

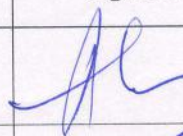

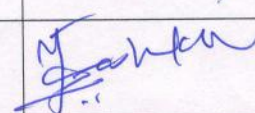
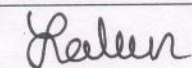
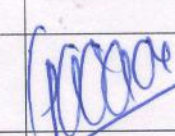
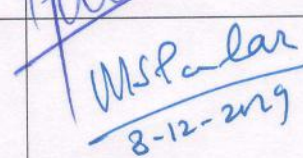
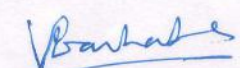
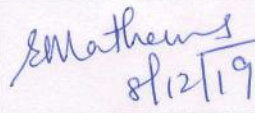
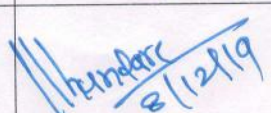
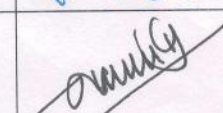
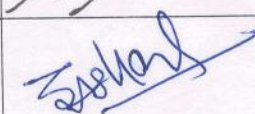
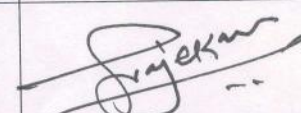
Janardan Bhagat Shikshan Prasarak Sanstha's  
**CHANGU KANA THAKUR**  
**ARTS, COMMERCE & SCIENCE COLLEGE, NEW PANVEL**  
**(Autonomous)**

(Re-accredited 'A+' Grade by NAAC, 'College with Potential for Excellence' Status Awarded by UGC  
 & 'Best College Award' by University of Mumbai)

**Meeting of Governing Body**

Meeting of Governing Body for the academic year 2019-20 called to order on Sunday,  
 08<sup>th</sup> December, 2019 at 11:00 a.m. under the Chairmanship of Hon. Shri. Ramsheth Thakur  
 (Ex-M.P.)

**Members Present:**

Sr. No.	Name	Position	Signature
01	<b>Hon'ble Shri. Ramsheth Thakur (Ex-M.P.)</b> Chairman, J.B.S.P. Sanstha, Panvel	Chairman	
02	<b>Hon. Dr. Anil Patil</b> Chairman, Rayat Shikshan Sanstha, Satara	Member (Educationist)	
03	<b>Hon'ble Shri. Y. T. Deshmukh</b> Vice-Chairman, J.B.S.P. Sanstha, Panvel	Member (Management)	
04	<b>Hon'ble Shri. Prashant Thakur (M.L.A. Panvel)</b> Member, Board of Executives, J.B.S.P. Sanstha, Panvel.	Member (Management)	
05	<b>Dr. S. T. Gadade</b> Secretary-J.B.S.P. Sanstha	Member (Management)	
06	<b>Prof. M. S. Parihar</b> Head, School of Studies in Zoology & Biotechnology, Vikram University, Ujjain 456010, Madhya Pradesh	Member (UGC Nominee)	 MS Parihar 8-12-2019
07	<b>Prof. (Dr.) V. D. Barhate</b> Principal, C. K. Thakur A.C.S. College, New Panvel	Member Secretary	
08	<b>Dr. (Mrs.) Elizabeth Mathews</b> Incharge-Faculty of Commerce, C. K. Thakur A.C.S. College, New Panvel	Member (Teacher)	 E Mathews 8/12/19
09	<b>Dr. U. T. Bhandare</b> Incharge-Faculty of Arts, C. K. Thakur A.C.S. College, New Panvel	Member (Teacher)	 U Bhandare 8/12/19
10	<b>Dr. S. K. Patil</b> Vice-Principal, C. K. Thakur A.C.S. College, New Panvel	Permanent Invitee	
11	<b>Dr. B. D. Aghav</b> IQAC-Coordinator, C. K. Thakur A.C.S. College, New Panvel	Permanent Invitee	
12	<b>Mr. Shailesh N. Vajekar</b> RUSA-Coordinator, C. K. Thakur A.C.S. College, New Panvel	Permanent Invitee	

Janardan Bhagat Shikshan Prasarak Sanstha's

**CHANGU KANA THAKUR  
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**Governing Body Meeting**

**MINUTES OF MEETING OF GOVERNING BODY**

**Meeting No. : 01**

**Academic Year : 2019-20**

**Date : 08/12/2019**

Minutes of the 1<sup>st</sup> meeting of the members of the Governing Body for the academic year 2019-20 held on Sunday, 8<sup>th</sup> December 2019 at 11:00 a.m. in Skill Development Resource Centre, Changu Kana Thakur A.C.S. College, New Panvel.

**This meeting was attended by the following members:**

Sr. No.	Name	Designation	Position
01	Shri. Ramsheth Thakur (Ex-M.P.)	Chairman, J.B.S.P. Sanstha, Panvel	<b>Chairman</b>
02	Dr. Anil Patil	Chairman, Rayat Shikshan Sanstha, Satara	<b>Member</b> (Educationist)
03	Shri. Y. T. Deshmukh	Vice-Chairman, J.B.S.P. Sanstha, Panvel	<b>Member</b> (Management)
04	Shri. Prashant Thakur (M.L.A. Panvel)	Member, Board of Executives, J.B.S.P. Sanstha, Panvel	<b>Member</b> (Management)
05	Dr. S. T. Gadade	Secretary-J.B.S.P. Sanstha, Panvel	<b>Member</b> (Management)
06	Prof. M. S. Parihar	Head, School of Studies in Zoology & Biotechnology, Vikram University, Ujjain, Madhya Pradesh	<b>Member</b> (UGC Nominee)
07	Dr. (Mrs.) Elizabeth Mathews	Incharge-Faculty of Commerce, C. K. Thakur A.C.S. College, New Panvel	<b>Member</b> (Teacher)
08	Dr. U. T. Bhandare	Incharge-Faculty of Arts, C. K. Thakur A.C.S. College, New Panvel	<b>Member</b> (Teacher)
09	Dr. S. K. Patil	Vice-Principal, C. K. Thakur A.C.S. College, New Panvel	<b>Permanent Invitee</b>



10	<b>Dr. B. D. Aghav</b>	IQAC-Coordinator, C. K. Thakur A.C.S. College, New Panvel	<b>Permanent Invitee</b>
11	<b>Mr. Shailesh N. Vajekar</b>	RUSA-Coordinator, C. K. Thakur A.C.S. College, New Panvel	<b>Permanent Invitee</b>
12	<b>Prof. (Dr.) V. D. Barhate</b>	Principal, C. K. Thakur A.C.S. College, New Panvel	<b>Member Secretary</b>

The following members could not attend the meeting and the leave of absence was granted to them:

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Position</b>
01	<b>Dr. Vijay Joshi</b>	Ex-Joint Director (I/C), State Project Directorate (SPD) Maharashtra, Rashtriya Uchchta Shiksha Abhiyan (RUSA)	<b>Member</b> (Management)
02	<b>Dr. Sanjay Jagtap</b>	Regional Joint-Director, Higher Education, Konkan Region, Panvel, Raigad	<b>Member</b> (State Government Nominee)
03	<b>Dr. Ajay Bhamre</b>	Dean, Faculty of Commerce, University of Mumbai & Principal, Ramanand Arya DAV College, Bhandup	<b>Member</b> (University Nominee)

The meeting started with the welcome of the Chairman and all the members by the Prof. (Dr.) V.D. Barhate, Principal, C.K.Thakur ACS College, New Panvel.

Prof. (Dr.) V. D. Barhate, presented a profile of the college and the agenda of the meeting. The agenda for the meeting were approved without modification.

#### **Business of meeting:**

##### **Item No. 1**

**To approve the panel of various Statutory and Non-statutory bodies as per the guidelines of the UGC and Government of Maharashtra for Autonomous Colleges**

##### **Description:**

Prof. (Dr.) V. D. Barhate, Principal, Changu Kana Thakur A.C.S. College, New Panvel, informed that for the effective implementation of Autonomy, the college has constituted Statutory (Annexure 1) and non-statutory bodies (Annexure 2) as per the guidelines of UGC and Govt. of Maharashtra.

##### **Discussion:**

Dr. Anil Patil, Chairman, Rayat Shikshan Sanstha, Satara, emphasized to abide by all the rules for forming the Statutory and Non-statutory bodies.

**Resolution:**

After having detailed discussion the panels of various Statutory and Non-statutory bodies have been approved unanimously.

**Item No. 2**

**To discuss and approve the new programmes and courses for the academic year 2019-20**

**Description:**

In this academic year, the college has started a new programme: T.Y.B.Sc. Zoology, 04 new certificate courses, 03 new diploma courses and 05 new bridge courses which were approved by respective Board of Studies and Academic Council.

**Discussion:**

Dr. Anil Patil suggested that while commencing a new programme/course, care must be taken that the programme/course should be job oriented. We should analyse the future need of the industry and then design the programme/course. e.g. programmes/courses related to Artificial intelligence (A.I.), Robotics, Cloud computing and Cyber security will enhance the employability of learners. The college should make MoU with external agencies for integrated courses and placement.

**Resolution:**

After having detailed discussion the new programmes and courses for the academic year 2019-20 have been approved unanimously.

**Item No. 3**

**Approval of Curricula of UG and PG Programmes**

**Description:**

For the academic year 2019-20, curricula of UG and PG programmes were re-designed by respective Board of Studies. About 15-20% of changes in the curricula were made as per the suggestions and inputs given by the Board of Studies. It was further approved by Academic Council and uploaded on the college website.

**Discussion:**

Dr. Anil Patil suggested that there should be at least a 33% change in the curriculum after every 3 years. The portion related to Soft skill development as well as career guidance should be incorporated in the curriculum.

**Resolution:**

After having detailed discussion the Curricula of UG and PG Programmes for the academic year 2019-20 has been approved unanimously.



#### **Item No. 4**

**Approval of appointments of teachers for the current academic year have done as per the policies laid down by the UGC-Delhi, Govt. of Maharashtra and Janardan Bhagat Shikshan Prasarak Sanstha, Panvel**

#### **Description:**

In our college, all appointments of teachers have been done, as per rules of UGC-Delhi, Govt. of Maharashtra and Janardan Bhagat Shikshan Prasarak Sanstha, Panvel

#### **Discussion:**

Dr. Anil Patil suggested that external professionals from NGO and Industry sectors should be involved in teaching some modules of curricula.

#### **Resolution:**

After having a detailed discussion the policy of appointments of teachers has been approved unanimously.

#### **Item No. 5**

**Commencement of online courses and MOOC courses from the SWAYAM platform**

#### **Description:**

The MOOC courses are helpful to upgrade the skill-based knowledge of students. The college has started these courses for faculty (as a part of FDP) and learners. This year, we have completed 07 MOOCs. *courses*.

#### **Discussion:**

Dr. Anil Patil suggested that MOOC courses from the SWAYAM platform should be integrated with the regular curriculum of the PG learners on a compulsory basis.

#### **Resolution:**

After having a detailed discussion the permission has been granted unanimously to commence online courses and MOOC courses from the SWAYAM platform.

#### **Item No. 6**

**To discuss and approve the fees structure of programmes and courses for academic year 2019-20**

#### **Description:**

College is following the fees structure as per the circulars of University of Mumbai. Principal Prof. (Dr.) V.D. Barhate informed the members that the college has not made any change in the fees structure of the previous year and the same is implemented for the Academic year 2019-20.

**Discussion:**

Shri. Ramsheth Thakur, Chairman, J.B.S.P. Sanstha, Panvel and Dr. Anil Patil, Chairman, Rayat Shikshan Sanstha, Satara, suggested that the fees must be finalized in such a way to facilitate self-sustenance of the programmes in subsequent years.

**Resolution:**

After having a detailed discussion the fees structure of programmes and courses for the academic year 2019-20 has been approved unanimously. It is also resolved that the fees are to be increased by 25% for U.G. and 30% for P.G. programmes and courses from next academic year (i.e. academic year 2020-21) and 5% increase every year for successive two years (i.e. up to 2022-23). After having a financial assessment, the decision of revision of fees is to be considered subsequently.

**Item No. 7****Approval of revised Examination Manual****Description:**

The examination cell of the college has prepared an examination manual similar to that of the University of Mumbai with necessary modifications in the examination pattern as per suggestions from the respective Board of Studies. The final draft was approved by Academic Council and uploaded on the website.

**Discussion:**

Dr. Anil Patil suggested that utmost care should be taken to maintain the purity of the evaluation system as it the core of the entire education system.

**Resolution:**

After having a detailed discussion the revised Examination Manual has been approved unanimously.

**Item No. 8****Discussion and approval of examination fees and remuneration for the teachers and non-teaching staff engaged in examination work.****Description:**

Principal Prof. (Dr.) V. D. Barhate informed the members that college is following the circulars of University of Mumbai for the collection of examination fees and remuneration to teachers and non-teaching staff engaged in the examination work.

**Discussion:**

Dr. Anil Patil suggested that the examination fees should compensate for all the expenses associated with the examination.

**Resolution:**

After having a detailed discussion the revised examination fees and remuneration to teachers and non-teaching staff have been approved unanimously. It is also resolved that for the academic year 2020-21, the proposal to increase examination fees be submitted for consideration.

**Item No. 9****Discussion and approval of policy for promotion of research and consultancy****Description:**

Teachers and student need to be provided with seed money & incentives for the promotion of research & consultancy. The college has prepared an extensive plan for this purpose (Annexure 8).

**Discussion:**

Dr. Anil Patil suggested that the teachers should be encouraged for publication of their research work in UGC recognized journals and to apply for the patent for innovations. Teachers should involve students in research activities.

**Resolution:**

After having a detailed discussion the policy for promotion of research and consultancy has been approved unanimously.

**Item No. 10****Administrative approval of Annual e-governance system****Description:**

Adoption of e-governance is inevitable for good governance and smooth conduct of academic and administrative work. It has also been made mandatory by NAAC and RUSA. Therefore, the college has planned to implement the e-governance system in the area of Administration, Finance and Accounts, Student admission and Support, and Examination from the next academic year 2020-21.

**Discussion:**

Dr. Anil Patil suggested that college should digitalize all the existing systems and regularly go for external academic and financial audit.



**Resolution:**

After having a detailed discussion the Annual e-governance system has been approved unanimously.

**Item No. 11****Approval of following scholarships, studentships, fellowships, prizes and medals**

- a. Scholarships for deserving students based on merit
- b. Fee concessions for national and international achievers in NCC, NSS, sports and cultural activities organized by University/Govt. of Maharashtra/Govt. of India.
- c. Special financial assistance for physically challenged students
- d. Late Shri. Janardan Atmaram Bhagat Scholarship for merit rankers.
- e. Late Shri. Changu Kana Thakur Scholarship for merit rankers.
- f. Late Smt. Bhagubai Changu Thakur Scholarship for merit rankers (Girls).

**Description:**

Principal Prof. (Dr.) V. D. Barhate informed the members that as per the guidelines of NAAC, the college has planned for scholarships for meritorious students, for National and International Awardee in NCC, NSS, Sports, DLLE and Cultural activities, and scholarship for physically disabled students (Divyangjan). Details are given in Annexure 10.

**Discussion:**

Dr. Anil Patil and Shri. Ramsheth Thakur expressed their views that recognition and felicitation of student's achievement have a positive impact on the progress of that student and it also encourages other students for similar achievements.

**Resolution:**

After having a detailed discussion with an appreciation, the item about the scholarships, studentships, fellowships, prizes and medals has been approved unanimously.

**Item No. 12****Discussion and approval of allocation of funds to the items/facilities mentioned in the Detailed Project Report (DPR) submitted to RUSA.****Description:**

Principal Prof. (Dr.) V. D. Barhate informed the members that RUSA has sanctioned a fund of Rs. 5 Crore for the up-gradation of academic and administrative processes. For the utilization of this fund, Detailed Project Report (DPR) has been prepared by RUSA fund utilization committee of our college and the same is submitted to and approved by RUSA, Govt. of India.

**Resolution:**

After having a detailed discussion the incidental expenditures to conduct meetings of the authorities under RUSA have been approved unanimously.

**Item No. 15****To discuss and approve the accounts along with audit status for the financial year 2018-19****Description:**

As a part of mandatory accounting practice, the college has prepared the Receipt and Payment Accounts and Balance Sheet. Is also has been audited by a statutory auditor. These accounting statements had been approved by the Finance Committee and put for the approval of the Governing Body.

**Discussion:**

Dr. Anil Patil suggested that the measures should be taken to minimize the deficit.

**Resolution:**

After having a detailed discussion the audited Receipt and Payment Accounts and Balance Sheet for the financial year 2018-19 have been approved unanimously.

**Item No. 16****Discussion and approval of the Budget for the financial year 2019-20****Description:**

The college has prepared the Budget estimate for the financial year 2019-20 and it has been approved in the meeting of Finance Committee of the college. Details are given in Annexure 15.

**Discussion:**

Shri. Ramsheth Thakur, Chairman, J.B.S.P. Sanstha appreciated that the deficit is decreasing, but it is the need of the time that college should make an attempt to manage its expenses from its own receipts.

**Resolution:**

After having a detailed discussion the Budget for the financial year 2019-20 has been approved unanimously.

**Item No. 17****Any other matter with the permission of the chair****Discussion:**

No other matter was proposed by any of the members.

### **Item No. 18**


#### **Closing remarks**

#### **Discussion:**


Dr. Anil Patil proposed that the college should undertake time-bound projects. He also suggested that college should always keep a corpus fund for infrastructure development. Shri. Y.T. Deshmukh, Vice-chairman, J.B.S.P. Sanstha, Panvel mentioned that the college has outstanding achievements, but there is a need to publicize it. Dr. S.T. Gadade, Secretary J.B.S.P. Sanstha informed the members that the college has initiated the Foundation Course in NSS/NCC/Physical Education for imparting value education.

The meeting was concluded with a vote of thanks proposed by Dr. S. K. Patil, Vice-Principal and Head-Department of Chemistry.

#### **Prepared by**

  
**Mr. Shailesh N. Vajekar**  
RUSA-Coordinator,  
Changu Kana Thakur A.C.S. College,  
New Panvel

#### **Endorsed by**

  
**Prof. (Dr.) Vasant D. Barhate**  
Member Secretary-Governing Body,  
Principal,  
Changu Kana Thakur A.C.S. College,  
New Panvel

#### **Approved by**

  
**Hon. Shri. Ramsheth Thakur (Ex-M.P.)**  
Chairman-Governing Body,  
Chairman, J.B.S.P. Sanstha,  
Panvel



**Item No. 1**

To approve the panel of various statutory and non-statutory bodies as per the guidelines of the UGC and Govt. of Maharashtra for Autonomous Colleges

**Statutory Bodies**

1	Governing Body
2	Academic Council
3	Board of Studies
4	Finance Committee

**Note: Kindly refer Annexure-1**

## ● Non-Statutory Committees

1	External Peer Team
2	Planning and Evaluation Committee
3	Grievance Redressal Committee
4	Examination Committee
5	Admission Committee
6	Library Committee
7	Student Welfare Committee
8	Sexual Harassment Committee
9	Extra-Curricular Activities Committee
10	Academic Audit Committee

**Note: Kindly refer Annexure-2**

## Item No. 2

To discuss and approve the new programmes and courses  
for the academic year 2019-20

### ● New programmes

1	T.Y.B.Sc. in Zoology
---	----------------------

### ● New Certificate courses

1	Certificate Courses in Spoken English and Voice Modulation (F.Y.B.A.)
2	Certificate Courses in Phonetics and Phonology (M.A.)
3	Certificate Course in Theatre (F.Y.B.A./B.Com. B.Sc.)
4	Certificate Course in Creative writing in Hindi
5	Certificate Course in Retail Management
6	Certificate Course in Event Management
7	Certificate Course in Government Accounting
8	Certificate Course in SAP ERP FICO
9	Certificate Course in Human Resource Managements
10	Certificate Course in Applied Biotechnology
11	Certificate Course in Photoshop
12	Certificate Course in Web Development
13	Certificate Course in C++ Programming
14	Certificate Course in Personality Development & interview skills



### ● New Diploma courses

1	Diploma courses in Advanced Communicative English (T.Y. B.A.)
2	Diploma courses in Corporate Professionalism (T. Y. B.A. /B. Com./ B.Sc.)
3	Diploma Course in Applied Biotechnology

### ● New Bridge courses

1	Bridge Course in Business English (F.Y. B. Com.)
2	Bridge Course in Soft Skill Training
3	Bridge Course in Microbial Studies
4	Bridge Course in Microbial Techniques
5	Bridge Course in Database Programming

### Annexure - 3

Under Graduate Programme	14
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Research Programme	08
Diploma Programme	08
Certificate Course	31
Bridge Course	11
Remedial	14

### **Under Graduate Programme - 14**

<b>Arts</b>
1) B.A. (Economics) 2) B.A. (History) 3) B.A. (Hindi) 4) B.A. (Geography) 5) B.A. (English)
<b>Commerce</b>
1) B. Com. 2) B. Com. (Accounting & Finance) 3) B. M. S. (Finance, Marketing and Human Resource)
<b>Science</b>
1) B. Sc. (Chemistry) 2) B. Sc. (Microbiology) 3) B.Sc. (Zoology) 4) B. Sc. (Biotechnology) 5) B. Sc. (Computer Science) 6) B. Sc. (Information and Technology)

### **Post Graduate Programme - 10**

<b>Arts</b>
1) M.A. (Economics) 2) M. A. (Hindi Literature) 3) M.A. (English Literature)
<b>Commerce</b>
1) M. Com. (Advanced Accountancy)
<b>Science</b>
1) M.Sc. (Organic Chemistry) 2) M.Sc. (Analytical Chemistry) 3) M.Sc. (Microbiology) 4) M.Sc. (Biotechnology) 5) M.Sc. (Computer Science) 6) M.Sc. (Information Technology)



### Research Programme - 08

Arts	
Research	1) Ph.D. in Hindi
Commerce	
Research	1) Ph.D. in Commerce in the Subject of Business Policy and Administration
	2) Ph.D. in Commerce in the Subject of Accountancy
Science	
Research	1) M. Sc. in Chemistry (By Research)
	2) Ph. D. in Physical Chemistry
	3) Ph. D. in Organic Chemistry
	4) Ph. D. in Inorganic Chemistry
	5) Ph. D. in Biotechnology

### Diploma Programme - 08

1) Diploma Course in Advanced Communicative English (T.Y.B.A.)
2) Diploma Course in Corporate Professionalism (T.Y.B.A/ B.Com/ B.Sc)
3) Diploma Course in Mass Media – Hindi
4) Diploma Course in C.A. Common Proficiency Test (CPT)
5) Diploma Course in Applied Biotechnology
6) Diploma Course in Fashion Designing (Autonomous)
7) Diploma Course in Interior Designing (Autonomous)
8) Diploma Course in Interior Designing (SNDT)

### Certificate Course - 31

1) Certificate Course in Spoken English and Voice Modulation
2) Certificate Course in Phonetics and Phonology
3) Certificate Course in Theatre
4) Certificate Course in Creative Writing in Hindi
5) Certificate Course in Communicative English
6) Certificate Course in Light Music

7) Certificate Course in Mass Media – Hindi
8) Certificate Course in Journalism
9) Certificate Course in Rural Development
10) Certificate Course in B.R. Ambedkar Thoughts
11) Certificate Course in Yoga for Women
12) Certificate Course in Retail Management
13) Certificate Course in Event Management
14) Certificate Course in Government Accounting
15) Certificate Course in SAP ERP FICO
16) Certificate Course in Human Resource Management
17) Certificate Course in Certified Tax Account Plus
18) Certificate Course in Fundamentals of Finance, HR and Marketing
19) Certificate Course in Applied Biotechnology
20) Certificate Course in Environmental Biochemistry
21) Certificate Course in Clinical Studies and Data Analysis
22) Certificate Course in Personality Development and Interview Skill
23) Certificate Course in Bioinformatics
24) Certificate Course in Vermicompost Technology
25) Certificate Course in Photoshop
26) Certificate Course in Web Development
27) Certificate Course in C++ Programming
28) Certificate Course in Basics of Biophysics
29) Certificate Course in Fashion Designing
30) Certificate Course in AutoCAD
31) Certificate Course in 3D-Max

### Bridge Course - 11

1) Bridge Course in Conversational English
2) Bridge Course in Business English
3) Bridge Course in Soft Skill Training



**University of Mumbai**

॥ विद्या विनयेन शोभते ॥

*Janardan Bhagat Shikshan Prasarak Sanstha's*



**Changu Kana Thakur**

**Arts, Commerce and Science College, New Panvel  
Autonomous**

**Manual  
on  
Examination and Evaluation System  
for  
Faculty of Arts, Commerce and Science  
  
*Under Autonomous status with  
Credit Based Semester and Grading System***

***(To be implemented from Academic Year 2019-2020)***

**2019-20**

**Manual on Examination and Evaluation system under autonomous status with Credit Based Semester and Grading System implemented in Changu Kana Thakur Arts, Commerce and Science College, New Panvel:-**

@ Changu Kana Thakur Arts, Commerce and Science College, New Panvel 2019

First Edition: May 2019

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An official Manual of Examination and Evaluation system is publishing first time for the use of administrators, teachers, administrative staff and learners to make them acquainted with the Examination and Evaluation System to be implemented at Changu Kana Thakur Arts, Commerce and Science College, New Panvel with effect from the Academic Year 2019-20. The following members have been contributed for writing of the content of this manual and its preparation,

**Contributed by,**

- Prin. Dr. S. T. Gadade, Secretary, J.B.S.P. Sanstha, Panvel
- Prin. Dr. V. D. Barhate, Principal, C. K. Thakur A. C. S. College, New Panvel
- Dr. S. K. Patil, Vice principal, C. K. Thakur A. C. S. College, New Panvel
- Dr. V. D. Patil, Associate Professor, Department of Chemistry
- Mrs G. U. Patil, Assistant Professor, Department of Physics
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*Janardan Bhagat Shikshan Prasarak Sanstha's*



**Changu Kana Thakur**

**Arts, Commerce and Science College, New Panvel**  
**Autonomous**

**Manual**  
**on**  
**Examination and Evaluation System**  
**for**  
**Faculty of Arts, Commerce and Science**  
***Under Autonomous status with***  
***Credit Based Semester and Grading System***

***(To be implemented from Academic Year 2019-2020)***



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## Preface

Changu Kana Thakur Arts, Commerce and Science College, New Panvel is a Government Aided Autonomous, NAAC Re-accredited with 'A+' grade, College with Potential for Excellence' Status Awarded by University Grants Commission, 'Best College Award' by University of Mumbai, ISO 9001:2015 and ISO 4101:2015 and Level 2, Green Certified, Institute functions according to the vision statement of being a pacesetter by executing the examination calendar accurately, declaring results on time and having a complete transparency in conducting the examinations and also declaring results.

Being an autonomous institute the examination section plays a very important role in branding the institute and smooth conduct of all activities. Examination calendar is uploaded semester wise in the first week of the commencement of the academic year. The examination calendar is followed strictly and no changes are made unless unexpected events occurred. This helps students to plan their industrial visits and internships well in advance. Further, students get sufficient time for the preparation of competitive examinations such as GRE, CAT, UPSC, MPSC and CSE. Academic excellence is achieved by continuous evaluation and transparent examination system. The Appointment letters to faculty is sent along with the schedule for exams from time to time. There are two exams being conducted semester wise by the examination section. Class Test-I is scheduled after 6 weeks of teaching learning and Semester End Examination at the end of each semester after the completion of 90 working days. There is also Additional Examination for the students who remained absent on genuine grounds, which is conducted after 15 days of last paper held. Examination section follows a transparent policy by showing the answer books to students along with the synoptic submitted by the paper setter. Any changes are to be given to examination section with an explanation by the faculty for the reasons for changes.

The examination has their own rules and regulations which have been approved by academic council from time to time.

Every semester a general audit shall be conducted for the purpose of quality checks on Question Paper and evaluation.

Graduation Ceremony is conducted by the Institute. The parent university (University of Mumbai) award degrees to the students evaluated and recommended by our college. The degree certificates depict a common format devised by the university. The degree certificate mention name of the college with specification 'Affiliated to University of Mumbai'.

## VISION

We are committed to be recognized as an institution that is a pace setter for following the examination calendar, declaring results in time with transparency, secrecy, sanctity in pre-examination, conduct of examination and post-examination processes and also committed to expanding the horizon and inspiring young minds towards academic excellence.

## OBJECTIVES

- To conduct Semester End Examinations and Internal Assessment Tests.
- To declare results of the students.
- To assess students and conduct overall evaluations as per the norms & regulations of 'University of Mumbai' as a statutory requirement.

## SCOPE

- Applicable for Degree College under Graduate and Post Graduate Programmes/Courses.
- Continuous Evaluation of students' progress Semester wise.

## **3. Basic Concepts**

### **3.1 Overview**

The development of any comprehensive Choice-Based Credit System pre-supposes that there is complete conceptual understanding of the associated terms and their interpretation. These terms must not only be understood uniformly by all those using the system, but must also be well documented so as to facilitate provisions for learner mobility between two or more academic programmes within a single institution or across educational institutions within and outside the country. A review of the Credit Systems operating in many parts of the globe does indicate some nation wise variations in terms of the numerical values assigned to a single Credit Point, but the conceptual meanings of the related terms remain uniform across the board. In this Unit, an attempt has been made to explain some of the concepts that are central to the Choice-Based Credit System. The reader is advised to apply some of these terms in his/her own context and refine his/her understanding of the same.

### **3.2 Key Terms (Terminology)**

#### **3.2.1 Programme:**

A Programme is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study. For example, Certificate in office Computing, Diploma in Journalism, B. Com, M. Com etc. would be called 'Programmes' at the Certificate, Diploma, Degree and Post Graduate Degree level respectively. Over the years, most

of the Universities/Colleges have been using the term 'Course' to indicate what is meant here by 'Programme'. In order to use common nomenclature, therefore, let us refer to B.A, B.Sc and B.Com as Programmes, and not Courses.

### **3.2.2 Course:**

A 'course' in simple terms corresponds to the word 'subject' used in many Universities. A course is essentially a constituent of a 'programme' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. All the learning topics included in a course must necessarily have academic coherence, that is, there must be a common thread linking the various components of a course. A number of linked courses considered together are in practice form a programme. For instance, Accountancy & Financial Management, Business Economics, Foundation Course, Commerce etc. included under the B. Com. Programme would be called 'Courses'.

### **3.2.3 Module and Unit:**

A course which is generally an independent entity having its own separate identity, is also often referred to as a 'Module' in today's parlance, especially when we refer to a 'modular curricular structure'. A module may be studied in conjunction with other learning modules or studied independently. While it is a common practice to treat a single course as an independent module, there are instances where in a single 'Unit' or a Topic within a course is treated as a Module. For instance, one Topic in a course on 'Accountancy & Financial Management' could be 'Accountancy' such a topic would be called as 'Unit'. If this Unit can operate as a single separate entity, it may be called a 'Module'. Structuring the entire curriculum of a programme in terms of independent modules helps to provide a lot of flexibility and choice for the learner. He/She can then work out his own combination of courses as per his/her own inclinations.

### **3.2.4 Credit Point:**

This has a reference to the 'Workload' of a learner and is an index of the number of learning hours deemed for a certain segment of learning. These learning hours may include a variety of learning activities like reading, reflecting, discussing, attending lectures / counselling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc. Generally, a system of assigning Credit Points (CP) for a single course is practiced in most countries across the globe. Credits assigned for a single course always pay attention to how many hours it would take for an average learner to complete a single course successfully. The fallacy of assigning credits to a course purely based on how many lectures (teaching hours) are conducted for a learner at a certain level needs to be avoided. Although there is no hard and fast rule regarding how many credit points a single course should have, by and large a course may be



assigned anywhere between 4 to 8 credit points wherein 1 credit is construed as corresponding to approximately 30 learning hours.

### **3.2.5 Credit completion and Credit accumulation:**

Each module of an academic programme that has been assigned specific credit points also has a certain scheme of learner evaluation as well as certain specific criteria defining successful completion. Credit completion or Credit acquisition may be considered to take place after the learner has successfully cleared all the evaluation criteria with respect to a single course. Thus, a learner who successfully completes a 4 CP course may be considered to have collected or acquired 4 credits. His level of performance above the minimum prescribed level (viz. grades / marks obtained) has no bearing on the number of credits collected or acquired. A learner keeps on adding more and more credits as he completes successfully more and more courses. Thus he 'accumulates' course wise credits.

### **3.2.6 Credit Bank:**

The process of accumulating Credits over a period of time, leads to the idea of a 'Credit Bank'. Conceptually, a Credit Bank in simple terms refers to stored and dynamically updated information regarding the number of Credits obtained by any given learner along with details regarding the course/s for which Credit has been given, the course-level, nature, etc. In addition, all the information regarding the number of Credits transferred to different programmes or credit exemptions given may also be stored with the individual's history. In short, like a regular Bank, this would involve maintaining all the Credit-related transactions of an individual. Credit Banking, when practiced would go a long way in facilitating credit transfers and learner mobility.

### **3.2.7 Credit Transfer:**

Direct Apart from maintaining an account of credits acquired by a learner over a period of time for a wide range of courses, the main idea behind implementing the credit system is to make provision for learner mobility. Credit Transfer means that credits earned at one institution for one or more courses under a given programme are accepted under another programme either by the same institution or another institution. In practice this means that it is accepted that a certain chunk of learning has already been successfully completed by a learner. This acceptance of earlier acquired credits may be reflected in one of two ways: (i) Performance Transfer, or (ii) Course exemption.

### **3.2.8 Performance transfer:**

When a learner who has successfully completed a certain academic programme, is allowed to transfer his past performance to another academic programme having some common courses,



performance transfer is said to have taken place. In such cases, the grades or marks obtained by the learner in the common courses of the earlier completed programme are reflected unchanged in the new programme. Thus for example, if two academic programmes have 3 common courses, the grades (or marks) in each of them would be reflected in the same way when considering the new academic programme.

#### **3.2.9 Course exemption:**

Occasionally, two academic programmes offered by a single university or by more than one university may have some common or equivalent course-content. The learner who has already completed one of these academic programmes is then allowed to skip these 'equivalent' courses when registering for the new programme. He is then 'exempted' from 're-learning' the common or equivalent content area and from re-appearing for the concerned examinations. It is thus taken for granted that the learner has already collected in the past the credits corresponding to the exempted courses.

#### **3.2.10 Block Transfer:**

This refers to a group of courses, such as a completed certificate or diploma programme that are accepted for transfer of credit into a degree programme.

#### **3.2.11 Shelf Life:**

This has a reference to the time duration for which the content of a given course is relevant and is directly linked with the obsolescence of knowledge in a certain field. Some institutions have time limits for granting credit transfer. Courses with a short 'shelf life' are most common in areas such as Computer Science and Information Technology where dynamically updated curriculum is essential.

#### **3.2.12 Transfer Agreement:**

This is an agreement that must be made between two institutions (a sender and a receiver) that specifies how the sending institution's course or programme will be accepted (for transfer of credits) at the receiving institution.

### **3.3 Dimensions of Credit Transfer**

Credit Transfer may be conceived of as operating along two planes: lateral (or horizontal) and vertical. When an individual having successfully completed the courses included in an academic programme at a certain level, is allowed to transfer his achievement in some of these courses to another same-level academic programme having these courses in common, this may

be referred to as 'Horizontal or Lateral credit transfer'. This would mean in practice that credit transfer takes place between two certificate level programmes, two diploma level programmes, two degree-level programmes or two post-graduate level programmes. For example, a learner completing his B. Sc (Computer Science / Electronics) degree from Pune University may seek Horizontal / Lateral Credit Transfer for the common courses while securing admission to the B.C.A (Bachelor in Computer Applications) programme in the same university. 'Vertical credit transfer', sometimes referred to as 'Career Laddering' may be said to occur when an individual's performance in some courses within a certain academic programme at a particular level is carried over to a higher-level academic programme having these or equivalent courses in common. Making a provision for 'upward mobility' of the learner is the rationale behind this dimension of credit transfer. An example of this would be when in a conventional university, a learner completing a Diploma programme in Engineering gets direct admission to the Second Year in an Engineering degree programme.

### **3.4 Types of Credit Transfer**

Besides the fact that credit transfer may operate along either of the two above-mentioned planes, it may also be seen as being of one of two types: intra-institutional or inter-institutional. When the process of credit transfer takes place within a university or institution, it may be called intra-institutional credit transfer; on the other hand, when the credit transfer process operates across two or more institutions, this may be viewed as inter-institutional credit transfer. Both inter-institutional / intra-institutional credit transfer may operate across levels – vertical or horizontal. Thus, the following four possible combinations of credit transfer emerge:

#### **3.4.1 Intra-institutional lateral credit transfer:**

This would be illustrated if there is movement from one Diploma/Degree to another at the same level in the same or related field within the same university.

#### **3.4.2 Intra-institutional vertical credit transfer:**

An example of this is seen in the case of a learner from Mumbai University who after completing a 3-year Diploma in Computer Science from MSBTE, gets admission directly to the Second year of the B. Sc. (IT) programme.

#### **3.4.3 Inter-institutional lateral credit transfer:**

This would be illustrated in all cases of learners moving from one university to another for doing academic programmes at the same level viz. two different Diplomas or two different Degrees, etc.

#### 3.4.4 Inter-institutional vertical credit transfer:

This is best illustrated if a learner who completes one year of the Bachelor of Arts /Science programme at say, Babasaheb Ambedkar Marathwada University, Aurangabad gets admission directly to the Second year of the degree programme at Mumbai University.

By and large, when implementing the different types of Credit Transfer as stated above, a simple thumb rule would be to directly reflect the grades/marks obtained for one or more courses that have been successfully completed for all cases of Intra-institutional Credit Transfer. On the other hand, a convenient way to handle cases of Inter-Institutional Credit Transfer would be to grant Course Exemptions for the common or equivalent courses.

### 4. Examination Committee

We follow the UGC Guidelines of pre-examination, conduct of examination and post-examination processes.

#### 4.1 UGC Guidelines

1. We have an Examination Cell headed by Controller of Examinations who is a senior faculty nominated by the Principal, on the basis of potential of a person. The Principal of the college is a Chief Controller of Examinations.
2. The Controller of Examinations create his / her own team with the approval of the Principal of the College. The team consists of faculty from the department and assistant clerks, the number of persons nominated depend on the quantum of work in the Examination Cell. Teachers working in the college are nominated in the Examination Cell for tenure of 3 years. They continue doing their teaching work as scheduled by the college.
3. There is a team of Office Assistants, Computer Programmers, Data Entry Operators and other supporting staff.
4. Examination Cell have appropriate printing unit also for printing of question papers and other relevant confidential material.
5. All functionaries of the Examination Cell paid honorarium for the extra work being done by them apart from usual work. Such honorarium has been proposed by the Finance Committee and approved by the Governing Body.
6. Governing Body also approve appointment of full time office staff in the examination cell on contractual basis on the recommendation of Finance Committee. The salary of such staff also decided by the same mechanism.
7. In order to motivate learners to be free of rote learning, various mechanism of internal

evaluation are adopted such as group discussion, paper reading, home assignments and viva voce.

8. Remuneration for examination work has been decided by the Finance Committee and approved by the Governing Body. It is not less than that of parent University.
9. The parent university awards degrees to the students evaluated and recommended by the college. The degree certificates are in a common format devised by the University. The name of the college will be mentioned in the degree certificate.

#### **4.2 Powers and Duties of the Examination Committee.**

a) The Examination Committee shall –

- i. The Examination Committee shall ensure proper organization of examinations and test including moderation, tabulation and declaration of the results.
  - ii. The Examination Committee shall appoint examiners, moderators, paper-setters from amongst the persons included in the panels prepared by the respective Subject Boards.
  - iii. The Examination Committee shall undertake exercise and experiment in examination reforms.
  - iv. The Examination Committee shall obtain three sets of question papers in sealed covered in the respective subject. The Principal /Convener - Examination / Head shall draw at random one of such sealed covers containing question papers. This sealed cover with seal intact shall then be sent to the press.
- b) The Committee shall prepare the time schedule of examinations and dates of declaration of their results at the beginning of the term and notify the same.
- c) The assessment of answer books for all examinations shall be done centrally through Central Assessment System. All answer books of an examination shall be masked and then coded. The coded answer books shall then be handed over to the examiners for assessment. After the assessment, all answer books shall be decoded and de masked and the result sheet will be prepared by the moderator.
- d) In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations, the Committee shall constitute a sub committee called as Redressal Committee.
- e) The recommendations of the Sub-Committee shall be placed before the Examination Committee, which takes the disciplinary action in the matter as it deems shall fit.
- f) The Committee shall arrange for strict vigilance during the conduct of the examination so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.
- g) Two-third members shall constitute a quorum. If the meeting is adjourned for want of



quorum, then no quorum shall be required for such meeting.

- h) The Committee shall meet twice during the academic year and such other times as may be required.
  - i) The Committee shall perform such other duties and responsibilities which are assigned to it from time to time by the Board of Management.
4. The College shall conduct the examinations at specified period (s) as it may schedule and notify. The examinations and evaluation systems shall be as may be determined by the competent authorities of the College. The examination and evaluation shall be carried out in such a manner as to enhance the sanctity, faith and the credibility in the minds of the students and the society at large by being fair and rational.
5. The learners passing the examinations conducted according to the standards set by the College shall be awarded Degree / Diploma / Certificate. As the case may be, as per the provisions of the Act.

## **5. Examination Committee**

### **5.1 Structure of Examination Committee**

The College, being an Autonomous Institute shall have an Examination Committee based on UGC as well as University of Mumbai Guidelines. The Committee shall consist of

1. The Principal - as a Chief Controller of Examinations.
2. One of the senior faculty, nominated by the Principal on the basis of potential of the person – as a Controller of Examinations.
3. A teacher with 10 years of teaching experience from the departments, nominated by the Principal.
4. Controller of Examination of University of Mumbai or his nominee.
5. One expert as an external evaluator to be nominated by the Principal - as an Invitee.
6. Dean Academics- as an Invitee.
7. Controller of Examinations shall be assisted by the deputy Controller of Examinations along with other office support.

### **5.2 The Roles & Responsibilities of Examination Committee**

1. The Examination Committee shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
2. The examination Committee shall prepare the detailed time table of examinations for every semester and upload it on website with prior approval of Chief Controller, Examination Committee.



3. The Examination Committee shall ensure smooth and organized conduct of examination by following means:
  - i) The Examination Committee shall prepare the detailed time table of examinations for every semester and upload it on website with prior approval of Chief Controller.
  - ii) Appointing paper setters and evaluators for all exams including theory as well as practical well in advance.
  - iii) Strict vigilance during exam.
  - iv) In case of any complaint regarding exam, the disciplinary actions recommended by Redressal Committee will be endorsed by examination committee.
4. The Examination Committee shall prepare the exam budget for every academic year.
5. The members of Examination Committee shall meet at least 4 times during the academic year and at other times as and when necessary.
6. For any meeting of Examination Committee, one-third members shall constitute a quorum. However, the same meeting shall be held after 30 minutes of the scheduled time, for which, no quorum shall be applicable.
7. The various formats shall be prepared by Examination Committee for record keeping and monitoring all examination related activities.
8. The Examination Committee shall take into account reforms approved by subject board and Board of Governors of the institute.
9. Controller of Examinations (COE) and Department coordinators with Head of Departments carry out the following activities during Internal Test and Semester End Examinations.
  - i. Issuing Appointment Letters for Paper Setting, Assessment of paper setting and Printing
  - ii. Conducting Theory Examinations
  - iii. Issuing Appointment Letters for (Practical, Project/Dissertation, seminar)
  - iv. Coordination of assessment of answer books
  - v. Preparation and declaration of provisional grades
  - vi. Preparation and declaration of final results
  - vii. Issue of transcripts, provisional passing certificate, mark list, preparation of exam calendar, appointments of examiners.
10. As and when required examination committee co-ordinate with departments for pre-examination process, conduct of examination and post-examination process.

## **6. Infrastructure of Examination Section**

### **Description of Area**

1. Central Assessment Room(CAP): It is used for central assessment of all answer books of Class Tests, and Semester End Examinations and Re – Examinations.
2. Strong Room: All stationary required for examination, printing of question papers as well as storage of examination gazettes is done in strong room.
3. Working Area: Area for working of examination related staff along with control room during Class Tests, Semester End Examinations and Re-Examinations.

### **6.1 Printing Unit, Strong Room:**

1. Examination Section have a printing unit having two copy printers with a capacity of printing 60 pages in one minute, photo copier machine, four printers black & white as well as color with two scanners and relevant material for examinations. As and when required such gadgets may be added.
2. Examination Section has strong room used for storage of stationary and printing of question papers as well as storage of examination gadgets.

### **6.2 Central Assessment Room:**

We have a CAP room having a seating capacity of 25 and is used for assessment and moderation of answer books of Class Tests, Semester End Examinations and Re-Examinations. It is made mandatory that faculty to assess answer books in the CAP room only.

### **6.3 Server and Computers:**

Examination Section is having its own server with 05 computers, two projectors with licensed copies of Microsoft, Windows 7 and MS-Office 2007.

### **6.4 Telephone and Internet**

Examination Section is well connected with internet lines of 08 Mbps speed, telephone facility with intercom.

### **6.5 Stationary, Notice Boards etc...**

1. Examination Section prints their stationary like answer books, supplements, graph papers, drawing sheets, grade sheets, and provisional certificates for an academic year. Answer books and supplements are serially numbered and the usage is recorded.
2. There are 5 dedicated notice boards for examination section which displays grade gazette, time-table and examination related notices from time to time along with uploading Examination calendar, time-table and notice regularly on college website.

3. Also there are four dedicated PC's exclusively for examination related work.

### 6.6 CCTV surveillance

1. Examination Section is also furnished with CCTV cameras, in strong room, in CAP room and in exam office.

2. Also we have CCTV cameras in classrooms used for examination blocks.

7. Tentative Examination Schedule Semester wise is displayed well in advance for Regular / A.T.K.T (Internal / External) Examinations.

### Examination Calendar 2019-2020 (First Term)

06<sup>th</sup> June to 24<sup>th</sup> October 2019

Sr. No.	Title of the Examination	Month
1.	Additional Examination (Semester II & IV ) F.Y./ S.Y.B.A./B.Com./B.Sc F.Y./ S.Y.B.A.F/BMS/ IT/CS/BT	24 <sup>th</sup> June 2019 to 1 <sup>st</sup> July 2019
2.	Practical Examination (Regular & ATKT) S. Y. B. Sc. Semester III F. Y. B. Sc. Semester I T. Y. B. Sc. Semester V	16 <sup>th</sup> September to 3 <sup>rd</sup> October, 2019
3.	Class Test ( 20 M ) Semester I, II, III & IV, F.Y./ S.Y./T.Y./M.A/M.Com/M.Sc/B.A./B.Com./B.Sc F.Y./ S.Y.B.A.F/BMS/ IT/CS/BT	27 <sup>th</sup> August, 2019 to 30 <sup>th</sup> August 2019
4.	Class Test ( 20 M ) ATKT F.Y./ S.Y./T.Y.B.A.F/BMS/ IT/CS/BT M.A/M.Sc/M.Com (Regular)	11 <sup>th</sup> September 2019 to 14 <sup>th</sup> September 2019
5.	ATKT Examination -Semester II F.Y.B.A./B.Com./B.Sc F.Y.B.A.F/BMS/ IT/CS/BT	University 16 <sup>th</sup> August, 2019 to 24 <sup>th</sup> August, 2019
6.	ATKT Examination- Semester IV S.Y.B.A./B.Com./B.Sc S.Y.B.A.F/BM/SY IT/CS/BT	University 16 <sup>th</sup> August, 2019 to 24 <sup>th</sup> August, 2019
7.	Regular & ATKT Examination Semester III S.Y. B.A./B.Com./B.Sc S.Y.B.A.F/BMS/ IT/CS/BT	7 <sup>th</sup> October, 2019 to 16 <sup>th</sup> October 2019
8.	Regular & ATKT Examination Semester V T.Y./ M./M.Com/M.Sc B.A./B.Com./B.Sc T.Y.B.A.F/BMS/ IT/CS/BT M.A/M.Com/M.Sc.	7 <sup>th</sup> October, 2019 to 16 <sup>th</sup> October 2019
9.	Regular & ATKT Examination Semester I F.Y.B.A./B.Com./B.Sc F.Y.B.A.F/BMS/ IT/CS/BT	17 <sup>th</sup> October, 2019 to 23 <sup>rd</sup> October 2019
10.	Completion of Syllabus S.Y./T.Y. & PG II F.Y./S.Y.B.A./B.Com./B.Sc.	04 <sup>th</sup> -October 2019

**Examination Calendar 2019-2020 (Second Term)**

**15<sup>th</sup> November, 2019 to 02<sup>nd</sup> May, 2020**

<b>Sr. No.</b>	<b>Details of Examination</b>	<b>Dates</b>
1	Additional Examination (Semester I & III ) F.Y./ S.Y.B.A./B.Com./B.Sc F.Y./ S.Y.B.A.F/BMS/ IT/CS/BT	3 <sup>rd</sup> December, 2019 to 10 <sup>th</sup> December, 2019
2	Class Test ( 20 M ) Semester I, II, III & IV F.Y./ S.Y.B.A.F/BMS/ IT/CS/BT (Regular)	4 <sup>th</sup> February to 8 <sup>th</sup> February 2020
3	Class Test ( 20 M ) Semester I, II, III & IV, F.Y./ S.Y./T.Y/M.A/ MCom/MSc/B.A./B.Com./B.Sc F.Y./ S.Y.B.A F/BMS/ IT/CS/BT/ PG	20th February to 25th February 2020
4	Practical Examination (Regular & ATKT) S. Y. B. Sc. Semester IV F. Y. B. Sc. Semester II	1st March to 20th March 2020
5	ATKT Examination Semester I F.Y.B.A./B.Com./B.Sc F.Y.B.A.F/BMS/ IT/CS/BT	Second week of March 2020
6	ATKT Examination Semester III S.Y.B.A./B.Com./B.Sc S.Y.B.A.F/BMS/ IT/CS/BT	Second week of March 2020
7	Regular & ATKT Examination Semester II F.Y.B.A.F/BMS/ IT/CS/BT	25th March to 2nd April 2020
8	Regular & ATKT Examination Semester IV S.Y.B.A./B.Com./B.Sc, S.Y. B.A.F /BMS/ IT/CS/BT	25th March to 2nd April 2020
9	Regular & ATKT Examination Semester II F.Y.B.A./B.Com./B.Sc	March 2020
10	Completion of Syllabus F.Y./S.Y.B.Sc F.Y./S.Y.B.A./B.Com.	1st March 2020

**Important Note:** Above dates are as per University schedule, change if any, in the dates shall be communicated accordingly.

## 8. Question Paper Setting and Audit

### 8.1 Appointment of Paper Setters and Examiners:

1. The appointment of board of paper setters and examiners will be based on the panel empaneled by the respective BOS.
2. The board of paper setters for each course/paper shall include
  - i. Chairman BOS of respective department.
  - ii. Concerned faculty who is teaching to the course or paper.
  - iii. External paper setter.
3. The paper setters shall follow question paper pattern and syllabus prescribed by the respective BOS may be revised from time to time.
4. If the direct relative / family member of any faculty is enrolled as examinee, the concerned faculty member will be exempted from duty of paper setting and assessment/moderation.

### 8.2 Guidelines to Paper Setter for Setting Question Papers

- i. The Question paper should be set based on the course outcomes defined in the curriculum and ensured that all the outcomes are addressed through appropriate questions.
- ii. Questions paper should try to address the different levels of learning i.e. Knowledge / Remembering, Understanding, Applying, Analyzing, Evaluating and Creating.
- iii. The questions in the Semester End, Additional & ATKT examination should cover the entire syllabus. Units mentioned in the course should be covered with appropriate weightage.
- iv. The degree of difficulty of the question paper should be such that a student who has engaged himself in the continuous learning process should be able to clear with ease. However for scoring further his all-round knowledge and skills should be tested.
- v. A question paper carrying 60/75 marks is set as per scheme of Evaluation.
- vi. The question paper should be precise and should be designed such that the questions:
  - a) are unambiguous,
  - b) are asked for appropriate marks,
  - c) The questions should be serially numbered as 01, 02, 03, 04 & 05 etc.
  - d) Sub-questions, if any, shall be numbered as a, b, c, d ... etc.
  - e) It must be ensured that all questions are from within the prescribed syllabus
  - f) The paper setters should **specify whether any** Charts, Graphs, Tables, Codes, Books etc. are to be provided to the students. The use of which shall be permitted during the actual conduct of the examination.
  - g) No repetition of Questions



### **8.3 Question Paper Setting & Synoptic Answers:**

1. The faculty member, who is given the appointment shall set the question papers for each of the examinations held in that semester (Class Tests, Semester End Examinations, Additional and ATKT Examinations) as per the academic schedule.
2. Paper Setter shall maintain secrecy of the question paper and shall be responsible for the same.
3. Paper Setter shall follow guidelines set by respective BOS.
4. Faculty is requested to ensure that the Questions are within the prescribed syllabus.
5. The set of Question papers along with Synoptic Answers should be submitted in hard copy only to the Examination office duly sealed in the prescribed format.
6. Moderator shall be provided with syllabus and scheme of evaluation.

### **8.4 Audit of Question Papers and Answer Books**

1. The audit committee shall be constituted by the Principal to scrutinize and submit the report, if any to Controller of Examinations and forwarded to the Principal for further action.
2. Every semester, a general audit shall be conducted for the purpose of quality checks on Question Paper and evaluation.

## **9. Procedure for Conducting Examinations and Result Declaration**

The various examinations for U.G./ P.G. Programmes shall be conducted in accordance with the Academic Rules and Regulations for U.G. and P.G. Programmes/courses respectively and also as per the Examination Calendar.

The evaluation of a student for each semester shall be as per the marking scheme given by the respective BOS.

### **9.1 Semester End Examinations – Rules and Regulations**

- i. There shall be one Semester End Examination in each semester for every theory and practical course and shall be conducted centrally as per the schedule indicated in the academic calendar.
- ii. Seating arrangement shall be prepared, centrally by examination cell (clerk) taking into considerations the total number of students appearing for the examination and infrastructure available.
- iii. The appointment of the required number of invigilators shall be done by Controller of Examinations as per the examination schedule. The invigilators shall be from among the faculty. It is mandatory for the course faculty to be available for invigilation during the exam of concerned course. On the day of examination, the

- Controller of Examinations / members of Examination committee shall bring the set of question papers 10 minutes prior the commencement of the examination to the examination hall.
- iv. The invigilators assigned duty for an examination shall report to the Examination Section 30 minutes prior to the commencement of the examination. He / She shall sign their attendance, and pick a chit for random allotment of examination block. The invigilator shall count the number of answer books provided and check against number of students allotted to the block. He/she shall also note down the code numbers of answer books provided to him/her by the Examination Section.
  - v. Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the examination, and question papers at beginning of the examination. He/she shall check the Identity Cards of the students', check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on front page of answer books and then shall sign on the answer books of the students. He shall then obtain the signature of the students on the attendance Performa and maintain the record of the absent students of his/her block.
  - vi. Invigilator shall check the general discipline in the block during the conduct of examination and report the cases of indiscipline, misbehavior and copying to the Controller of Examinations for further necessary action.
  - vii. At the end of the examination, invigilator shall collect the answer books from the students and arrange them sequentially as per examination seat numbers of the students, separately for each course, and hand it over to Examination Section.
  - viii. Students are allowed in examination hall up to 20 minutes after commencement of examinations.
  - ix. In case of any emergency, Chief Controller of Examinations is empowered to reschedule any examination.
  - x. Controller of Examinations & Deputy Controllers shall be responsible for smooth and proper conduct of examination in the Institute.  
Controllers shall -a) Plan for smooth conduct of examination.  
b) Supervising the plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the institute.  
c) Get the examination schedule prepared for the entire programme.  
d) Receive the cases of misbehavior, malpractices and copy cases from invigilators or assessors and forward the same to Redressal Committee for further necessary

action.

- e) Receive the list of external examiners (for conducting practical/viva-voce examinations) for various courses from Chairman, BOS for record purpose.
- xi. Controller of Examinations shall assign examination duties as per following structure
  - a) Invigilator: Teaching faculty and administrative staff (if required) can be appointed for invigilation and reliving duties of examination. One invigilator for a block of 30-45 students shall be allotted.
  - b) Reliever: One reliever per five to six blocks
  - Examination Peon: as per requirement
  - c) Sweeper: as per requirement.
- xii. On each day of examination, Controller of Examinations/Examination committee shall open the required number of packets of question papers up to 30 minutes before the start of examination. Prior to opening, however, he/she shall sign on all the packets indicating the date and time of opening the packets. The packets shall be opened in the presence of two bonafide students appearing for the examination and any two of the following
  - a) Chief Controller / Controller of Examination (CoE)
  - b) Deputy Controller of examination
  - c) Invigilator.Controller of Examinations/Deputy Controllers/ Examination committee shall fill in the packet opening report and then take out the required number of question papers from the packets and arrange to distribute them in required quantity to the invigilators.
- xiii. Chief Controller of Examinations / Controller of Examinations/ Deputy Controller/ Unfair Means Inquiry Committee shall take rounds in different examination blocks to ensure that overall discipline is being maintained during examination.
- xiv. Controller of Examinations shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to Unfair Means Inquiry Committee.
- xv. If any examinee is not in a position to write at all, or write as fluently as normal student, on account of physical disability or injury due to an accident just before the examination and produces a medical certificate from the registered medical practitioner to that effect, then a **writer** shall be allowed to such examinee.
- xvi. Such a writer shall neither be a student or a degree holder of any programme / course of this institute or any other Institute in which the examinee is appearing for

the respective examination. The examinee shall, however, require applying in a prescribed Performa to Controller of Examinations asking for permission to allow for such a writer. Controller of Examinations shall then verify the medical certificate and give a permission letter to the examinee for using the writer. Controller of Examinations shall then take the undertaking from the writer in a prescribed Performa. Such examinee shall produce the permission letter from Controller of Examinations for using writer to the invigilator.

- xvii. In case of **physically challenged/Learning Disable examinee**, he/she may be allowed an extra time of **30 minutes** for writing the examination for all the courses, provided he/she seeks permission from convener examination for extra writing time on account of his/her disability by producing medical certificate from competent authority to this effect.
- xviii. After receiving the answers books from invigilators, Examination section staff shall check them as per the attendance record submitted by the invigilators and in case of multiple course if external are conducted in the same hall / block, the examination section staff check if the answer books of each course are sorted out separately.
- xix. Controller of Examinations/ Deputy Controllers shall direct the Examination section staff to tie the bundles of answer books of each course separately along with one copy of question paper, copy of attendance sheet and pack them.
- xx. Examination Section staff shall maintain the account of answers books and supplements received and consumed for the examination. The examination section shall also prepare the bills of remuneration of all staff involved in the examination work.
- xxi. Students are allowed to enter in the Examination Hall up to 30 minutes after Commencement of Examinations.

## **9.2 Additional Guidelines to Invigilators for Conducting Semester Examinations**

Invigilators are requested to follow the Guidelines given below:

- i. Please adhere to the Dates and Sessions allotted for Invigilation.
- ii. Please report at Exam section at 30 min before the start of Examination.
- iii. Do not use Mobile Phones in the Examination hall.
- iv. Please be present in Examination Hall for the entire duration of the examination.
- v. Do not allow candidate without Admit Card to appear exam.
- vi. Do not permit the candidates to possess programmable Calculators/programmable Wrist Watches/Cell Phones inside the exam hall. If found, report as Malpractice.
- vii. Please ensure that strict silence is maintained by candidates inside the exam



hall. They should not talk to each other's inside the exam hall.

- viii. Candidates possessing any bit of papers or other incriminating materials inside the examination hall shall be reported as Malpractice.
- ix. Be alert during invigilating and see that the candidates do not indulge in any Malpractice.
- x. Please make signature on the top left hand side of first page of additional sheets, graph sheets etc., at the time of issuing them to candidates in the exam hall.
- xi. No candidate will be permitted to enter examination hall after 30 minutes from the commencement of exam, whatsoever the reasons may be.
- xii. If any Malpractice is noticed, inform to Controller of Examinations immediately.
- xiii. If any query in the question papers raised by the students, convey the same to Controller of Examinations.
- xiv. Do not allow any candidate to leave the exam hall before 45 minutes from the time of commencement of exam.
- xv. Please adhere the time schedule prescribed.
- xvi. Instructions given to candidates may all be read and implemented.
- xvii. Once the warning bell is rung, students should not be allowed to leave the class room. After the final bell, candidates must be allowed to leave the examination hall only after the supervisor has verified that all of them have submitted the answer books.
- xviii. Answer books should be submitted to the senior supervisor/ relieving supervisor in the examination section. The number of answer books should exactly tally with the junior supervisor's report.

### **9.3 Central Assessment**

It shall be mandatory for every faculty to assess the answer books of his/her course or answer books of other courses as instructed by the Controller of Examinations/concerned Head of Departments/ Senior Faculty, within stipulated time and only in the CAP Centre/Room.

### **9.4 Assessment Procedure**

- i. CAP In charge shall issue answer books to the concerned faculty. He/ She will maintain a register with number of papers issued to and received from the faculty each day.
- ii. The concerned faculty shall assess and submit the assessed answer books to the CAP In charge.
- iii. The assessed answer books shall be scrutinized further by concerned faculty member. "Scrutiny" shall include checking for un-assessed answers, totaling of marks, and transfer of marks to main page, blank pages scratched etc.



- iv. After the Semester End Examination theory assessment and marks entry in prescribed format, the faculty shall submit the Semester End Examination mark list.

#### **9.5 Preservation of Answer Books:**

It is mandatory to submit the internal assessment marks for all courses (Regular and A.T.K.T.) to the Examination Section one week prior to the commencement of Semester End Examination.

All assessed answer books for Semester End Examination and Re-Examinations shall be preserved for two consecutive semesters in examination section from the date of examination as suggested by the academic board.

#### **9.6 Result Compilation and Grading**

- i. The institute adopts mixed (Credit based semester and grading) system
- ii. The concerned faculty shall use Semester End Examination marks to get the total marks. If the total has a fractional part then the faculty shall round the total to the immediate next integer.
- iii. The examiners should not give marks in fraction in the mark sheet.

##### **9.6.1 Examination Ordinances**

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

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

<b>Head of Passing</b>	<b>Grace Marks</b>
Up to - 50	2
51 - 100	3
101 - 150	4
151 - 200	5
201 - 250	6
251 - 300	7
301 - 350	8
351 - 400	9
And 401 and above	10

Provided that the benefit of such gracing marks given in different courses/ head of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of marks under this Ordinance, shall be applicable only if the candidate passes the entire examination of semester / year.

Provided further that this gracing is concurrent with the rules and guidelines of

professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE, UGC etc.

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

A candidate/learners who passes in all the subjects / courses and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class / Higher Second Class/ First Class or next Higher Grade by marks not more 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher or grade as the case may be.

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

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

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

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

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

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

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

#### **ORDINANCE O. 5045-A: - Condonation**

If a candidate/learners fails in only one course/ head of passing, having passed in all other courses/ heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that course / head of passing in which he/she is failing, whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

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

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

#### **ORDINANCE O. 5046-A: - Moderation**

1. The Moderation System shall be application to all the faculties for Under Graduate and Post Graduate Semester End Examination / External Theory Examination.
2. 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that course / paper.
3. In case of professional faculties / courses, 100% moderation shall be carried out in case of candidates obtaining 70% and above marks or Grade 'O'. For non-professional faculties / courses 100% moderation shall be carried out in case of candidates obtaining First Class Grade 'A' and above marks.
4. The moderation of answer books of at least 5% of total number of candidates obtaining marks between Grade 'E' / minimum passing marks and marks required for Grade 'A' and above First Class/ distinction shall be carried out on random sample basis.
5. One moderator shall be appointed per five examiners. However Chairman, Board of paper setters will act as the moderator, where there are less than five examiners.
6. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAPs.
7. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.
8. Each University shall formulate detailed scheme of moderation on the basis of guidelines given above.

#### **ORDINANCE O. 5048-A: - Amendments of Results**

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

#### **Error means:-**

- i) Error in computer/data entry, printing or programming and the like.
- ii) Clerical error, manual or machine, in totaling or entering of marks on ledger/register
- iii) Error due to negligence or oversight of examiner or any other person connected with Evaluation, Moderation and Result Preparation.

#### **ORDINANCE 5049: Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examination etc.**

- i. No person can claim appointment as paper setter / examiner / or any other Examination work as a matter of right. Appointments of persons as paper setters / Examiners shall be ordinarily made at the time of Internal and semester end examination/start of the semester.
- ii. The paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the examination section, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that assignment is accepted by the paper setter / examiner.
- iii. Normally the pattern of the final semester examination will be 5 out of 7 questions with total score of 100 marks precaution to be taken that full syllabus should be covered.
- iv. The Controller of Examinations (COE) shall be the Chief Conductor for all the examinations.  
Whenever substitute arrangement is required it shall be done only by prior permission of the Principal.
- v. Chief conductor shall ensure that the stationery required for the conduct of examinations, question papers, etc. are received at the examination center. He / She shall also ensure that the packets of question papers are intact and duly sealed and are opened in his/her presence 30 minutes before the start of the examinations.
- vi. Invigilator shall ensure that the students are not resorting to unfair means /

practices. In case incidences occur, he/she shall immediately report the cases of unfair means to the Controller of Examinations along with his report.

- vii. Immediately after the examination is over, the answer books should be dispatched to the CAP center.
- viii. The Controller of Examinations (COE) shall receive the bundles of answer books.
- ix. The Controller of Examinations (COE) shall arrange for the assessment of the answer books centrally as per central assessment programme prescribed by the college authorities.
- x. The examiners shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions received by the college authorities from time to time.
- xi. As soon as the mark lists are received in the examination section they should be processed immediately for preparation of result.
- xii. The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed in the examination calendar of the institute and the result along with the statement of grades will be distributed to the concerned students.
- xiii. The answer papers of examinations shall be preserved for a period of at least 6 months from the date of declaration of result of the concerned examinations.

**ORDINANCE 5050: Ordinance regarding unfair means reported to by the Student**

- i. On receipt of a report regarding use of unfair means by any student at any College examination, including breach of any of the rules laid down by the college authorities, for proper conduct of examination, Principal shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from the college examination or from any University course in a College either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship to him/her or by cancellation of the award of any University prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.
- ii. On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the Colleges or Recognized Institution including breach of the rules laid down for proper conduct of examination, Principal



shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper – setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or any two or more of the aforesaid ways.

#### **9.7 Declaration of Results**

- i. All results shall be declared as per the examination calendar.
- ii. The examination section shall prepare the Grade Cards and statistics of the results.
- iii. The results shall be declared after obtaining endorsement from Examination Committee.
- iv. In case of any discrepancies observed or reported in assessment and in grade moderation process, Controller of Examinations shall forward the matter to the Redressal committee. The recommendations of the committee will be endorsed by the exam committee after approval by the Chief Controller of Examinations and the result shall be updated within 30 days.

#### **9.8 Amendment of Results due to errors**

- i. In case it is found that the result of an examination has been affected by errors, the Controller of Examinations shall amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary within 30 days subject to endorsement by examination committee.
- ii. A report listing such amendments shall be submitted by the Controller of Examinations to Examination Committee. The amended result shall be endorsed by Examination Committee before its declaration.
- iii. The error means
  - a) error in computer/data entry, printing or programming
  - b) clerical error, manual or machine error, in totaling or entering of marks on ledger /register.
  - c) Error due to negligence or oversight of examiner or any other person connected with evaluation, and result tabulation.

- Ten Point Grading System – Applicable to UG / PG programmes

MARKS	GRADE	GRADE POINTS	Position	SGPA or CGPA
80 & Above	O	10	Outstanding	10
70 to 79.99	A+	9	Excellent	9 – 9.99
60 to 69.99	A	8	Very Good	8 – 8.99
55 to 59.99	B+	7	Good	7 – 7.99
50 to 54.99	B	6	Above Average	6 – 6.99
45 to 49.99	C	5	Average	5 – 5.99
40 to 44.99	D	4	Pass	4 – 4.99
Less than 40	F	0	Fail	NA

Result of each Semester End Examination is declared online within 30 days from the last paper held.

#### Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student,

$$\text{i.e. SGPA (Si)} = \Sigma (C_i \times G_i) / \Sigma C_i$$

Where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

- The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme,

$$\text{i.e. CGPA} = \Sigma (C_i \times S_i) / \Sigma C_i$$

Where  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits in that semester.

- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

### Illustration of Computation of SGPA and CGPA

#### Illustration of SGPA

Course	Credit (C)	Grade letter	Grade Point (G)	Credit Point (C×G)
Course 1	3	A	8	3×8=24
Course 2	4	B+	7	4×7=28
Course 3	3	B	6	3×6=18
Course 4	3	O	10	3×10=30
Course 5	3	C	5	3×5=15
Course 6	4	B	6	4×6=24
Total	20			139

Thus, SGPA = 139/20

= 6.95, therefore Grade for that semester is 'B+'

#### Illustration of CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit:20 SGPA:6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0	Credit: 26 SGPA: 6.3	Credit: 25 SGPA: 8.25

$$\text{Thus CGPA} = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.25}{144} = 6.75$$

#### Verification and/or Revaluation of Answer Books

(Only for Semester End Exam)

Students' Grievances related to assessment of answer books (if any), are addressed through

- Verification of marks scored
- Photocopy of Answer Books
- Reassessment, if required.

#### Eligibility Condition to appear for Additional Examination of any Semester

(Applicable only for Regular Semester End Examinations)

A learner who remains absent in some or all the subjects on medical grounds or for representing the College or University in NSS, NCC, Sports or Cultural Activities which is reported to the examination section, by producing necessary documents and testimonials within seven days and is considered valid and to the satisfaction of the Principal or the Head of the Institute, will be allowed to appear for the Additional Semester End Examination. *This is not applicable for any A.T.K.T / REP Examinations.*

#### **11. A.T.K.T (A learner shall be Allowed To Keep Term)**

- A learner shall be Allowed To Keep Term (A.T.K.T) for Semester – II irrespective of number of subjects failed in Semester – I.

ii) A learner shall be allowed to take Admission to Semester – III if he/she passes both Semester – I and Semester – II

OR

A learner shall be allowed to take Admission to Semester III and Keep Terms, if he/she fails in not more than four courses of Semester – I and Semester – II taken together with not more than two courses each in Semester – I and Semester – II.

iii) A learner shall be allowed to take Admission to Semester-V and Keep Terms if he/she Passes in all Semester-I and Semester-II and failed in not more than four courses of Semester – III and Semester – IV taken together with not more than two courses each in Semester – III and Semester – IV.

OR

Passes in all Semester-III and Semester-IV and failed in not more than four courses of Semester – I and Semester – II taken together with not more than two courses each in Semester – I and Semester – II.

iv) A learner shall be Allowed To Keep Term (ATKT) for Semester – VI irrespective of number of subjects failed in Semester – V.

**12. A.T.K.T (For all programmes carrying 900 or more marks)**

i) A learner shall be Allowed To Keep Term (A.T.K.T) for Semester – II irrespective of number of subjects failed in Semester – I.

ii) A learner shall be allowed to take Admission to Semester – III if he/she passes both Semester – I and Semester – II

OR

A learner shall be allowed to take Admission to Semester III and Keep Terms, if he/she fails in not more than six courses of Semester – I and Semester – II taken together with not more than three courses each in Semester – I and Semester – II.

iii) A learner shall be allowed to take Admission to Semester-V and Keep Terms if he/she Passes in all Semester-I and Semester-II and failed in not more than six courses of Semester – III and Semester – IV taken together with not more than three courses each in Semester – III and Semester – IV.

OR

Passes in all Semester-III and Semester-IV and failed in not more than six courses of Semester – I and Semester – II taken together with not more than three courses each in Semester – I and Semester – II.

iv) A learner shall be Allowed To Keep Term (ATKT) for Semester – VI irrespective of number of subjects failed in Semester – V.

The result of Semester-VI shall be withheld by the University till the learner passes all the Semesters from I – V.

A learner who fails in some or all the courses can appear for A.T.K.T/REP Examination which will be conducted only in the months of September/October and March/April of every year. i.e. Semester I, II, III & IV.

**13. A.T.K.T (For all Post-graduate programmes)**

- i) A learner shall be Allowed To Keep Term (A.T.K.T) for Semester – II irrespective of number of subjects failed in Semester – I.
- ii) A learner shall be allowed to keep term for **Semester – III** notwithstanding that he/she may not have appeared for semester I and / semester II Examination/s or failed in one or more courses at semester I and / Semester II.
- iii) A learner shall be allowed to keep term for **Semester IV** irrespective of number of courses of failure in Semester III. However learner has to pass each course in Semester I and Semester II in order to appear for Semester IV.
- iv) A learner can appear for Semester IV Examination but the result for Semester IV shall be kept in abeyance until the learner passes each if Semester I, Semester II and Semester III.

**Learning Disability**

LD cases if any, certified by **Competent Authority** from medical field should be reported to Examination In charge along with application and authentic certificates, at least **30 days** prior to the commencement of examination.

**10. CREDIT BASED EVALUATION SYSTEM**

**1. For the courses with Mixed Grading Scheme (Default grading system):**

- i. At the end of every semester, a student will be awarded a grade based on his/her performance in examination and/or assignments in every course registered by him/her. The end Semester Examination grades are described by the letters O, A+, A, B+, B, C, D, F and their numerical equivalent (Grade Points GP) as given below in Table 3. Minimum passing marks for UG and PG course are 40%.
  - Scheme of Evaluation under Choice Based Credit and Grading System (CBCS) for UG and PG programs is applicable from the A.Y. 2019-2020.
  - Continuous Evaluation of students' progress Semester wise is involved in this system.

**D) Traditional Under-graduate Programmes: B.A./B.Com./B.Sc.**

The performance of each learner will be evaluated in two components.

**I) Internal Assessment (25%) and**



II) Semester End Examination (75%).

a) Internal Assessment Component

- i) One class test – 20 Marks      ii) Active Participation and overall conduct– 05 Marks  
Minimum Qualifying Marks – 10/25

b) Semester End Examination Component.

Minimum Qualifying Marks – 30/75

For passing each course, a learner has to obtain minimum 40% marks.

Question Paper Pattern for periodical Class Test

Duration : 40 Minutes      Max. Marks : 20

- 1) Objective Type / MCQ and answer in one or two lines - 10 Marks  
2) Answer in Brief (Attempt Any Two of the Three) - 10 Marks

Semester End Examination carrying 75 marks shall be of 2 ½ Hours duration.

- Theory Question Paper Pattern is as follows:
- There will be **Four/Five** main questions.
- All questions are compulsory with internal choice within the questions.
- Questions may be subdivided into sub-questions a, b, c,... and the allocation of marks depends on the weightage of the topic.

**II) Traditional Post-graduate Programmes: M.A./M.Com./M.Sc.**

The performance of each learner will be evaluated in two components.

I) Internal Assessment (40%) and

II) Semester End Examination (60%).

a) Internal Assessment Component

- i) One class test – 20 Marks      ii) Case study / project with presentation – 15 Marks  
iii) Active Participation and overall conduct– 05 Marks

Minimum Qualifying Marks – 16/40

b) Semester End Examination Component.

Minimum Qualifying Marks – 24/60

For passing each course, a learner has to obtain minimum 40% marks.

Question Paper Pattern for periodical Class Test

Duration : 40 Minutes      Max. Marks : 20

- 1) Objective Type / MCQ and answer in one or two lines - 10 Marks  
2) Answer in Brief (Attempt Any Two of the Three) - 10 Marks

Semester End Examination carrying 60 marks shall be of 2 hours duration.

- Theory Question Paper Pattern is as follows:
- There will be **Four** main questions in all carrying **15 Marks** each.

- All questions are compulsory with internal choice within the questions.
- Questions may be subdivided into sub-questions a, b, c,... and the allocation of marks depends on the weightage of the topic.

### III) Specialty Under-graduate Programmes: B.M.S./B.Com.(A&F)/

**B.Sc.I.T./B.Sc. C.S. /B.Sc. B.T.**

The performance of each learner will be evaluated in two components.

I) Internal Assessment (40%) and

II) Semester End Examination (60%).

a) Internal Assessment Component

- i) One class test – 20 Marks      ii) Case study / project with presentation – 15 Marks
- iii) Active Participation and overall conduct– 05 Marks

Minimum Qualifying Marks – 16/40

b) Semester End Examination Component.

Minimum Qualifying Marks – 24/60

For passing each course, a learner has to obtain minimum 40% marks.

#### Question Paper Pattern for periodical Class Test

Duration : 40 Minutes      Max. Marks : 20

- 1) Objective Type / MCQ and answer in one or two lines - 10 Marks
- 2) Answer in Brief (Attempt Any Two of the Three) - 10 Marks

Semester End Examination carrying 60 marks shall be of 2 hours duration.

- Theory Question Paper Pattern is as follows:
- There will be **Four** main questions in all carrying **15 Marks** each.
- All questions are compulsory with internal choice within the questions.
- Questions may be subdivided into sub-questions a, b, c,... and the allocation of marks depends on the weightage of the topic.

### IV) Specialty Post-graduate Programmes: M.Sc.I.T./M.Sc. C.S./M.Sc. B.T./

**M.Com.(A&F)**

The performance of each learner will be evaluated in two components.

I) Internal Assessment (40%) and

II) Semester End Examination (60%).

a) Internal Assessment Component

- i) One class test – 20 Marks      ii) Case study / project with presentation – 15 Marks
- iii) Active Participation and overall conduct– 05 Marks

Minimum Qualifying Marks – 16/40

b) Semester End Examination Component.

Minimum Qualifying Marks – 24/60

For passing each course, a learner has to obtain minimum 40% marks.

**Question Paper Pattern for periodical Class Test**

Duration : 40 Minutes      Max. Marks : 20

- 1) Objective Type / MCQ and answer in one or two lines - 10 Marks
- 2) Answer in Brief (Attempt Any Two of the Three) - 10 Marks

**Semester End Examination carrying 60 marks shall be of 2 hours duration.**

❖ Theory Question Paper Pattern is as follows:

- i. There will be **Four** main questions in all carrying **15 Marks** each.
- ii. All questions are compulsory with internal choice within the questions.
- iii. Questions may be subdivided into sub-questions a, b, c,... and the allocation of marks depends on the weightage of the topic.

There is '**Unfair Means Enquiry Committee**' to initiate actions against those who commit any kind of unfair activities during the examination are entitled to be punished as per the norms prescribed by 'University of Mumbai'. **Mobile Phones** are strictly **banned** inside the examination hall and if at all any one brings, it has to be kept **outside the exam hall at their own risk**. The college will not be **responsible** for the **loss or theft** of valuables brought during the examinations

**11. General Guidelines for dealing with Unfair Means/Malpractice at Examination:**

Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982, providing prevention against Malpractices at the University/College/Board Examinations. Under the section of this act, use of unfair means of any kind by an examinee/ any person/person related to examination during the conduct of examination is a cognizable and non-bailable offence. For implementation of the act following procedure shall be adopted.

**Competent Authority:**

- i. On receipt of a report regarding use of unfair means by any student/person at examination, including breach of any rules laid down by institute authorities for proper conduct of examination, the Chief Controller of Examination shall be the competent authority to institute Redressal Committee. This Redressal committee shall be the competent authority to investigate, recommend and take appropriate disciplinary action against the student/person/s using, attempting to use, aiding, abating, instigating or allowing unfair means at examinations.

The Redressal Committee for Examinations related issues / problems / unfair means /malpractice shall consist of the following member appointed by Chief Controller of

## Examinations:

- a) Controller of Examinations
- b) Respective Department Head /Deputy Controller/s
- c) Invited Members
- d) Concerned Faculty/ Subject Teacher /Invigilator (Invitees)

## Constitution of Redressal Committee

A Chief Controller of Examinations may appoint a Redressal Committee to redress the grievances, if any about the examination and evaluation work.

### Guidelines to Redressal Committee

- i. The Redressal Committee shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/ others involved in unfair means as per the norms. However depending on the situation, committee may quantify the severity of the disciplinary action.
- ii. In case of teaching faculty or other staff related with conduct of examination and involved in unfair means at examination, Redressal Committee shall investigate into the matter and forward the facts and findings of inquiry to Controller of Examinations along with recommendation/s.
- iii. As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges leveled against him/ her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defense. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
- iv. After issuing show cause notice if the implicated examinee fails to appear before committee on the day at specified time and venue fixed for the meeting, the committee shall take decision in his / her case in absentia, on the basis of available evidence/ documents, which shall be binding on the examinee concerned.
- v. In disciplinary action against concerned implicated student/examinee/person, committee shall have rights to cancel institutional scholarship/s or awards or prizes or medals etc. achieved by him/her during the course of study.
- vi. The Redressal Committee shall then issue final order/swithregard to the disciplinary action to be taken against the implicated examinee/persons.
- vii. The committee shall dispose of the case within 15 days, from the last date of examination and in no case latter than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be

issued to the respective examinee and same shall be informed to the Principal, Controller of Examinations and the person through whom the case was initiated. Further, based on the outcome of the redressal committee, the decision shall be communicated to the student. Student shall abide to the decision of redressal committee.

- viii. For Paper Setter/Examiner/Faculty/Any Other Person Involved in Unfair Means with Conduct of Examination: If a Paper Setter/Examiner/ Faculty member or any other person related with conduct/ assessment of examination is suspected to be involved with unfair means or practices by a complaint launched by anybody either in written or oral or by any other means, the examination Controller shall submit the report to the Chief Controller of Examinations who shall forward it to Redressal Committee. The concerned person through whom the case was originated shall present the case before Redressal Committee and shall deal with the case till it is finally disposed off.
- ix. For unfair means in conduct of examination:
- a) The implicated person shall be informed in writing of the act of malpractices used and/or lapses committed by him/her at the examination and shall ask him/her to be present before the committee on a particular day and date at time and venue fixed for this meeting.
  - b) The documents pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity including oral hearing shall be given to the concerned person in his/her defence before the committee. The reply/explanation given by the concerned person shall also be considered by the committee before making final report/ recommendation.
  - c) The committee shall follow the procedure in the spirit of natural justice.
  - d) If the concerned person fails to appear before committee on the specified day at the time and venue fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidence/documents available to the committee. The same shall be binding on concerned implicated person.
  - e) The committee shall submit its report to the Examination Committee along with its recommendations regarding disciplinary action to be inflicted on the concerned person or otherwise.
  - f) After receiving the report along with the recommendations from Redressal Committee regarding punishment, the Examination Committee shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning, or exonerating him/her from charges and shall impose any one or more of



punishment taking into consideration.

- x. In cases such as violence or any other serious matter where it is felt necessary to take severe action, Chief Controller of Examinations / Controller of Examinations shall refer the case to the Redressal Committee and/or police if necessary.

**Ordinance 5050:- Procedure for Dealing with Cases of Unfair Means at Examination Hall**

In case of unfair means at examination hall, Controller of Examinations and Deputy Controller/s shall adhere to the following procedure:

- i. The student shall be called upon to surrender the material found in his /her possession, if any, and his/her answer book to Controller of Examinations/ Deputy Controller/s.
- ii. Signature with date and time of the concerned examinee shall be obtained on the relevant material and list thereof. Concerned invigilator shall also sign with date and time on all the relevant material/s.
- iii. The answer book of the concerned examinee shall be confiscated along with unfair means material. This shall be marked as "Suspected Unfair Means Case". A Statement of the examinee in prescribed form shall be obtained and he/she shall be issued a fresh answer book, if necessary, duly marked as "Second Answer Book" shall be issued to the examinee.
- iv. An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her. He/ She shall then be allowed to continue with his/her examinations.
- v. Statement of the concerned invigilator in prescribed form shall be obtained by examination in charge that subsequently shall make forwarding remarks in the same format. If examinee refuses to make statement or to give undertaking, the concerned invigilator and coordinator examination shall record accordingly on the same form.
- vi. Show-cause notice shall be issued to the examinee in prescribed form instructing him/her to appear before Redressal Committee.
- vii. In the case of impersonation or violence, the concerned examinee shall be expelled by Controller of Examinations/ Deputy Controllers from the examination and shall not be allowed to appear for remaining examinations of that semester. A report to this effect with the action taken shall be sent to the Examination Committee.
- viii. All the materials, statement and undertaking of examinee and statement of

Invigilator along with the forwarding remarks of the invigilator shall be forwarded by Controller of Examinations/ Department Controllers in separate and confidential sealed envelope marked with "Unfair Means Case" to Redressal Committee.

- ix. In case of unfair means of oral type, invigilator and/or concerned authorized person shall record the facts in writing and report the same through Department Controllers to Controller of Examinations.
- x. Controller of Examinations after finding the prima-facie of the case of malpractice received from invigilator/ Department Controllers shall send it to Redressal Committee. Controller of Examinations or his/her representative shall present the case of malpractice before Redressal Committee and shall deal with the case till it is finally disposed of.

**Procedure for Dealing with Unfair Means at Assessment Centre**

- i. During the assessment of answer books, if examiner suspects that there is prima-facie evidence that the examinee/s, whose answer book/s the examiner is assessing, appear/s to have resorted to unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the Controller of Examinations who shall then forward the case in separate sealed envelope marked with "Suspected Unfair Means Case" to Redressal Committee.
- ii. If any staff is found involved in any type of malpractice/unfair means, Controller of Examinations shall report the case to Chief Controller of Examinations for further action.
- iii. Controller of Examinations or his/her representative shall present the case of malpractice before Chief Controller of Examinations and shall deal with the case till it is finally disposed off.

**Procedure for Dealing with Unfair Means at Paper Setting/Printing:**

- i. If any staff/any person/s related with paper setting and or printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, Controller of Examinations shall report the case to Redressal Committee for further action.
- ii. Controller of Examinations or his/her representative shall present the case of malpractice before Redressal Committee and shall deal with the case till it is finally disposed off.

## **GUIDELINES FOR UNFAIR MEANS**

### **UNFAIR MEANS -**

No candidate shall use unfair means or indulge in disorderly conduct at or in connection with examinations. Here "Candidate" means an examinee taking an examination. Examination means any examination, midterm, end term, quizzes, practical which are considered as part of assessment/evaluation by the instructor while awarding grades in a subject. Unfair means shall include the following:

#### **1. During examination time having in possession or access to**

- i. Any paper, book, note or any other unauthorised material which has relevance to the syllabus of the examination paper concerned.
- ii. Mobile Phones or any electronic gadget other than calculator, even in switch off mode, which can potentially be used for communication or copying.
- iii. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
- iv. Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc. which may have relevance to the syllabus of the examination paper concerned.
- v. Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.

2. Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
3. Talking to another candidate or any unauthorised person inside or outside the examination room during the examination hours without the permission of the invigilating staff.
4. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
5. Impersonating any candidate or getting impersonated by any person for taking the examination.

### **PUNISHMENT -**

A candidate found using unfair means or involved in disorderly conduct or disturbing other candidates, at or in connection with an examination shall be referred to Unfair means Committee. The committee after consideration of the case as referred to it by

instructor/invigilator can award punishment. The punishment awarded by this committee will be in addition to the punishment that may have been already awarded by the course coordinator with one or more of the following

1. Cancellation of the examination of the paper in respect of which he is found to have been guilty; and/or
2. Cancellation of the examination of the semester examination for which he was a candidate and/or debarring from examination for future semester(s).
3. Any other punishment deemed suitable by the committee.

### **NORMS OF PUNISHMENT**

The following norms for punishment are laid down.

1. If the candidate is found having in his possession of any material relevant to the syllabus of the examination paper concerned but has not copied from or used it, a. The punishment will be the cancellation of the examination of that particular paper and he/she will be awarded F grade in that paper with all the consequences to follow. However, if the material found in possession of the candidate is of insignificant nature the punishment may be relaxed to the extent that he/she will be given the chance to reappear in the examination.
2. If a candidate is found to have copied from or used the material caught, a. The punishment will be the cancellation of the present semester examination and he/she shall be awarded F grade in all the papers of that semester with all the consequences to follow.
3. If the candidate is found talking to another candidate or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the invigilator his examination in that paper may be cancelled and F grade will be awarded in that paper with all the consequences to follow
4. If the candidate is found reading or possess some incriminating material relevant to the syllabus of the paper in veranda, urinal etc. his/her examination in that particular paper or his whole semester examination depending on the gravity of the offence shall be cancelled.
5. If the candidate is found giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours, his/her examination in that particular paper will be cancelled and F grade will be awarded in that paper with all the consequences to follow.

6. If the behaviour of the candidate on being caught is unsatisfactory or the candidate uses resistance/violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Unfair Means Committee. All such cases shall be reported to the Academic Senate in its subsequent meeting.

❖ **Addendum**

Wherever an issue has not been covered by these Autonomy Rules of the College, the Rules and Statutes of the University of Mumbai would apply, as long as the latter does not go against the spirit of the College Autonomy arrangements.

**12. List of Formats Used in Examination Section**



**J.B.S.P. Sanstha's  
Clangu Kana Thakur Arts, Commerce and Science College,  
New Panvel (AUTONOMOUS)**

**CONFIDENTIAL**  
**LETTER OF APPOINTMENT FOR PAPER SETTER/  
EXAMINER/MODERATOR**

Ref. No.: CKT/Exam./First/Second Half/..... of 20...

To,

NAME	ADDRESS	ROLE	CONTACT &E-MAIL ID

Dear Sir/Madam,

1. I am pleased to inform you that as per the Maharashtra Public Universities Act, 2016 u/s 41 (f) you are appointed to jointly act as Paper Setter, Moderator and Examiner as mentioned against your name for the following course/subject for the examinations to be held in First/Second Half

Programme	Class	Semester No.	Regular/ A.T.K.T.	Subject	Paper No. with paper code

- The college has introduced ECS payment facility to Paper Setter's/Moderator. You are therefore, requested to fill in the bank details in the given form and submit the same at time of Paper Setting/Moderation.



2.

A. You are requested to attend the meeting immediately in the college and submit the Question Papers to the Examination Cell within one Week after receipt of this Appointment Letter. The date of meeting will be fixed by Chairman, BOS in the concerned subject in communication with you. Below are the contact numbers of Examination Cell:-

- Examination office – 022- 27464193/27455760 Ext. No. 143
- E-mail ID

B. The Chairpersons are requested to submit **THREE DIFFERENT SETS** of typed question papers along with answer key in a separate sealed envelope to the Examination Cell of the college within the stipulated time intimated to you by Manuscript Unit on receipt of this letter with D.T.P./Proof Correction and if necessary they should also submit Marathi version of the question-paper in sealed envelope wherever required.

C. Chairperson/ member are requested to be present on the day of examination of your paper in the Examination Control Room, of the college for the smooth conduct of the examination. The Question paper will be selected by using auto selection method.

D. Please note that as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4) It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institution to render necessary assistance and service in respect of examination of the University and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the University or College or Institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the university in this respect, the Vice- Chancellor shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher as may be prescribed by the Statutes.

E. If anyone wants to reject their appointment on Medical ground (with valid proof) or any Blood relation relative appearing for the University Examination, then they should submit their request with documentary evidence through proper channel to the Director, Board of Examination and Evaluation, of the college.

3. A copy of each of the pamphlet entitled 'General instructions to paper-setters and examiners' And 'Special instructions to paper-setters and examiners' will be available in the Manual of Examination and Evaluation System

4. You are requested to communicate any change in your service (College & Residence) as well as Tel No. & E-mail address, for faster communication immediately to the Examination Cell of the college.

5. Utmost care should be taken while setting the question paper and to ascertain that there is no erratum in question paper and must be set within the prescribed syllabus and the examination scheme of the said subject at the examination, and the paper will be set only in the authorized meeting of the paper-setters, which shall be held in the College.

6. The paper-setters should avoid to set the questions verbatim similar of the question paper set at college prelim examination if he/ she is also paper setter for their college prelim examination in the said subject.
7. The Copy of the letter should submitted to the Principal of the concerned College for information with a request to relieve the concerned teachers of your college, for Examination work, as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4).
8. For any queries/difficulties about your appointment, you can communicate to the Director, Board of Examinations and Evaluation of the college.

Yours faithfully,

Controller of Examinations

## AGENDA

**Item No. : 19** Discussion and approval of policy for promotion of research and consultancy.

Allotment of Seed Money and incentives to teachers and students			Allotment of seed money
Sr. No.	Nature of research activity		
1.	Research Projects	(Science)	Rs. 25000/- per project
2.	Award of Ph.D. Degree during service in Institute	(Arts and Commerce)	Rs. 15000/- per project
3.	Patent	International	Rs. 5000/- per faculty
		National	Rs. 5000/- per patent
4.	Publication of Research Paper in UGC approved Journal having impact factor more than 5		Rs. 3000/- per patent
5.	Publication of Research Paper in UGC approved Journal having impact factor between 3 to 5		Rs. 4000/- or publication charges which is more per paper
6.	Publication of Research Paper in UGC approved Journal having impact factor between 1 to 3		Rs. 3000/- or publication charges which is more per paper
7.	Publication of Research Paper in UGC approved Journal having impact factor less than 1		Rs. 2000/- or publication charges which is more per paper
8.	Publication of book with ISSN/ISBN		Rs. 1000/- or publication charges which is more per paper
9.	Publication of chapter in edited book with ISSN/ISBN		Rs. 3000/- per book
10.	Research Award to faculty/students	International level	Rs. 500/- per chapter per book
		National level	Rs. 3000/- per award
11.	Paper/Poster presentation by the faculty and students at international(within India)/National level seminars/symposia/state level and University level		Rs 2000/- per award
12.	Avishkar research Convention		Payment of registration Fees and Travelling Allowances
13.	Massive Open online Course (MOOC)		Rs. 1,50,000/-
			Fee for course
		Total Expected amount	Rs. 10 Lakh

## AGENDA

Item No. : 04 / 1

Approval of following scholarships, studentships, fellowships, prizes and medals.

- Late Shri. Janardan Atmaram Bhagat Prize for merit rankers.
- Late Shri. Changu Kana Thakur Prize for merit rankers.
- Late Smt. Bhagubai Changu Thakur Prize for merit rankers .(Girls)
- Fee concessions for national and international awards in NCC, NSS, sports and cultural activities.
- Special scholarships/ financial assistance for physically challenged students .

We have earlier policy for the merit holders in our college that we provides cash prize to the students. However as per new NAAC guidelines this concession need to be converted in the form of Scholarships. So, we propose the change as follows:



## Student Scholarships by the Institutions

### Meritorious Students Scholarship

Rank	Name of Scholarship	class	Trophy	Amount
First Rank	Late Shri. Janardan Atmaram Bhagat Scholarship	F.Y./ S.Y.B.A./B.Com/B.Sc.	Trophy	Rs.2000
		T.Y.B.A./B.Com/B.Sc. in each subject	Trophy	Rs.3000
Second Rank	Late Shri. Changu Kana Thakur Scholarship	F.Y./ S.Y.B.A./B.Com/B.Sc.	Trophy	Rs.1500
		T.Y.B.A./B.Com/B.Sc. in each subject	Trophy	Rs.2000
Third Rank	Late Smt. Bhagubai Changu Thakur Scholarship	F.Y./ S.Y.B.A./B.Com/B.Sc.	Trophy	Rs.1000
		T.Y.B.A./B.Com/B.Sc. in each subject	Trophy	Rs.1000
First among the girls	Late Smt. Bhagubai Changu Thakur Scholarship	F.Y./ S.Y.B.A./B.Com/B.Sc.	---	Rs.1000
		T.Y.B.A./B.Com/B.Sc.	---	Rs.2000



**Student Scholarships by the Institutions**  
**Scholarship for National and International Awards in**  
**NCC, NSS, Sports, DLLE and Cultural activities**  
**(From Central Government recognised institutions)**

<b>Award</b>	<b>Rank</b>	<b>Scholarship</b>
<b>International</b>	Gold Medal	100 % Concession in Fees
	Silver Medal	50 % Concession in Fees
	Bronze Medal	25 % Concession in Fees
<b>National</b>	Gold Medal	75 % Concession in Fees
	Silver Medal	50 % Concession in Fees
	Bronze Medal	25 % Concession in Fees

**Scholarship for Physically Challenged Students (Divyangjan)**  
**50 % Concession in fees for the students having annual family income**  
**less than Rs. 8,00,000/-**

## Annexure-11

### Financial Breakup of Rs. 5 Crore Grant Sanctioned by RUSA

#### Part-I Hard Component

Facility Type	Financial value (Rs. in lakh)
1) Laboratory Equipment	
a) Science Laboratories Equipment	90
b) Language Laboratory Equipment/Software	
2) Computers	45
TOTAL	135

## Part-II Soft Component

Facility Type	Financial value (Rs. in lakh)
1) Seminars/ Workshops/ Conferences	50
2) Training programmes for Students	20
3) Training programmes for Teachers	18
4) Training programmes for Non-Teaching staff & office staff	05
5) Seed money for Research Students	25
6) Seed money for Research Teachers	40
7) Honorarium to researchers	25
8) Academic software	30
9) Exposure visits	20
10) Scholarships/Fellowships	30
11) Introduction of new skill development courses	20
12) Mentoring other institutions for accreditations	02
13) Development of E-content	08
14) Environmental Consciousness	07
15) Students' exchange programmes	05
16) Health, sport and well being	10
<b>TOTAL</b>	<b>315</b>

Continued

### Part-III Entrepreneurship Cell & Career Hub

Component Type	Facility Type	Financial value (Rs. in lakh)
Hard component	1) Incubation & Innovation Centre - Furniture, fixtures etc.	15
Soft component	2) lectures/seminars/ workshops - Organization of lectures/seminars/ workshops related to placement purpose	35
	<b>TOTAL</b>	<b>50</b>

Allocation of funds for the items/facilities mentioned in Detailed Project Report (DPR) submitted to RUSA.

**Part-I Hard component**

Facility Type	Financial value (Rs. in lakh)
<b>Laboratory Equipment</b>	
a) Science Laboratories Equipment	90
b) Language Laboratory Equipment/Software	
<b>Computers</b>	
(Intel Core i7, 8 <sup>th</sup> Gen, RAM 4 GB, 1TB Hard Disc, 24 inch screen, Windows 10)	45
<b>TOTAL</b>	<b>135</b>

**Part-II Soft component**

Facility Type	Financial value (Rs. in lakh)
1) Seminars/ Workshops/ Conferences	60
2) Training programmes for Students	20
3) Training programmes for Teachers	18
4) Training programmes for Non-Teaching staff & office staff	05
5) Seed money for Research Students	25
6) Seed money for Research Teachers	40
7) Honorarium to researchers	25
8) Technical & administrative support	30
9) Exposure visits	20
10) Scholarships/Fellowships	30
11) Introduction of new skill development courses	20
12) Mentoring other institutions for accreditations	02
13) Development of E-content	08
14) Environmental Consciousness	07
15) Students' exchange programmes	05
<b>TOTAL</b>	<b>315</b>

**Part-III Entrepreneurship Cell & Career Hub**

Component Type	Facility Type	Financial value (Rs. in lakh)
<b>Hard component</b>	<b>Incubation &amp; Innovation Centre</b> a) Furniture, fixtures etc.	15
<b>Soft component</b>	<b>lectures/seminars/ workshops</b> a) Organization of lectures/seminars/ workshops related to placement purpose	35
	<b>TOTAL</b>	<b>50</b>



## Annexure-12

### **UGC financial Assistance under 'Autonomous Scheme to Colleges'**

#### **NATURE OF FINANCIAL ASSISTANCE AND OTHER RELATED PROVISIONS**

The Commission will provide assistance under this scheme to autonomous colleges to meet their additional and special needs such as,

- Up-gradation of syllabus on regular basis making it skill oriented with quantifiable outcomes.
- Orientation and re-training of teachers.
- Re-designing courses and development of teaching/learning material
- Workshop, seminars, conferences and meetings
- Examination reforms
- Furniture for office, classrooms, library and laboratories, Library equipment, books/journals
- Renovation and repairs not leading to construction of a new building
- Extension Activities
- Office equipment, teaching aids and laboratory equipment
- Guest/visiting faculty
- Capacity building for teachers
- Development of Area Study Programmes.

## Annexure-12

### UGC Financial Assistance under 'Autonomous Scheme to Colleges'

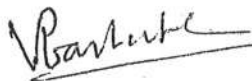
Sr. No.	Particulars	Amount (Rs. in Lakhs)
01	Up-gradation of syllabus on regular basis making it skill oriented with quantifiable outcomes	07.00
02	Furniture for office, classrooms, library and laboratories, Library equipment, books/journals	08.00
03	Teaching aids and laboratory equipment	05.00
04	N.C.C. activities	02.00
	<b>Total</b>	<b>22.00</b>

T.A/ D.A For Meetings of Board of Studies in different subjectsA) Dearness Allowance (D.A)- Outsiders only.

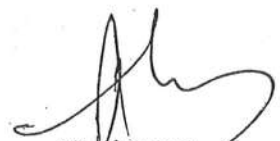
- i) D.A for member in Board of Studies Rs- 2500/- per day.
- ii) D.A for member in Academic Council Rs. 2500/- per day.
- iii) D.A for member in Finance Committee Rs. 3000/- per day.
- iv) D.A for member in College Development Committee Rs. 2000/- per day.
- v) D.A for member in Governing Body Rs. 5000/- per day.

B) Travelling Allowances (T.A)

- i) Local travelling expences for Mumbai city, lumsum Rs. 500/- per day.
- ii) Actual Three Tier A/C for railway travelling with local travelling expences.
- iii) Actual A.C Busfare with local travelling expences.
- iv) Travelling by car- Rs.9/- per km for petrol car and Rs.-7/- for diesel car with toll receipt. (R.C book of car is required)



Principal  
C.K.Thakur College of A.C.S  
New Panvel.



Chairman  
J.B.S.P Sanstha,  
New Panvel.



|| Vidya Vinayen Shobhate ||

Janardan Bhagat Shikshan Prasarak Sanstha's

## CHANGU KANA THAKUR

Arts, Commerce and Science College, New Panvel  
Autonomous

Re-accredited 'A+' Grade by NAAC (3<sup>rd</sup> Cycle-CGPA 3.61)

'College with Potential for Excellence' Status Awarded by University Grants Commission

'Best College Award' by University of Mumbai

### Proposed Budget to conduct Board of Studies meetings in different UG and PG departments of our college

<b>1) Refreshment and Lunch for Board of Studies in the college</b>			
No. of Board of Studies	Average No. of Members in each BOS	Expenses on Lunch and Refreshment for each member in Rs.	Total Expenses in Rs. (30 X 15 X 150)
30	15	150/-	67,500/-
<b>2) Remuneration for Members of Board of Studies</b>			
No. of Board of Studies	Members in each BOS outside the College	Remuneration for each members in Rs.	Total Remuneration in Rs. (30 X 06 X 2500)
30	06	2,500/-	4,50,000/-
<b>3) TA for members of Board of Studies outside the Universities</b>			
No. of Board of Studies	Members in each BOS outside the University	TA for each members in Rs.	Total TA in Rs. (30 X 02 X 3000)
30	02	3,000/-	1,80,000/-
<b>4) Accommodation for members of Board of Studies outside the Universities</b>			
No. of Board of Studies (Approximate)	Expenses for each member in Rs. per day		Total Accommodation in Rs. (10 X 3000)
10	3,000/-		30,000/-

Total Expenses		
Sr. No.	Particular	Total Expenses
01	Refreshment and Lunch for Board of Studies in the college	67,500/-
02	Remuneration for Members of Board of Studies	4,50,000/-
03	TA for members of Board of Studies outside the Universities	1,80,000/-
04	Accommodation for members of Board of Studies outside the Universities	30,000/-
05	Stationary	6,000/-
Total		7,33,500/-

Principal

Changu Kana Thakur

Arts, Commerce and Science College,  
New Panvel

Chairman

Janardan Bhagat Shikshan Prasarak Sanstha  
Panvel

## Summary of Receipts & Payments of the Financial Year 2018-19

RECEIPTS	Govt. Supported Programmes (G)	Self Financing Programmes (NG)	Grand Total	Disbursements	Govt. Supported Programmes (G)	Self Financing Programmes (NG)	Grand Total
A. TUITION FEES	57693069	33470278	91163347	A. EMPLOYEE - COST	63159756	34754720	95029072
B. ACADEMIC RECEIPTS	5450807	25404716	30855523	B. ACADEMIC EXPENSES	1768901	13524535	21733970
C. ADMINISTRATIVE RECEIPTS	398954	1300259	1699213	C. ADMINISTRATIVE EXPENSES	160500	861391	971050
D. OTHER FEES	1243751	3776111	5019862	D. OTHER EXPS	2189858	1453242	13984300
E. UNIVERSITY CONTRIBUTIONS & SHARE	253825	546824	800649	E. UNIVERSITY CONTRIBUTIONS & SHARE	237415	256228	1383610
F. Student Deposits	244800	1025560	1270360	F. Student Deposits	28800	--	1429600
G. Deficit ( Expenses Over The Receipts)	2260024	--	130808954	G. Surplus ( Receipts Over The Expenses)	0	1594453	0
GRAND TOTAL =	67545230	65523748	139717732	GRAND TOTAL =	6,75,45,230	5,24,44,569	11,99,89,799



# Annexure-15

## Budget for the Financial Year 2019-20

RECEIPTS	Govt. Supported Programmes (G)	Self Financing Programmes (NG)	Grand Total	Disbursements	Govt. Supported Programmes (G)	Self Financing Programmes (NG)	Grand Total
A. TUITION FEES	54540092	31713525	86253617	A. EMPLOYEE - COST	54457692	40571380	95029072
B. ACADEMIC RECEIPTS	4532150	22531600	27063750	B. ACADEMIC EXPENSES	3650534	18083436	21733970
C. ADMINISTRATIVE RECEIPTS	335700	943850	1279550	C. ADMINISTRATIVE EXPENSES	329850	641200	971050
D. OTHER FEES	1308525	3239675	4548200	D. OTHER EXPS	2580975	11403325	13984300
E. UNIVERSITY CONTRIBUTIONS & SHARE	291810	1091800	1383610	E. UNIVERSITY CONTRIBUTIONS & SHARE	291810	1091800	1383610
F. Student Deposits	192000	1237600	1429600	F. Student Deposits	192000	1237600	1429600
G. Deficit ( Expenses Over The Receipts)	302584	12270691	12573275	G. Surplus ( Receipts Over The Expenses)	0	0	0
GRAND TOTAL =	6,15,02,861	7,30,28,741	13,45,31,602	GRAND TOTAL =	6,15,02,861	7,30,28,741	13,45,31,602