND EVALUATION COMMITTEE (EEC) FOR THE CONDUCT OF THE EXAMINATION

The Principal of the college who is the Chief Controller of Examination will appoint the EEC for all Under Graduate and Post Graduate programs of the college. This committee will comprise a minimum of three senior teachers from each faculty i.e. Arts, Science and Commerce and four other teachers representing UG and PG programs. The tenure of this committee will be three years. The principal will appoint the Convenor along with one Joint Convenor & one Co Convenor each, for Examination & Evaluation Committee respectively. This Committee will be responsible for the smooth and fair conduct of examinations and evaluation in the college. The Committee will work in close coordination with the Controller of Examinations.

Duties and Responsibilities of Examination and Evaluation Committee (EEC)

- a) The EEC shall be responsible for the smooth and fair conduct of all semester end examinations / re-examinations conducted by the College.
- b) The committee should be well versed with the rules and procedures followed in the conduct of the examinations.
- c) The committee should conduct orientation sessions for all the examination invigilators before commencement of examination and ensure that the invigilators are aware of their roles and responsibilities.
- d) If a relative of any EEC member is appearing at any examination, such a member will refrain from the examination duties in that respective examination, in which his/her relative is appearing and will inform the same to the Convenor/Joint Convenor/Co- convenor of EEC. The EEC Convenor/Joint Convenor/Co-convenor shall ensure that no direct relative of any

- committee member is appearing in the examinations. S/he shall inform the Principal in writing, in case a relative of any member of the Examination Committee is appearing in the respective examination.
- e) In case of any emergency and unavoidable circumstances, if the EEC Convenor would like to avail leave during the period of conduct of examination, s/he will approach the Principal well in advance and the Joint convenor will officiate as the EEC Convenor for that period, provided the leave applied for by the EEC Convenor is sanctioned by the Principal.
 - f) The EEC Convenor/Joint Convenor/Co-convenor and at least 50 % members shall remain present at the examination venue during the conduct of the examination to ensure smooth conduct of examinations.
 - g) As regards issues faced by learners with respect to queries about questions in the question paper during the examination (incorrect questions, missing data, data/ tables not provided etc.), the following process will be followed:
 - i. Internal question paper setter / the faculty deputed by the HOD concerned has to remain present in the examination control room of the college at the beginning of the scheduled examination at least 10 minutes before the commencement of the examination.
 - ii. The Convenor/Joint Convenor/Co-convenor of the Examination Committee will show the question paper to the respective question paper setter / the faculty deputed by the HOD, on the day of the examination within 15 minutes of the commencement of the said examinations to confirm that the contents of the question paper are in order and error free in all respects. The said question paper setter will rectify the printing error, if any, in the question paper immediately.
 - h) The examination committee convenor/joint convenor/co-convenor should ensure that correction is announced in all the respective examination rooms within first half an hour of the commencement of the examination.
 - i) The EEC is expected to maintain the record of such corrections in the question paper and announcement thereat, including the date and time of the announcements made and should obtain signature of the invigilators (with block numbers, date and time of the announcements) and the internal question paper setter / the faculty deputed by the HOD, present, on the question paper with corrections made. This corrected question paper along with the records should be given to the Controller of Examinations at the end of the examination on the same day. A photocopy of the same be given to the Evaluation In-charge at the end of the examination on the same day.
 - j) If a query / error is raised in the question paper post examination, the said change / error shall be referred to a committee comprising the HOD concerned, question paper setter and one external subject expert to be nominated by the Principal to consider the appropriateness of the query / error and if the error exists, benefit needs to be granted to the learner accordingly.
 - k) In case of non-availability of the question paper setter, the Exam Convenor/Joint convenor will approach the HOD to resolve the same. Whenever announcements are made in the examination room as regards any corrections in the question paper, a report to that effect should be sent to the Controller of Examination / Chief Controller of Examination, mentioning the time at which the correction was announced. A copy of the correction announced should also be sent to the Evaluation Joint Convenor, who will in turn inform the examiner/s who will evaluate the answer books.
 - l) Whenever learners require statistical tables, log tables, graph papers, maps etc. for attempting the questions, the EEC should make necessary arrangements for the same in advance.
 - m) The EEC should make arrangements as regards the stationery items required for the conduct of the examination in consultation with the Examination Cell.

III) GUIDELINES FOR QUESTION PAPER/S SETTING:

Appointment of Panel of Examiners / Paper Setters / Moderators:

Board of Studies (BOS) of the respective departments will recommend the panel of external examiners/paper setters & moderators for approval by the Academic Council. The said approved panel will be valid for a period of three years.

Continuous Assessment:

- 1) The Head of the Department in consultation with departmental colleagues should decide the mode of continuous assessment (i.e. class-test/project/assignment / presentation) and the same should be communicated in writing to the Examination & Evaluation Committee before the commencement of the semester along with the course structure. There should be at least three components to the Continuous Assessment (class test / projects/ quiz/ assignments / presentations etc.) which need to be conducted at different instants of time.
- 2) The departments opting for project /assignment/ presentations, have to give the topics to the learners at least fifteen days prior to the viva/presentation.
- 3) In case of delayed assignment / project submission in continuous assessment (i.e. ICA component other than the test) if the student doesn't make the submission on or before the prescribed date, s/he will be given two more chances with 25 % reduction in marks obtained, if the submission is made in next three working days from the last date of assignment / project submission and 50% reduction in obtained marks if the submission is made in another three working days (i.e. fourth to sixth working day) from the last date of assignment / project submission allocated, for every delayed submission. The record of the same will be maintained by the faculty and the department concerned. Final marks will be submitted on the Student Portal and the examination committee. Students shall be communicated in this regard.
- 4) The departments opting for tests, should give the syllabus and paper pattern to the learner at least fifteen days prior to the test. The paper pattern and the syllabus have to be decided by the Head of the Department, in consultation with faculty members of respective department.
- 5) To be eligible for the additional test, the learner concerned should make an application to the HOD concerned with the relevant continuous assessment documents justifying the absence at the first instant.
- 6) The Continuous Assessment marks should be shared with the learners well before the conduct of the Semester End Examinations.
- 7) The Continuous Assessment mark lists duly signed by the respective faculty and HOD should be submitted to the EEC before the commencement of the final Semester end examinations.

Semester End Examination:

- (i) The list of the Question Paper Setters for the Semester End Examinations, as recommended by Board of Studies (BoS) in respective subjects and finally approved by Academic Council (AC), at the beginning of the Semester, will be provided by the Principal to the Controller of Examinations for the setting of question papers. The Controller of Examinations shall invite at least three/five sets of question papers for the Semester End Examination from the respective paper setters for the respective courses, at least thirty days prior to the commencement of the examination through the EEC Convener. The paper setters are required to submit the specified number of typed Question Paper/s and their corresponding synoptic answer sets as per the schedule provided by Examination Cell, in sealed envelopes/in the Question Bank Management System (QBMS), as the case may be, duly signed by the paper setter/s.
- (ii) The Question Paper/s pattern should be as prescribed for the different faculties, in the Scheme of Examinations.
- (iii) Question Paper/s should be set taking into consideration the appropriate weightage of the topics and cover the entire curriculum and in accordance with the Bloom's Taxonomy.

IV) GUIDELINES/PROCESS FOR CONDUCT OF EXAMINATION

(a) Finalization of a panel of examination supervisors

- (i) Principal of the college shall be the Chief Conductor of Examinations.
- (ii) EEC Convener/Joint Convener should finalize the list of examination supervisors -- junior and senior supervisors. The said panel should be drawn only from the teaching faculty members. In case of any shortfall, laboratory assistants and administrative staff of the College can be assigned supervision duty.
- (iii) An additional 10% of junior supervisors should be available on the campus at the examination venue, in the examination control room.

(b) Receipt and storage of examination material

(question papers, answer books and other material)

- (i) The Controller of Examinations will send the examination related material such as attendance sheets, QR code labels and other stationery at least three working days prior to the commencement of the respective examination.
- (ii) The Controller of examinations will trigger the question paper/s to be printed from the Question Bank Management System well in advance. The Convener / Co-Convener will download the question paper/s and will arrange for the printing of required number of copies in accordance with the number of students appearing at the examination.
- (iii) The printed question paper/s will be sealed in the question paper packets, block wise and should always be kept in joint custody of Chief Conductor of Examinations and Convener / Co-Convener. The cupboard should be immediately locked and the countersigned slip must be affixed on the cupboard lock containing these question papers.
- (iv) Before the commencement of the examination, the EEC Convener/ Co-Convener will confirm the course code and details written on the cover of the question paper packet/s with the course name, as per the time-table and seating plan.
- (v) The answer-books/ supplementary sheets/ QR code labels/ attendance sheets meant for the examination for a day, should be kept in bundles meant for room-wise distribution, well in advance.
- (vi) On the day of the examination, the EEC Convener/Co-Convener will hand over the packets of question papers to the Chief Conductor of Examinations, who should ensure that the question papers pertain to the examination of the day/ session. The Chief Conductor will then handover the packets to the senior supervisor (s). Senior supervisor(s) should also ensure that the question papers pertain to the examination of the day / session. This should necessarily be done before the question paper packets are taken to the examination hall for distribution to the learners. If it is found that the packets of question papers pertain to some other course, the matter should be immediately brought to the notice of the EEC Convener and Controller of Examination, for doing the needful.
- (vii) On the day of the examination, the packets of answer-books, supplementary sheets, attendance sheets and QR code labels shall be handed over to the senior supervisors 20 minutes before the commencement of the examination of that course, for further distribution to the junior supervisors.
- (viii) Thereafter, the senior supervisors shall go to the examination rooms with question paper packets. The said packet will be handed over to the examination room supervisor/s concerned, inside the examination room. S/he should instruct the junior supervisor to check whether the question paper packets are in sealed condition when they receive them.

(c) Preparation before Examination:

- (i) The EEC Convenor / Joint Convenor in coordination with the Controller of Examinations shall make all pre-examination arrangements for the smooth conduct of the examinations.
- (ii) All examination room walls/ blackboard/ desks/ chairs should be thoroughly checked to wipe out any writing on the same. The EEC Convenor /Joint Convenor will ensure that on all examination days, all desks/ chairs are clean and the arrangement of desks is as per seating plans. All other display material should be removed.
- (iii) The EEC should display day and date-wise examination schedule and the seating plan prominently at all the entrances of the examination venue, course along with programme details, roll number details, day and date of the examination.
- (iv) The EEC should ensure that all the required number of examination rooms and seating plans in accordance with the number of learners appearing at the said examination have been made available for Examination at least 20 days before the commencement of the respective examination. EEC should complete the room allocation to the room supervisors and display the supervision duty allocation, at least three days, before the start of the examination.
- (v) On the day of the Examination, the EEC Convenor/Joint Convenor will ensure that no person other than the Examination supervisor/ learners and authorized persons are present at the place of the Examination. S/he should ensure a quiet and peaceful environment for the smooth conduct of the examination.
- (vi) The EEC Convenor should check that all examination material is kept ready and proper sets have been prepared for the same such as:
 - answer books
 - sealed packets of question papers
 - seating plan, attendance sheets
 - QR code labels
 - examination supervisor's report
 - envelopes for packing the written answer books
 - various forms relating to examination like 'adoption of unfair means by learners' etc.
 - undertaking forms to be filled in by the learners who do not carry the hall tickets / Id cards
 - other stationery like threads, graph papers, log/ statistical tables etc.

(d) Instructions to examination senior / junior supervisors

- (i) The senior supervisors should be present in the college campus and report to the Chief Conductor of examination at least one hour before the commencement of the examination.
- (ii) The junior supervisors should report to the senior supervisors at least 30 minutes before the commencement of the examination and understand the details of programme, course, time and the classroom where the examination will be conducted. S/he should make himself/ herself familiar with the QR code process to be followed in the examination hall.
- (iii) The junior supervisors should be present in the examination room at least twenty minutes before the commencement of the examination, with all the examination related material.
- (iv) The junior supervisors should collect the following material from the senior supervisor which is to be taken to the examination hall for conducting the examination:
 - answer books and supplementary sheets
 - seating plan and attendance sheets
 - QR code labels
 - examination supervisor's report
 - envelope for packing the written answer books
 - various forms relating to examination like 'adoption of unfair means by learners etc.
 - undertaking forms to be filled by learners, if any, who do not carry the hall tickets /Id cards

- other stationery like threads, graph papers, log/ statistical tables etc.
- (v) The junior supervisors should ensure that the seating plan with programme details, course details, roll number of learners, day, date and time of examination are displayed in the classroom.
- (vi) The junior supervisors should obtain the names and signatures of two learners, on the sealed packet containing question papers, before opening the question paper packet in the Examination Hall in confirmation of the fact that the question paper packets are in sealed condition.
- (vii) The junior supervisor should ensure that the learners are seated at their assigned places in the Examination Hall, as per the seating plan. In any case, no change should be made in the seating arrangement by the examination room junior supervisors.
- (viii) The junior supervisors should ensure that learners are not carrying any notes/ books/ journals/ electronics gadgets, mobile phones etc. during the entire time period of the examination. They should instruct the learners to keep the same aside, at a designated place (usually near the junior supervisors' table). An announcement to that effect should be made before the distribution of question papers/ answer books.
- (ix) The junior supervisors should distribute blank answer books before the distribution of question papers. The junior supervisors should sign the answer books only after verifying the details filled by the learners and after affixing the QR code stickers on them. No answer book signed or unsigned should be left in the examination hall after the closure of the examination.
- (x) The junior supervisors should make an announcement in the class-room that each answer book will be **QR** coded and learners should not write their name/ roll number/ Student (SAP) number or disclose their identity in any form anywhere on or inside the answer book. They should ensure that the learners fill all the relevant particulars in the answer books distributed to them.
- (xi) Junior supervisors should ensure that no name, Student (SAP) number or roll number is written on the first page of the answer book by the learner when they sign on the answer book.
- (xii) It is the responsibility of the junior supervisors to ensure that all scheduled examinations commence, continue and conclude in a smooth, orderly and timely manner, and that the learners are kept under constant and effective supervision throughout the examination, to prevent any adoption of unfair means by the learners.
- (xiii) Junior supervisors must be alert and observe the learners at all times during the examination. They must not be engaged in any activity other than examination supervision. At no point of time should the learners be left unattended in the examination hall.
- (xiv) Every effort should be made to start the examination at the specified time.
- (xv) Junior supervisors should not use any electronic gadget like mobile phone/smart watches/ lap-top etc. or any reading material in the examination room during the supervision duty and must ensure that their own mobile phone is switched off.
- (xvi) The Junior Supervisors should not disclose the contents of the question papers to anybody in the course of the conduct of the examination; neither should they give, even for reading, the question papers to any person other than the eligible learners.
- (xvii) **Not allowing learners to leave examination hall during the examination:**
 - The senior and the junior supervisors shall ensure that no learner leaves the examination hall after the commencement of the examination till the closure of the examination. However, the learner may be allowed to leave the examination hall to visit wash-room, only after first one and a half hour from the commencement of the examination, when the duration is of more than two hours, but not in the final 15 minutes leading to the end of the examination.
 - A learner may be allowed to leave the examination room after one hour of the commencement of the examination, only if s/he completes the examination and submits his/her answer book to the room supervisor.

(e) Announcements prior to the start of the examination:

Before learners start writing the examination, the Junior Supervisor should make the following announcements in the examination hall:

- (i) Each answer book will be QR coded and the learners should not disclose their identity (name/ SAP number, roll number etc.) anywhere on the first page or on any page of the answer book. If any such disclosure is detected at any stage, action will be initiated against such learners as per rules.
- (ii) The name of the program and course for which the examination is being held should only be mentioned in the place meant for the same on the answer book provided during the examination.
- (iii) Learners should not possess mobile phone/smart watch/ books/ journals/ periodicals/ notes/ electronic gadgets or any such devices with them and they should switch off their mobile phones and keep them inside their bags.
- (iv) Learners should keep their College identity card / Hall tickets ready for verification.
- (v) Learners are not allowed to communicate with each other during the examination. If any learner wishes to communicate with the supervisor as regards a query in the question paper or any other problem, he/she should raise his/her hand.
- (vi) Strict disciplinary action will be taken against the learners who violate the rules.
- (vii) Learners should go through the question paper carefully and confirm that the question paper relates to the course in which they are appearing, and in case of any discrepancy, they should bring it to the notice of the junior supervisor, in the examination room.
- (viii) Learners should specifically go through the instructions given on the top of the question paper and on the first page of the answer books provided to them.
- (ix) A learner may be allowed to leave the examination room after one hour of the commencement of examination, only if s/he and submits his/her answer book to the examination room junior supervisor. Learners are not allowed to leave the examination hall in the last ten minutes towards the end of the examination.
- (x) Leaving the examination hall to visit the wash room is **not allowed** in the first one and a half hour of the examination and in the last 15 minutes towards the end of examination.

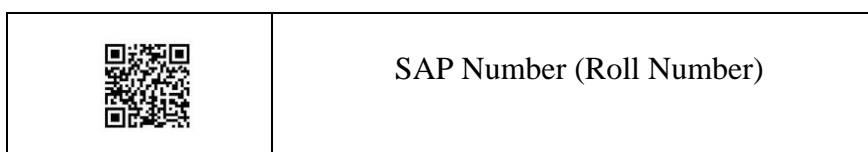
(f) Process to be followed during the examination:

The role of the examination room junior supervisor is of utmost importance for the successful conduct of the examination. The junior supervisor should follow the undermentioned instructions/ procedures meticulously during the conduct of the examinations:

- (i) They should ensure that bags and other personal belongings of the learners are deposited in the designated area, usually near the junior supervisor's table in the examination room.
- (ii) Before the start of the examination, the junior supervisor should ensure that all the **learners are seated as per the seating plan**. S/he should make an announcement to that effect.
- (iii) The junior supervisor should **distribute the answer-books** first and then the question papers in the examination room.
- (iv) The junior supervisor **should not sign the answer books beforehand**. S/he should sign the answer book only after affixing QR -code label on the answer book and confirming that the learner has not written name/ roll number / SAP number on the first page of the answer book
- (v) After fifteen minutes from the commencement of the examination, the **junior supervisor will go to the desk** of each learner for signing his/her answer-book and for verifying the identity of the learner.
- (vi) **The supervisors should note that the SAP Number of the learner has been printed on the identity card / Exam Hall Ticket, with which s/he should verify the learner's eligibility.**

- (vii) The junior supervisor will carry the 'Attendance Sheet' and 'QR Code Labels Sheet' with him/her when s/he is undertaking the task of signing the answer books. The QR Code stickers are divided into two parts – The QR Code and the student number and roll number of the learner.
- (viii) The junior supervisor should verify the identity card /hall ticket of the learner for photograph and details such as program / roll number / SAP number etc.
- (ix) After satisfying himself/ herself about the identity of the learner and carefully verifying the SAP number, **the junior supervisor should peel off the QR code sticker and affix the same on the top right-hand side of the answer book of the learner on the space meant for the same.** S/he should properly affix the **QR code sticker**. While doing so, care should be taken that the **QR code sticker** does not get mutilated, torn or twisted, otherwise, will render the **QR code sticker** unreadable later on.
- (x) S/he should then **peel off the other part of the same sticker label** which bears the SAP number and roll number of the learner **and affix it on the right-hand side of the attendance sheet on the space meant for that against the SAP number printed thereupon.** S/he should obtain the signature of the learner on the attendance sheet against his / her name.
- (xi) In case of absent learners, the supervisor should specifically write the word 'Absent' against the respective learner's name in the 'Attendance Sheet'.
- (xii) After affixing the QR code sticker on the answer book and the lower part of the QR code on the attendance sheet of the respective learners present, the junior supervisor should sign on the front page of the answer book in the space meant for the same.
- (xiii) While following the above process, the junior supervisor:
- should doubly ensure himself/ herself of the SAP number of the learner. Under no circumstances, should a wrong QR code sticker having a different SAP number be affixed to the learner's answer book.
 - should very carefully handle the QR code label sheet. The layout of a QR code sticker is given below. Before pasting the QR code label, the junior supervisor should verify and match the SAP number of the learner printed on the identity card/ hall ticket and that printed on the QR code label.
 - should also verify and match the SAP number printed on the 'Attendance Sheet' with that printed on the QR code label and the learner's Identity card/ hall ticket. The upper part of the QR code sticker should be pasted only after re-verifying the SAP number. In case of any mistake in affixing the QR code sticker, it may result in the marks of one learner being awarded to the other learner.
 - has to ensure that the QR code sticker does not get mutilated/ folded/ spoiled at the time of pasting it on the answer book. If it is folded/mutilated/ spoiled, it becomes unreadable at a later stage, by the QR code scanner.
 - In case, the QR code sticker gets folded/mutilated/ spoiled, the junior supervisor should immediately report this to the senior supervisor for doing the needful.

(xiv) **A typical QR Code Sticker will look like this:**



- (xv) The examination junior supervisor should sign underneath the said 'Attendance Sheet' only after all the learners present have signed. The details required such as the number of learners present, absent, etc. should be properly filled in, page-wise and the aggregate at the end. The

junior supervisor should also fill the required details in the junior supervisor's report provided to him/ her.

- (xvi) The junior supervisor should hand over the used blank QR code sheets and unused (of absent learners) QR code labels, attendance sheet and supervisor report to the senior supervisor for verification after one hour of commencement of the examination. The senior supervisor will verify these reports and fill the actual number of learners who appeared for the respective examination and those absent for the examination, in the compiled day-wise/ session-wise supervisor's report.
- (xvii) After the examination is over, the junior supervisor will collect all the answer-books, count them and match the count with the count as per the learner attendance data and hand over the same to the senior supervisor. Again, precaution should be taken so that the QR code label is not mutilated/ folded/ spoiled.
- (xviii) The senior supervisor with the help of the other examination staff must match the total number of answer books with the total numbers in the attendance sheet.
- (xix) **QUERY REGARDING EXAMINATION QUESTION PAPER:** If a learner feels that there is an anomaly in the question paper, the EEC of the College should be informed of the same immediately via the senior supervisor, in order to attend to the query, as per process, and in case of any rectification, the EEC Convenor/Joint Convenor should ensure that the respective learners sitting for the examination should be given the information at the same time. The corrections should be recorded in a register and the same should be forwarded to the Controller of Examination and Evaluation Joint Convenor by way of a report.

General Guidelines to be followed during the Examination:

- The junior supervisor should be vigilant and take rounds in the class room. They should not read newspapers/ other material/ use mobile phone/smart watch/ lap-top etc. during the examination so as to prevent the learners from resorting to any unfair means.
- The junior supervisor should ensure that during the examination no learner copies/ communicates with others/ helps others/ gets outside help. Such learners should immediately be warned / action of usage of suspected unfair means in the examinations should be initiated.
- College Identity Cards of all learners should compulsorily be checked without any exception to verify the identity of the learner. In the absence of an Identity card, an undertaking (**Appendix 1**) should be taken from the learner.
- If any learner is away from the examination room for too long, there may be a possible leakage of answers and the junior supervisor should immediately report the matter to the senior supervisor. **Only one learner should be allowed to go out of examination room to the wash room at a time and that learner should be escorted by examination staff/peon/security personnel.**
- A learner can provisionally be allowed to write the examination even if his name does not appear in the Attendance Sheet (i.e. list of learners who are eligible to appear at the examination). The junior supervisor should allow such learners to appear for the examination, in consultation with the senior supervisor. A written application requesting the learner allowing him/her to appear for the examination must be obtained from such learner. S/he should also be informed that his/her result is liable to be withheld/ nullified till the time the College is satisfied about the genuineness of his/her candidature. The EEC Convenor / Joint Convenor should report the names of such learners to the Controller of Examination, for further action.
- The senior supervisor should arrange for the search of wash-rooms/ toilets and ensure that no reading material/ books/ notes etc. are kept there and should remove any such material found thereof.

- The junior supervisors should allow all the learners into the Examination Hall not more than twenty minutes before the actual time of the commencement of the examination or half an hour only after submitting the answer book.
 - The junior supervisor will not allow a learner who arrives late by 30 minutes or more, inside the Examination Hall, after the commencement of the examination. In exceptional case, which is beyond the control of the learner in question, the Chief Conductor of Examinations / Controller of Examinations, shall have the right to allow such a learner after considering the facts of the case. These eventualities will be handled on a case-to-case basis. In such cases, no additional time will be allowed.
 - The junior supervisor should not allow learners to leave the examination hall until an hour after the commencement of the examination or in the last 10 minutes of the examination.
 - For learners with physical disability/ learning disability etc. (as per Government Resolution), additional time will be allowed as per rules.
 - In no other case will a learner be given extra time for examination except where loss of time is caused to the learner/s by an act of omission or commission on part of the examination supervisors/ officials of the College.
 - The senior supervisor can exclude a learner from the examination hall, on his/ her being satisfied that the learner is suffering from any infection/ contagious disease. Alternative arrangement can be made to allow such learners to sit in a separate class-room under supervision.
- (g) Collection of answer books from learners after examination**
- (i) No learner should be allowed to leave the examination hall unless s/he submits his/her answer book to the junior supervisor concerned.
 - (ii) Once the examination gets over, the junior supervisor shall ask all the learners to stop writing the examination.
 - (iii) The junior supervisor shall go to the desk of each learner and collect his/ her answer book.
 - (iv) At the time of collecting the answer books, the junior supervisor should verify whether any learner has disclosed his/ her identity on the first page of the answer book. S/he should also check that the details filled in as regards the total no. of supplementary sheets (in addition to the main answer book) by the respective learner, are filled correctly.
 - (v) The collected answer books should be counted and matched with the number of learners taking the examination. (on the basis of the 'Attendance Sheet')
 - (vi) The junior supervisor concerned should not leave the examination room unless s/he has collected answer books of all the learners present in the examination as per the attendance sheet.
 - (vii) The answer books and supplementary sheets should be brought back to the Examination cell within ten minutes after the closure of the examination by inserting them in the envelope provided for the purpose. The same should be handed over to the senior supervisor concerned. Any delay in doing so should be explained to the senior supervisor. The senior supervisor should make necessary inquiry with the junior supervisor asking him/ her the reasons for the delay in the submission of the answer books.
 - (viii) The junior supervisor should ensure that no unused answer book or supplementary sheet is left behind in the examination hall.
 - (ix) The answer books so received by the senior supervisor should once again be tallied with the count of answer books as per the attendance sheet. The said answer books should be re-packed for evaluation in the Central Assessment Programme (CAP).

(h) Process to be followed in case of loss of answer book/s

- (i) After the closure of the examination, the junior supervisor should immediately collect all the answer books and supplementary sheets, if any, from the learners, as mentioned above. S/he should also check whether the QR code labels affixed on the answer books are intact.
- (ii) In case of any mismatch between the number of signatures in the 'Attendance Sheet' and the total number of answer books collected, the junior supervisor should call the senior supervisor to the examination room and check the missing answer book once again with each and every learner present and also elsewhere. If the answer book is found, then it should be sent to the senior supervisor along with a report.
- (iii) If the answer book is not found even after thorough search, the matter should be reported by the junior supervisor in writing to the EEC Convenor through the senior supervisor.
- (iv) Further, the matter should be brought to the notice of the Controller of Examination and the Chief Conductor of Examinations by way of a written report detailing therein the exact sequence of events.
- (v) The loss of the answer book, should also be reported to Unfair Means Inquiry Committee.

(i) Dealing with the cases of suspected unfair means by learners

- (i) The junior / senior supervisor should take all steps to prevent the cases of unfair means and impersonation by the learners. For the said purpose, the senior supervisor should take rounds of the examination rooms and should be vigilant all the time during the examination.
- (ii) S/he should instruct the junior supervisors to check the Identity Cards issued by the College to all the learners, which bear the photograph of the learner.
- (iii) If any learner does not have College Identity Card with him during the examination, then Library Card (which bears the photograph of the learner) should be produced by the learner.
- (iv) In case of a learner not being able to produce any of these cards, then an undertaking from the learner should be obtained that s/he will produce the "College Identity Card" immediately after the closure of the examination or on the next examination day to the EEC Convenor/Joint Convenor and that failure on part of the learner to produce the same will render his/her examination result to be withheld/ cancelled.
- (v) In case, impersonation is detected during the examination, and if the junior supervisor and senior supervisor are satisfied that there is a prima-facie case of impersonation, the senior supervisor will take further steps as per rules.
- (vi) In case of suspected unfair means, the following procedure should be followed:
 - 1) In case the junior supervisor detects suspected unfair means by any learner during the examination, then the learner shall be called upon to surrender to the junior supervisor, the related material found in his or her possession, if any, and his/her answer-book originally issued to him/ her.
 - 2) Signature with date and time, of the concerned learner shall be obtained on such confiscated material as well as on each written page of the answer book. The junior supervisor concerned and the senior supervisor shall also counter sign on all the relevant materials, documents and written pages of the answer book of the learner. In case the learner refuses to sign on the material so found on him/ her, a statement of the junior supervisor concerned along with that of the senior supervisor should be recorded.
 - 3) The junior supervisor should prepare a detailed report on the sequence of events mentioning therein the date, time when the incident took place in the prescribed forms.
 - 4) Such learners should be issued a fresh answer book and be allowed to continue writing the examination. S/he should start attempting questions from where alleged case of suspected unfair means was detected. The learner need not start writing answers afresh in the new answer book.

- 5) An undertaking should be obtained from such a learner that s/he was be allowed to continue writing the examination under the provisions and rules of examination, and that the final decision of the College in the case shall be binding on him / her, in case the charges are proven.
- 6) Statement of the learner, his/ her undertaking in the prescribed form and statement of the junior supervisor concerned shall be recorded in writing by the senior supervisor (**Appendix- 2, 3, 4 & 5**). If the learner refuses to make his/her statement or to give an undertaking, the junior and senior supervisor concerned shall record the same accordingly, under their signatures. The aforesaid reports shall be sent to the Controller of Examination after the senior supervisor and the EEC Convenor/Joint Convenor, counter-signs the said reports.
- 7) All the materials and the list of materials mentioned in sub-clause (1) and the undertaking with the statement of the learner and that of the junior supervisor as mentioned in clauses nos. 2, 3, 6 and the answer-book/s (old and new) shall be forwarded by the EEC Convenor/Joint Convenor, along with his/her report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected Unfair Means Case".
- 8) In case of unfair means of oral type, the junior supervisor or authorized person concerned shall record the facts in writing and shall forward the same to the Controller of Examination.

(j) Facilities relating to Examinations for the Persons with Disability / Learning Disability for the purpose of examinations:

The learners falling under the category of persons with disability in accordance with the Government notifications, issued from time to time, should submit the medical certificate of only Government Authorized Agencies at the time of admission to the respective programme, to avail the required facilities. Medical certificate from Sion Hospital / Nair Hospital with signature and stamp of the authorised person will only be accepted, for learners from Mumbai.

Guidelines for appointment and availing facility of scribe for Persons with Disability / Temporary Disability for learners during examinations.

A learner who may have a learning disability/ permanent or temporary physical disability, may apply to the College for appointment of a scribe for the examinations.

Such learners should submit an application for the purpose along-with 'medical certificate' from a 'Registered Medical Practitioner' to that effect with rubber stamp of the Registered Medical Practitioner on the certificate.

In the following cases of learners, the medical certificate of only Government Authorized Agencies shall be accepted, namely:

- a) Hearing Impaired Learners: Ali Yavar Jung National Institute for the Hearing Handicapped.
- b) Physically Challenged Learners: All India Institute of Rehabilitation of Physically Handicapped
- c) Learning Disability: For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted

The said medical certificate/s must be produced only at the beginning of the academic year.

The scribe/ writer should be arranged by the learner himself/herself well in advance i.e. at least one week before the examination and s/he should apply for availing such facility in the prescribed format (Appendix 6) along with the necessary documents to the examination office of the College.

The scribe should be at least one grade junior in academic qualification than the learner, if from the same stream.

Since the learner will be helped by a scribe, extra time of 20 minutes per hour will be allowed to such learners. For example, for an examination of two hours, 40 minutes extra time will be allowed.

The EEC Convenor/Joint Convenor, will resolve issues, if any, in this regard. S/he will be authorized to make/ accept any last minute changes of the scribe under exigencies.

The said learner will be seated in a separate room under supervision.

V) DISCIPLINE IN THE EXAMINATION HALL

- (i) Learners must know their Roll Number and Student (SAP) Number.
- (ii) Learners who are eligible to write the semester end examination/re-examination should be present in the examination hall at least 10 minutes before the scheduled time of the commencement of the examination. Learners, who arrive at the examination hall 30 minutes or more after the scheduled time of the commencement of the examination, will not be permitted to appear for that examination.
- (iii) Learners are not permitted to leave the examination hall until one hour after the start of the session or in the last ten minutes of the session.
- (iv) Learners, who are not in their seats at the time notified, will as a rule, not be permitted to appear for the examination.
- (v) Learners should ensure that all their bags and other personal belongings are deposited in the designated area usually near the junior supervisor's table, at their own risk. The College will not be responsible for the safety and security of the same.
- (vi) A learner who fails to attend an examination at the time and place notified in the timetable, will be deemed to have failed to pass in that course. Opportunity for re-examination, if any, in the respective course will be given according to the rules and regulations, of the college.
- (vii) Learners should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose, on the answer-book.
- (viii) Learners are required to have their valid Identity cards and Hall Tickets issued by the College and they must produce the same for verification to the junior supervisor/s during the examination. Learners not having the said identity card with them during the examination may be denied permission to appear for the examination.
- (ix) Every learner present must sign against his / her Learner number on the attendance sheet provided by the room supervisor.
- (x) Learners should specifically go through the instructions given on the top of the question paper and on the first page of the answer book. They are of utmost importance.
- (xi) **On the first page of the answer book, the learners should write only the name of the program, semester details and course for which the examination is being held and number of supplementary sheets attached to the main answer book. Any extra writing on the first page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.**
- (xii) **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a learner has any query as regards contents of the question paper, s/he should bring the same to the notice of the junior supervisor without disturbing others in the examination hall.
- (xiii) Learners are forbidden to (i) bring any books, notes, scribbled papers, mobile phones, smart watch, any electronic gadgets, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the learner will be confiscated (ii) smoke in the examination hall, (iii) eatables/ drinks in the examination hall (iv) speak or communicate

in any manner to any other learner, while the examination is in progress and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the learner/s concerned and strict action will be taken against them.

The junior supervisors/ authorized persons are authorized to frisk the learners.

- (xiv) Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the College.
- (xv) **The answer books of the Semester End Examinations are QR coded and, therefore, learners should not write his/her name, Roll Number, SAP Number etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.**
- (xvi) While underlining of sections of answers for highlighting is permitted, use of varied inks, except for illustrations and figures must be avoided. Do not use any symbol like encircling the question or using coloured arrows for 'P.T.O'. All these will be considered as attempts to readily identify the specific answer-book.
- (xvii) Learners should neither tear any sheet/s from the answer-book provided nor attach unauthorized additional sheets to the same. All answer-books / supplementary sheets, whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer books out of the examination hall will be treated as against the rules and appropriate action will be taken against such learner/s.
- (xviii) Learners should not write anything on the question-paper.
- (xix) Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited. If learners want anything, they should approach the junior supervisor without disturbing the other learners. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- (xx) Learners will not be allowed to leave the examination hall during the examination and particularly so in the last ten minutes. At the end of the session, they should not leave their seats until answer-books are collected by the junior supervisor from all the learners.
- (xxi) A learner who disobeys any instructions issued by the senior / junior supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the College.
- (xxii) **Learners suspected to be guilty of any of the aforesaid acts will be allowed to write their examination on a new answer sheet, only after giving an undertaking in writing that the decision of the College in respect of the reported act of unfair means will be binding on them.**

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

- (a) (i) **UNDERGRADUATE PROGRAMS for batches admitted under National Education Policy (NEP 2020) implementation i.e. First and Second Years of the program, onwards, progressively**

The performance of the learner will be evaluated in two components. The first component will be an Continuous Assessment with a weightage of 40% of total marks per course. The second component will be a Semester End Examination with a weightage of 60% of the total marks per course. The allocation of marks and other details for the Continuous Assessment and Semester End Examinations is indicated below in tabular form:

Credits assigned	Max. marks allocated to a course	Total max. marks for Semester End Examination	Total max. marks for Continuous Assessment
03/04 credit course	100 marks	60 marks (Exam duration – Two Hours)	# 40 marks
01/02 credit course	50 marks	30 marks (Exam duration – One Hour)	## 20 marks:

Three sub components –

- i) **10 marks + 10marks** (three tests* for 10 marks each to be conducted at different instants of time amongst which best two out of three will be considered)
- ii) **20 marks** assignments / projects / presentations etc.

Two sub components-

- i) **10 marks** (two tests* of 10 marks each to be conducted at different instants of time and average of two will be considered)
- ii) **10 marks** assignments / projects / presentations etc.

*Class tests / Critical Essays / Article Reviews / Open Book Tests / Quizzes etc.

Question paper pattern for the Semester End Examination and Rubrics for the Projects/ assignments / presentation shall be decided by the respective Board of Studies

EXAMINATION SCHEME FOR PRACTICAL COURSES

Particulars	Percentage
End Semester Examination (Lab work / Viva-Voce /Project Evaluation / Reports / Machine Test etc.)	60%
Continuous Assessment (Mini Project / Case study / Field Visit (Report to be submitted and certified prior to Practical examination) / Class Presentations etc.)	40%

Passing Standards

To pass a course the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of Internal Continuous Assessment and Semester End Examinations. The learner should also obtain a minimum of 40% marks (i.e. 16 out of 40 if the maximum marks allocated to Internal Continuous Assessment is 40) out of the total marks allotted to the Internal Continuous Assessment and a minimum of 40% marks out of the total marks allotted to the Semester End Examination (i.e. 24 out of 60 if the maximum marks allocated to the Semester End examination is 60) separately, to pass the course and a minimum of Grade P / D (as the case may be), wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course in case that course consists of only Internal Continuous Assessment component or only Semester End Exam component.

(ii) UNDERGRADUATE PROGRAMS for batches prior to NEP 2020 implementation i.e. Third Year of the programs of AY 2024-2025:

Max. marks allocated to a course	Total max. marks for Semester End Examination	Total max. marks for Continuous Assessment
100 marks	75 marks (Exam duration – Two and a half Hours)	# 25 marks

Two sub components –

- i) **10 marks** (two tests* of 10 marks each to be conducted at different instants of time and average of two will be considered)
- ii) **15 marks** assignments / projects / presentations etc.

*Class tests / Critical Essays / Article Reviews / Open Book Tests / Quizzes etc.

Question paper pattern for the Semester End Examination and Rubrics for the Projects/assignments/presentation shall be decided by the respective Board of Studies

EXAMINATION SCHEME FOR PRACTICAL COURSES

Particulars	Percentage
End Semester Examination (Lab work / Viva-Voce /Project Evaluation/ Reports/Machine Test etc.)	60 % (Maths and Statistic subjects-80%)
Continuous Assessment (Mini Project / Case study / Field Visit (Report to be submitted and certified prior to Practical examination) / Class Presentations etc.)	40 % (Maths and Statistic subjects-20%)

Passing Standards for Practical course

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

Courses with Projects (Third Year):

A Semester End Examination of 100%, as a presentation along with a dissertation, followed by viva-voce examined by a panel of examiners. (There should be one Internal and one External Examiner for each practical examination. The average marks awarded by both the examiners will be considered as the final marks).

Passing Standards

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

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course in case that course consists of only continuous assessment component or only Semester End Exam component.

Guidelines for Re-examinations on non-fulfilment of Passing Criteria

1. A learner who obtains less than 40% marks in the continuous assessment or less than 40% marks in the semester-end examination or less than 40% marks 'in aggregate' (i.e. a learner who fails to fulfill the passing criteria mentioned in the Passing Standards above) will be required to appear for continuous assessment / Semester end re-examination (as the case may be), which will be conducted after the declaration of results of each semester. In such a case, the continuous assessment / Semester end examination marks (as the case may be) in which the learner had already passed will be carried forward in the respective course for which the learner has appeared for re-examination. In case the learner fails even in the re-examination which is held after the result declaration of each semester, s/he will be allowed to appear along with the re-examination of the regular learners of the subsequent academic year.
2. Submission of re-examination form along with prescribed fees before the designated date is a pre-condition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online, within the time frame stipulated by the college, through the Student Portal.
3. In order to receive the certificate / diploma / degree, the learner will have to pass in all the examinations of the required number of year/s (level/s) of the respective program, within the validity period as per rules and exit policy under NEP 2020.

PROGRESSION RULES

1. A learner who has passed in all the courses (as per the rules of the Passing Standards) of Semester I and Semester II examinations of the first year of the program will be promoted to the second year of the program concerned. A learner who has passed in all the courses of Semester III and Semester IV examinations of the second year of the program will be promoted to the program concerned, of the third academic year. The grade cards of VI shall be kept on hold until the learner successfully passes each of the previous semesters and the final semester.
2. A learner who fails to pass in one or more courses in Semester I examination will be "allowed to keep terms" (ATKT) and will be permitted to attend lectures and appear for the Semester end examination of Semester II. This means that the learners will be allowed to keep terms for both the semesters during the first year of the programme, irrespective of the number of failures in any number of courses of the first and second semesters of that respective year of the programme. This criterion will apply to the subsequent years of the program also.
3. Such failed learners will be allowed to appear at Semester end re-examination in all the 'failed courses' which will be conducted after declaration of the results of each semester end examination of that academic year. This re-examination will be held only once in an academic year and will be held immediately after declaration of the results of the semester concerned (i.e. odd semester re-examination after the results declaration of odd semester regular examination and even semester re-examination after the result declaration of even semester regular examinations).
4. The learner is required to pay the prescribed fees for re-examinations before the commencement of the respective examination. Online applications for re-examinations along with the payment of prescribed fee before the designated date is a pre-condition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online within the time frame stipulated by the college, through the student portal.
5. A learner who has failed to pass in one or more subjects, in the respective year of the program i.e. two semesters taken together, after the said re-examination (as mentioned in point no. 3 above) will not be permitted to apply for admission and to continue to the next year of the program. Such learners will be required to appear for the re-examination of the courses in which they have failed to pass. They will appear for the re-examination to be conducted for the regular learners of the subsequent

batch. Such a learner will also have an option to take re-admission in the same year of the program, which he/she failed to pass subject to the validity of the program.

6. The same criteria regarding re-examination as mentioned above shall be applied to Semester III and Semester IV of the second year of the program and for Semester V and Semester VI of the third year of the program.

(b) POSTGRADUATE PROGRAMS

The performance of the learner will be evaluated in two components. The first component will be an Internal Continuous Assessment with a weightage of 40% of total marks per course. The second component will be a Semester End Examination with a weightage of 60% of the total marks per course. The allocation of marks and other details for the Internal Continuous Assessment and Semester End Examinations is as indicated below in tabular form:

Credits assigned	Max. marks allocated to a course	Total max. marks for Semester End Examination	Total max. marks for Continuous Assessment
03 / 04 credit course	100 marks	60 marks (Exam duration – Two Hours)	# 40 marks
02 credit course	50 marks	30 marks (Exam duration – One Hour)	## 20 marks:

Three sub components –

- i) **10 marks + 10marks** (three tests* for 10 marks each to be conducted at different instants of time amongst which best two out of three will be considered)
- ii) **20 marks** assignments / projects / presentations etc.

Two sub components-

- iii) **10 marks** (two tests* of 10 marks each to be conducted at different instants of time and average of two will be considered)
- iv) **10 marks** assignments / projects / presentations etc.

*Class tests / Critical Essays / Article Reviews / Open Book Tests / Quizzes etc.

Question paper pattern for the Semester End Examination and Rubrics for the Projects/ assignments / presentation shall be decided by the respective Board of Studies

Courses with a Practical component

Components	Particulars	Percentage
Continuous Assessment	Case study / Field Visit/ Class Presentations /Internships	40
Semester End Examination	Dissertation based Viva voce examination	60

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

Course with a Practical component

Particulars	Percentage
Semester End Practical Examinations	60 (for Statistics percentage will be 80)
Internal Practical Test	40 (for Statistics percentage will be 20)

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

Passing Standards for the theory course

To pass a course, the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of both Continuous Assessment and Semester end Examination. The learner should also obtain a minimum of 40% marks (i.e. 16 out of 40, if the maximum marks allocated to Continuous Assessment is 40) out of the total marks allotted to the Continuous Assessment and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 24 out of 60 if the maximum marks allocated to the Semester end examination is 60) separately, to pass the course and a minimum of Grade P / D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course, in case that course consists of only Continuous Assessment Component or only Semester end Exam component.

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

1. A learner who has passed in all the courses (as per the rules of the Passing Standards) of Semester I and Semester II examinations of the first year of the program will be promoted to the second year of the program concerned. The grade cards of Semester IV shall be kept on hold until the learner successfully passes each of the previous semesters and the final semester.
2. A learner who fails to pass in one or more courses in Semester I examination will be “allowed to keep terms” (ATKT) and will be permitted to attend lectures and appear for the Semester end examination of Semester II. This means that the learners will be allowed to keep terms for both the semesters during the first year of the programme, irrespective of the number of failures in any number of courses of the first and second semesters of that respective year of the programme. This criterion will apply to the second year of the program also.
3. Such failed learners will be allowed to appear at Semester end re-examination in all the ‘failed courses’ which will be conducted after declaration of the results of each semester end examination of that academic year. This re-examination will be held only once in an academic year and will be held immediately after declaration of the results of the semester concerned (i.e. odd semester re-examination after the results declaration of odd semester regular examination and even semester re-examination after the result declaration of even semester regular examinations).
4. The learner is required to pay the prescribed fees for re-examinations before the commencement of the respective examination. Online applications for re-examinations along with the payment of prescribed fee before the designated date is a precondition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online within the time frame stipulated by the college, through the student portal.
5. A learner who has failed to pass in one or more subjects, in the respective year of the program i.e. two semesters taken together, after the said re-examination (as mentioned in point no. 3 above) will

not be permitted to apply for admission and to continue to the next year of the program. Such learners will be required to appear for the re-examination of the courses in which they have failed to pass. They will appear for the re-examination to be conducted for the regular learners of the subsequent batch. Such a learner will also have an option to take re-admission in the same year of the program, which he/she failed to pass subject to the validity of the program.

6. The same criteria regarding re-examination as mentioned above shall be applied to Semester III and Semester IV of the second year of the program also.

Guidelines for Re-examinations on non-fulfilment of Passing Criteria

- (i) A learner who obtains less than 40% marks in the continuous assessment or less than 40% marks in the semester-end examination or less than 40% marks 'in aggregate' (i.e. a learner who fails to fulfill the passing criteria mentioned in the Passing Standards above) will be required to appear for continuous assessment / Semester End re-examination (as the case may be), which will be conducted after the declaration of results of each semester. In such a case, the continuous assessment / Semester End examination marks (as the case may be) in which the learner had already passed will be carried forward in the respective course for which the learner has appeared for re-examination. In case the learner fails even in the re-examination which is held after the result declaration of each semester, s/he will be allowed to appear along with the re-examination of the regular learners of the subsequent academic year.
- (ii) Submission of re-examination form along with prescribed fees before the designated date is a pre-condition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online, within the time frame stipulated by the college, through the Learner Portal.
- (iii) In order to receive the diploma / degree, the learner will have to pass in all the examinations of the required number of year/s (level/s) of the respective program, within the validity period as per rules and exit policy under NEP 2020.

General rules for both Under Graduate and Post Graduate Programs

1. A learner who remains absent for the Semester End examination/s due to any reason, in any subject, shall be awarded 'AB' grade in the subject/s in which he/ she has remained absent. All such learners will be allowed to appear for re-examination in the said subject to be conducted.
2. In order to receive the degree, diploma, certificate, the learner will have to pass in all the examinations of all the years.
3. **Revaluation / Photocopy of the answer book:** In case a learner is not satisfied with the result/ grade received by him in a particular subject, he/ she may follow the 'Revaluation Procedure' in case s/he desires.
4. The fees for re-examination and re-admission will be decided by the College from time to time.
5. In case of any disputes/differences, the decision of the College shall be final and binding on the learners. If a learner desires to institute any legal proceedings against the College, such legal proceedings shall be instituted only in courts at Mumbai in whose jurisdiction, the application is submitted by the learner, and not in any other court.

Mithibai College authorities reserve the right to make modifications in the said rules from time to time.

These rules will come into effect for the learners who will keep their terms for the Academic year 2024-2025 and onwards for all programs and batches, irrespective of the year of admission.

VII) SCHEME FOR GRACING

- A. Grace Marks will be applicable only to the Semester End Examination and/ or on the aggregate marks of the course and not on the continuous assessment marks component, provided further that the benefit of such grace marks under this clause shall be applicable only if the learner passes the entire examination of semester after giving benefit of grace marks.
- B. Learners appearing for any of the College examinations, will be eligible for the award of maximum 10 grace marks at their option, wherever necessary in addition to the marks secured in each course for participation in any one of the activities mentioned below: -

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

OR

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

OR

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

OR

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

OR

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

OR

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

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

- They are appearing for any college examination for the first time during the same academic year of their participation.
- In case of failure, the benefit of the grace marks shall be granted to the extent of 5% of the maximum marks allotted to a course.
- The grace marks will be granted for the purpose of claiming exemptions in a course/s, provided it does not exceed 5% of the maximum marks allotted to a course.
- A maximum of 10 grace marks shall be added to the grand total. However, in the case of Credit Based Grading System (CBGS), (0.1) will be added to the final GPA. However, if the benefit is given to the learner for passing the courses, the same may be proportionately deducted from the grade point which has been added to the final GPA. For example, 0.01 shall be deducted from the final grade, for every one mark granted for passing the courses.
- The grace marks under these rules will not be counted for the award of scholarships, prizes and medals or any other awards.
- The rules relating to gracing under these rules will be applied first and the same will separately be shown in the grade card of the learners.
- The College authorities may consider withholding any of the aforesaid benefits or consider any of the merit /work of the learner null and void if, in the opinion of a duly constituted Disciplinary Committee, such an action is felt necessary, and communicated to the Principal.

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

- a) A learner failing in one or more subjects be given grace marks up to 2 percent of the marks on the aggregate marks of the courses in which s/he has appeared in the said examination to enable him/ her to pass the examination, subject to a maximum of 10 marks and in any subject not more than 2 percent marks of the maximum marks of the subject. Exception may be made to the above and not more than 10 marks per subject be awarded to pass the examination, if the following conditions are fulfilled:
 1. Learner should have appeared in all the subjects taken together for the courses for the respective semester.
 2. Learner should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing, by at least 10 percent marks.
 3. Learner should not have failed in more than one head/ subject of passing by not more than 10 marks.
- b) The above rules may also be made applicable to re-examinations.

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

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

Grading Matrix for batches admitted in AY 2024-2025 in the First Year of the respective programs, progressively:

Grade Points and Letter Grades			
Percentage of Marks Obtained	Grade Point	Letter Grade	Performance
90 -100	10	O	Outstanding
80-89.99	9	A+	Excellent
70-79.99	8	A	Very Good
60-69.99	7	B+	Good
55- 59.99	6	B	Above Average
50-54.99	5	C	Average
40-49.99	4	P	Pass
Less than 40	0	F	Fail
Absent	--	AB	Fail

Grading Matrix for Batches admitted prior to AY 2024-2025

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

Calculation of GPA (Grade Point Average):

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

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

Calculation of CGPA (Cumulative Grade Point Average):

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

Here:

C = Credit value assigned to a course

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

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

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

IX) CENTRAL ASSESSMENT PROGRAM

a) Evaluation

- (i) As a general rule, evaluation will be done by the faculty teaching the course and if desired, by the external subject experts.
- (ii) It is the duty of the faculty member to evaluate the answer-books given to him/her, within the stipulated period.
- (iii) The College will hold the Central Assessment Programme (CAP) for evaluation of the answer books of the Semester End Examinations and re-examinations and the examiners will have to be present for CAP and complete the evaluation within the time frame and at the place which will be decided by the College.
- (iv) The synoptic answers along with the marking scheme prepared by the question paper setter should be submitted to the CAP in-charge before the commencement of CAP. The Examiners shall closely follow the scheme of marking as per the synoptic answers and other instructions that may be issued by the authorities from time to time, while evaluating the answer books.
- (v) The answer books which are given to the examiners for evaluation will not bear the name and roll number of the learner who has written the paper. The answer book will instead have a QR code sticker pasted at the top right-hand side of the answer book.
- (vi) While evaluating the answer books, due care may be taken to protect the QR code sticker, since the said QR code sticker will be scanned for entering the marks of the learners in the system. If the QR code sticker is mutilated or spoiled for any reason, the QR code scanner will not be able to read the details of the learners which may create problems in the data entry of marks.
- (vii) On receipt of the answer books, question paper, synoptic answers and the scheme of marking from the CAP in-charge, and confirming the total number of answer books received, the examiner should commence the evaluation.
- (viii) After the evaluation is completed for the day, the examiner should return the evaluated and unevaluated answer books to the CAP in-charge.
- (ix) It is the responsibility of the faculty concerned and the respective Head of Department to ensure that the 'continuous assessment Sheet' is complete in all respects, duly signed and sent to the Controller of Examination, through the EEC Convenor/Jt.-Convenor, well before the commencement of the semester end examinations.

- (x) Before sending the continuous assessment marks to the Controller of Examinations, the respective faculty should share these marks with the learners concerned.
- (xi) The examiners are expected to adhere strictly to the time schedule of evaluation, since results are to be declared within a period of maximum 30 days from the last date of the respective examination, as per norms.

Specific instructions to the examiners while entering marks:

- (i) While assessing every sub-question in the answer book of a learner, the **examiner is required to put tick mark or cross mark in the margin provided indicating either the correctness of the answer or otherwise.** The marks for each sub question should be given in the margin at the end of each sub-question.
- (ii) In case a question is divided into sub-questions, and when marks are assigned to each such sub-question together, **the examiner should see to it that the total of the marks assigned to all the sub-questions together is indicated by a circle being drawn around the figure written at the end of the answer.**
- (iii) **Fractional marks assigned by the examiner/s should be rounded off for individual questions.**
- (iv) **Question wise total marks entered inside the answer book should also be entered** on the first page of the answer book, in the appropriate column.
- (v) When a question is attempted but does not deserve any marks, the entry should be 'zero' (in words).
- (vi) Examiners **should sign each and every answer book** in the place provided for signature on the first page of the answer book.
- (vii) In case a learner attempts an extra question, i.e. more than the required number of questions, the examiner should consider the maximum marks obtained by the learner for the answers to the questions, ignoring the least marks obtained for the answers to the questions. On the first page of the answer book, the examiner should circle the marks of the answer to the question which was ignored for the purpose of taking total marks obtained by the learner.

b) Appointment of Moderators and Moderation

Appointment of Moderators:

The list of eligible moderators will be approved by the Board of Studies and ratified by the Academic Council. The appointment of moderators from the approved list shall be done by the Controller of Examinations and approved by the Chief Controller of Examinations.

Eligibility for appointment as moderator:

- (i) The person should have a teaching / industry experience of preferably minimum **10 years** in the relevant course, except in specialized courses where a moderator having less than 10 years' experience may be appointed by the Chief Controller of Examinations, due to non-availability of persons having more than 10 years of experience.
- (ii) The moderator shall be a person who is not a faculty member (permanent/ visiting) of the College.

Duties and Responsibilities of Moderators

The duties and responsibilities of a Moderator shall be as under:

- (i) To undertake the work of moderation of the answer books diligently.
- (ii) To report major discrepancy, if any, in the evaluation of answer books to the CAP in-charge
- (iii) To submit a report with respect to
 - (a) question paper as regards the contents in view of the syllabus coverage and the weightage given to the topics in the question paper
 - (b) the quality of evaluation by the examiner
 - (c) the performance of the learners in general.
- (iv) To evaluate any answer/s which is/are not evaluated by the examiner.
- (v) To correct any totalling mistakes observed by him/her with respect to evaluation during the moderation.

Process to be followed for Moderation of Answer- books:

After the evaluation of answer books is completed and answer books are received from the examiner concerned, the CAP in-charge / Controller of Examination shall get the answer books moderated before the declaration of the result as per the following criteria:

- (i) 100% moderation of the answer books shall be carried out in the case of learners failing by 10% or less marks of the aggregate marks of that paper.
- (ii) 100 % moderation shall be carried out in case of learners obtaining 70% marks and above for that paper.
- (iii) The moderation of the answer books of at least 5% of the total number of learners obtaining marks between minimum passing marks and 70% shall be carried out on random selection basis.
- (iv) Moderation work shall be carried out simultaneously with the central assessment of answer books at CAP.
- (v) Where marks awarded by the moderator vary from those awarded by the original examiner, the marks awarded by the moderator shall be taken as final.
- (vi) If variation in the marks given by the examiner and the moderator is more than 10% in more than 50% of the papers moderated, 100% moderation is to be carried out in that course.
- (vii) All the moderators should necessarily use green ink pen for the purpose of moderation of answer books provided by CAP.
- (viii) The moderator shall check the marks of answer books moderated by him/her, enter the marks in the prescribed column answer wise, and also on the first page of the answer book in the space meant for the same, and put his/her signature.
- (ix) In case, the moderator observes any major discrepancy or aberration in respect of the assessment done by the examiner during the regular evaluation process, in considerable number of answer books moderated by him/her, s/he may report the matter to the Controller of Examinations who in consultation with the Principal may decide to send all the answer books in the course to the moderator for re-assessment. Marks awarded by the moderator shall be treated as the final evaluation marks and shall be considered for awarding a grade to the learner.
- (x) On completion of moderation, the moderator shall submit to the Controller of Examinations, the report with respect to (i) question paper as regards the contents in view of the syllabus coverage and the weightage given to the topics in the question paper (ii) the quality of evaluation by the examiner (iii) the performance of the learners in general (Appendix 7)
- (xi) Honorarium will be payable as per the guidelines of the college.

X) EXAMINATION GRIEVANCE REDRESSAL MECHANISM

(REVALUATION AND PHOTOCOPY OF THE EVALUATED ANSWER BOOKS)

The Grievance Redressal Mechanism as regards the evaluation of answer books and timelines to be followed for the same will be as under:

The Grievance Redressal Mechanism will apply only to the '**Term end Examinations**' of the College.

The above mechanism will **not apply** to continuous assessment such as MCQs in online exams, assignments, field work etc. / practicals / oral examinations/ viva voce/ projects/ dissertation/ presentation etc.

The application for Redressal of Grievance can be made **online only** through the **Student Portal**. Applications made through the offline mode will not be considered under any circumstances.

All the learners will be informed of the course wise marks obtained by them in the 'continuous assessment' and 'Term-end Examination' by the Examination office, **on the date of declaration of result of the examinations of the respective programs. The date of declaration of result shall be the date on which the examination result is made live on the 'Learner Portal' of the College.**

Grievance Redressal Mechanism: A learner can apply for:

a. Photocopy of answer book: The learner may apply for the photocopy of the answer book/s of any course.

AND / OR

b. Re-evaluation of the answer book: The learner may apply for the re-evaluation of his/her answer book/s of any course.

After the result declaration on the 'learner portal', if a learner is not satisfied with the marks awarded to him/her in the Semester-end Examination/s in any course, s/he may apply for the Grievance Redressal **within the prescribed number of days as mentioned in the table below:**

Activity under Grievance Redressal Mechanism	Time Limit	Processing fee
Application for Photocopy and / or revaluation of the answer book/s	within 3 days from the date of result declaration including holidays	Rs. 500/-per answer book for photocopy and Rs. 1000/- per answer book for revaluation.

NO application/s shall be entertained for any reason whatsoever after the prescribed number of days, as mentioned in the table above. Also, the application will be deemed to be complete only after the payment of requisite fee.

The learner concerned will have to appear in person with his/ her Identity card and Hall ticket at the time of collecting the photocopies from the college office or the scanned photocopies of the respective answer books for which the learner has applied will be sent to the registered email ID of the learner as given in the college records (it is the responsibility of the learner to update the contact details such as phone number and email ID in case of any change from the one registered earlier, in the college official records/forms).

Photo copies will not be sent by post or by courier.

Photo copies of the answer books provided by the College are only for Grievance Redressal Mechanism and do not have any evidentiary value.

Any deviation from the above procedure by the learner in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the College. The decision of the College shall be final in this regard.

The application received from the learner for re-evaluation shall be placed before an external examiner for re-evaluation.

After following the process of re-evaluation under the Grievance Redressal, effect shall be given to the change in the original marks, if any on revaluation, as under:

(i) The marks obtained after revaluation shall be accepted, if the marks awarded to a paper of the specific course 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 learner in the paper shall be treated as null and void, and the marks obtained by the learner 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 college, if the learner gets benefit of passing the course / examination or change of grade in that paper or change in the overall result at the said examination with or without grace marks.

Notwithstanding what is contained in clause (i) where the difference between the marks originally obtained by the learner in the paper without any grace marks and the marks obtained after reevaluation will be accepted up to twenty percent (20%) of the maximum marks assigned to that paper. **However, if the difference between the marks originally obtained by the learner in the paper, without any grace marks, and marks obtained after reevaluation increase or decrease by more than twenty percent (20%) of the maximum marks assigned to that paper, a second reevaluation of the said answer book(s) need be done by a third examiner from the panel of examiners for the said course.** In such an event, the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.

In case the learner who has originally obtained a pass grade, obtains a fail grade after the first re-evaluation, a second re-evaluation will be conducted by a third examiner. In such a case the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.

The revised marks obtained by a learner after re-evaluation, as accepted by the College shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the learner/s.

The examiner/s for re-evaluation will be appointed by the Chief Controller of Examinations in consultation with the Controller of Examinations, from the panel of examiners approved by the Board of Studies and accepted by the Academic Council in the respective area of specialization.

The marks awarded by examiner/s in re-evaluation shall be final and binding on the learner applicant and the original examiner.

The change of marks, if any, shall be communicated to the learner applicant and a revised 'Grade Card' shall be issued to him/ her only on surrendering the original grade card to the College office.

The whole process of redressal of grievances shall be completed within a period of 20 working days from the last date of receipt of application for redressal of grievances.

In any case, the photo copies of re-evaluated answer books shall not be provided to the learner/s.

The outcome of the revaluation process shall be final and binding on the learner.

XI) MERITORIOUS LEARNERS LIST

The top five percent of learners of the respective batch who have successfully completed the programme will be awarded a 'Merit Certificate'.

The certificate will be awarded on the following criteria:

- i) The CGPA after successful completion of the program in which the learner is enrolled.
- ii) A learner having passed each semester at the first attempt.
- iii) No disciplinary action should have been taken against such a learner during the entire period of the programme.

XII. VALIDITY OF PROGRAMS

The learners should fulfil the requirements of the respective programmes as per the validity period given in the table below, including the academic break. **No readmission/ re-examination attempts will be granted after the validity period is over.** In case the validity period expires, the learner will have to seek admission, on merit basis, from the first year of the Program.

Sr. no.	Name of the Program	Duration of the Program (in years)	Maximum duration permissible for completion of the Program (in years)
1	Post Graduate Programs	2 years	5 years as per NEP 2020 guidelines
2	Undergraduate Programs	3 / 4 years	7 years as per NEP 2020 guidelines

Note: For Under Graduate Programs the validity of the Program will remain 6 years and four years for Post Graduate Programs for batches prior to AY 2023-2024

XIII) RULES AND PROCEDURES REGARDING UNFAIR MEANS RESORTED TO BY THE LEARNERS OR ANY OTHER PERSON CONNECTED WITH THE CONDUCT OF EXAMINATIONS

a) UNFAIR MEANS RESORTED TO BY THE LEARNERS / PERSONS INVOLVED IN THE EXAMINATION RELATED ACTIVITIES

1. On receipt of a report regarding use of unfair means by any learner at any Semester End examination including breach of any of the rules laid down by the College for proper conduct of examination, the Principal shall have the power at any given time to institute inquiry and to punish such learners involved in the adoption of unfair means or breach of the rules in accordance with the penalties mentioned in the table, Appendix A.
2. **Competent Authority**
The Principal of the College shall be the competent authority to take appropriate disciplinary action against the learners using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College.
3. **Definitions-Unless the context otherwise requires:**
 - (a) "Learner" means and includes a person who is enrolled as such by the College for receiving instructions qualifying for any degree, diploma or certificate awarded by the College/University. It includes ex-learner and learner registered as learner (examinee) for any of the degree, diploma or certificate examination.
 - (b) "Unfair means" includes one or more of the following acts or omissions on part of learner/s during the examination period:
 - a. Possessing unfair means material and/ or copying there from
 - b. Possession of any form of electronic devices in the Examination hall
 - c. Transcribing any unauthorized material or any other use thereof
 - d. Intimidating or using obscene language or threatening or use of violence against the 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.
 - e. Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
 - f. Mutual/Mass copying
 - g. Smuggling out, either blank or written, or smuggling in of answerbooks as copying material.
 - h. Smuggling in blank or written answerbook and forging signature of the Junior Supervisor thereon.
 - i. Interfering with or counterfeiting of College seal, or answerbooks or office stationery used in the examinations.

- j. Insertion of currency notes in the answerbook or attempting to bribe any of the persons connected with conduct of examinations or making a request to the examiner in the answerbook.
- k. Impersonation at the College examination.
- l. Revealing identity in any form in the answer written or in any other part of the answerbook by the learner at the College examination.

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 course of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the learner (examinee) or on wood or other material, in any manner or in the form of a 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 learner" means a learner having any unauthorized 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) "Learner found in possession" means a learner, reported in writing, as having been found in possession of unfair means material by the Junior Supervisor, Senior 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 learner or by any other persons acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Senior Supervisor or Examination Convenor / Co- convenor or any other authorised person, to the Controller of Examinations/ Principal or any officer authorised in this behalf.
 - (g) "Material related to the course of examination" means and includes, if the material is produced as evidence, any material certified as related to the course 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 course of the examination.
 - (h) "Examination Convenor/ Jt. Convenor" means the person as designated for the College Examination & Evaluation Committee (EEC), where the concerned examination is being conducted.
4. During the examination, the examinees and other learners shall be under the disciplinary control of the EEC Convenor/ Jt. Convenor.
5. The EEC Convenor/ Co-convenor of the College shall, in the case of unfair means, follow the Procedure as under:
- (i) The learner shall be called upon to surrender to the EEC Convenor/ Co-convenor, the unfair means material found in his or her possession, if any, and his/her answer-book.
 - (ii) The signature of the learner concerned shall be obtained on the relevant materials, all written pages of the answer book with date and time and list thereon. The Senior Supervisor concerned and the EEC Convenor/Jt. Convenor shall also counter sign on all the relevant materials, all written pages of the answer book and documents with date and time in the report submitted by the Junior Supervisor.

- (iii) The statement of the learner and his/her undertaking in the prescribed format (Appendix 4 & 5) and statement of the Junior Supervisor and Senior Supervisor concerned shall be recorded in writing by the EEC Convenor/Jt. Convenor in the format given in Appendix 3. If the learner refuses to make a statement or to give an undertaking, the Senior Supervisor concerned and EEC Convenor/ Co-convenor shall record the series of events accordingly under their signatures.
- (iv) In accordance with the report of the EEC Convenor/Jt. Convenor, the Chief Controller of Examination of the College shall take one or more of the following decisions depending upon seriousness/gravity of the case:
 - a. In the case of impersonation or violence, expel the concerned learner from the examination and not allow him/ her to appear for the rest of the examinations.
 - b. Obtain an undertaking from the learner to the effect that the decision of the competent authority concerned in his/ her case shall be final and binding and allow him/her to continue with his/ her examination.
 - c. May report the case to the Police Station concerned as per the provisions of Maharashtra Act No. XXXI 1982, an Act to provide for preventing mal-practices at College, University, Board and other specified examinations.
 - d. Confiscate his/her answer-book, mark it as "suspected unfair means case" and issue him/her fresh answer-book duly marked.
 - i. All the materials and list of materials mentioned in sub-clause (i) and the undertaking with the statement of the learner and that of the Junior Supervisor as mentioned in clause nos. (ii) and (iii) and the answer-book/s (old and new) shall be forwarded by the Examination Convenor, along with his/her report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected unfair means case".
 - ii. In case of unfair means of oral type, the Junior Supervisor and the Senior Supervisor or the authorised person concerned shall record the facts in writing and shall report the same to the Controller of Examinations through the EEC Convenor/Jt. Convenor.

6. Procedure to be followed by the Examiner during Assessment

If the examiner, at the time of assessment of the answer book/s, suspects that there is prima-facie evidence that the learner/s whose answer-book/ s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/ her report, along-with the evidence, to the Controller of Examinations with his/ her opinion in a separate sealed and confidential envelope marked "Suspected unfair means case".

7. Case of unfair means having prima-facie evidence, as reported by the EEC Convenor/ Jt. Convenor, Examiners, Moderators or any other source shall be inquired into by the Unfair Means Inquiry Committee appointed by the Principal.

8. The examination results of the learner/s concerned involved in such cases shall be held in reserve till the final decision in the matter is taken and the concerned learner/s shall be informed accordingly.

9. Appointment of Unfair Means Inquiry Committee

- i. For the purpose of investigating unfair means resorted to by learners at the college examination, the Principal shall appoint a committee constituted as follows:
 - a) Vice Principal - for a tenure of three years (Chairperson)
 - b) Three senior teachers (other than the Vice Principals)
 - c) One Evaluation Expert to be nominated by the Governing Body, for a tenure of three years.
 - d) The Controller of Examinations shall be the **Presenting officer** of the said committee.

The term of the committee shall be for three years commencing from **June** and the term of the members shall expire on the expiry of the said period of three years irrespective of the date on which a member has entered upon his office.

- ii. The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to competent authority concerned which will issue formal orders with regard to the penal action to be taken against the learner/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the implicated learner concerned in his/ her defence and that 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 shall inform the learner 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 not be imposed.
- ii. The learner may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with a written reply/ explanation to the show cause notice served on him/ her therein. The learner 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 learner should be shown to him/ her by the Inquiry Committee, if the learner presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the learner.
- iv. Reasonable opportunity, including oral hearing, shall be given to the learner in his/ her defence before the Committee. The reply/explanation given by the learner to the show cause notice shall be considered by the Committee before making the 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 learner fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the learner may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances if the learner 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 learner 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 Principal, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the learner benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose anyone or more of the following punishments on the learner/s found guilty of using unfair means:

- a) Annulment of performance of the learner in full (complete examination of the particular semester) in the examination he/she has appeared for.
- b) Debarring the learner from appearing for any examination of the College for a stipulated period not exceeding five years.
- c) Debarring the learner from taking admission for any course in the College for a stipulated period not exceeding five years.
- d) Cancellation of the College Scholarship/s or award/s or prize/s or medal/s 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 learner declared guilty. If the learner concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a learner additional punishment / penalty as it may deem fit.

- f) As far as possible the quantum of punishment should be as prescribed (category- wise) in the table below as Appendix A
- g) The learner concerned must be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised to do so on his/her behalf.

Appendix A:

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material	*Annulment of the performance of the learner at the College Examination in full. (This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 2 to 14 in addition to the one prescribed thereat.)
2.	Possession of any copying material & actual copying from the material in possession	Exclusion of the learner from the College Examinations concerned for one subsequent examination
3.	Possession of another learner's answer book or supplementary sheet	Exclusion of both the learners from the College Examinations concerned for one subsequent examination * (BOTH THE LEARNERS)
4.	Possession of another learner's answer book or supplementary sheet and actual evidence copying from that	Exclusion of both the learners from the College Examination concerned for two subsequent examinations * (BOTH THE LEARNERS)
5.	Mutual/ Mass copying	Exclusion of all the learners from the College Examinations concerned for two subsequent examinations *
6.	Smuggling of answer books in or out as copying material	Exclusion of the learner from the College Examinations concerned for two subsequent examinations *
7.	Smuggling in of written answer book based on the question paper set at the examination	Exclusion of the learner from the College Examinations concerned for three subsequent examinations *
8.	Smuggling in of written answer book as copying material and forging the signature of the Junior supervisor on the same	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
9.	Attempt to forge the signature of the Junior supervisor on the answer book or the supplementary sheet	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
10.	Interfering with or counterfeiting of college seal or answer books or office stationery used in the examination with the intention of misleading the authorities	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
11.	Answerbook or supplementary sheet outside the examination hall or any other insertion in the answer book	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
12.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Exclusion of the learner from the College Examinations concerned for four subsequent examinations * (Note: This money shall be credited to the Learners Welfare Fund.)

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
13.	Using obscene language/ violent threats inside the examination hall by a learner at the College examination to room supervisor/ any other authority	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
14.	Impersonation for a learner or impersonation by a learner in College or other examinations	Exclusion of the learner from the College Examinations concerned for five subsequent examinations * (both the learners if the impersonator is a college learner)
15.	Revealing the identity of the learner in any form (name, roll number, learner number, religious invocation etc.) in the main answer book and/ or supplementary sheet, by the learner at the college examination.	Annulment of the performance of the learner at the College Examination in full.
16.	Anything found written on the body or on the clothes while in the examination	Annulment of the performance of the learner at the College Examination in full.
17.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication	Annulment of the performance of the learner at the College Examination in full.
18.	Any other malpractices not covered in the aforesaid categories.	Annulment of the performance of the learner at the College Examination in full and severe punishment depending upon the gravity of the offence.

Note :

The term "Annulment of Performance in full" includes performance of the learner at the theory examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used thereat.

The term "Additional Examination" means, the immediate subsequent examination / re-examination scheduled by the college.

If on previous occasions, disciplinary action was taken against a learner for malpractice during 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 learners. This enhanced punishment may extend to double the punishment provided for the offence, that was committed at the second or subsequent examination.

Practical/Dissertation/Project Report Examination:

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

b) 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:

The Principal 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.

(II) Definition: Unless the context otherwise requires:

- (a) "Paper-setter, examiner, moderator, referee and teacher" means and includes personnel 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 include 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 papers set at the examination before the time of examination.
 - ii. Examiner / Moderator intentionally awarding marks to learner in assessment of answer-books, dissertation or project work to which the learner is not entitled or not assigning marks to the learner to which the learner is entitled.
 - iii. Paper-setter omitting question, Serial Number of question, repeating question or setting question outside the scope of the syllabus.
 - iv. Examiner / Referee showing negligence in detecting malpractice used by learner/s.
 - v. Junior Supervisor, Senior Supervisor, Examination Convenor showing negligence / apathy in carrying out duties or aiding/ abetting/ allowing/ instigating learners to use malpractice/s.
 - vi. Any other similar act/ s and or omission/ s 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.

(III) Investigating Committee

The Committee appointed by the Principal to investigate unfair means resorted to by learner/s at the College 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 College examinations.

(IV) Procedure for Investigation

- i. The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations and reported to the Principal shall be scrutinized by the Concerned Officer / In-charge of the Sub-Section/ Unit to which the case is primarily pertaining to at the Examination Section of the college, collect preliminary information to find out whether there is prima-facie case so as to fix the primary responsibility for framing a charge-sheet and then shall submit the same with his primary report to the competent authority concerned. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Investigating Committee for further investigation. The officer concerned of the Sub-Section/ Unit through whom 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 or 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 lapse 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 person concerned shall be asked to appear before the Investigating 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 person concerned 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 the presence of the delinquent.
- v. Reasonable opportunity, including oral hearing, shall be given to the person concerned in his/her defense 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 person concerned 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 these two chances, if the person concerned fails to appear before the committee, the Committee shall take decision in his/ her case in his/ her absentia on the basis of whatever evidences/documents which are available before it and the same shall be binding on the implicated person concerned.
- viii. The Committee shall submit its report to the competent authority concerned alongwith its recommendations regarding punishment to be inflicted on the person concerned 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 anyone or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:

- i. Disqualifying the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period.
- ii. Imposition of a fine. If the person concerned 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 disciplinary authorities concerned for taking such disciplinary action as deems fit as per the rules governing his/her service conditions.
- iv. The competent authority or the Officer authorised in his/her behalf, shall inform the person concerned of the decision taken in his/her case and the punishments imposed on him/ her.
- v. An appeal may be made by the person within 30 days of imposition of the punishment, other than the punishment referred to in clause no. (iii) above, decision shall lie with the Chairman of the Governing Body and its 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 Investigating 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 as Appendix B: -**

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 College Examinations.

Appendix B:

Sr. No.	Nature of Malpractice/ Lapses	Punishment
1.	Paper-setter found responsible for leakage of the question paper set in the College examination/s whether intentionally or due to negligence before the time of examination.	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable
2.	Leakage of the question paper set in the College examination/s before the time of the examination at the College by any person/ s connected with the conduct of the examination.	Disciplinary action against the guilty/ responsible person/s as per the prevailing rules/by laws by the authorities concerned
3.	Favouring of a learner (examinee) by examiner, moderator, referee in assessment of answer-books /dissertation /project report/thesis by assigning the learner/ examinee marks to which the learner is not entitled, at the College examination/s	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable
4.	Examiner, moderator, referee intentionally/ negligently not assigning the learner in assessment of his/ her answer-books/ dissertation/ project report/ thesis, the marks to which the learner is entitled to at the College examination/s	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable
5.	Paper-setter omitting question at the time of finalization of question paper set at the examination or repeating the Serial Number of question while writing	Disqualification from any examination work for a period of three years
6	Paper-setter setting the questions outside the scope of the syllabus	Disqualification from any examination work for a period of three years
7	While assessing the answer-book/s examiner shows negligence in detecting malpractices used by the learner/s.	As decided by the authorities of the College
8	Guiding teacher shows negligence in supervision of dissertation/ project work (e.g. use of manipulated data by a learner)	As decided by the authorities of the College
9	Senior Supervisor/ Chief Conductor showing any apathy in carrying out duties related to examinations (e.g. not taking rounds of the examination hall at the time of examinations or opening the packet of question paper before prescribed time)	As decided by the authorities of the College

Sr. No.	Nature of Malpractice/ Lapses	Punishment
10	Junior Supervisor helping learner/s in copying answers while in the examination hall or showing negligence in reporting cases of copying answers by learners when on supervision duty.	Disqualification from any examination work for a period of three years + disciplinary action by concerned authorities as per the rules applicable if he/ she is an employee of the college
11	Junior Supervisor helping learner/s in mass copying while on examination duty	Permanent disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable if he/ she is an employee of the college concerned

The competent authority, in addition to the above mentioned punishment, may impose a fine on the person concerned if declared guilty.

The competent authority may report the case of the implicated person concerned to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982.

Any breach of the requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and shall be dealt with, under Disciplinary procedure of Mithibai College.

The above mentioned rules and regulations are subject to change from time to time as per decision of competent authorities of Mithibai College (Autonomous).

**SVKM'S
Mithibai College of Arts, Chauhan Institute of Science &
Amrutben Jivanlal College of Commerce and Economics (Autonomous)**

To,
The Controller of Examinations

Course: Undertaking for not possessing Identity Card

Sir/Madam,

I, _____ learner of _____(programme) of Semester _____,

hereby state that I have not brought my Identity card today. I, hereby request you to allow me to appear for today's examination. I, promise you that I shall be producing my Identity card during my next examination scheduled on _____.

I, hereby undertake that if I am unable to produce the same on the above mentioned date, I may not be allowed to appear for the examination and my appearance at this examination shall be nullified.

Name & Signature of the learner _____

SAP No.: _____

Roll No.: _____

Date: _____

**SVKM'S
Mithibai College of Arts, Chauhan Institute of Science &
Amrutben Jivanlal College of Commerce and Economics (Autonomous)**

MBC/EXAM/UF/20__

Date: _____

To,
Dr./Ms./Mr. _____

Dear Sir/Madam,

We have received the report that the learner was found with a Mobile phone/Smart watch/ printed pages/ book/ writing pad/ calculator/ other material during the examination of the course _____ for the program _____.

The confiscated material, as mentioned above, along with answer book of the learner and the question paper of the related course is enclosed for your reference.

Kindly let us know whether:

1. The said material contains the copying material related to the course of the examination.
2. The learner has similarity in answers with that in the said material in his/her answer book.

Controller of Examination

COMMENTS BY THE FACULTY AS REGARDS ABOVE POINTS:

1. _____

2. _____

Signature of the faculty with date

**SVKM'S
Mithibai College of Arts, Chauhan Institute of Science &
Amrutben Jivanlal College of Commerce and Economics (Autonomous)**

**Report of Adoption of Unfair Means to be filled by Jr. / Sr. Supervisor / Examination &
Evaluation Committee Convenor / Jt. Convenor**

Room/Block No. _____
Programme: _____
Course: _____
Date & Time of Exam: _____

To
The Controller of Examinations

Sir/Madam,

I, the undersigned Junior Supervisor, appointed in the above mentioned room, at the (Regular/ATKT) Semester _____ Examination held for the course _____, under the Program _____, am hereby making a report against the learner, Shri. /Kum. _____ SAP No. _____ Roll No. _____ as follows:

(Fill appropriate blanks and put a '--' in the place which is not relevant. Add additional sheet/s if required)

1. *Material found: _____

What time was it found? _____

* Where was it found? (Exact location to be reported):

(In case of mobile phone, smart watch, please mention the make of the phone and whether it was in 'on or off' mode; In case of chits, please mention the number of pages found, whether the chits were handwritten or printed and on one side or both the sides of the paper/s; In case the learner was found with some writing on his/her body part, mention the details in point number 3 below)

*Was the learner found copying from the material in his/her possession?

2. *Was the learner talking during the examination? Yes / No (Tick the appropriate answer)

*Name and Learner Number of the other learner with whom s/he was talking to

*Was the learner found copying from the other learner?

3. Any other matter to report:

Yours faithfully,
Junior Supervisor

Name of the Junior Supervisor: _____

Mobile number _____

Address of the Junior Supervisor:

Senior Supervisor

Name of the Senior Supervisor: _____

Mobile number _____

On the basis of the report made by the Junior Supervisor, I am of the opinion that there is a prima-facie case of Unfair Means resorted to, by the aforesaid learner-Name_____ SAP Number_____, Roll Number_____, and therefore, the case is being forwarded for further investigation.

Signature of Examination & Evaluation Committee Convenor /Joint Convenor

Name: _____

Date: _____

(Forwarded to the Office of Controller of Examinations)

College stamp:

SVKM'S
Mithibai College of Arts, Chauhan Institute of Science &
Amrutben Jivanlal College of Commerce and Economics (Autonomous)

Statement of the Learner who is alleged to have used Unfair Means at the College Examination

Name of the Learner: _____ SAP Number _____ Roll Number _____

Address of the Learner:

Mobile Number _____

Programme _____ Semester _____

Academic Year _____

Course Name: _____

To
The Controller of Examinations
Sir/ Madam,

I have appeared for the above examination held on (date) _____ for
Regular/ATKT (strike off which is not applicable) examination, in _____ (Room
Number), in the Morning / Evening Session.

I give below my statement:

Place: _____ Date: _____ Time: _____

Signature of the Learner: _____

**SVKM'S
Mithibai College of Arts, Chauhan Institute of Science &
Amrutben Jivanlal College of Commerce and Economics (Autonomous)**

FORM OF UNDERTAKING

Full Name of the Learner: _____

Permanent / Local Address:

Mobile Number _____

To
The Controller of Examinations

Sir / Madam,

I, the undersigned, learner of _____ (Program Name and Semester),
appearing for _____ (Regular/ATKT) Examination do hereby state, on solemn affirmation
as under:

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

That inspite of the registration of a case of Unfair Means against me, I request the College authorities to
allow me to appear in the examination of the present course and the examination to be conducted
subsequently and / or at the College 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 course to the decision of the College 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 guilty at the time of investigation of the said case,
my performance at the examination to which I have been permitted to appear provisionally, consequent
upon my special request, is liable to be treated null and void.

In witness whereof, I set my hand to this undertaking.

Signature of the Learner
Before me (with date)

Officer In-Charge of the Examination
and Rubber Stamp of the College

SVKM'S
Mithibai College of Arts, Chauhan Institute of Science &
Amrutben Jivanlal College of Commerce and Economics (Autonomous)

To
The Controller of Examinations

Dear Sir/Madam,

Re: Appointment of scribe

I request you to approve the appointment of the following person as scribe as per the details given below. The required medical certificate is enclosed for your ready reference.

Details of the learner:

3. Name of the learner:
4. SAP Number: Roll Number:
5. Programme/ Semester
6. Course/s for which scribe is required
7. Date of the Examination

Details of the Scribe:

- Name of the scribe:
- Educational Qualification (with proof):
- Address and contact number

Signature of the Learner:

Date:

Place:

SVKM's
**Mithibai College of Arts, Chauhan Institute of Science &
Amrutben Jivanlal College of Commerce and Economics (Autonomous)**
Moderation Feedback

PROGRAM NAME: _____

EXAM MONTH & YEAR: _____ **SEMESTER:** _____

COURSE: _____

SEMESTER END REGULAR EXAM / RE- EXAM: _____

NUMBER OF ANSWER BOOKS MODERATED: _____

i) Any major discrepancy in the evaluation of answer books:

ii) Comments on the performance of the examiner who has assessed the answer books:

iii) Comments on the performance of the learners in general:

iv) Observed unevaluated answers / totaling mistakes if any by the examiner.
(Cases to be specifically reported)

v) Any other lapse/s observed in respect of evaluation during the moderation.
(Cases to be specifically reported)

Signature with Date: _____

Name of the Moderator: _____

Contact Number: _____

Alternative contact Number: _____

E-mail ID _____

PAN Number _____

Residential Address: _____

College/Institute/ Name: _____

PART B

Ph.D. GUIDELINES

I) RULES FOR AWARD OF Ph.D. DEGREE

University Grants Commission has issued a notification for Minimum Standards and Procedure, for the award of M.Phil. /Ph.D. degrees on 5th May 2016, and subsequent notification has been issued in the Gazette of India on July 5, 2016, in supersession of the earlier UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulation 2009, applicable to all the Universities in India from the date of their publication in the Gazette of India. In supersession of the UGC (minimum standards and procedure for the Awards of M.Phil/Ph.D. Degrees Regulations, 2016 and its amendments, The University Grant Commission. In Gazette notification 7th November 2022 issued minimum standards and procedures for Award of Ph. D degree. These Regulations may be called University Grants Commissions Minimum Standards for Award of Ph.D. Degree) Regulations 2022 SVKM's Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics (Autonomous) has adopted Minimum Standards and Procedure for Award of Ph.D. which is notified hereunder.

Academic Council meeting held on 30th October, 2018 vide Item No. 7.7.2 considered and adopted the following rules for Ph.D. programme of the College, with revision as per UGC gazette notification of 7th November, 2022 on 3rd May 2024 in the Academic Council meeting.

These rules shall be applicable to SVKM's Mithibai College of Arts, Chauhan Institute of Science and Amrutben Jivanlal College of Commerce and Economics (Autonomous)

1. The provisions of these rules shall be applicable to the scholar admitted after the latest date of the issue of these rules, These are supersession of the UGC (minimum standards and procedure for the Awards of M.Phil/Ph.D. Degrees Regulations, 2016 and its amendments, The University Grant Commission. These Regulations may be called University Grants Commissions Minimum Standards for Award of Ph.D. Degree) Regulations 2022
 - Provided that the learners admitted prior to the date of these Rules, but after 5th July 2016, shall be governed by the provision of the UGC regulations 5th July 2016.
 - Provided further that the learner admitted after 11th July 2009 but prior to 5th July 2016, shall be governed by UGC Regulations 11th July 2009.
 - Provided further that the learners admitted prior to 11th July 2009 shall be governed by provisions of the relevant rules and regulations prevailing at the time.
2. These rules shall come into force immediately from academic year 2019-20 & in 2024-25.
3. In these Directives, unless the context otherwise requires:
 - a) "The Act" means the Maharashtra Public University Act 2016;
 - b) "Admission" means the admission taken at SVKM's Mithibai College of Arts, Chauhan Institute of Science and Amrutben Jivanlal College of Commerce and Economics (Autonomous) by completing the formalities and paying the prescribed fee;
 - c) "Candidate" means a person seeking admission to the Ph.D. programme and also a person registered for a Ph.D. programme and working for the degree as the case may be;
 - d) "College" means SVKM's Mithibai College of Arts, Chauhan Institute of Science and Amrutben Jivanlal College of Commerce and Economics (Autonomous);
 - e) "Head of Centre" means Head of the Department where the Ph.D. programme is conducted;
 - f) "Principal" means Head of the college;
 - g) "Recognised" means recognised by appropriate Statutory Regulatory Authority;

- h) "Research Centre" means the Department of the College which is recognised by the University to conduct the Ph.D. programme;
- i) "Research and Recognition Committee" or RRC means Research and Recognition Committee of the College;
- j) "Research Guide" or "Guide" means the person recognised by the University for guiding learners for Ph.D. programme of the college;
- k) "Plagiarism" means the practice of taking someone else's work or idea or work and passing it as its own
- l) "University" means the University of Mumbai;
- m) "UoM" means the University of Mumbai;
- n) "UGC" means the University Grants Commission, New Delhi.

4. Eligibility criteria for admission to the Ph.D. program:

Subject to the conditions stipulated in these rules, the following persons are eligible to seek admission to the Ph.D. programme:

A candidate holding a Master's Degree with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.

OR

Equivalent qualification from foreign education institutions accredited by an Assessment and Accreditation Agency which is approved, recognised or authorised by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions

OR

A candidate completed the M.Phil. program with 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed from an Indian institution or from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognised or authorised by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

OR

A candidate possessing Ph.D. Degree of University of Mumbai or any other recognised university, as per the guidelines of the UGC from time to time, in a given course and wants to pursue Ph.D. in the same or other course.

5. Duration of the programme:

- a. Ph.D. programme shall be for a period from the date of admission to the program to the date of submission of thesis for the degree.
- b. Ph.D. programme shall be of a minimum duration of three years and a maximum of six years from the date of admission including course work;

provided that the learner has spent at least one year after registration;

provided further that the minimum period shall be two years from the date of admission for learners who have pursued Ph.D. after Master's degree by research and registers for Ph.D. in the same course;

- c. Extension up to a maximum period of four semester/two years for Ph.D. shall be given by the Research and Recognition Committee (RRC) concerned, on the recommendation of the guide

and the respective Research Advisory Committee (RAC). The Scholar concerned shall submit the application in the prescribed format for extension through his/her Research Guide and the Head of the Department, three months prior to the expiry of the registration period. Further extension to the Ph.D. tenure, for not more than two years, may be granted only by the Principal on a case to case basis.

Provided that no Ph.D. scholar shall be permitted to extend the duration of the Ph.D. programme beyond TEN years from the date of admission and after this period the registration of the learner shall be deemed to have ceased.

- d. Women Ph.D. scholars and persons with disability (more than 40% disability) may be allowed an additional relaxation of two years for Ph.D. in the maximum duration. In addition, women learners may be provided Maternity Leave once in the entire duration of Ph.D. for up to 240 days.

6. Procedure for admission to Ph.D. Programs:

- a. All admissions for Ph.D. programs shall be through a **National Eligibility Test (NET)** conducted by the National Testing Agency (NTA) **as an Entrance Test for Admission to Ph.D.** as notified by the UGC vide Public Notice dated March 17, 2024 and interviews conducted by the Research Centre.

From June 2024 onwards, therefore, the NET candidates will be declared eligible in three categories:

Category-1: Eligible for (i) admission to Ph.D. with JRF and (ii) appointment as Assistant Professor.

Category-2: Eligible for (i) admission to Ph.D. without JRF and (ii) appointment as Assistant Professor.

Category-3: Eligible for admission to Ph.D. programme only and not for the award of JRF or appointment as Assistant Professor.

The determination of the eligibility of NET for different categories is summarized below:

Qualified for	Eligible for		
	JRF	Assistant Professor	Ph.D. Admission
Category 1: Award of JRF and appointment as Assistant Professor.	Yes	Yes	Yes
Category 2: Appointment as Assistant Professor and admission to Ph.D.	No	Yes	Yes
Category 3: Admission to Ph.D. only.	No	No	Yes

The result of NET will be declared in percentile along with the marks obtained by a candidate to utilize the marks for admission to Ph.D.

The JRF-qualified students are admitted into the Ph.D. programme based on an interview as per the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022.

For students who qualify in Categories 2 and 3, 70% weightage will be given for test scores and 30% weightage for the interview for admission to Ph.D. programmes. The Ph.D. admission will be based on the combined merit of NET marks and the marks obtained in the interview/viva voce.

The marks obtained in the NET by the candidates in Categories 2 and 3 will be valid for a period of one year for admission to Ph.D.

- b. The College shall notify on an annual basis a predetermined and manageable number of vacant seats of Ph.D., depending on the number of available research guides, prescribed quota at the departments, and academic and physical facilities available, keeping in mind the norms regarding the scholar-teacher ratio.
- c. The College shall notify well in advance on its website and through advertisement at national level. The details notified on the website shall include the number of seats vacant, course/discipline-wise distribution of vacant seats, criteria for admission, procedure for admission, examination centre where entrance test(s) shall be conducted and all other relevant information for the benefit of the learners.
- d. The admissions shall be based on the criteria notified by the College, keeping in view the guidelines/norms in this regards issued by the UGC and other statutory bodies concerned.

7. Interviews for admission to Ph.D. programme:

- a. Interviews of the candidate who have cleared NET shall be organised by the College. Weightage of 70 % for the entrance exam and 30% for the performance in the interview, should be considered for the selection of the candidate.
- b. The Principal of the college shall constitute Ph.D. interview Committees course-wise. The constitution of the Interview Committees shall be as follows:
The Committee shall comprise
 - i. The Principal as the Chairperson;
 - ii. One or two subject experts from outside, who are Ph.D. holders in the discipline and not below the rank of Associate Professor;
 - iii. The recognised guide in the department.
- c. The interview shall be conducted at the respective Department and the following aspects shall be considered during the interview:
 - i. Whether the learner has basic knowledge of the chosen area;
 - ii. Whether the learner possesses the competence for the proposed research;
 - iii. Whether the research work can be suitably undertaken at the college;
 - iv. Whether the proposed area of research can contribute to new/additional knowledge.
- d. The Head of the Department shall submit the report of the committee to the Principal within a period of not more than 30 days from the date of completion of the interviews.
- e. The college shall publish the lists of learners selected for admission and submit the same to the University for information, within a period of 30 days of registration of the learner.
- f. The College shall maintain the list of all the Ph.D. registered learners on its website on a yearly basis. The list shall include the names of the registered learner, topic of his/her research, name of his/her guide/co-guide, date of enrolment/registration.

8. Allocation of Research Guides:

- a. The recognitions of teachers to guide Ph.D. shall be approved by the University of Mumbai.
- b. The allocation of Research Guide for a selected research scholar shall be decided by the Principal, depending on the number of learners per Research Guide, the available specialisation among the Guides, research interests of the learners as indicated by them at the interviews, and the facilities available.
- c. In case of a topic which is inter-disciplinary in nature, where the Research Guide and the Head of Department feel that the expertise in the Centre has to be supplemented from outside, the Principal may appoint a Co-Guide from outside the College; provided that the terms and conditions as may be specified are agreed upon by the consenting centre.

- d. At any given time, a Professor cannot guide more than eight Ph.D. learners; an Associate Professor cannot guide more than six Ph.D. learners and an Assistant Professor cannot guide more than four Ph.D. Scholars.
- e. In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, provided all the other conditions in these regulations are followed and spirit and the research work does not pertain to the project secured by the college/Research Guide from any funding agency. The learner will however give due credit to the parent Research Guide and the College for the part of research already done.

9. Admission:

The selected candidate shall complete the formalities of admission at the college by paying the prescribed fees.

10. Research Advisory Committee (RAC) for Ph.D. Scholar:

- a. There shall be a Research Advisory Committee (RAC) for each Ph.D. scholar, which shall be constituted by the Head of the Department immediately after the admission of the learner.
- b. The RAC has the following composition: -
 - i. Head of the Department or his/her nominee will be the Chairperson, provided that the Head is a Ph.D. and provided further that if the Head is not a Ph.D. the Principal shall appoint a Senior teacher from the department holding Ph.D. degree and as per seniority in the department;
 - ii. Research Guide will be the Convenor;
 - iii. One or two outside experts from the same field who will be nominated by the Principal, provided that the experts are Ph.D. in the same or related areas and senior/s in teaching (Associate Professor)/research.
- c. The Ph.D. scholar shall submit a six-monthly progress report of his/her work to the RAC through his/her Guide and also make a presentation before the committee about his/her research work once in six months.
- d. The Research Advisory Committee shall have the following Responsibilities.
 - i. To review the research proposal and finalize the topic of research.
 - ii. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to complete.
 - iii. To periodically review and assist in the progress of the research work of the research scholar.
- e. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six months' progress report shall be submitted by the RAC to the Principal, with a copy to the research learner.
- f. In case of any suggestions given by the Research Advisory Committee for improvement of the work the learner should make the changes accordingly.
- g. In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the learner fails to implement these, the RAC may recommend to the department with specific reasons, cancellation of the registration of the research learner. The department in turn recommends the same to the Principal. The Principal will communicate the decision to the research learner.

11. Topic Approval:

- a. The Ph.D. scholar in consultation with the Research Guide and RAC shall decide the topic of research and shall write a suitable research proposal in the format prescribed. The learner shall submit along with the application, eight copies of his/her research proposal.

- b. The research proposal shall be placed before the respective Research and Recognition Committee (RRC).
- c. The RRC shall consider the topic of research and research proposal and if satisfied shall give approval to the topic of research and research proposal.
- d. The RRC may suggest minor changes to the title and the proposal if it deems fit. Such changes will be made by the learner in consultation with the Guide and the RAC and the same shall be conveyed to the RRC.
- e. If the RRC rejects the topic and the proposal the learner shall consult the RAC and the Guide and can send a fresh proposal/title after three months but within one year.
- f. The registered learner shall not be allowed to register simultaneously for any other degree course.
- g. The registration is deemed to be confirmed once the topic and the proposal are approved by the RRC.
- h. If the scholar desires to modify the title and/or the proposed plan of the research, he/she shall apply at least six months before the date of submission of synopsis. The RRC concerned may approve such changes on the basis of recommendation of the RAC, Research Guide and the Head of the Research Centre.

12. Registration of the Ph.D. Candidate:

The candidate shall apply to the Principal, in the prescribed format for registration along with the prescribed registration fee. The Principal shall communicate to the learner the registration date along with the title approved by RRC.

13. Ph.D. through Part-time Mode:

1. Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.
2. The Higher Educational Institution concerned shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:
 - i) The candidate is permitted to pursue studies on a part-time basis.
 - ii) His/her official duties permit him/her to devote sufficient time for research.
 - iii) If required, he/she will be relieved from the duty to complete the course work.
3. Notwithstanding anything contained in these Regulations or any other law, for the time being in force, no Higher Educational Institution or research institution of the Central Government or a State Government shall conduct Ph.D. programmes through distance and/or online mode.

14. Course Work for Ph.D.:

Credit Requirements duration, syllabus, minimum standards for completion, etc. for Ph.D. Programme shall be as under:

- a. Ph.D. course work shall be of 12 credits;
- b. The course work shall be treated as a prerequisite for Ph.D. registration.
- c. The credit requirement for the Ph.D. coursework is a minimum 12, including a two credit course (30 hr) on "**Research and Publication Ethics**" (RPE) course as notified by UGC vide D.O. No. F-1-1/2018(Journal/CARE) in 2019 and a Research Methodology Course. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, qualitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advance level courses preparing the learner for the degree.

- d. All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, and instructional and assessment methods. They shall be duly approved by the respective Board of Studies.
- e. The courses shall be arranged in a formal way by the College. Record of attendance of the learner shall be kept. If the learner has attendance less than that prescribed by the College, it will make the course null and void for the learner.
- f. The Department where the learner pursues research shall prescribe the courses relevant to the learner based on the recommendation of the RAC.
- g. The course work may be completed either at the College or premier institutions such as IIT, HBNI, BARC, TISS, ICSSR, TIFR, IIM, provided it is conducted in a formal way.
- h. The grades in the course work, including research methodology courses shall be finalized after a combined assessment by the RAC and the Department, and the final grades shall be communicated to the Head of the Centre and to the Principal.
- i. All Ph.D. Scholars, irrespective of discipline, shall be required to train in teaching/education pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluation.
- j. The Ph.D. Scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC -10-point scale in the course work in order to be eligible to continue in the programme and submit the proposal for thesis (as per Annexure-5).

15. Evaluation and Assessment Methods, minimum standards /credits for award of the degree etc.:

- a) Upon satisfactory completion of course work, and obtaining a minimum of 55% of marks or its equivalent grade in the UGC 10-point scale, the scholar shall be required to undertake research work and produce a draft thesis before completion of two years from the date of registration for six years for the Ph.D. learner. Women learners and persons with disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration.
- b) **Colloquium:** At least three months prior to the submission of the dissertation/thesis, the learner shall make a presentation (Colloquium) before the Research Advisory Committee, which shall also be open to all faculty members and other research learners. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the RAC.
- c) **Synopsis:** The Ph.D. scholar shall submit to the College ten copies of the synopsis of his/her thesis through his/her Research guide at least two months before submission of thesis. In no case shall the learner submit the thesis after six months of submission of synopsis. The format of the thesis shall be as prescribed (Annexure-1).
- d) **Research Publications:** Ph.D. scholars shall publish at least one research paper in a refereed and cited journal/UGC approved journal and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reports/ acceptance letter from the publisher/editor.
- e) Before submission of Ph.D. thesis, every Scholar shall fulfil the requirements prescribed with respect to detection of plagiarism and will not indulge in any other form of academic dishonesty (Annexure-2). While submitting for evaluation, the thesis shall have an undertaking from the research learner and a certificate from the Research Guide attesting to the originality of the work, vouching that there is no plagiarism and any other academic

dishonesty and that the work has not been submitted for the award of any other degree/diploma of the same University or to any other University.

f) **Appointment of referees for Ph.D. thesis:**

Appointment of referees is as per Annexure-3.

g) **Submission of thesis:**

i. The thesis shall be submitted in the prescribed format in spiral bound form and printing on both sides of a paper, along with a soft copy (CD). Soft copy shall have individual chapter wise files.

ii. The Ph.D. learner shall submit three copies of his/her thesis.

h) **Evaluation of Dissertation /Thesis:**

i. The Ph.D. thesis submitted by a research scholar shall be evaluated by his Research Guide and two external examiners.

i) **Viva voce:**

i. The *viva voce* of Ph.D. scholar shall be in the form of Open Defence of the thesis.

ii. The *viva voce* of the research scholar to defend the Ph.D. thesis shall be conducted only if the evaluation reports of the two external examiners is satisfactory and include a specific recommendation for conducting the *viva voce*.

iii. The *viva voce* shall be conducted by the *viva voce* committee in the case of Ph.D. thesis.

iv. The Ph.D. *viva voce* committee shall be constituted by the college and shall consist of the following.

1) The Principal or his/her nominee (not below the rank of Associate Professor) as Chairperson

2) The Research Guide as convenor

3) The External Examiner who is appointed to conduct the *viva voce*

4) One Professor/Associate Professor from any department other than the department concerned.

v. The *viva voce* shall be open to the members of the RAC, all faculty members of the department concerned, other research scholars and other interested experts/researchers.

vi. The *viva voce* shall include a brief presentation by the learner with respect to the research work done and the learner should be tested for his/her knowledge in the research / course area concerned and on the critiques given in the evaluation reports.

vii. If the evaluation report of the external examiner in case of one of the evaluation reports of the external examiners in case of Ph.D. thesis, is unsatisfactory and does not recommend *viva voce*, the thesis shall be sent to subsequent external examiner out of the approved list of examiners and the *viva voce* shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research learner shall be declared ineligible for the award of the degree.

viii. The day, date, time and place for the *viva voce* shall be notified by the Head of the Department at least eight days in advance.

ix. When the Head of the Department/the Principal himself/herself is the Guide for the Ph.D. learner, the *viva voce* committee shall be appointed by the Principal/Chairman of the governing Body

x. In case of dispute, the Principal/the Chairman of Governing Body shall take an appropriate decision.

xi. If neither of the external examiners is able to be present at the time of the *viva voce*, the Principal on the recommendation of the Research Guide and the Chairman, Governing Body may appoint a senior Research Guide to act as an external examiner for the *viva voce*.

- xii. In case the Research Guide concerned is not available for the *viva voce*, the Principal on the recommendation of the Head of the Department may appoint one of the senior Research Guides as examiner.
- xiii. The *viva voce* committee shall evaluate the performance of the learner and make a consolidated report signed by all the members along with the reply given to the queries raised by the external examiners and submit it to the College. This report signed by all the members of the committee shall be included in the thesis at the beginning. Further, along with the report, a list of the persons attending the open defence (attendance sheet) shall also be submitted to the College. The College shall recommend to the University to award Ph.D. degree to the research scholar.
- xiv. In case the *viva voce* is not satisfactory, the examiners may unanimously recommend with reasons that a fresh *viva voce* be organized within a period of not less than one month. If the defence is still not satisfactory, the panel should record the reasons for the same. The Committee may recommend the resubmission of the thesis with suggested changes or recommend the rejection of the thesis.
- j) **Provisional Certificate:**
On the recommendation of the College, prior to the actual award of the degree, the University shall issue a Provisional Certificate to the effect that the degree has been awarded from the date of the *viva voce*, in accordance with the provisions of the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016.
- k) **Depository with INFLIBNET:**
Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the CD of Ph.D. thesis, along with the hard bound copy of the dissertation/thesis in the prescribed format, shall be sent to the College and the University Library. After receiving the CD of the thesis in the format suggested, the Library shall prepare metadata of the thesis and shall then submit an Electronic copy of the Ph.D. thesis to INFLIBNET, along with the learner's approval form (Annexure-4), for hosting of the same so as to make it accessible to all institutions/colleges.

These rules are approved in the 20th Academic Council meeting held on 3rd May 2024, which subsequently are accepted in the 17th Governing Body meeting held on 11th June 2024.

These Rules shall come into force with immediate effect i.e. from the date of circulation and shall remain in force till the amendments in new Rules and Regulations are formulated.

Place: Mumbai

Principal

Annexure 1

Guidelines for preparation of Thesis

Shri Vile Parle Kelavani Mandal's

MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE & AMRUTBEN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS (AUTONOMOUS)

NAAC Reaccredited 'A' Grade, CGPA-3.57 (Feb 2016)

Granted under FIST-DST & Star College Scheme of DBT, Government of India

Best College, University of Mumbai (2016-17)

GUIDELINES FOR PREPARATION OF THESIS

For Ph. D. Guidelines for preparation of Thesis

Preamble:

The content of the Thesis (hereinafter called as report) must be paid utmost attention, which is being submitted in partial fulfillment of the requirements of the Doctoral, and Post-graduate degrees respectively. A standard format is equally important and may be prescribed by the college, which helps in bringing uniformity in all the reports and improves the aesthetics of report. The same format shall also be followed in preparation of the final soft copies to be submitted to the library.

1. Organization of the Thesis/Dissertation

This report shall be presented in a number of chapters, starting with Introduction and ending with Conclusions. It shall be ensured that all the chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into sections, sub-sections and so on as to present the content discretely and with due emphasis.

The report may be divided into two or more parts, each with an appropriate title, when the work comprises two or more mutually independent investigations. However, the numbering of chapters will be continuous right through, for example Part 1 may comprise Chapters 2-4, Part Two, and Chapters 5-8.

1.1 Introduction:

The title of Chapter 1 shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the report. It may also highlight the significant contributions from the investigation.

1.2 Review of Literature:

This shall normally form Chapter 2 and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

1.3 Report on the Present Investigation:

The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles.

- Due importance shall be given to experimental setup, procedures adopted, techniques developed, methodologies developed and adopted.
- While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in appropriate chapters.
- Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages.
- Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.

1.4 Results and Discussions:

This shall form the penultimate chapter of the report and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

1.5 Conclusions:

This will be the final chapter of the report. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. The scope for future work should be stated lucidly in the last part of the chapter.

1.6 Appendix:

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in the separate appendices, which shall be numbered in Roman Capitals (e.g. "Appendix I"). Since reference can be drawn to published/unpublished literature in the appendices these should precede the "Literature Cited" section.

1.7 Literature Cited:

This should follow the Appendices, if any, otherwise the Conclusions chapter. The learners shall follow the style of citation and style of listing in one of the standard journals in the course area consistently throughout his/her report. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given in addition to the journals/publishers, volume, number, pages(s) and year of publication.

Citation from websites should include the names(s) of author(s) (including the initials), full title of the article, website reference and when last accessed. Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

1.7.1 Publications by the learner:

Articles, technical notes etc. on the topic of the report published by the learner may be separately listed after the literature cited. This may also be included in the contents. The learners may also include reprints of his/her publications after the literature citation.

1.8 Acknowledgements:

The acknowledgments by the learner shall follow the citation of literature, signed by him/her, with date.

2. Thesis Format

2.1 Paper:

The report shall be printed / photocopied on white bond paper, whiteness 95% or above, weight 70 gram or more per square meter. The size of the paper shall be standard A4; height 297 mm, width 210 mm.

2.2 Type - Setting, Text Processing and Printing:

The text shall be printed on single side of a page. The standard font shall be **Times New Roman** of **12 pts** with **1.5-line spacing**.

2.2.1 Page Format:

The Printed Sheets shall have the following written area and margins:

Top Margin	:	15 mm
Head Height	:	3 mm
Head Separation	:	12 mm
Bottom Margin	:	22 mm

Footer	:	3 mm
Foot Separation	:	10 mm
Left Margin	:	30 mm
Right Margin	:	20 mm
Text Height	:	245 mm
Text Width	:	160 mm

When header is not used the top margin shall be 30 mm.

2.2.2 Pagination:

Page numbering in the text of the report shall be Hindu- Arabic numerals at the center of the footer. Page number “1” for the first page of the Introduction chapter shall not appear in print; only the second page will bear the number “2”. The subsequent chapters shall begin on a fresh page. Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., “iv”.

2.2.3 Header:

When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even numbered page headers and Chapter title or Section title on the odd numbered page header.

2.2.4 Paragraph format:

Vertical space between paragraphs shall be about 2.5-line spacing. A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page. The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

2.3 Chapter and Section Format:

2.3.1 Chapter:

Each chapter shall begin on a fresh page with an additional top margin of about 75mm. Chapter number (in Hindu - Arabic) and title shall be printed at the center of the line in 6mm font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 12 mm (spacing after font size 36 with single line spacing) shall be left between the Chapter number and Chapter title lines as also between Chapter title line and the first paragraph.

2.3.2 Sections and Sub-sections:

A chapter can be divided into Sections, Sub-sections and Sub-Sub Sections so as to present different concepts separately. Sections and sub-sections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Sub-section in third Section of Chapter 2. Chapters, Sections and Subsections shall be included in the contents with page numbers flush to the right. Further subsections need not be numbered or included in the contents.

The Section and Sub - Section titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centered) with 15 mm space above and below these lines.

In further subdivisions character size of 3 and 3.5 with bold face, small caps, all caps and italics may be used for the titles flushed left or centered. These shall not feature in the contents.

2.3.3 Table / Figure Format:

Tables and figures should be presented in portrait style as far as possible. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and figures shall be numbered chapter -wise. For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig 5.4.

Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption.

3. Auxiliary Format

3.1 Binding:

The final hard bound copies to be submitted after the viva-voce examination will be accepted during the submission of thesis/dissertation/ project report in black color.

3.2 Front Cover:

The front cover shall contain the following details:

- Full title of thesis in 6 mm 22 point's size font properly centered and positioned at the top.
- Full name of the learner in 4.5 mm 15 point's size font properly centered.
- A 50 mm diameter replica of the Institute emblem followed by the name of department, name of the Institute and the year of submission, each in a separate line and properly centered and located at the bottom of page.

3.2.1 Lettering:

All lettering shall be embossed in gold.

3.2.2 Bound back (Spiral):

The degree, the name of the learner and the year of submission shall also be embossed on bound side (spine) in gold.

3.3 Blank Sheets:

In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the thesis.

3.4 Title Sheet:

This shall be the first printed page of the report and shall contain the submission statement: the Thesis submitted in partial fulfillment of the requirements of the Degree, Ph.D., the name and Learner number of the learner, name(s) of the Guide and Co-Guide (s) (if any), Department, college and year of submission.

- Sample copy of the 'Title Sheet' is appended (Specimen 'A')

3.5 Dedication Sheet:

If the learner so desires s/he may dedicate her/his report, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have a page number.

3.6 Internal Approval Sheet:

In the absence of a dedication sheet this will form the first page and in that case shall not have a page number. Otherwise, this will bear the number two in Roman lower case "ii" at the center of the footer. The top line shall be:

1. Certificate

- Sample copy of the 'Internal Approval Sheet' is appended (Specimen "B")

3.7 Approval Sheet:

In the absence of a dedication sheet this will form the second page. Otherwise, this will bear the number three in Roman lower case "iii" at the center of the footer. The top line shall be:

1. Thesis Approval for Ph.D.

The Approval Sheets are to be included only in the hard bound copies which are submitted after the successful Ph.D. *viva voce* examination.

- A sample copy of the Approval Sheet is appended (Specimen 'C')

3.8 Abstract:

The 500 word abstract shall highlight the important features of the thesis/dissertation and shall correspond to the electronic version to be submitted to the library for inclusion in the website. The Abstract in the thesis, however, shall have two more parts, namely, the layout of the thesis giving a brief chapter- wise description of the work and the key words.

3.9 Contents, List of Figures and Tables:

The contents shall follow the Abstract and shall enlist the titles of the chapters, section and sub-section using decimal notation, as in the text, with corresponding page number against them, flushed to the right.

Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Contents.

3.10 Abbreviation Notation and Nomenclature:

A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures. (As far as possible, generally accepted symbols and notation should be used). Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu-Arabic. (The first pages in the both the cases shall not bear a page number).

3.11 A Declaration of Academic Honesty and Integrity:

A declaration of Academic honesty and integrity is required to be included along with every thesis/dissertation/ project report after the approval sheet. The format of this declaration is given in Specimen 'D' attached.

Specimen 'A': Title Sheet

(Title)

Submitted in partial fulfillment of the requirements
of the degree of
(Doctor of Philosophy/Science/Arts/Commerce /and so on)

by
(Name of the Learner)
(SAP No. _____)

Guide (s):
Name of Guide (s)

(Emblem of /University in diameter of 50 mm)

Shri Vile Parle Kelavani Mandal's
**MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE & AMRUTBEN
JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS (AUTONOMOUS)**

(Year)

Specimen 'B': Internal Approval Sheet

CERTIFICATE

This is to certify that the project entitled “**Title of project**” is a bonafide work of “**Name of learner**” (**SAP Number**) submitted to the SVKM's Mithibai College of Arts, Chauhan institute of Science & Amrutben Jivanlal College of Commerce and Economics (Autonomous) in partial fulfillment of the requirement for the award of the degree of “**Ph. D.**” in “**Program Name**”.

(Name and sign)
Co- Guide

(Name and sign)
Guide

(Name and sign)
Head of Department

(Name and sign)
Principal

Specimen `C': Approval Sheet

Thesis Approval for Ph. D.

This thesis / dissertation/project report entitled (*Title*) by (*Author Name*) is approved for the degree of _____ (*Degree details*).

Examiners

1.-----

2.-----

Date:

Place:

**Specimen `D' – Declaration
Declaration**

I declare that this written submission represents my ideas in my own words and where others' ideas or words have been included, I have adequately cited and referenced the original sources. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. I understand that any violation of the above will be cause for disciplinary action by the College and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed.

(Signature)

(Name of learner and SAP No.)

Date:

Specimen `E' – Starting Chapter Page Formatting

Chapter 1

Introduction

1.1 (Specimen “E”)

1.1.1 Formatting Guidelines

Specimen “F” – Various standard Styles of listing of references

Chapter

References

ASME standard

Book,

[1] Merritt, H. E., 1971, *Gear Engineering*, Pitman, New York, pp. 82–83.

Journal Paper,

[2] Arakere, N. K., and Nataraj, C., 1998, “Vibration of High-Speed Spur Gear Webs,” *ASME Journal of Vibration Acoustics*, 120(3), pp. 791–800.

Proceeding Paper,

[3] Stewart, R. M., 1977, “Some Useful Data Analysis Techniques for Gearbox Diagnostics,” *Proceedings of the Meeting on the Application of Time Series Analysis*, ISVR, University of Southampton, Southampton, UK.

Thesis,

[4] Kong, D. W., 2008, “Research on the Dynamics and Fault Diagnosis of the Large Gear Transmission Systems,” Ph.D., thesis, JiLin University, Changchun, China.

IEEE standard

Book,

[1] J. F. Curtis, (Ed.), *Processes and Disorders of Human Communication*. New York: Harper and Row, 1978.

Journal Paper,

[2] J. Schroeter and M. M. Sondhi, “Techniques for estimating vocal-tract shapes from the speech signal,” *IEEE Trans. Speech Audio Process.*, vol. 2, no. 1, pp. 133–150, 1994.

Proceeding paper,

[3] J. M. Pardo, “Vocal tract shape analysis for children,” in *Proc. IEEE Int. Conf. Acoust., Speech, Signal Process.*, 1982, pp. 763–766.

Annexure: 2

Rules and Regulations for Plagiarism and any Other Academic Dishonesty

As per the ethics in higher education, fair conduct of research and prevention of misconduct, and as per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, learners, researchers and faculty members should not perform any academic misconduct by the theft of intellectual property in any manner.

The research work carried out by the learner, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude common knowledge or coincidental terms, up to fourteen (14) consecutive words. It shall be covered by Zero Tolerance Policy on Plagiarism.

Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- i) All quoted work reproduced with all necessary permission and/or attribution.
- ii) All references, bibliography, table of contents, preface, and acknowledgements.
- iii) All generic terms, laws, standard symbols, and standard equations.

Levels of Plagiarism

Plagiarism will be quantified into the following levels in ascending order of severity for the purpose of its definition:

- i) Level 0: Similarities up to 10%
- ii) Level 1: Similarities above 10% and up to 40%
- iii) Level 2: Similarities above 40% and up to 60%
- iv) Level 3: Similarities above 60%

Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the college.

The authorities of college can also take suo moto notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the authorities on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

Departmental Academic Integrity Panel (DAIP)

- i) All Departments in the college shall notify a DAIP whose composition shall be as given below:
 - a. Chairman - Head of the Department
 - b. Member - Senior academician from outside the department, to be nominated by the Principal.
 - c. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including the Chairman).

- ii) The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the learner, faculty, researcher, and staff.
- iii) The DAIP shall have the power to assess the level of plagiarism and recommend penalty/ies accordingly.
- iv) The DAIP after investigation shall submit its report with recommendation on penalties to be imposed, to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

Institutional Academic Integrity Panel (IAIP)

- i) composition shall be as given below:
 - a. Chairman – Principal/Senior Academician of the college.
 - b. Member - Senior Academician other than Chairman, to be nominated by the Principal.
 - c. Member - One member nominated by the Principal from outside the college.
 - d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Principal.The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including the Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).
- ii) The IAIP shall consider the recommendations of DAIP.
- iii) The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv) The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the learner, faculty, researcher and staff of the college.
- v) The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi) The IAIP shall send the report after investigation and the recommendation on penalties to be imposed, to the Principal, within a period of 45 days from the date of receipt of recommendation of DAIP/complaint / initiation of the proceedings.
- vii) The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

Penalties

Penalties in the cases of plagiarism shall be imposed on learners pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the college only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and the individual in question has been provided enough opportunity to defend himself or herself in a fair and transparent manner.

Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of Plagiarism.

- i) Level 0: Similarities up to 10% - Minor Similarities, no penalty.
- ii) Level 1: Similarities above 10% and up to 40% - Such a learner shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii) Level 2: Similarities above 40% and up to 60% - Such a learner shall be debarred from submitting a revised script for a period of one year.
- iv) Level 3: Similarities above 60% -Such a learner's registration for that program shall be cancelled.
 - a) **Note 1:** Penalty on repeated plagiarism- Such a learner shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In cases where plagiarism of the highest level is committed, then the punishment for the same shall be operative.
 - b) **Note 2:** Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be, then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

Penalties in case of plagiarism in academic and research publications

- I. Level 0: Similarities up to 10% - Minor similarities, no penalty.
- II. Level 1: Similarities above 10% and up to 40%
 - i. Shall be asked to withdraw manuscript.
- III. Level 2: Similarities above 40% and up to 60%
 - i. Shall be asked to withdraw manuscript.

- ii. Shall be denied a right to one annual increment.
 - iii. Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Learner/scholar for a period of two years.
- IV. Level 3: Similarities above 60%
- i. Shall be asked to withdraw manuscript.
 - ii. Shall be denied a right to two successive annual increments.
 - iii. Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Learner/scholar for a period of three years.
- a. **Note 1:** Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then disciplinary action including suspension/termination as per service rules shall be taken by the college.
- b. **Note 2:** Penalty in cases where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be, then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Principal.
- c. **Note 3:** The College shall create a mechanism so as to ensure that each paper publication/thesis/dissertation by a learner, faculty, researcher or staff of the college is checked for plagiarism at the time of forwarding/submission.
- d. **Note 4:** If there is any complaint of plagiarism against the Principal, a suitable action, in line with these regulations, shall be taken by the Governing Body of the college.
- e. **Note 5:** If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.
- f. **Note 6:** If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting/s where his/her case is being discussed/investigated.

Annexure-3

Composition of RRC and Appointment of Referees for Ph.D.

Composition of Research & Recognition Committee (RRC)

Principal	Chairman
Head of the Department (if Head does not possess Ph.D. and/or not recognized guide of University of Mumbai then senior most teacher in the department concerned who is Ph.D. and is recognized guide of University Of Mumbai);	Member
Two Experts-	Member
i) Chairman, Board of Studies (of the course concerned) of the University of Mumbai;	Member
ii) From Industry or National Research Institute (nominated by the Principal)	Member
Expert in the area of Specializations (nominated by the Principal), where a referee is to be appointed for evaluation of highly specialized topic or course	Member
Convenor Research Committee/Vice Principal Research	Ex-officio member

Appointment of Referees for Ph.D.

- 1) Upon submission of dissertation/thesis for adjudication, the proposal for referee appointment shall be placed before the Research & Recognition Committee concerned for its consideration. RRC shall preferably recommend a total of six names from the panel of approved Examiners. Out of these names, three names shall be from the State and other three names shall be from Outside the State.
- 2) The list of names of examiners / referees so recommended by the Research and Recognition committee shall be placed before the Chairman for his approval. He shall nominate the Examiners for evaluation of dissertation/thesis with preference number.
- 3) The invitation letters shall be sent to the first referee of each category. If any referee refuses to accept the invitation for such evaluation, the invite letter shall be sent to the next referees from the same category in the serial order.
- 4) The synopsis and dissertation/thesis shall be sent to the examiners / referees who have accepted the appointment.
- 5) If all the referees refuse to accept the appointment, fresh proposal is to be placed before the Research & Recognition Committee concerned for its consideration.

Annexure-4

Learner Approval form

Name of the Author	
Department	
Degree	
University	
Guide	
Thesis Title	
Year of Award	

Agreement

1. I hereby certify that, if appropriate, I have obtained and attached hereto a written permission/statement from the owner(s) of each third party copyrighted matter to be included in my thesis/dissertation, allowing distribution as specified below.
2. I hereby grant to the university and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis/dissertation, in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis/dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis, dissertation, or project report.

Conditions:

1. Release the entire work for access worldwide	
2. Release the entire work for 'My University' only for 1 year, 2 years, 3 years and after this time release the work for access worldwide.	
3. Release the entire work for 'My University only, while at the same time releasing the following parts of the work (e.g. because of the parts that relate to publications for worldwide access: a) Bibliographic details and Synopsis only b) Bibliographic details, synopsis and the following chapters only c) Preview/Table of Contents/24 page only	
4. View Only(no downloads)(worldwide)	

Signature of the Scholar

Signature and seal of the Guide

Place

Date

Annexure-5

Passing Standards for Course work:

Passing criteria for each course of Pre Ph.D. will be 55%. The examination for Pre-Ph.D. course will be annual basis. The guidelines for clearing Pre-Ph.D. course work are as under

Sr. No.	Internal assessment	Term end examination	Aggregate Passing/Failing	Result treatment
1	Completed	Fail	Fail	Such students will be required to re-register for the respective courses/s in which he/she failed to pass, after completion of the stipulated period of entire pre. Ph.D. course work. Such student, thereafter should complete the requirement of the respective course ab initio. Only one additional attempt will be allowed to the student. However, student who have failed to pass in more than two courses, will have to take re-admission for the entire programme.
2	Not completed	Not eligible for term end examination	Fail	Such students will be required to re-register for respective courses/ in which he/she has failed to pass after completion of the stipulated period of entire Pre-Ph.D. course work. Such student, thereafter should complete the requirement of the respective course ab initio which he/she has failed. However, student who have failed to pass in more than two courses, will have to take re-admission for the entire programme
3	Completed	Absent in term end examination due to exceptional circumstances e.g. hospitalization, death in family, official work etc.		Special re-examination to be conducted only after recommendation by the Head of the Research Centre and The Principal. These recommendations will be case to case basis.

Proportionate course fee will be applicable for such students who fail to pass and re-register for the respective course/s.

A student who fails to pass in more than two courses at the time of completion of stipulated period of course work, will be required to take re-admission for the entire course work along with the subsequent batch of students by paying full fees as applicable in that year.

Place: Mumbai

Principal