



Shri Vile Parle Kelavani Mandal's
NARSEE MONJEE COLLEGE OF COMMERCE
AND ECONOMICS
(AUTONOMOUS)



EXAMINATION GUIDELINES FOR UNDER-GRADUATE AND POSTGRADUATE PROGRAMS

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

UNDERGRADUATE PROGRAMMES

FACULTY OF COMMERCE

The performance of the learner will be evaluated in two components. The first component will be an Internal Continuous Assessment with a weightage of 25% of total marks per course. The second component will be a Semester End Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Internal Continuous Assessment and Semester End Examinations is as shown below:

a) Internal Continuous Assessment – 25% of the total marks per course

Particulars	Percentage
Class test / Assignment / Project / Practical (Computer System & Application, etc.) / Quiz etc. (any two components - to be conducted at different instants of time)	25

b) Semester End Examinations – 75% of the total marks per course

- Duration – These examinations shall be of a duration of two and a half hours.
- Theory question paper pattern shall be decided by the respective Board of Studies.

c) Passing Standards

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

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

Courses with a Practical Component

Sr. No.	Particulars	Percentage
1	Practical Examinations	20
2	Journal / Viva	05

Courses with Projects:

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

FACULTY OF SCIENCE (Bachelor of Science - Information Technology)

The performance of the learner will be evaluated in two components. The first component will be a Internal Continuous Assessment with a weightage of 25% of total marks per course. The second component will be a Semester end Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Internal Continuous Assessment and Semester end Examinations is as shown below:

a) Continuous Evaluation – 25% of the total marks per course

Particulars	Percentage
Class test / Assignment / Project (any two components to be conducted at different instants of time)	25

b) Semester end Examination-75% of the total marks per course

- i) Duration – These examinations shall be of a duration of two and a half hours.
- ii) Theory question paper pattern shall be decided by the respective Board of Studies.

EXAMINATION SCHEME FOR PRACTICAL COURSES

Particulars	Percentage
Machine Test	60
Mini Project / Case study / Field Visit (Report to be submitted and certified prior to Practical examination)	40

Passing Standards

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

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

Passing Standards for Practical course

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

Guidelines for Re-examination

1. A learner who obtains less than 40% marks in the Internal Continuous Assessment or less than 40% marks in the Semester-End examination or less than 40% marks ‘in aggregate’ (i.e. a learner who fails to fulfil the passing criteria mentioned in the Passing Standards above) will be required to appear for Internal Continuous Assessment / Semester end re-examination (as the case may be) which will be conducted after the result declaration of each semester. In such a case the Internal Continuous Assessment / Semester end examination marks (as the case may be) in which the learner had already passed will be carried forward in the respective course for which the learner has appeared for re-examination. In case the learner fails even in the re-examination which is held after the result declaration of each semester, s/he will be allowed to appear along with the re-examination of the regular learners of the subsequent academic year.
2. Submission of re-examination form along with prescribed fee before the designated date is a pre-condition for appearance for the re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online, within the time frame stipulated by the college, through the Learner Portal.
3. In order to receive the degree/diploma certificate, the learner will have to pass in all the examinations of all the years of the programme within the validity period, as per rules.

PROGRESSION RULES FOR UNDERGRADUATE PROGRAMMES

1. A learner who has passed in all the courses (as per the rules of the Passing Standards) of Semester I and Semester II examinations of the first year of the programme will be promoted to the second year of the programme concerned. A learner who has passed in all the courses of Semester III and Semester IV examinations of the second year of the programme will be promoted to the programme concerned, of the third academic year. The result of Semester VI shall be kept in abeyance until the learner passes each of the previous five semesters.
2. A learner who fails to pass in one or more courses in Semester I examination will be “allowed to keep terms” (ATKT) and will be permitted to attend lectures and appear for the semester-end exams of Semester II. This means that the learners will be allowed to keep terms for both the semesters during the first year of the programme, irrespective of the number of failures in any number of courses of the first and second semesters of that respective year of the programme. This criterion will apply to the subsequent years also.
3. Such failed learners will be allowed to appear at **Semester-end re-examination in all the ‘failed courses’** which will be conducted after declaration of the results of each semester end examination of that academic year. This re-examination will be held only once in an academic year and will be held immediately after declaration of the results of the semester concerned.
4. The learner is required to pay the prescribed fees for re-examinations before the commencement of the respective examination. Online applications for re-examinations (ATKT) along with the payment of prescribed fee before the designated date is a pre-

- condition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online within the time frame stipulated by the college, through the learner portal.
5. A learner who has failed to pass in not more than three courses in the respective year of the programme i.e. two semesters taken together, after the said re-examination (as mentioned in point no. 3 above) will also be permitted to apply for admission to the next year of the programme. Such learners will be required to appear for the re-examination of the courses in which they have failed to pass. They will appear for the re-examination conducted for the regular learners of the subsequent batch. A learner, who has failed to pass in more than 03 courses in the respective year of the programme i.e. both the semesters taken together, after the said re-examination (as mentioned in point no. 3 above), will not be allowed to continue to the next year of the programme. Such learners will be required to appear for the re-examination of the courses in which they have failed to pass. They will appear for the re-examination conducted for the regular learners of the subsequent batch. Such a learner will also have an option to take re-admission in the same year, which he/she failed to pass, of the programme.
 6. The same criteria regarding re-examination as mentioned above shall be applied to Semester III and Semester IV of the second year of the programme and for Semester V and Semester VI of the third year of the programme.
 7. With regard to promotion to the third year of the programme, a learner must have passed in all the courses of the first year of the programme.

POST GRADUATE PROGRAMMES

FACULTY OF COMMERCE

The performance of the learner will be evaluated in two components. The first component will be **Internal Continuous Assessment** with a weightage of **25%** of total marks per course. The second component will be the Semester End Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Internal Assessment and Semester End examination is as shown below:

a) Internal Continuous Assessment (Theory course)

Particulars	%
Class test / assignment / presentation / Project (any two components - to be conducted at different instants of time)	25

b) Semester end Examination -75% of the total marks per course

- i) These examinations shall be of a duration of two and a half hours.
- ii) Theory question paper pattern shall be decided by the respective Board of Studies.

c) Project:

Every learner shall choose one project-based course. The project-based course will be in the form of a dissertation based on a live project or a research assignment related to the specific discipline

of the parent department. To pass in the project, the learner should obtain a minimum of 40% marks out of the maximum total marks allocated to the project.

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

d) Passing Standards

To pass a course, the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of both Internal Assessment and Semester End Examination. The learner shall also obtain a minimum of 40% marks (i.e. 16 out of 40 if the maximum marks allocated for Internal Assessment is 40) out of the total marks allotted to the Internal Assessment, and minimum 40% marks out of the total marks allotted to the Semester End Examination (**i.e. 30 out of 75 if the maximum marks allocated to Semester End Examination is 75**) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

PROGRESSION RULES FOR POST GRADUATE PROGRAMMES

1. A learner shall be allowed to keep term for Semester II irrespective of the number of failures in Semester I.
2. A learner shall be allowed to take admission and to keep terms and appear for Semester III examination, irrespective of number of heads of failure in the Semesters I and II.
3. A learner after attending Semester III is allowed to continue to Semester IV.
4. A learner shall be allowed to keep terms and also allowed to appear for the examinations of Semester IV, irrespective of the number of heads of failure in semester I, II and III. However, the result of the Semester IV shall be kept in abeyance until the learner passes Semester I, Semester II, and Semester III.
5. A learner will have to earn a minimum of 96 credits to pass the M.Com. Degree

Guidelines for Re-examinations.

- (i) A learner who obtains less than 40% marks in the Internal Assessment or less than 40% marks in the semester end examination or less than 40% marks ‘in aggregate’ (i.e. a learner who fails to fulfil the passing criteria mentioned in the Passing Standards above) will be required to appear for Internal Assessment / Semester end re-examination (as the case may be), which will be conducted after the declaration of results of each semester. In such a case, the Internal Assessment / Semester end examination marks (as the case may be) in which the learner had already passed will be carried forward in the respective course for which the learner has appeared for re-examination. In case the learner fails even in the re-examination which is held after the result declaration of each semester, s/he will be allowed to appear along with the re-examination of the regular learners of the subsequent academic year.
- (ii) Submission of re-examination form along with prescribed fee before the designated date is a pre-condition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online, within the time frame stipulated by the college, through the Learner Portal.

- (iii) In order to receive the degree, the learner will have to pass in all the examinations of all the years of the programme, within the validity period as per rules.

General rules for both Under Graduate and Post Graduate Programmes

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

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

These rules will come into effect for the learners who will keep their terms for the Academic year 2020 - 2021 and onwards for all batches irrespective of the year of admission.

SCHEME FOR GRACING

- a) Learners appearing for any of the College examinations, will be eligible for the award of maximum 10 grace marks at their option, wherever necessary in addition to the marks secured in each course for participation in any one of the activities mentioned below: -
- b) Learners who have enrolled as members of the N.C.C. and have satisfactorily completed the N.C.C. training programme during the academic year, as certified by the Principal, and the Associate N.C.C. Officer of the College.

OR

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

OR

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

OR

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

OR

- f) Learners who have participated in the Work-experience project of the Department for 240 hours as certified by the Principal of the college.

OR

- g) Learners who are members of team/s reaching the Quarter final stage at intercollegiate sports competitions or have secured one of the eight places in order of merit in individual sport events conducted by the College, or have represented the University in sport events either at the Inter-State or Zonal or National or International levels, and have produced the necessary certificates and forwarded by the Chairperson of the Gymkhana committee to the Principal.

OR

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

OR

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

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

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

- The College authorities may consider withholding any of the aforesaid benefits or consider any of the merit /work of the learner null and void if, in the opinion of a duly constituted Disciplinary Committee, such an action is felt necessary, and communicated to the Principal.

The following scheme of grace marks will be applicable:

- Grace Marks will be applicable only to the Semester End Examination and/ or on the aggregate marks of the course and not on the internal assessment marks component, provided further that the benefit of such grace marks under this clause shall be applicable only if the learner passes the entire examination of semester after giving benefit of grace marks.
- A learner failing in one or more subjects be given grace marks up to 2 percent of the marks on the aggregate marks of the courses in which s/he has appeared in the said examination to enable him/ her to pass the examination, subject to a maximum of 10 marks and in any subject not more than 2 percent marks of the maximum marks of the subject. Exception may be made to the above and not more than 10 marks per subject be awarded to pass the examination, if the following conditions are fulfilled:
 - Learner should have appeared in all the subjects taken together for the courses for the respective semester.
 - Learner should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing, by at least 10 percent marks.
 - Learner should not have failed in more than one head/ subject of passing by not more than 10 marks.
- The above rules may also be made applicable to re-examinations.

GRADING SCHEME, GRADE POINT AVERAGE AND CUMULATIVE GRADE

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

POINT AVERAGE

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

Calculation of GPA (Grade Point Average):

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

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

Calculation of CGPA (Cumulative Grade Point Average)

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

Here:

C = Credit value assigned to a course

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

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

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

EXAMINATION GRIEVANCE REDRESSAL MECHANISM (REVALUATION AND PHOTOCOPY OF THE EVALUATED ANSWER BOOKS)

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

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

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

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

All the learners will be informed the course wise marks obtained by them in the 'Internal Internal Continuous Assessment' and 'Term-end Examination' by the Examination Office, **on the date of**

declaration of result of the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result is made live on ‘Learner Portal’ of the College.

Grievance Redressal Mechanism: A learner can apply for:

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

AND / OR

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

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

Activity under Grievance Redressal Mechanism	Time Limit	Processing fee
Application for Photocopy and / or revaluation of the answer book/s	Within 5 days from the date of result declaration including holidays	Rs. 500/- per answer book for photocopy and Rs. 1000/- per answer book for revaluation.

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

The learner concerned will have to appear in person with his/ her identity card and hall ticket at the time of collecting the photocopies from the college office or the scanned photocopies of the respective answer books for which the learner has applied will be sent to the registered email ID of the learner in the college records (it is the responsibility of the learner to update the contact details such as phone number and email ID in case of any change from the one registered earlier, in the college official records/forms). **Photo copies will not be sent by post or by courier.**

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

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

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

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

(i) The marks obtained after revaluation shall be accepted, if the marks awarded to a paper as a result of revaluation, **increase or decrease in revaluation by ten percent (10%) or more than**

the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the learner in the paper shall be treated as null and void, and the marks obtained by the learner after revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored / rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the college, if the learner gets benefit of passing the course / examination or change of grade in that paper or change in the overall result at the said examination with or without grace marks.

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

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

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

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

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

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

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

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

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

MERIT LIST

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

The certificate will be awarded on the following criteria:

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

VALIDITY OF PROGRAMMES

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

Sr. no.	Name of the Programme	Duration of the Programme (in years)	Maximum duration permissible for completion of the Programme (in years)
1	Post Graduate Programmes	2 years	4 years
2	Undergraduate Programmes	3 years	6 years

RULES AND PROCEDURES REGARDING UNFAIR MEANS RESORTED TO BY THE LEARNERS

Any breach of the following requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and shall be dealt with, under Disciplinary procedure of NM College. Severe penalty shall be imposed on the learners who are found to be involved in the adoption of unfair means in the examinations.

On receipt of a report regarding use of unfair means by any learner at any Semester End examination including breach of any of the rules laid down by the College for proper conduct of examination, the Principal shall have the power at any given time to institute inquiry and to punish such learners involved in the adoption of unfair means or breach of the rules in accordance with the penalties mentioned in the table, Appendix A given below.

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

12.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *(Note: This money shall be credited to the Learners Welfare Fund.)
13.	Using obscene language/ violent threats inside the examination hall by a learner at the College examination to room supervisor/ any other authority	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
14.	Impersonation for a learner or impersonation by a learner in College or other examinations	Exclusion of the learner from the College Examinations concerned for five subsequent examinations * (both the learners if the impersonator is a college learner)
15.	Revealing the identity in any form (Name, Roll Number, Learner Number, religious invocation etc.) in the main answer book and/ or supplementary sheet, by the learner at the college examination.	Annulment of the performance of the learner at the College Examination in full.
16.	Something found written on the body or on the clothes while in the examination	Annulment of the performance of the learner at the College Examination in full.
17.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication	Annulment of the performance of the learner at the College Examination in full.
18.	Any other malpractices not covered in the aforesaid categories.	Annulment of the performance of the learner at the College Examination in full and severe punishment depending upon the gravity of the offence.

Note : The Term "Annulment of Performance in full" includes performance of the learner at the theory examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used thereat. If on previous occasions, disciplinary action was taken against a Learner for malpractice during examination, and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such learners. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

Practical/Dissertation/Project Report Examination:

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

FORMAT OF APPOINTMENT OF SCRIBE

**Shri Vile Parle Kelavani Mandal's
Narsee Monjee College of Commerce and Economics
(Autonomous)**

**To
The Controller of Examinations**

Dear Sir/Madam,

Re: Appointment of scribe

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

Details of the learner:

- Name of the learner:

Learner Number:

Roll Number:

Programme/ Semester

Course/s for which scribe is required

- Date of the Examination:

Details of the Scribe

Name of the Scribe:

- Educational Qualification (with proof):

Address and contact number:

Signature of the Learner

Date

Place