



SOMAIYA
VIDYAVIHAR UNIVERSITY



Examination Sections/Ordinances
For
Eligibility, Passing Criteria, Grace Marks, No of Attempts
and Grievances Redressal

Sections/Ordinances of Examination Manual
For
Eligibility, Passing Criteria, Grace Marks, No of Attempts and Grievances Redressal

Preamble:

It is a great pleasure to present examination sections/ordinance for Eligibility, Passing Criteria, Grace Marks No of Attempts and Grievances Redressal as approved by Dean/HOI of school. They are based on the sections/ordinances of examination manual and refer the same for further details.

The amendment/addition in sections/ordinance will be done as and when required and it is a continuous process of implementation.

Date: 21/06/2025

COE

KJSSE – UG

Exam Rules for Eligibility, Passing Criteria, Grace Marks, No of attempts and Grievances Redressal as per Sections of Examination Manual
(Refer Sections of Examination Manual for further details)

Name of the College/Department/Institute: K J Somaiya School of Engineering - UG Programmes

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	Eligibility for admission to subsequent years	
38	Admission to SY UG	<ul style="list-style-type: none"> 60 % credits are to be earned for FY
38	Admission to TY UG	<ul style="list-style-type: none"> FY should be passed and Minimum 60 % Credits of SY are to be earned
38	Admission to LY UG	<ul style="list-style-type: none"> FY and SY should be passed and Minimum 60 % Credits of TY are to be earned
	CA(Test + IA) and ESE Distribution and Passing Criteria	
	Nomenclature used in Relative Grading	<ul style="list-style-type: none"> MO – Marks obtained PM- Passing marks : 40 % of maximum marks obtained in the course/passing head, subject to approval of RMRC MMO- Maximum Marks obtained in the course/passing head NMO – Normalised Marks Obtained = $(MO / MMO) \times 100$ R Exam – Regular Exam
34,35/ Annexure II	Percentage CA (Test + IA) of theory course	<ul style="list-style-type: none"> It is 50% (30% Test + 20% IA) – Separate head of passing
2, 34,35/ Annexure II	Percentage CA and ESE and overall passing of theory course	<ul style="list-style-type: none"> It is 50% Separate head of passing Applicability of Passing Marks Compare the marks obtained (MO) (i.e. CA and ESE as separate head of passing) with passing marks (PM) for the said passing head / Course <ol style="list-style-type: none"> If $MO \geq PM$, then the student has passed the said passing head/course If $MO < PM$ then the student has failed the said passing head/ course

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<p>c. If maximum marks obtained (MMO) are 90 then 40 % of maximum marks obtained (MMO) = 36 will be the passing marks (PM)</p> <ul style="list-style-type: none"> • Applicability of Grade Table • If the student has passed the said passing head / course then in order to check letter grade and number grade following guidelines are to be used <ul style="list-style-type: none"> ○ Refer to the grade table and compare Normalised Marks Obtained (NMO) of passing head /course with grade table % of marks ○ e.g. If NMO are 76 out of 100 , it is between the range of 70 % - 80 % hence A+ grade –grade point 9 are awarded as per grade table . ○ e.g. If NMO are 52 out of 75, then first convert NMO out of 100 (i.e.52 x100/75) which will be 69 , it is between the range of 60 %- 70 % hence letter grade A – grade point 8 are awarded as per grade table. ○ i.e. If NMO are 34 out of 50 , then first convert NMO out of 100, which is 68 , it is between the range of 60 %- 70 % hence A grade – grade point 8 are awarded as per grade table ○ i.e. If NMO are 17 out of 25 , then first convert NMO out of 100, which is 68 , it is between the range of 60 %- 70 % hence A grade – grade point 8 are awarded as per grade table ○ The Normalized marks obtained (NMO) will be always \geq marks obtained (MO) ○ $NMO = (MO/MMO) \times 100$, subject to approval of RMRC • RMRC reserves rights with approval of Dean/HOI to decide upon - <ul style="list-style-type: none"> ○ Passing Marks (PM) of R examination – relative grading

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<ul style="list-style-type: none"> ○ Applicability of grade table under very specific condition based on result analysis - to fine tune results ○ 40% Grade table ● It is mandatory for student to appear CA and ESE both Examination as they are individual passing heads ● Applicability of Passing marks for KT/ Supplementary/Re-Exam ● If Student is failed in Regular Examination (MO < PM) of CA and/or ESE then student has to appear CA and/or ESE examination - <ul style="list-style-type: none"> ○ The passing marks of CA and ESE for subsequent - during same AY - KT/SUP/Re-Examination of R/KT/SUP – will remain same as that of R examination– relative grading ○ The passing marks CA and ESE for subsequent - during next AY - KT/SUP/Re-Examination of R/KT/SUP – will remain same as that of R examination of that year– relative grading ○ RMRC reserves rights with approval of Dean/HOI to decide upon - <ul style="list-style-type: none"> ○ Passing Marks (PM) of R examination – relative grading ○ Applicability of grade table under very specific condition based on result analysis - to fine tune results ○ 40% Grade table ○ It is mandatory for student to appear CA and ESE Examination whichever failed in order to pass the passing head /course
2, 34,35/ Annexure II	LAB/TUT/Practical/Oral/Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without ESE) – any evaluation other than CA and ESE combined assessment for one course – notified as separate head of passing in CES	<ul style="list-style-type: none"> ● Applicability of Passing Marks ● Compare the marks obtained (MO), with passing marks (PM) for the said passing head / Course. <ul style="list-style-type: none"> ○ If $MO \geq PM$, then the student has passed the said passing head/course ○ If $MO > PM$ Then the student has failed the said passing head/

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<p>course</p> <ul style="list-style-type: none"> • Applicability of Grade Table If the student has passed the said passing head / course then in order to check letter grade and number grade following guidelines are to be used <ul style="list-style-type: none"> ○ Refer to the grade table and compare Normalised Marks obtained (NMO) of passing head /course with grade table % of marks ○ e.g. If NMO are 76 , it is between the range of 70 % -80 % hence A+ grade –grade point 9 are awarded as per grade table . ○ e.g. If NMO are 52 out of 75, then first convert NMO out of 100 (i.e.52 x100/75) which will be 69 , it is between the range of 60 %- 70 % hence A grade – grade point 8 are awarded as per grade table. ○ i.e. If NMO are 34 out of 50 , then first convert NMO out of 100, which is 68 , it is between the range of 60 %- 70 % hence A grade – grade point 8 are awarded as per grade table ○ i.e. If NMO are 17 out of 25 , then first convert NMO out of 100, which is 68 , it is between the range of 60 %- 70 % hence A grade – grade point 8 are awarded as per grade table ○ The Normalized marks obtained (NMO) will be always \geq marks obtained (MO) • NMO= (MO/MMO) x 100 , subject to approval of RMRC • RMRC reserves rights with approval of Dean/HOI to decide upon - <ul style="list-style-type: none"> ○ Passing Marks (PM) of R examination – relative grading ○ Applicability of grade table under very specific condition based on result analysis - to fine tune results ○ 40% Grade table • If student is failed in LAB/TUT then the student has to complete the work mentioned as per rubrics, by physically attending the

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		laboratory / tutorial sessions as notified by the HOD/Dean/HOI <ul style="list-style-type: none"> • Applicability of Passing marks for KT/ Supplementary/Re-Exam <ul style="list-style-type: none"> • The passing marks for subsequent - during same AY - KT/SUP/Re-Examination of R/KT/SUP – will remain same as that of R examination– relative grading • The passing marks subsequent - during next AY - KT/SUP/Re-Examination of R/KT/SUP – will remain same as that of R examination of that year– relative grading • RMRC reserves rights with approval of Dean/HOI to decide upon - <ul style="list-style-type: none"> ○ Passing Marks (PM) of R examination – relative grading ○ Applicability of grade table under very specific condition based on result analysis - to fine tune results ○ 40% grade table
		Grace Marks – Internal
37	Internal grace marks for CA	Not Applicable
37	Additional internal grace marks for CA for PWD/sports/cultural/NCC/NSS	Not Applicable
37	Internal grace marks for LAB/TUT/Practical/Oral/Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without ESE) – any evaluation other than CA and ESE combined assessment for one course	Not Applicable
37	Internal grace marks for ESE theory R/KT/SUP/Re-Examination of R/KT/SUP examination	Not Applicable
37	Both internal and external grace mark for passing head	Not Applicable
37	Re-verification of ESE theory R/KT/SUP/Re-	<ul style="list-style-type: none"> • The student can apply in prescribed format subject to attending

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	Examination of R/KT/SUP examination	<p>open day for maximum three theory courses</p> <ul style="list-style-type: none"> Any number of courses the student can apply in prescribed format subject to attending open day Any changes in marks are reflected in gazette Grace marks not applicable for all heads of passing for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
37	Re-assessment of ESE theory R/KT/SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> The student can apply in prescribed format subject to attending open day for maximum three theory courses The change of marks will be considered if difference is 10 % of obtained marks. <ul style="list-style-type: none"> 10% of marks obtained are rounded off to lower integer e.g., if original marks obtained are 46 then minimum change of marks has to be 4 marks and then it will be reflected in the result gazette. If changes of marks are from 1-3, then the result will be declared with no change of marks means 46 marks as it is. But 1-3 marks will reflect if the student is passing the course. Grace marks are not applicable for all heads of passing for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
24,37	Re-verification of LAB/TUT/ Practical/Oral/ Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without ESE) – any evaluation other than CA and ESE combined assessment for one course	<ul style="list-style-type: none"> Re-verification subject to recommendations of Expert Committee appointed by Dean/HOI against application in prescribed format Grace marks are not applicable for all heads of passing
	Grace Marks – External	
37	External grace mark for ESE (TH)/ LAB/TUT/Practical/Oral/Project/Seminar/Presenta	<ul style="list-style-type: none"> Not applicable for all heads of passing

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	tion/ Exclusive CA (i.e. only CA assessment without ESE for R/KT/SUP/Re-Examination of R/KT/SUP examination – any head passing	
37	External grace marks for PwD student	<ul style="list-style-type: none"> • 3% of maximum marks to pass the semester examination • Grace marks are applicable to following heads of passing subject to passing the semester examination <ul style="list-style-type: none"> ○ ESE and /or CA ○ LAB/TUT/Practical/Oral/Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without ESE
	Grace Marks - External – Sports/ NSS/NCC/Home Guards	
37	Grace Marks for sports for R / re-examination of R Not applicable for the KT/SUP/Re-Examination of KT/SUP examination	<ul style="list-style-type: none"> • Yes, against application received from the concerned student/s <ul style="list-style-type: none"> ○ who are members of the SVU team/s reaching at Quarter-final at All India University level intercollegiate competitions OR ○ have secured one of the eight places in order of merit in individual sports event conducted by the university OR ○ have represented the university in sports either at interstate or zonal level or at national level or at international level • Students must produce the necessary merit certificate given by organising secretary with an application forwarded through competent authorities/principal/Director/HOI/Head of their respective college two weeks prior to the End Semester Examination and forwarded by the head of concerned Section to the Examination Department before the examination. • Benefit is applicable for the one Semester Examination of the Academic Year – normally for even semester examination • Grace marks are for passing subject/course/passing head ○ Total grace marks given for passing /exemption for

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<p>subject/course/passing head shall not be more than 10</p> <ul style="list-style-type: none"> ○ In case of failure in one or more heads of passing of an examination, the benefit of grace marks shall be granted to extent of 5% of maximum marks allotted to a subject/course/passing head ○ The grace marks will be granted for purpose of claiming exemptions in the subject/course/passing head it shall not exceed 5% of the maximum marks allotted to allotted subject/course/passing head ○ These grace marks will be additional ● Grace marks for overall grade improvement ○ The maximum of 10 grace marks shall be added to grant total. ○ In case of CBGS system 0.10 will be added to final grade to GPA even if the benefit is given to the student for passing subject/course/passing head of the said semester R/Re-Examination of R examination ○ The benefit shall be given to one semester in one academic year against an application received by the student in prescribed format with attached certification from competent authority.
	<p>Grace Marks for NSS/NCC/Home Guards for R / re-examination of R</p> <p>Not applicable for the KT/SUP/Re-Examination of KT/SUP examination</p>	<ul style="list-style-type: none"> ● Yes, against application received from the concerned student/s ● Students who have enrolled as member of NCC and have satisfactory completed NCC training programme during the academic year as certified by the competent authorities/principal/Director/HOI/Head <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● The students who have enrolled for the Home Guard and have satisfactorily completed home guard training programme during the academic year as certified by the competent authorities/principal/Director/HOI/Head <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● The students who have participated in the NSS programme and

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		<p>have satisfactorily completed at least 120 hours of social service comprising the time spent in at least 2 types of projects certified by respective competent authorities /principal/ Director/ HOI/Head and forwarded to NSS programme coordinator.</p> <ul style="list-style-type: none"> ● Students must produce the necessary merit certificate given by organising secretary with an application forwarded through competent authorities/principal/Director/HOI/Head of their respective college two weeks prior to the End Semester Examination and forwarded by the head of concerned Section to the Examination Department before the examination. ● Benefit is applicable for the one Semester Examination of the Academic Year – normally for even semester examination ● Grace marks are for passing subject/course/passing head <ul style="list-style-type: none"> ○ Total grace marks given for passing /exemption for subject/course/passing head shall not be more than 10 ○ In case of failure in one or more heads of passing of an examination, the benefit of grace marks shall be granted to extent of 5% of maximum marks allotted to a subject/course/passing head ○ The grace marks will be granted for purpose of claiming exemptions in the subject/course/passing head it shall not exceed 5% of the maximum marks allotted to allotted subject/course/passing head ○ These grace marks will be additional ● Grace marks for overall grade improvement <ul style="list-style-type: none"> ○ The maximum of 10 grace marks shall be added to grant total. ○ In case of CBGS system 0.10 will be added to final grade to GPA even if the benefit is given to the student for passing subject/course/passing head of the said semester R/Re-Examination of R examination ○ The benefit shall be given to one semester in one academic year

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		against an application received by the student in prescribed format with attached certification from competent authority
	Grace Marks - Grade improvement	
37	Grade improvement grace marks from A ⁺ to O for passing head total	Not applicable
37	Overall Grade improvement in SGPI/SGPA/CGPI/CGPA	Not applicable
2,3,4	Provision for grade improvement examination for R/KT/ SUP/Re-Examination of R /KT/SUP examination	Not applicable
	No of Attempts	
40	Maximum no of attempts per AY for particular semester/term/trimester/block	Two
40	Maximum no of years within which programme to be completed	2N (N – No of years of programme) For 3 years programmes it will be 6 years
40	Maximum no of year within which the terms of programme to be completed	N+2 (N – No of years of programme) For 3 years programmes it will be 5 years
40	Extension to complete programme	Minimum 1 year extension - subject to approval against application in prescribed format
	Grievances Redressal	
2,13,23, 24, 31,48,51	Grievances against any type of assessment/ evaluation	<ul style="list-style-type: none"> Individually students can apply for re-verification/reassessment. In general if there are complaints against question paper or assessment then apply in prescribed format <ul style="list-style-type: none"> The matter will be resolved by Expert Committee appointed by Dean/HOI. The expert committee decision will be final
31,48,51	Grievances against any matter relevant to examinations	<ul style="list-style-type: none"> If there are complaints against any matter relevant to examinations then apply in prescribed format <ul style="list-style-type: none"> The matter will be resolved by EGRC Committee

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Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		appointed by Dean/HOI. The EGRC committee decision will be final

KJSSE - PG

Exam Rules for Eligibility, Passing Criteria, Grace Marks, No of attempts and Grievances Redressal as per Sections of Examination Manual
(Refer Sections of Examination Manual for further details)

Name of the College/Department/Institute: K J Somaiya School of Engineering – PG Programmes

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	Eligibility for admission to subsequent years	
38	Admission to SY PG	<ul style="list-style-type: none"> Not applicable The final defense of project/thesis work subject to passing of semester I, II and III and completion of term of semester IV
	CA(Test + IA) and ESE Distribution and Passing Criteria	
	Nomenclature used in Relative Grading	<ul style="list-style-type: none"> MO – Marks obtained PM- Passing marks : 50 % of maximum marks obtained in the course/passing head, subject to approval of RMRC MMO- Maximum Marks obtained in the course/passing head NMO – Normalised Marks Obtained = $(MO / MMO) \times 100$ R Exam – Regular Exam
34,35/ Annexure II	Percentage CA (Test + IA) of theory course	<ul style="list-style-type: none"> It is 50% (30% Test + 20% IA) – Separate head of passing
2, 34,35/ Annexure II	Percentage CA and ESE and overall passing of theory course	<ul style="list-style-type: none"> It is 50% Separate head of passing Applicability of Passing Marks Compare the marks obtained (MO) (i.e. CA and ESE as separate head of passing) with passing marks (PM) for the said passing head / Course <ol style="list-style-type: none"> If $MO \geq PM$, then the student has passed the said passing head/course If $MO < PM$ then the student has failed the said passing head/ course If maximum marks obtained (MMO) are 90 then 50 % of maximum marks obtained (MMO) = 45 will be the passing marks (PM) Applicability of Grade Table

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		<ul style="list-style-type: none"> ● If the student has passed the said passing head / course then in order to check letter grade and number grade following guidelines are to be used <ul style="list-style-type: none"> ○ Refer to the grade table and compare Normalised Marks Obtained (NMO) of passing head /course with grade table % of marks ○ e.g. If NMO are 76 out of 100, it is between the range of 75 % - 79.99 % hence A+ grade –grade point 9 are awarded as per grade table. ○ e.g. If NMO are 52 out of 75, then first convert NMO out of 100 (i.e. $52 \times 100 / 75$) which will be 69, it is between the range of 65 %- 69.99 % hence letter grade B+ – grade point 7 are awarded as per grade table. ○ i.e. If NMO are 34 out of 50, then first convert NMO out of 100, which is 68, it is between the range of 65 %- 69.99 % hence letter grade B+ – grade point 7 are awarded as per grade table ○ i.e. If NMO are 17 out of 25, then first convert NMO out of 100, which is 68, it is between the range of 65 %- 69.99 % hence letter grade B+ – grade point 7 are awarded as per grade table ○ The Normalized marks obtained (NMO) will be always \geq marks obtained (MO) ○ $NMO = (MO/MMO) \times 100$, subject to approval of RMRC ● RMRC reserves rights with approval of Dean/HOI to decide upon - <ul style="list-style-type: none"> ○ Passing Marks (PM) of R examination – relative grading ○ Applicability of grade table under very specific condition based on result analysis - to fine tune results ○ 50% Grade table ● It is mandatory for student to appear CA and ESE both

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<p>Examination as they are individual passing heads</p> <ul style="list-style-type: none"> • Applicability of Passing marks for KT/ Supplementary/Re-Exam • If Student is failed in Regular Examination (MO < PM) of CA and/or ESE then student has to appear CA and/or ESE examination - <ul style="list-style-type: none"> ○ The passing marks of CA and ESE for subsequent - during same AY - KT/SUP/Re-Examination of R/KT/SUP – will remain same as that of R examination– relative grading ○ The passing marks CA and ESE for subsequent - during next AY - KT/SUP/Re-Examination of R/KT/SUP – will remain same as that of R examination of that year– relative grading ○ RMRC reserves rights with approval of Dean/HOI to decide upon - <ul style="list-style-type: none"> ○ Passing Marks (PM) of R examination – relative grading ○ Applicability of grade table under very specific condition based on result analysis - to fine tune results ○ 50% Grade table ○ It is mandatory for student to appear CA and ESE Examination whichever failed in order to pass the passing head /course
2, 34,35/ Annexure II	LAB/TUT/Practical/Oral/Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without ESE) – any evaluation other than CA and ESE combined assessment for one course – notified as separate head of passing in CES	<ul style="list-style-type: none"> • Applicability of Passing Marks • Compare the marks obtained (MO), with passing marks (PM) for the said passing head / Course. <ul style="list-style-type: none"> ○ If $MO \geq PM$, then the student has passed the said passing head/course ○ If $MO > PM$ Then the student has failed the said passing head/course • Applicability of Grade Table <p>If the student has passed the said passing head / course then in order to check letter grade and number grade following guidelines are to be used</p>

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<ul style="list-style-type: none"> ○ Refer to the grade table and compare Normalised Marks obtained (NMO) of passing head /course with grade table % of marks ○ e.g. If NMO are 76, it is between the range of 75% - 79.99% hence A+ grade – grade point 9 are awarded as per grade table. ○ e.g. If NMO are 52 out of 75, then first convert NMO out of 100 (i.e. $52 \times 100 / 75$) which will be 69, it is between the range of 65% - 69.99% hence B+ grade – grade point 7 are awarded as per grade table. ○ i.e. If NMO are 34 out of 50, then first convert NMO out of 100, which is 68, it is between the range of 65% - 69.99% hence B+ grade – grade point 7 are awarded as per grade table. ○ i.e. If NMO are 17 out of 25, then first convert NMO out of 100, which is 68, it is between the range of 65% - 69.99% hence B+ grade – grade point 7 are awarded as per grade table. ○ The Normalized marks obtained (NMO) will be always \geq marks obtained (MO) $\text{NMO} = (\text{MO} / \text{MMO}) \times 100$, subject to approval of RMRC ● RMRC reserves rights with approval of Dean/HOI to decide upon - <ul style="list-style-type: none"> ○ Passing Marks (PM) of R examination – relative grading ○ Applicability of grade table under very specific condition based on result analysis - to fine tune results ○ 50% Grade table ● If student is failed in LAB/TUT then the student has to complete the work mentioned as per rubrics, by physically attending the laboratory / tutorial sessions as notified by the HOD/Dean/HOI ● Applicability of Passing marks for KT/ Supplementary/Re-Exam <ul style="list-style-type: none"> ● The passing marks for subsequent - during same AY - KT/SUP/Re-Examination of R/KT/SUP – will remain same as

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<p>that of R examination– relative grading</p> <ul style="list-style-type: none"> • The passing marks subsequent - during next AY - KT/SUP/Re-Examination of R/KT/SUP – will remain same as that of R examination of that year– relative grading • RMRC reserves rights with approval of Dean/HOI to decide upon - <ul style="list-style-type: none"> ○ Passing Marks (PM) of R examination – relative grading ○ Applicability of grade table under very specific condition based on result analysis - to fine tune results ○ 50% grade table
	Grace Marks – Internal	
37	Internal grace marks for CA	Not Applicable
37	Additional internal grace marks for CA for PWD/sports/cultural/NCC/NSS	Not Applicable
37	Internal grace marks for LAB/TUT/Practical/Oral/Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without ESE) – any evaluation other than CA and ESE combined assessment for one course	Not Applicable
37	Internal grace marks for ESE theory R/KT/SUP/Re-Examination of R/KT/SUP examination	Not Applicable
37	Both internal and external grace mark for passing head	Not Applicable
37	Re-verification of ESE theory R/KT/SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> • The student can apply in prescribed format subject to attending open day for maximum three theory courses • Any number of courses the student can apply in prescribed format subject to attending open day • Any changes in marks are reflected in gazette

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<ul style="list-style-type: none"> Grace marks not applicable for all heads of passing for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
37	Re-assessment of ESE theory R/KT/SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> The student can apply in prescribed format subject to attending open day for maximum three theory courses The change of marks will be considered if difference is 10 % of obtained marks. <ol style="list-style-type: none"> 10% of marks obtained are rounded off to lower integer e.g., if original marks obtained are 46 then minimum change of marks has to be 4 marks and then it will be reflected in the result gazette. If changes of marks are from 1-3, then the result will be declared with no change of marks means 46 marks as it is. But 1-3 marks will reflect if the student is passing the course. Grace marks are not applicable for all heads of passing for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
24,37	Re-verification of LAB/TUT/ Practical/Oral/ Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without ESE) – any evaluation other than CA and ESE combined assessment for one course	<ul style="list-style-type: none"> Re-verification subject to recommendations of Expert Committee appointed by Dean/HOI against application in prescribed format Grace marks are not applicable for all heads of passing
	Grace Marks – External	
37	External grace mark for ESE (TH)/ LAB/TUT/Practical/Oral/Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without ESE for R/KT/SUP/Re-Examination of R/KT/SUP examination – any head passing	<ul style="list-style-type: none"> Not applicable for all heads of passing
37	External grace marks for PwD student	<ul style="list-style-type: none"> 3% of maximum marks to pass the semester examination

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<ul style="list-style-type: none"> Grace marks are applicable to following heads of passing subject to passing the semester examination <ul style="list-style-type: none"> ESE and /or CA LAB/TUT/Practical/Oral/Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without ESE)
	Grace Marks - External – Sports/ NSS/NCC/Home Guards	
37	Additional Grace Marks for sports for R / re-examination of R Not applicable for the KT/SUP/Re-Examination of KT/SUP examination	<ul style="list-style-type: none"> Yes, against application received from the concerned student/s <ul style="list-style-type: none"> who are members of the SVU team/s reaching at Quarter-final at All India University level intercollegiate competitions OR have secured one of the eight places in order of merit in individual sports event conducted by the university OR have represented the university in sports either at interstate or zonal level or at national level or at international level Students must produce the necessary merit certificate given by organising secretary with an application forwarded through competent authorities/principal/Director/HOI/Head of their respective college two weeks prior to the End Semester Examination and forwarded by the head of concerned Section to the Examination Department before the examination. Benefit is applicable for the one Semester Examination of the Academic Year – normally for even semester examination Grace marks are for passing subject/course/passing head <ul style="list-style-type: none"> Total grace marks given for passing /exemption for subject/course/passing head shall not be more than 10 In case of failure in one or more heads of passing of an examination, the benefit of grace marks shall be granted to extent of 5% of maximum marks allotted to a subject/course/passing head

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<ul style="list-style-type: none"> ○ The grace marks will be granted for purpose of claiming exemptions in the subject/course/passing head it shall not exceed 5% of the maximum marks allotted to allotted subject/course/passing head ○ These grace marks will be additional ● Grace marks for overall grade improvement ○ The maximum of 10 grace marks shall be added to grant total. ○ In case of CBGS system 0.10 will be added to final grade to GPA even if the benefit is given to the student for passing subject/course/passing head of the said semester R/Re-Examination of R examination ○ The benefit shall be given to one semester in one academic year against an application received by the student in prescribed format with attached certification from competent authority.
	<p>Additional Grace Marks for NSS/NCC/Home Guards for R / re-examination of R</p> <p>Not applicable for the KT/SUP/Re-Examination of KT/SUP examination</p>	<ul style="list-style-type: none"> ● Yes, against application received from the concerned student/s ● Students who have enrolled as member of NCC and have satisfactorily completed NCC training programme during the academic year as certified by the competent authorities/ principal/Director/HOI/Head <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● The students who have enrolled for the Home Guard and have satisfactorily completed home guard training programme during the academic year as certified by the competent authorities/ principal/Director/HOI/Head <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● The students who have participated in the NSS programme and have satisfactorily completed at least 120 hours of social service comprising the time spent in at least 2 types of projects certified by respective competent authorities /principal/ Director/ HOI/Head and forwarded to NSS programme coordinator.

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<ul style="list-style-type: none"> Students must produce the necessary merit certificate given by organising secretary with an application forwarded through competent authorities/principal/Director/HOI/Head of their respective college two weeks prior to the End Semester Examination and forwarded by the head of concerned Section to the Examination Department before the examination. Benefit is applicable for the one Semester Examination of the Academic Year – normally for even semester examination Grace marks are for passing subject/course/passing head <ul style="list-style-type: none"> Total grace marks given for passing /exemption for subject/course/passing head shall not be more than 10 In case of failure in one or more heads of passing of an examination, the benefit of grace marks shall be granted to extent of 5% of maximum marks allotted to a subject/course/passing head The grace marks will be granted for purpose of claiming exemptions in the subject/course/passing head it shall not exceed 5% of the maximum marks allotted to allotted subject/course/passing head These grace marks will be additional Grace marks for overall grade improvement <ul style="list-style-type: none"> The maximum of 10 grace marks shall be added to grant total. In case of CBGS system 0.10 will be added to final grade to GPA even if the benefit is given to the student for passing subject/course/passing head of the said semester R/Re-Examination of R examination The benefit shall be given to one semester in one academic year against an application received by the student in prescribed format with attached certification from competent authority
		Grace Marks - Grade improvement
37	Grade improvement grace marks from A ⁺ to O for	Not applicable

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	passing head total	
37	Overall Grade improvement in SGPI/SGPA/CGPI/CGPA	Not applicable
2,3,4	Provision for grade improvement examination for R/KT/ SUP/Re-Examination of R /KT/SUP examination	Not applicable
	No of Attempts	
40	Maximum no of attempts per AY for particular semester/term/trimester/block	Two
40	Maximum no of years within which programme to be completed	2N (N – No of years of programme) For 3 years programmes it will be 6 years
40	Maximum no of year within which the terms of programme to be completed	N+2 (N – No of years of programme) For 3 years programmes it will be 5 years
40	Extension to complete programme	Minimum 1 year extension - subject to approval against application in prescribed format
	Grievances Redressal	
2,13,23, 24, 31,48,51	Grievances against any type of assessment/ evaluation	<ul style="list-style-type: none"> Individually students can apply for re-verification/reassessment. In general if there are complaints against question paper or assessment then apply in prescribed format <ul style="list-style-type: none"> The matter will be resolved by Expert Committee appointed by Dan/HOI. The expert committee decision will be final
31,48,51	Grievances against any matter relevant to examinations	<ul style="list-style-type: none"> If there are complaints against any matter relevant to examinations then apply in prescribed format <ul style="list-style-type: none"> The matter will be resolved by EGRC Committee appointed by Dan/HOI. The EGRC committee decision will be final

KJSIM

Exam Rules for Eligibility, Passing Criteria, Grace Marks and Grievances Redressal as per Sections of Examination Manual

(Refer Sections of Examination Manual for further details)

Name of the College/Department/Institute: K J Somaiya Institute of Management

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	Eligibility for admission to subsequent years	
38	Admission to SY	<ul style="list-style-type: none"> For two years PG programmes - no such eligibility criteria
	CA(Test + IA) and ESE Distribution and Passing Criteria	
34,35/ Annexure II	Percentage CA (Test + IA) for Theory Course	<ul style="list-style-type: none"> Separate head of passing - 50% passing Combined / Overall Passing percentage (CA+ESE) - 50% <ul style="list-style-type: none"> In case of some courses, with approval of committee there might be no ESE executed and the course may be assessed fully on CA basis with same passing percentage. Faculty shall submit marks in two columns CA and CA in lieu of ETE
34,35/ Annexure II	Percentage ESE for Theory Course	<ul style="list-style-type: none"> Separate head of passing - 50% passing Combined / Overall Passing percentage (CA+ESE) - 50% <ul style="list-style-type: none"> In case of some courses, with approval of committee there might be no ESE executed and the course may be assessed fully on IA/CA basis with same passing percentage. Faculty shall submit marks in two columns CA and CA in lieu of ESE.
34,35/ Annexure II	P/O/TUT/P and O/S/Project – any evaluation other than CA and ESE of Theory Course	<ul style="list-style-type: none"> 50% passing Separate head of passing
	Grace Marks – Internal	
37	Internal grace marks CA of Theory Course	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP. Except in case of courses where CA is in lieu of ETE
37	External grace marks for CA for PWD/	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/ KT/

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	sports/NCC/NSS/home guard	SUP
37	Internal grace marks for P/O/TUT/P and O/S/ Project – any evaluation other than CA and ESE of Theory Course	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP Except in case of courses where CA is in lieu of ETE
37	External grace marks for PWD/ sports/ NCC/ NSS/home guard for P/O/TUT/P and O/S/ Project – any evaluation other than CA and ESE of Theory Course	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
37	Internal grace marks for ESE theory R/KT/ SUP/Re-Examination of R/KT/SUP examinations	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
37	External grace marks PWD/ sports/NCC/ NSS/home guard for ESE theory R/KT/ SUP/Re-Examination of R/KT/SUP examinations	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
37	Both internal and external grace mark are given to passing head	<ul style="list-style-type: none"> No - External grace marks are given wherever applicable
37	Re-verification of ESE theory R/KT/SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> Any no. of courses the student can apply in prescribed format.
37	Re-assessment of ESE theory R/KT/ SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> Any no of courses the student can apply in prescribed format. Internal grace marks are not applicable
24,37	Re-assessment of CA/P/O/TUT/P and O/S/ Project – any evaluation of R/KT/ SUP/Re-Examination of R/KT/SUP examination other than CA and ESE Theory Course	<ul style="list-style-type: none"> Re-assessment is applicable to the theory, lab-based examination against application in prescribed format. Practical exams are not eligible for re-assessment. Internal grace marks are not applicable
	Grace Marks – External	
37	External grace marks for theory/CA/ESE/P/O/ TUT/P and O/S/ Project – any evaluation for R/KT/ SUP/Re-Examination of R/KT/SUP examination – any head passing	<ul style="list-style-type: none"> Grace marks are allowed to ESE/ETE, KT/SUP, Courses where CA is in lieu of ESE/ETE and also in case of reassessment Grace marks cannot be given to those who have failed in more than two subjects.

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<ul style="list-style-type: none"> ● Maximum 8 marks grace can be given which can be for one course/passing head or distributed amongst two. ● Grace marks can only be given in cases where the student clears the said exam after application of grace marks. ● Grace marks are not applicable to Summer Internship and Master Thesis.
37	Grace marks for PwD student	<ul style="list-style-type: none"> ● 3% of maximum marks to pass the semester examination ● Grace marks are applicable to following heads of passing subject to passing the semester examination <ul style="list-style-type: none"> ○ ESE and /or CA ● LAB/TUT/Practical/Oral/Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without ESE)
	Grace Marks - External – Sports/ NSS/NCC/Home Guards	
37	Grace Marks for sports for R / re-examination of R Not applicable for the KT/SUP/Re-Examination of KT/SUP examination	<ul style="list-style-type: none"> ● Yes, against application received from the concerned student/s <ul style="list-style-type: none"> ○ who are members of the SVU team/s reaching at Quarter-final at All India University level intercollegiate competitions OR ○ have secured one of the eight places in order of merit in individual sports event conducted by the university OR ○ have represented the university in sports either at interstate or zonal level or at national level or at international level ● Students must produce the necessary merit certificate given by organising secretary with an application forwarded through competent authorities/principal/Director/HOI/Head of their respective college two weeks prior to the End Semester Examination and forwarded by the head of concerned Section to the Examination Department before the examination. ● Benefit is applicable for the one Semester Examination of the

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<p>Academic Year – normally for even semester examination</p> <ul style="list-style-type: none"> ● Grace marks are for passing subject/course/passing head <ul style="list-style-type: none"> ○ Total grace marks given for passing /exemption for subject/course/passing head shall not be more than 10 ○ In case of failure in one or more heads of passing of an examination, the benefit of grace marks shall be granted to extent of 5% of maximum marks allotted to a subject/course/passing head ○ The grace marks will be granted for purpose of claiming exemptions in the subject/course/passing head it shall not exceed 5% of the maximum marks allotted to allotted subject/course/passing head ○ These grace marks will be additional ● Grace marks for overall grade improvement <ul style="list-style-type: none"> ○ The maximum of 10 grace marks shall be added to grant total. ○ In case of CBGS system 0.10 will be added to final grade to GPA even if the benefit is given to the student for passing subject/course/passing head of the said semester R/Re-Examination of R examination ○ The benefit shall be given to one semester in one academic year against an application received by the student in prescribed format with attached certification from competent authority.
37	<p>Grace Marks for NSS/NCC/Home Guards for R / re-examination of R</p> <p>Not applicable for the KT/SUP/Re-Examination of KT/SUP examination</p>	<ul style="list-style-type: none"> ● Yes, against application received from the concerned student/s ● Students who have enrolled as member of NCC and have satisfactory completed NCC training programme during the academic year as certified by the competent authorities/ principal/Director/HOI/Head <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● The students who have enrolled for the Home Guard and have satisfactorily completed home guard training programme during the academic year as certified by the competent authorities/ principal/Director/HOI/Head <p style="text-align: center;">OR</p>

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<ul style="list-style-type: none"> ● The students who have participated in the NSS programme and have satisfactorily completed at least 120 hours of social service comprising the time spent in at least 2 types of projects certified by respective competent authorities /principal/ Director/ HOI/Head and forwarded to NSS programme coordinator. ● Students must produce the necessary merit certificate given by organising secretary with an application forwarded through competent authorities/principal/Director/HOI/Head of their respective college two weeks prior to the End Semester Examination and forwarded by the head of concerned Section to the Examination Department before the examination. ● Benefit is applicable for the one Semester Examination of the Academic Year – normally for even semester examination ● Grace marks are for passing subject/course/passing head <ul style="list-style-type: none"> ○ Total grace marks given for passing /exemption for subject/course/passing head shall not be more than 10 ○ In case of failure in one or more heads of passing of an examination, the benefit of grace marks shall be granted to extent of 5% of maximum marks allotted to a subject/course/passing head ○ The grace marks will be granted for purpose of claiming exemptions in the subject/course/passing head it shall not exceed 5% of the maximum marks allotted to allotted subject/course/passing head ○ These grace marks will be additional ● Grace marks for overall grade improvement <ul style="list-style-type: none"> ○ The maximum of 10 grace marks shall be added to grant total. ○ In case of CBGS system 0.10 will be added to final grade to GPA even if the benefit is given to the student for passing subject/course/passing head of the said semester R/Re-Examination of R examination ○ The benefit shall be given to one semester in one academic year

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		against an application received by the student in prescribed format with attached certification from competent authority
	Grace Marks - Grade improvement	
37	Grade improvement grace marks from A ⁺ to O for passing head total	Not Applicable
37	Overall Grade improvement in SGPI/ SGPA/ CGPI/CGPA	Not Applicable
2,3,4	Provision for grade improvement examination for individual courses/passing head of R/KT/ SUP/Re-Examination of R /KT/SUP examination	Not Applicable
	No of Attempts	
40	Maximum no of attempts per AY for particular semester/term/trimester/block	Two
40	Maximum no of years within which programme to be completed	2N (N – No of years of programme) For 3 years programmes it will be 6 years
40	Maximum no of year within which the terms of programme to be completed	N+2 (N – No of years of programme) For 3 years programmes it will be 5 years
40	Extension to complete programme	Minimum 1 year extension - subject to approval against application in prescribed format
	Grievances Redressal	
2,13,23, 24, 31,48,51	Grievances against any type of assessment/ evaluation	<ul style="list-style-type: none"> Individually students can apply for re-verification/reassessment. In general if there are complaints against question paper or assessment then apply in prescribed format <ul style="list-style-type: none"> The matter will be resolved by Expert Committee appointed by Dean/HOI. The expert committee decision will be final
31,48,51	Grievances against any matter relevant to examinations	<ul style="list-style-type: none"> If there are complaints against any matter relevant to examinations then apply in prescribed format <ul style="list-style-type: none"> The matter will be resolved by EGRC Committee appointed by Dean/HOI. The EGRC committee decision will be final

KJSIDS

Somaiya Vidyavihar University

Sr. No.	Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		Eligibility for admission to subsequent years	
	38	Admission to SY	<ul style="list-style-type: none"> FY should be passed For two years PG programmes - no such eligibility criteria
	38	Admission to TY	<ul style="list-style-type: none"> FY should be passed
	38	Admission to LY	<ul style="list-style-type: none"> FY and SY should be passed
		CA(Test + IA) and ESE Distribution and Passing Criteria	
	34,35/ Annexure II	Percentage CA (IA) for Theory Course	<ul style="list-style-type: none"> In general % CA is 40% (IA) but may be different on case to case basis – refer syllabus of the concerned programme Separate head of passing - 40% passing Combined / Overall Passing percentage (CA+ESE) - 40%
	34,35/ Annexure II	Percentage ESE for Theory Course	<ul style="list-style-type: none"> In general % ESE is 60% and - but may be different on case to case basis – refer syllabus of the concerned programme Separate head of passing - 40% passing Combined / Overall Passing percentage (CA+ESE) - 40%
	34,35/ Annexure II	P/O/TUT/P and O/S/Project – any evaluation other than CA and ESE of Theory Course	<ul style="list-style-type: none"> 40% passing Separate head of passing
		Grace Marks – Internal	
	37	Internal grace marks CA of Theory Course	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
	37	Additional internal grace marks for CA for PWD/sports/NCC/NSS/home guard	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/KT/ SUP
	37	Internal grace marks for P/O/TUT/P and O/S/Project – any evaluation other than CA and ESE of Theory Course	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
	37	Additional internal grace marks for PWD/sports/NCC/NSS/home guard for P/O/TUT/P and	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP

Sr. No.	Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		O/S/ Project – any evaluation other than CA and ESE of Theory Course	
	37	Internal grace marks for ESE theory R/KT/ SUP/Re-Examination of R/KT/SUP examinations	<ul style="list-style-type: none"> In general 5 (Five) marks for maximum 3 (Three) courses/heads of passing The internal grace marks are applicable subject to resolution from the examiner for all passing heads of ESE theory examination. The internal grace marks are for passing a particular course The internal grade marks are applicable for R/KT/SUP/Re-examination of R/KT/SUP examination
	37	Additional internal grace marks PWD/ sports/NCC/NSS/home guard for ESE theory R/KT/ SUP/Re-Examination of R/KT/SUP examinations	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
	37	Both internal and external grace mark are given to passing head	<ul style="list-style-type: none"> Not applicable
	37	Re-verification of ESE theory R/KT/SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> Any no of courses the student can apply in prescribed format subject to attending open day The internal grace marks are applicable
	37	Re-assessment of ESE theory R/KT/ SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> Any no of courses the student can apply in prescribed format subject to attending open day The internal grace marks are applicable
	24,37	Re-assessment of CA/P/O/TUT/P and O/S/ Project – any evaluation of R/KT/ SUP/Re-Examination of R/KT/SUP examination other than CA and ESE Theory Course	<ul style="list-style-type: none"> Re-assessment subject to recommendations of Expert Committee appointed by Dean/HOI against application in prescribed format
		Grace Marks – External	
	37	External grace marks for theory/CA/ESE/P/O/	<ul style="list-style-type: none"> Not applicable

Sr. No.	Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		TUT/P and O/S/ Project – any evaluation for R and/Re-Examination of R examination – any head passing	
	37	External grace marks for PwD student	<ul style="list-style-type: none"> • 3% of maximum marks to pass the semester examination • Grace marks are applicable to following heads of passing subject to passing the semester examination <ul style="list-style-type: none"> ○ ESE and /or CA LAB/TUT/Practical/Oral/Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without ESE)
		Grace Marks - External – Sports/ NSS/NCC/Home Guards	
	37	Grace Marks for sports for R / re-examination of R Not applicable for the KT/SUP/Re-Examination of KT/SUP examination	<ul style="list-style-type: none"> • Yes, against application received from the concerned student/s <ul style="list-style-type: none"> ○ who are members of the SVU team/s reaching at Quarter-final at All India University level intercollegiate competitions OR ○ have secured one of the eight places in order of merit in individual sports event conducted by the university OR ○ have represented the university in sports either at interstate or zonal level or at national level or at international level • Students must produce the necessary merit certificate given by organising secretary with an application forwarded through competent authorities/principal/Director/HOI/Head of their respective college two weeks prior to the End Semester Examination and forwarded by the head of concerned Section to the Examination Department before the examination. • Benefit is applicable for the one Semester Examination of the Academic Year – normally for even semester examination • Grace marks are for passing subject/course/passing head ○ Total grace marks given for passing /exemption for

Sr. No.	Section of Exam Manual	Description of Rule/Policy	Rule/Policy
			<p>subject/course/passing head shall not be more than 10</p> <ul style="list-style-type: none"> ○ In case of failure in one or more heads of passing of an examination, the benefit of grace marks shall be granted to extent of 5% of maximum marks allotted to a subject/course/passing head ○ The grace marks will be granted for purpose of claiming exemptions in the subject/course/passing head it shall not exceed 5% of the maximum marks allotted to allotted subject/course/passing head ○ These grace marks will be additional ● Grace marks for overall grade improvement ○ The maximum of 10 grace marks shall be added to grant total. ○ In case of CBGS system 0.10 will be added to final grade to GPA even if the benefit is given to the student for passing subject/course/passing head of the said semester R/Re-Examination of R examination ○ The benefit shall be given to one semester in one academic year against an application received by the student in prescribed format with attached certification from competent authority.
37		<p>Grace Marks for NSS/NCC/Home Guards for R / re-examination of R</p> <p>Not applicable for the KT/SUP/Re-Examination of KT/SUP examination</p>	<ul style="list-style-type: none"> ● Yes, against application received from the concerned student/s ● Students who have enrolled as member of NCC and have satisfactory completed NCC training programme during the academic year as certified by the competent authorities/principal/Director/HOI/Head <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● The students who have enrolled for the Home Guard and have satisfactorily completed home guard training programme during the academic year as certified by the competent authorities/principal/Director/HOI/Head <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● The students who have participated in the NSS programme and

Sr. No.	Section of Exam Manual	Description of Rule/Policy	Rule/Policy
			<p>have satisfactorily completed at least 120 hours of social service comprising the time spent in at least 2 types of projects certified by respective competent authorities /principal/ Director/ HOI/Head and forwarded to NSS programme coordinator.</p> <ul style="list-style-type: none"> • Students must produce the necessary merit certificate given by organising secretary with an application forwarded through competent authorities/principal/Director/HOI/Head of their respective college two weeks prior to the End Semester Examination and forwarded by the head of concerned Section to the Examination Department before the examination. • Benefit is applicable for the one Semester Examination of the Academic Year – normally for even semester examination • Grace marks are for passing subject/course/passing head <ul style="list-style-type: none"> ○ Total grace marks given for passing /exemption for subject/course/passing head shall not be more than 10 ○ In case of failure in one or more heads of passing of an examination, the benefit of grace marks shall be granted to extent of 5% of maximum marks allotted to a subject/course/passing head ○ The grace marks will be granted for purpose of claiming exemptions in the subject/course/passing head it shall not exceed 5% of the maximum marks allotted to allotted subject/course/passing head ○ These grace marks will be additional • Grace marks for overall grade improvement <ul style="list-style-type: none"> ○ The maximum of 10 grace marks shall be added to grant total. ○ In case of CBGS system 0.10 will be added to final grade to GPA even if the benefit is given to the student for passing subject/course/passing head of the said semester R/Re-Examination of R examination ○ The benefit shall be given to one semester in one academic year

Somaiya Vidyavihar University

Sr. No.	Section of Exam Manual	Description of Rule/Policy	Rule/Policy
			against an application received by the student in prescribed format with attached certification from competent authority
		Grace Marks - Grade improvement	
	37	Grade improvement grace marks from A ⁺ to O for passing head total	Not applicable
	37	Overall Grade improvement in SGPI/ SGPA/ CGPI/CGPA	There is no provision
	2,3,4	Provision for grade improvement examination for individual courses/passing head of R/KT/ SUP/Re-Examination of R /KT/SUP examination	There is no provision
		No of Attempts	
	40	Maximum no of attempts per AY for particular semester/term/trimester/block	Two
	40	Maximum no of years within which programme to be completed	2N (N – No of years of programme) For 3 years programmes it will be 6 years
	40	Maximum no of year within which the terms of programme to be completed	N+2 (N – No of years of programme) For 3 years programmes it will be 5 years
	40	Extension to complete programme	Minimum 1 year extension - subject to approval against application in prescribed format
		Grievances Redressal	
	2,13,23, 24, 31,48,51	Grievances against any type of assessment/ evaluation	<ul style="list-style-type: none"> Individually students can apply for re-verification/reassessment. In general if there are complaints against question paper or assessment then apply in prescribed format <ul style="list-style-type: none"> The matter will be resolved by Expert Committee appointed by Dean/HOI. The expert committee decision will be final
	31,48,51	Grievances against any matter relevant to examinations	<ul style="list-style-type: none"> If there are complaints against any matter relevant to examinations then apply in prescribed format <ul style="list-style-type: none"> The matter will be resolved by EGRC Committee

Somaiya Vidyavihar University

Sr. No.	Section of Exam Manual	Description of Rule/Policy	Rule/Policy
			appointed by Dean/HOI. The EGRC committee decision will be final

All UG / PG Programmes

K J Somaiya School of Education
Department of Library and Information Science
Maya Somaiya School of Music and Performing Arts
Somaiya Sports Academy
Somaiya Initiatives for Research and Consultancy
Somaiya School of Civilisation Studies
Somaiya School of Basic & Applied Sciences
Somaiya School of Humanities & Social Science
Dr. Shantilal K. Somaiya School of Commerce & Business Studies
Dr. Shantilal K. Somaiya School of Art
Somaiya Dhvani Chitram

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	Eligibility for admission to subsequent years	
38	Admission to SY	<ul style="list-style-type: none"> • KT in not more than 4 heads of passing of FY • For two years PG programmes - no such eligibility criteria
38	Admission to TY	<ul style="list-style-type: none"> • FY or SY should be passed and • KT not more than 4 heads of passing either in SY or FY
38	Admission to LY	<ul style="list-style-type: none"> • FY should be passed and • SY or TY should be passed and • KT not more than 4 heads of passing either in TY or SY
	CA(Test + IA) and ESE Distribution and Passing Criteria	
34,35/ Annexure II	Percentage CA (Test + IA) for Theory Course	<ul style="list-style-type: none"> • In general % CA is 40% (25% Test + 15% IA) but may be different on case to case basis – refer syllabus of the concerned programme • Separate head of passing - 40% passing • Combined / Overall Passing percentage (CA+ESE) - 40%
34,35/ Annexure II	Percentage ESE for Theory Course	<ul style="list-style-type: none"> • In general % ESE is 60% and - but may be different on case to case basis – refer syllabus of the concerned programme • Separate head of passing - 40% passing • Combined / Overall Passing percentage (CA+ESE) - 40%
34,35/ Annexure II	P/O/TUT/P and O/S/Project – any evaluation other than CA and ESE of Theory Course	<ul style="list-style-type: none"> • 40% passing • Separate head of passing
	Grace Marks – Internal	
37	Internal grace marks CA of Theory Course	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
37	Additional internal grace marks for CA for PWD/sports/NCC/NSS/home guard	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/KT/ SUP

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
37	Internal grace marks for P/O/TUT/P and O/S/ Project – any evaluation other than CA and ESE of Theory Course	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
37	Additional internal grace marks for PWD/sports/NCC/NSS/home guard for P/O/TUT/P and O/S/ Project – any evaluation other than CA and ESE of Theory Course	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
37	Internal grace marks for ESE theory R/KT/ SUP/Re-Examination of R/KT/SUP examinations	<ul style="list-style-type: none"> • In general 3 (three) marks • Up to maximum 5 (five) marks - under very specific circumstances with the approval of expert committee • The internal grace marks are applicable subject to resolution from the examiner for all passing heads of ESE theory examination. • The internal grace marks are for passing a particular course • The internal grade marks are applicable for R/KT/SUP/Re-examination of R/KT/SUP examination
37	Additional internal grace marks PWD/sports/NCC/NSS/home guard for ESE theory R/KT/ SUP/Re-Examination of R/KT/SUP examinations	Not applicable for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
37	Both internal and external grace mark are given to passing head	<ul style="list-style-type: none"> • No - Either internal or external grace marks are given wherever applicable
37	Re-verification of ESE theory R/KT/SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> • Any no of courses the student can apply in prescribed format subject to attending open day • The internal grace marks are applicable
37	Re-assessment of ESE theory R/KT/ SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> • Any no of courses the student can apply in prescribed format subject to attending open day • The internal grace marks are applicable
24,37	Re-assessment of CA/P/O/TUT/P and O/S/ Project	<ul style="list-style-type: none"> • Re-assessment subject to recommendations of Expert

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	– any evaluation of R/KT/ SUP/Re-Examination of R/KT/SUP examination other than CA and ESE Theory Course	Committee appointed by Dean/HOI against application in prescribed format
	Grace Marks – External	
37	External grace marks for theory/CA/ESE/P/O/ TUT/P and O/S/ Project – any evaluation for R and/Re-Examination of R examination – any head passing	<ul style="list-style-type: none"> • 10% of maximum marks are distributed not more than 3 heads of passing <ul style="list-style-type: none"> a. 1% of maximum marks or 10% of maximum marks of head of passing whichever is minimum b. For e.g. If maximum marks for head of passing are 30 and maximum of marks of semester examination are 700 then as 1% of 700 = 7 is > 10% of 30 = 3 <ul style="list-style-type: none"> ▪ Therefore 3 marks are given as external grace marks to pass the semester examination ▪ Now remaining 4 marks can be given to any other two heads of passing subject to condition (a) • The external grace marks are not applicable for KT/SUP/Re-exam of KT/SUP • External grace marks are not added in the total marks obtained but with them the student is awarded with minimum letter and number grade for particular course / head of passing which is applicable subject to passing the semester examination
37	External grace marks for PwD student	<ul style="list-style-type: none"> • 3% of maximum marks to pass the semester examination • Grace marks are applicable to following heads of passing subject to passing the semester examination <ul style="list-style-type: none"> ○ ESE and /or CA • LAB/TUT/Practical/Oral/Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without
	Grace Marks - External – Sports/ NSS/NCC/Home Guards	
37		<ul style="list-style-type: none"> • Yes, against application received from the concerned student/s

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	<p>Grace Marks for sports for R / re-examination of R</p> <p>Not applicable for the KT/SUP/Re-Examination of KT/SUP examination</p>	<ul style="list-style-type: none"> ○ who are members of the SVU team/s reaching at Quarter-final at All India University level intercollegiate competitions <li style="text-align: center;">OR ○ have secured one of the eight places in order of merit in individual sports event conducted by the university <li style="text-align: center;">OR ○ have represented the university in sports either at interstate or zonal level or at national level or at international level ● Students must produce the necessary merit certificate given by organising secretary with an application forwarded through competent authorities/principal/Director/HOI/Head of their respective college two weeks prior to the End Semester Examination and forwarded by the head of concerned Section to the Examination Department before the examination. ● Benefit is applicable for the one Semester Examination of the Academic Year – normally for even semester examination ● Grace marks are for passing subject/course/passing head <ul style="list-style-type: none"> ○ Total grace marks given for passing /exemption for subject/course/passing head shall not be more than 10 ○ In case of failure in one or more heads of passing of an examination, the benefit of grace marks shall be granted to extent of 5% of maximum marks allotted to a subject/course/passing head ○ The grace marks will be granted for purpose of claiming exemptions in the subject/course/passing head it shall not exceed 5% of the maximum marks allotted to allotted subject/course/passing head ○ These grace marks will be additional ● Grace marks for overall grade improvement <ul style="list-style-type: none"> ○ The maximum of 10 grace marks shall be added to grant total. ○ In case of CBGS system 0.10 will be added to final grade to GPA

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<p>even if the benefit is given to the student for passing subject/course/passing head of the said semester R/Re-Examination of R examination</p> <ul style="list-style-type: none"> ○ The benefit shall be given to one semester in one academic year against an application received by the student in prescribed format with attached certification from competent authority.
37	<p>Grace Marks for NSS/NCC/Home Guards for R / re-examination of R</p> <p>Not applicable for the KT/SUP/Re-Examination of KT/SUP examination</p>	<ul style="list-style-type: none"> ● Yes, against application received from the concerned student/s ● Students who have enrolled as member of NCC and have satisfactorily completed NCC training programme during the academic year as certified by the competent authorities/principal/Director/HOI/Head <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● The students who have enrolled for the Home Guard and have satisfactorily completed home guard training programme during the academic year as certified by the competent authorities/principal/Director/HOI/Head <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● The students who have participated in the NSS programme and have satisfactorily completed at least 120 hours of social service comprising the time spent in at least 2 types of projects certified by respective competent authorities /principal/ Director/ HOI/Head and forwarded to NSS programme coordinator. ● Students must produce the necessary merit certificate given by organising secretary with an application forwarded through competent authorities/principal/Director/HOI/Head of their respective college two weeks prior to the End Semester Examination and forwarded by the head of concerned Section to the Examination Department before the examination. ● Benefit is applicable for the one Semester Examination of the

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<p>Academic Year – normally for even semester examination</p> <ul style="list-style-type: none"> • Grace marks are for passing subject/course/passing head <ul style="list-style-type: none"> ○ Total grace marks given for passing /exemption for subject/course/passing head shall not be more than 10 ○ In case of failure in one or more heads of passing of an examination, the benefit of grace marks shall be granted to extent of 5% of maximum marks allotted to a subject/course/passing head ○ The grace marks will be granted for purpose of claiming exemptions in the subject/course/passing head it shall not exceed 5% of the maximum marks allotted to allotted subject/course/passing head ○ These grace marks will be additional • Grace marks for overall grade improvement <ul style="list-style-type: none"> ○ The maximum of 10 grace marks shall be added to grant total. ○ In case of CBGS system 0.10 will be added to final grade to GPA even if the benefit is given to the student for passing subject/course/passing head of the said semester R/Re-Examination of R examination ○ The benefit shall be given to one semester in one academic year against an application received by the student in prescribed format with attached certification from competent authority
		Grace Marks - Grade improvement
37	Grade improvement grace marks from A ⁺ to O for passing head total	<ul style="list-style-type: none"> • Yes, • maximum 3 marks not more than 2 courses but overall minimum (CxG) course-wise for R/Re-Examination of R examination only
37	Overall Grade improvement in SGPI/ SGPA/ CGPI/CGPA	There is no provision
2,3,4	Provision for grade improvement examination for individual courses/passing head of R/KT/ SUP/Re-Examination of R /KT/SUP examination	There is no provision

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	No of Attempts	
40	Maximum no of attempts per AY for particular semester/term/trimester/block	Two
40	Maximum no of years within which programme to be completed	2N (N – No of years of programme) For 3 years programmes it will be 6 years
40	Maximum no of year within which the terms of programme to be completed	N+2 (N – No of years of programme) For 3 years programmes it will be 5 years
40	Extension to complete programme	Minimum 1 year extension - subject to approval against application in prescribed format
	Grievances Redressal	
2,13,23, 24, 31,48,51	Grievances against any type of assessment/evaluation	<ul style="list-style-type: none"> Individually students can apply for re-verification/reassessment. In general if there are complaints against question paper or assessment then apply in prescribed format <ul style="list-style-type: none"> The matter will be resolved by Expert Committee appointed by Dean/HOI. The expert committee decision will be final
31,48,51	Grievances against any matter relevant to examinations	<ul style="list-style-type: none"> If there are complaints against any matter relevant to examinations then apply in prescribed format <ul style="list-style-type: none"> The matter will be resolved by EGRC Committee appointed by Dean/HOI. The EGRC committee decision will be final

SSD

Exam Rules for Eligibility, Passing Criteria, Grace Marks, No of attempts and Grievances Redressal as per Sections of Examination Manual
(Refer Sections of Examination Manual for further details)

Name of the College/Department/Institute: Somaiya School of Design

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	Eligibility for admission to subsequent years	
38	Admission to SY UG	<ul style="list-style-type: none"> 60 % credits are to be earned for FY
38	Admission to TY UG	<ul style="list-style-type: none"> FY should be passed and Minimum 60 % Credits of SY are to be earned
38	Admission to LY UG	<ul style="list-style-type: none"> FY and SY should be passed and Minimum 60 % Credits of TY are to be earned
	CA(Test + IA) and ESE Distribution and Passing Criteria	
34,35/ Annexure II	Percentage CA (Test + IA) for Theory Course	<ul style="list-style-type: none"> Separate head of passing - 40% passing Combined / Overall Passing percentage (CA+ESE) - 40% <ul style="list-style-type: none"> In case of some courses, with approval of committee there might be no ESE executed and the course may be assessed fully on CA basis with same passing percentage. Faculty shall submit marks in two columns CA and CA in lieu of ETE
34,35/ Annexure II	Percentage ESE for Theory Course	<ul style="list-style-type: none"> Separate head of passing - 40% passing Combined / Overall Passing percentage (CA+ESE) - 40% <ul style="list-style-type: none"> In case of some courses, with approval of committee there might be no ESE executed and the course may be assessed fully on IA/CA basis with same passing percentage. Faculty shall submit marks in two columns CA and CA in lieu of ESE.
34,35/ Annexure II	P/O/TUT/P and O/S/Project – any evaluation other than CA and ESE of Theory Course	<ul style="list-style-type: none"> 40% passing Separate head of passing
34,35/ Annexure II	Percentage CA (Test + IA) for Theory Course	<ul style="list-style-type: none"> Separate head of passing - 40% passing Combined / Overall Passing percentage (CA+ESE) - 50%

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<ul style="list-style-type: none"> ○ In case of some courses, with approval of committee there might be no ESE executed and the course may be assessed fully on CA basis with same passing percentage. ○ Faculty shall submit marks in two columns CA and CA in lieu of ETE.
34,35/ Annexure II	Percentage ESE for Theory Course	<ul style="list-style-type: none"> ● Separate head of passing - 40% passing ● Combined / Overall Passing percentage (CA+ESE) - 40% <ul style="list-style-type: none"> ○ In case of some courses, with approval of committee there might be no ESE executed and the course may be assessed fully on IA/CA basis with same passing percentage. ○ Faculty shall submit marks in two columns CA and CA in lieu of ESE.
Grace Marks – Internal		
37	Internal grace marks for CA	Not Applicable
37	Internal grace marks for LAB/TUT/Practical/Oral/Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without ESE) – any evaluation other than CA and ESE combined assessment for one course	Not Applicable
37	Internal grace marks for ESE theory R/KT/SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> ● In general 3 (three) marks ● Up to maximum 5 (five) marks - under very specific circumstances with the approval of expert committee ● The internal grace marks are applicable subject to resolution from the examiner for all passing heads of ESE theory examination. ● The internal grace marks are for passing a particular course <p>The internal grade marks are applicable for R/KT/SUP/Re-examination of R/KT/SUP examination</p>
37	Both internal and external grace mark for passing	Not Applicable

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	head	
37	Re-verification of ESE theory R/KT/SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> The student can apply in prescribed format subject to attending open day for maximum three theory courses Any number of courses the student can apply in prescribed format subject to attending open day Any changes in marks are reflected in gazette Grace marks are applicable for all heads of passing for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
37	Re-assessment of ESE theory R/KT/SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> The student can apply in prescribed format subject to attending open day for maximum three theory courses The change of marks will be considered if difference is 10 % of obtained marks. <ol style="list-style-type: none"> 10% of marks obtained are rounded off to lower integer e.g., if original marks obtained are 46 then minimum change of marks has to be 4 marks and then it will be reflected in the result gazette. If changes of marks are from 1-3, then the result will be declared with no change of marks means 46 marks as it is. But 1-3 marks will reflect if the student is passing the course. Grace marks are applicable for all heads of passing for all examinations – R/KT/SUP/Re-Examination of R/KT/SUP
24,37	Re-verification of LAB/TUT/ Practical/Oral/ Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without ESE) – any evaluation other than CA and ESE combined assessment for one course	<ul style="list-style-type: none"> Re-verification subject to recommendations of Expert Committee appointed by Dean/HOI against application in prescribed format Grace marks are not applicable for all heads of passing
Grace Marks – External		

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
37	External grace mark for ESE (TH)/LAB/TUT/Practical/Oral/Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without ESE for R/KT/SUP/Re-Examination of R/KT/SUP examination – any head passing	<ul style="list-style-type: none"> • Yes. • The external grace marks are given subject to passing of the semester examination • 10% of maximum marks are distributed not more than 3 heads of passing <ul style="list-style-type: none"> c. 1% of maximum marks or 10% of maximum marks of head of passing whichever is minimum d. For e.g. If maximum marks for head of passing are 30 and maximum of marks of semester examination are 700 then as 1% of 700 = 7 is > 10% of 30 = 3 <ul style="list-style-type: none"> ▪ Therefore 3 marks are given as external grace marks to pass the semester examination ▪ Now remaining 4 marks can be given to any other two heads of passing subject to condition (a) • The external grace marks are not applicable for KT/SUP/Re-exam of KT/SUP • External grace marks are not added in the total marks obtained but with them the student is awarded with minimum letter and number grade for particular course / head of passing which is applicable subject to passing the semester examination
37	External grace marks for PwD student	<ul style="list-style-type: none"> • 3% of maximum marks to pass the semester examination • Grace marks are applicable to following heads of passing subject to passing the semester examination <ul style="list-style-type: none"> ○ ESE and /or CA ○ LAB/TUT/Practical/Oral/Project/Seminar/Presentation/ Exclusive CA (i.e. only CA assessment without ESE)
	Grace Marks - External – Sports/ NSS/NCC/Home Guards	
37	Grace Marks for sports for R / re-examination of R Not applicable for the KT/SUP/Re-Examination of	<ul style="list-style-type: none"> • Yes, against application received from the concerned student/s ○ who are members of the SVU team/s reaching at Quarter-final at

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	KT/SUP examination	<p>All India University level intercollegiate competitions</p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ○ have secured one of the eight places in order of merit in individual sports event conducted by the university <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ○ have represented the university in sports either at interstate or zonal level or at national level or at international level ● Students must produce the necessary merit certificate given by organising secretary with an application forwarded through competent authorities/principal/Director/HOI/Head of their respective college two weeks prior to the End Semester Examination and forwarded by the head of concerned Section to the Examination Department before the examination. ● Benefit is applicable for the one Semester Examination of the Academic Year – normally for even semester examination ● Grace marks are for passing subject/course/passing head <ul style="list-style-type: none"> ○ Total grace marks given for passing /exemption for subject/course/passing head shall not be more than 10 ○ In case of failure in one or more heads of passing of an examination, the benefit of grace marks shall be granted to extent of 5% of maximum marks allotted to a subject/course/passing head ○ The grace marks will be granted for purpose of claiming exemptions in the subject/course/passing head it shall not exceed 5% of the maximum marks allotted to allotted subject/course/passing head ○ These grace marks will be additional ● Grace marks for overall grade improvement <ul style="list-style-type: none"> ○ The maximum of 10 grace marks shall be added to grant total. ○ In case of CBGS system 0.10 will be added to final grade to GPA even if the benefit is given to the student for passing

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<p>subject/course/passing head of the said semester R/Re-Examination of R examination</p> <ul style="list-style-type: none"> ○ The benefit shall be given to one semester in one academic year against an application received by the student in prescribed format with attached certification from competent authority.
	<p>Grace Marks for NSS/NCC/Home Guards for R / re-examination of R</p> <p>Not applicable for the KT/SUP/Re-Examination of KT/SUP examination</p>	<ul style="list-style-type: none"> ● Yes, against application received from the concerned student/s ● Students who have enrolled as member of NCC and have satisfactorily completed NCC training programme during the academic year as certified by the competent authorities/ principal/Director/HOI/Head <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● The students who have enrolled for the Home Guard and have satisfactorily completed home guard training programme during the academic year as certified by the competent authorities/ principal/Director/HOI/Head <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● The students who have participated in the NSS programme and have satisfactorily completed at least 120 hours of social service comprising the time spent in at least 2 types of projects certified by respective competent authorities /principal/ Director/ HOI/Head and forwarded to NSS programme coordinator. ● Students must produce the necessary merit certificate given by organising secretary with an application forwarded through competent authorities/principal/Director/HOI/Head of their respective college two weeks prior to the End Semester Examination and forwarded by the head of concerned Section to the Examination Department before the examination. ● Benefit is applicable for the one Semester Examination of the Academic Year – normally for even semester examination

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<ul style="list-style-type: none"> • Grace marks are for passing subject/course/passing head <ul style="list-style-type: none"> ○ Total grace marks given for passing /exemption for subject/course/passing head shall not be more than 10 ○ In case of failure in one or more heads of passing of an examination, the benefit of grace marks shall be granted to extent of 5% of maximum marks allotted to a subject/course/passing head ○ The grace marks will be granted for purpose of claiming exemptions in the subject/course/passing head it shall not exceed 5% of the maximum marks allotted to allotted subject/course/passing head ○ These grace marks will be additional • Grace marks for overall grade improvement <ul style="list-style-type: none"> ○ The maximum of 10 grace marks shall be added to grant total. ○ In case of CBGS system 0.10 will be added to final grade to GPA even if the benefit is given to the student for passing subject/course/passing head of the said semester R/Re-Examination of R examination ○ The benefit shall be given to one semester in one academic year against an application received by the student in prescribed format with attached certification from competent authority
	Grace Marks - Grade improvement	
37	Grade improvement grace marks from A ⁺ to O for passing head total	Not applicable
37	Overall Grade improvement in SGPI/SGPA/CGPI/CGPA	Not applicable
2,3,4	Provision for grade improvement examination for R/KT/ SUP/Re-Examination of R /KT/SUP examination	Not applicable
	No of Attempts	
40	Maximum no of attempts per AY for particular	Two

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	semester/term/trimester/block	
40	Maximum no of years within which programme to be completed	2N (N – No of years of programme) For 3 years programmes it will be 6 years
40	Maximum no of year within which the terms of programme to be completed	N+2 (N – No of years of programme) For 3 years programmes it will be 5 years
40	Extension to complete programme	Minimum 1 year extension - subject to approval against application in prescribed format
	Grievances Redressal	
2,13,23, 24, 31,48,51	Grievances against any type of assessment / evaluation	<ul style="list-style-type: none"> Individually students can apply for re-verification/reassessment. In general if there are complaints against question paper or assessment then apply in prescribed format <ul style="list-style-type: none"> The matter will be resolved by Expert Committee appointed by Dean/HOI. The expert committee decision will be final
31,48,51	Grievances against any matter relevant to examinations	<ul style="list-style-type: none"> If there are complaints against any matter relevant to examinations then apply in prescribed format <ul style="list-style-type: none"> The matter will be resolved by EGRC Committee appointed by Dean/HOI. The EGRC committee decision will be final

PhD – All Programmes
Common to all Schools/Institutes/Departments

Ph. D Programmes – Common to all Colleges/Schools/Departments

(Refer Sections of Examination Manual for further details)

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	Eligibility for admission to subsequent years	
38	Admission to SY TY LY	Not applicable It is expected that student will complete APS / IPS per AY as per regulations
	CA(Test + IA) and ESE Distribution and Passing Criteria	
34,35/ Annexure II	Percentage CA	<ul style="list-style-type: none"> It is 50% and 50% passing Separate head of passing Combined / Overall Passing percentage (CA+ESE) 50%
34,35/ Annexure II	Percentage ESE	<ul style="list-style-type: none"> It is 50% and 50% passing Separate head of passing Combined / Overall Passing percentage (CA+ESE) 50%
34,35/ Annexure II	P/O/TUT/P and O/S/Project/seminar – any evaluation other than CA and ESE	<ul style="list-style-type: none"> 50% passing Separate head of passing
	Grace Marks – Internal	
37	Internal grace marks CA	Not applicable.
37	Additional internal grace marks for CA for PWD/sports/NCC/NSS/home guard	Not applicable.
37	Internal grace marks for P/O/TUT/P and O/S/Project – any evaluation other than CA and ESE	Not applicable.
37	Internal grace marks for ESE theory R/KT/SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> In general 3 (three) marks Up to maximum 5 (five) marks - under very specific circumstances with the approval of Dean/HOI/expert committee The internal grace marks are applicable subject to resolution from the examiner for all passing heads of ESE theory examination. The internal grace marks are for passing a particular course

Somaiya Vidyavihar University

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
		<ul style="list-style-type: none"> The internal grade marks are applicable for R/KT/SUP/Re-examination of R/KT/SUP examination
37	Both internal and external grace mark are given to passing head	<ul style="list-style-type: none"> Not applicable.
37	Re-verification of ESE theory R/KT/SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> Any no of courses the student can apply in prescribed format subject to attending open day The internal grace marks are applicable
37	Re-assessment of ESE theory R/KT/ SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> Any no of courses the student can apply in prescribed format subject to attending open day The internal grace marks are applicable
24,37	Re-assessment of CA/P/O/TUT/P and O/S/ Project – any evaluation of R/KT/ SUP/Re-Examination of R/KT/SUP examination	<ul style="list-style-type: none"> Re-assessment subject to recommendations of Expert Committee appointed by Dean/HOI against application in prescribed format
	Grace Marks – External	
37	External grace marks for CA/ESE P/O/TUT/P and O/S/ Project – any evaluation other than CA and ESE for R and/Re-Examination of R examination – any head passing	<ul style="list-style-type: none"> Not applicable
37	External grace marks for PwD student	<ul style="list-style-type: none"> 3% of maximum marks to pass the semester examination Grace marks are applicable to following heads of passing subject to passing the semester examination <ul style="list-style-type: none"> ESE and /or CA LAB/TUT/Practical/Oral/Project/Seminar/Presentation/Exclusive CA (i.e. only CA assessment without ESE)
	Grace marks – external - for sports/NCC/NSS/home guard	
37	Additional grace marks for sports/NCC/NSS/home guard	<ul style="list-style-type: none"> Not applicable
	Grace Marks - Grade improvement	
37	Grade improvement grace marks from A ⁺ to O for	Not applicable.

Section of Exam Manual	Description of Rule/Policy	Rule/Policy
	passing head total	
37	Overall Grade improvement in SGPI/SGPA/CGPI/CGPA	Yes. This is as per provision of PhD regulations for CGPI of course work to become eligible for Topic Approval and Registration
2,3,4	Provision for grade improvement examination for individual courses/passing head of R/KT/ SUP/Re-Examination of R /KT/SUP examination	There is no provision
	No of attempts	
40	Maximum no of attempts per AY for particular semester/term/trimester/block of course work	Two
40	Maximum no of years within which programme to be completed	As per PhD regulations
40	Extension to complete programme	Minimum 1 year extension - subject to approval against application in prescribed format as per PhD regulations
	Grievances Redressal	
2,13,23, 24, 31,48,51	Grievances against any type of assessment/evaluation	<ul style="list-style-type: none"> Individually students can apply for re-verification/reassessment. In general if there are complaints against question paper or assessment then apply in prescribed format <ul style="list-style-type: none"> The matter will be resolved by Expert Committee appointed by Dean/HOI. The expert committee decision will be final
31,48,51	Grievances against any matter relevant to examinations	<ul style="list-style-type: none"> If there are complaints against any matter relevant to examinations then apply in prescribed format <ul style="list-style-type: none"> The matter will be resolved by EGRC Committee appointed by Dean/HOI. The EGRC committee decision will be final



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