



Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce (Autonomous)
Rasayani

Affiliated to University of Mumbai
NAAC Accredited 'A+' Grade & ISO 9001:2015 Certified

Manual on
Examination and Evaluation System
for
Faculty of Arts, Science & Commerce
(Undergraduate & Postgraduate Programmes)

under Autonomous Status
with Credit Based Semester and Grading System
(Implemented from the Academic Year 2025-2026)

Prepared by
Examination Committee

Examination and Evaluation Policy under Autonomy

The following is the Examination and Evaluation Policy of Pillai HOC College of Arts, Science and Commerce (Autonomous), Rasayani drafted and applicable from the Academic Year 2025-2026. Since this is the first year of autonomy, the policy may subject to changes as and when need arises.

1. Programme Pattern

- A. The college offers 10 undergraduate and 4 post graduate programmes for the academic year 2025-26. The programme offered under AICTE affiliation is B.M.S.
- B. The undergraduate programme of the college is of three years or four years integrated pattern, divided into six or eight semesters and two semesters each year.
- C. The postgraduate programme of the college is of two years, divided into four semesters or two semesters each year.
- D. Each semester of undergraduate and postgraduate programmes will have three continuous assessments, one semester end examination, practical examination and subjects evaluated only through continuous assessments.
- E. The examination plan of the academic year is shared with the faculty members through the examination calendar prepared for Odd and Even semesters in each academic year.

2. Evaluation parameter of undergraduate and postgraduate programme

The evaluation pattern is decided by the respective Board of Studies (BOS), passed in the BOS meeting and consolidated by the examination committee through the format shared and it is authenticated by the programme concerned.

Undergraduate programme includes the following parameters:

For Semester I of UG programmes three core subjects are offered, one open elective which the student can choose across subjects offered by other programmes, one value added course, one ability enhancement course and skill enhancement course from the pool.

S.N.	Name of programme	Semester I / II	Semester III / IV	Semester V / VI
1.	B.Com. Accountancy	4 subjects are evaluated on the basis of 50/50 marks pattern and 4 subjects are evaluated on the basis of continuous evaluation of 50 or 100 marks.	7 subjects are evaluated on the basis of 50 marks pattern and 2 subjects evaluated on the basis of continuous evaluation of 100 marks.	6 subjects are evaluated on 50/50 marks pattern.
2.	B.Com. Accounting & Finance	4 subjects are evaluated on the basis of 50/50 marks pattern and 4 subjects evaluated on the basis of continuous evaluation of 50 or 100 marks.	4 subjects are evaluated on the basis of 50/50 marks pattern and 5 subject evaluated on the basis of continuous evaluation of 50 marks.	6 subjects are evaluated on 50/50 marks pattern.
3.	B.Com. Management Studies	4 subjects are evaluated on the basis of 50/50 marks pattern and 4 subjects evaluated on the basis of continuous evaluation of 50 or 100 marks.	2 subjects are evaluated on the basis of 50/50 , 3 Subjects are evaluated on the basis 25/25 pattern and 4 subjects evaluated on the basis of continuous	6 subjects are evaluated on 50/50 marks pattern.

			evaluation of 50 or 100 marks.	
5.	B.A.	4 subjects are evaluated on the basis of 50/50 marks pattern and 4 subjects evaluated on the basis of continuous evaluation of 50 or 100 marks.	2 subjects are evaluated on the basis of 50/50 marks pattern. 2 subjects are evaluated on the basis of 25/25 marks pattern. 5 subjects are evaluated on the basis of continuous evaluation of 50 marks.	6 subjects are evaluated on a 50/50 marks pattern.
6.	B.A. Multimedia & Mass Communications	4 subjects are evaluated on the basis of 50/50 marks pattern and 4 subjects evaluated on the basis of continuous evaluation of 50 or 100 marks.	1 subject is evaluated on the basis of 50/50 marks pattern. 5 subjects are evaluated on the basis of 25/25 marks pattern. And 4 subjects evaluated on the basis of continuous evaluation of 50 or 100 marks.	6 subjects are evaluated on a 50/50 marks pattern.
8.	B.Sc.	3 subjects are evaluated on the basis of 50/50 marks pattern, 8 subjects evaluated on the basis of continuous evaluation of 50 or	3 subjects are evaluated on the basis of 50/50 marks pattern, 8 subjects are evaluated on the basis of continuous evaluation of 50 or	5 subjects are evaluated on the basis of 50/50 marks pattern, and 3 subjects on the basis of practical examination of 50 marks.

		100 marks(in that 4 subjects on the basis of practical examination of 50 marks.)	100 marks (in that 2 subjects on the basis of practical examination of 50 marks.)	
9.	B.Sc. Computer Science	4 subjects are evaluated on the basis of 50/50 marks pattern, 5 subjects evaluated on the basis of continuous evaluation of 100 or 50 marks (in that 4 subjects on the basis of practical examination of 50 marks).	4 subjects are evaluated on the basis of 50/50 marks pattern, and 7 subjects evaluated on the basis of continuous evaluation of 50 marks (in that 1 subject on the basis of practical examination of 50 marks).	5 subjects are evaluated on the basis of 50/50 marks pattern and 5 subjects evaluated on the basis of continuous evaluation of 50 marks (in that 4 subjects are on the basis of practical examination of 50 marks and 1 Subject is Project Work of 100 marks).
10.	B.Sc. Data Science	4 subjects are evaluated on the basis of 50/50 marks pattern, 5 subjects evaluated on the basis of continuous evaluation of 100 or 50 marks (in that 4 subjects on the basis of practical examination of 50 marks).	5 subjects are evaluated on the basis of 50/50 marks pattern and 6 subjects evaluated on the basis of continuous evaluation of 50 marks (in that 2 subjects on the basis of practical examination of 50 marks).	5 subjects are evaluated on the basis of 50/50 marks pattern, 5 subjects evaluated on the basis of continuous evaluation of 50 marks (in that 4 subjects on the basis of practical examination of 50 marks and one subject is Project Dissertation of 100 marks).
11.	B.Sc. Information Technology	4 subjects are evaluated on the	5 subjects are evaluated on the	5 subjects are evaluated on the basis of 50/50 marks

		basis of 50/50 marks pattern, 5 subjects evaluated on the basis of continuous evaluation of 100 or 50 marks (4 subjects are on the basis of practical examination of 50 marks).	basis of 50/50 marks pattern, and 6 subjects evaluated on the basis of continuous evaluation of 50 marks (in that 1 subjects on the basis of practical examination of 50 marks).	pattern, 5 subjects are evaluated on the basis of continuous evaluation of 50 marks (in that 4 subjects on the basis of practical examination of 50 marks and 1 subject is Project DISSERTATION of 100 marks).
12.	B.Sc. Hospitality Studies	4 subjects are evaluated on the basis of 50/50 marks pattern and 7 subjects evaluated on the basis of continuous evaluation of 50 (3 subjects on the basis of practical examination of 50 marks).	6 subjects are evaluated on the basis of 50/50 marks pattern. 4 subjects on the basis of practical examination of 50 marks.	All subjects are evaluated on the basis of continuous assessment of 100/150 marks because of the practical nature of subjects

Post graduate programmes include the following parameters:

S.N.	Name of programme	Semester I / II	Semester III / IV
1.	M.Com.	5 subjects are evaluated on the basis of 50/50 marks and 1 subject is evaluated on the basis of 25/25 marks pattern .	4 subjects evaluated on the basis of 50/50 marks, 1 subject is evaluated on the basis of 25/25 marks pattern and 1 subject is Project Work of 100 marks.
2.	M.Sc. Information Technology	5 subjects are evaluated on the basis of 50/50 marks pattern, and 2	4 subjects evaluated on the basis of 50/50 marks , 2 subjects on the basis of practical

		subjects are on the basis of practical examination of 50 marks).	examination of 50 marks and 1 subject is Project Work of 100 marks.
3.	M.Sc. OC (Organic Chemistry)	4 subjects are evaluated on the basis of 50/50 marks pattern and 3 subjects are evaluated on the basis of continuous evaluation of 50 or 100 marks.	3 subjects are evaluated on the basis of 50/50 marks pattern, 3 subjects are evaluated on the basis of continuous evaluation of 50 marks, 1 subject is Project Work of 100 marks
4.	M.Sc. Physics	5 subjects are evaluated on the basis of 50/50 marks pattern, and 1 subject is on the basis of practical examination of 50 marks).	4 subjects evaluated on the basis of 50/50 marks, 1 subject is on the basis of practical examination of 50 marks and 1 Subject is Project Work of 100 marks.

Open Electives offered:

Semester I	Semester III
Content writing	Creative writing for all
Fundamentals of information and communication technology	Cyber & digital safety
Business Mathematics	Mathematics for industry & management
Basics of marketing mix	Financial literacy

3. Examination Pattern

A. Continuous Assessment (50 marks)

- Continuous Assessment I of 15 marks—**written test**
- Continuous Assessment II of 15 marks— **project and presentation**
- Continuous Assessment III of 10 marks—**online quiz**
- Attendance & class participation - 10 marks

B. Continuous Assessments (100 marks)

For the subjects evaluated only through continuous assessments are evaluated on the basis of following pattern. The parameters of evaluation are decided upon by the subject teacher.

- Continuous Assessment I of 30 marks—**written test**
- Continuous Assessment II of 30 marks— **project and presentation**
- Continuous Assessment III of 30 marks—**virtual test/ case study/ group discussion**
- Attendance & class participation - 10 marks

C. Semester End Examination (50 marks)

- Question no. 1 – 15 marks
- Question no. 2 – 15 marks
- Question no. 3 – 15 marks
- Question no. 4 – 05 marks (case study/application-based questions)

The break- up of 15 marks as decided by the respective Board of Studies.

Duration for Semester End Examination : 2:00 Hours

D. Practical Examination Assessment (50 Marks)

For B.Sc (General), M.Sc. Organic Chemistry, M.Sc Physics

- Experiments/Practical's: 40 marks
- Viva: 10 marks

B.Sc. Computer Science, B.Sc. Information Technology, B.Sc. Data Science and M.Sc. Information Technology

- Experiments/Practical's: 30 marks
- Journal: 10 marks
- Viva: 10 marks

B.Sc Hospitality Studies

- Journal: 10
- Viva / Oral Questions: 10

- Equipment Handling: 10
- Table Setup Accuracy: 10
- Service Technique: 10

4. Attendance Criteria

- Every student should have attended a minimum of 75% of the total class room lecture in the semester to be eligible for appearing at the semester end examination.
- If a student is unable to appear in the semester end examination due to medical reason, participation in sports or cultural activities at university or national level, representing the college, the student will be allowed in the subsequent round of examinations subject to filing of the examination form and payment of the examination fee but principal has the right to waive the fee depending on the case. For that written application by the student signed by the principal is to be forwarded to the Controller of Examinations.
- If an undergraduate student is not allowed to appear for semester end on the ground of shortage of attendance, the student may be allowed to appear for the same semester examination to be conducted subsequently at the end of the semester subject to filing of the examination form and payment of the examination fee.

5. Passing Criteria

- The student has to pass in each component separately continuous assessment, semester end examination, practical examination and subjects evaluated through continuous assessments.
- Standard of passing: 40 % in each component.
- Minimum marks: For continuous assessment 20 out of 50 marks, semester end examination 20 out of 50 marks, practical examination 20 out of 50 marks and for subjects evaluated through continuous assessment 40 out of 100 marks.
- An undergraduate student has three chances to clear each semester I/III/V and II/IV/VI. The tentative month for each examination will be as follows:

	First attempt	Second attempt	Third attempt
Semester I/III/V	September	December	June
Semester II/IV/VI	March	April	June

- E. If the student fails to clear a semester in three attempts the student gets a drop in the year. In such a case he/she has the option for repeating the year and attending the lectures or appearing for the examination in the subsequent year without attending the lectures. The student has to appear in the subjects in which the student has failed either in one semester or in both the semesters.
- F. The students who are reappearing for the examination in the subsequent year will get two chances to clear the examination for each semester.

	First attempt	Second attempt
Semester I / III / V	December	June
Semester II / IV/ VI	April	June

- G. A postgraduate student has two chances to clear each semester I/III and II/IV. The tentative month for each examination will be as follows:

	First attempt	Second attempt
Semester I / III	October	March
Semester II / IV	April	June

- H. If the student fails to clear the semester in two attempts of the year, then he/she has to reappear for the subjects in which he/she has failed in subsequent years. The student will not be declared passed till the subjects of all semesters are cleared.

Continuous Assessment (CA)

A. Eligibility

All students are eligible to appear in the Continuous Assessment.

B. Pattern

Continuous Assessment will be of 50 marks. There shall be three continuous assessments in each semester.

- Continuous Assessment I of 15 marks—**written test**
- Continuous Assessment II of 15 marks— **assignment/ project and presentation**
- Continuous Assessment III of 10 marks—**online quiz**
- 10 marks—for **attendance and class participation**

B.1. Continuous Assessment I

Conduct

- i. It will be conducted by the Examination Committee for all programmes centrally, preferably after one to one and half month from the start of the academic year so that at time of parent teacher meeting the class teacher can share the performance of the ward with the parent or guardian.
- ii. In case the student fails to appear in CAI due to medical or due to participation in sports, cultural or other activities representing college, the student is allowed to appear in the additional CAI which is conducted towards the end of the semester at departmental level.
- iii. In case a student fails to appear in CAI or additional CAI, the subject teacher should show “A” in the mark list to be submitted and posted and the student will be considered as failed.
- iv. The time table for CAI for the centralized test is announced by the Examination Committee 15 days prior to the test. The time table is put up on the website, notice board of college and also shared with the students through the official whatsapp group of the class.
- v. The subject teachers have to submit the list of students who have to appear in the additional CAI to the Coordinator of the programme.
- vi. The time table for the additional CAI is put up by the Coordinator of the programme. Date, portion covered, timing etc. is announced well in advance. List of students appearing for additional CA I is shared with the students through the official whatsapp group of the class.

Moderation

There will be no moderation of continuous assessment papers.

Re-verification/Revaluation of Answer Papers

There is no provision for re-verification or re-evaluation of continuous assessment papers. During parent teacher meetings, any representation about assessment received by the class teacher is reported to the subject teacher and can be addressed by the subject teacher concerned.

B.2 Continuous Assessment II

- i. Continuous Assessment II will be for 15 marks.
- ii. 15 marks will be based on projects, research, review of articles, field work, presentation, etc. to be decided by the subject teacher and discussed in the departmental meeting.

B.3 Continuous Assessment III

- i. Continuous Assessment III will be for 10 marks. It will be conducted in the class in the form of an **online quiz**.
- ii. 5 marks is for active **class participation** of the student assessed by respective subject teacher.
- iii. 5 marks will be allotted to the students on the attendance.

- iv. The following scale will be applied for conversion of attendance into marks:

Attendance	Marks
75% and above	5
60-74.99 %	4
50-59.99 %	3
40-49.99 %	2
Less than 40%	1

- v. Continuous Assessment posting should be completed immediately after consolidated attendance data of the semester is available but before the start of semester examination.

C. Passing Norms

- i. Pass mark is 20 (both taken in account).
- ii. Gracing may be done in consultation with the Coordinators by the examination committee after reviewing the performance of the students in the concerned subject.

D. Posting of Continuous Assessment I & II

The teachers should calculate the total of CA I & II and post the marks in the examination portal out of 50 marks by using the username and password provided to them within the date specified in the notice issued by the examination committee.

Semester End Examination (SE)

Conduct

- i. Semester End Examination will have 50% weightage carrying 50 marks.
- ii. A student will be allowed to appear for the Semester End Examination provided they fulfill the attendance criterion. If a student fails to clear the examination in the first attempt, the student will get two more attempts to appear for the examination in the same academic year.
- iii. If a student is unable to appear the Semester End examination on medical ground, participation in sports, cultural or other activities representing college at university or state or national or international level, will get a chance to appear for the second attempt of examination in the same academic year subject to form filing and payment of examination fee. The principal has the right to condone the examination fee depending on the merit of the case.
- iv. If a student fails to clear the examination in the first attempt or is not allowed to write the examination due to default in attendance, the student will get a chance to appear for the subsequent rounds of examination in the same academic year subject to form filing and payment of examination fee.

Pattern of Semester Question Paper

- i. Semester examination question papers should be based on the syllabus taught in the classroom in that semester and as described by the Board of Studies and approved by the Academic Council of PHCASC.
- ii. Total marks of each semester examination will be 50 marks.
- iii. 3 questions of 15 marks each and one question of 5 marks based on application type question or case study. Sub question and internal choice to be given as decided in the Board of Studies of the individual programme.
- iv. All subjects will have at least one compulsory case study or application based question of 5 marks.
- v. Equal weight age to be given to each module of the syllabus.
- vi. The breakup of 15 marks per question is to be decided by the Board of Studies of the concerned department and should be clearly shown in the question paper.

Showing of answer papers to the students to bring in better transparency in the assessment procedure

After correction of answer papers the answer sheets are shown to the students where in the students are able to see the assessment procedure and they get an opportunity to address their concern regarding assessment procedure and the teachers also have to justify that proper care has been taken while assessing the answer papers.

Gracing Policy

- i. Gracing will be done after considering the overall performance in the subject in the semester end examination.
- ii. General gracing, if necessary, will be carried out by the Coordinator of the respective programme for continuous assessment, subjects evaluated on the basis of continuous assessment, practical examination, project work.
- iii. Up to a maximum 5% of the total marks of each subject can be added to any subject as grace marks.
- iv. After gracing the updated marks are posted in the examination portal by the subject teachers.
- v. Grade upliftment: A student can be uplifted for higher grade (only for A+ to O) if required marks is less than 3 in a subject. This can be allotted to a maximum of two subjects and a maximum of 3 marks as followed by University of Mumbai.

Marks for Extra-curricular activities

- i. Marks will be awarded to students for participation in extracurricular activities like NSS, Sports, Cultural activities, DLLE, Avishkar research convention of University of Mumbai (winner at zonal level) etc.as per the University of Mumbai guidelines.
- ii. The student will be entitled for 10 grace marks, which will be added to the even semester mark sheet in the academic year where the student has represented the College in sports, NSS or cultural activities and were among the winners (1st, 2nd or runners-up) or have reached the quarter finals of any competition held by the University of Mumbai or participated in national or international level.
- iii. The respective in-charges have to give a list of students who are entitled to get the grace marks to the Examination Committee in the format shared and it has to be authenticated by the in-charges.

- iv. If he or she has cleared all the subjects 10 marks will be added to the total and in case of a student who has failed it can be added to the subjects.

Declaration of the Result

- i. After receiving the hard copy of the mark list, the Chief Conductor and Controller of Examinations will review the results.
- ii. The results are declared online and can be viewed by the students online. The result schedule notice is shared with the students in advance. On the day of the declaration of result, the message is shared in the official whatsapp group of the class. In case the student cannot access the result, they are asked to report to the examination room for necessary help.

Practical Examination

Conduct

- i. Practical examinations will be conducted for B.Sc. Physics, Chemistry & Mathematics, B.Sc. Information Technology, B.Sc. Computer Science, B.Sc. Data Science, B.Sc. Hospitality Studies, M.Sc. Information Technology, M.Sc. Organic Chemistry and M.Sc. Physics in each semester.
- ii. Practical examinations for B.Com. B.M.S., B.Com. Accounting & Finance, B.A.M.M.C., M.Com. ,M.Sc. Information Technology, M.Sc. Organic Chemistry and M.Sc. Physics as a part of Continuous Assessment wherever applicable.(refer to the table mentioned)
- iii. The practical examination will be conducted within the date specified by the Examination Committee before the end of the semester.
- iv. For the third year of undergraduate programmes and post graduate programmes, external examiners are appointed for the conduct of practical examinations. Both internal and external examiners are responsible for the conduct of practical examinations.
- v. If a student could not appear in the practical examination, due to some unavoidable circumstances, will be given an additional attempt after receipt of the application from the student by the Coordinator.
- vi. If a student could not clear the practical examination, will have to appear with the second round of examination on filing the examination form and payment of examination fee.

Evaluation Scheme

- i. Practical examination will be conducted for each practical subject for 50/100 marks, which has to be completed within the time duration given for the practical subject of that programme.
- ii. It includes practical questions, journal and viva-voce.
- iii. The mark list has to be prepared by the internal/ external practical examiner and marks should be posted in the examination portal within the dates specified by the examination committee.
- iv. The bills and letter of appointment for the external examiner should be handed over to the examination support staff for payment processing. All bills should be authenticated by the Coordinators and Principal.

Passing Criteria

The candidate shall be declared to have passed the practical examination if the candidate secures minimum 40% in each practical subject.

Passing Norms for undergraduate and postgraduate programmes

For undergraduate programme

- i. A student is required to pass separately in the continuous assessment, semester end examination, practical examination and subjects evaluated through continuous assessments only.
- ii. A student is required to get 40% in each evaluation parameter to be declared as passed.
- iii. A student who fails to secure 40% in each evaluation parameter will get chances to clear the subject in subsequent rounds of examination in the same academic year.
- iv. A student will be promoted from semester I to semester II with any number of failures in the subjects.
- v. A student will be promoted from semester II to semester III provided the student clears all papers of both the semesters. Failure in any one or more subjects will lead to drop for the year. In that situation the student will have to appear for all the subjects of the semester where he /she has got a failure.
- vi. A student will be promoted from semester III to semester IV with any number of failures in the subject of the semester.
- vii. A student will be promoted from semester IV to Semester V provided he/she clears all papers of both the semesters. Failure in any one or more subjects will lead to drop for the year. Failure in any one or more subjects will lead to drop for the year. In that situation the student will have to appear for all the subjects of the semester where he /she has got a failure.
- viii. A student will be promoted from Semester V to Semester VI with failure in any number of failures in semester V. The student after clearing both semester V and semester VI will be declared as graduate.
- ix. Consolidated/Final grade card and passing certificate will be issued to the student on successful completion of all the semesters. The final degree certificate will be issued by the University of Mumbai.
- x. Grade cards will be available online at the end of each semester.
- xi. Grade card will be issued to the student on successful completion of each semester. Final Grade card and passing certificate will be issued after completion of all the semesters. The final degree certificate will be issued by the University of Mumbai.

For postgraduate programme

- i. A student is required to pass separately in the continuous assessment, semester end examination, practical examination and subjects evaluated through continuous assessments only.
- ii. A student is required to get 40% in each evaluation parameter to be declared as passed.
- iii. A student who fails to secure 40% in the evaluation parameter will get subsequent chances to clear the paper in the next semester of the same academic year or next academic year.
- iv. A student will be promoted from semester I to semester II with any number of failures in the subjects.
- v. A student will be promoted from semester II to semester III with any number of failures in the subjects.
- vi. A student will be promoted from semester III to semester IV with any number of failures in the subjects. The student clearing all the papers of semester I to IV will be declared as a postgraduate student.
- xii. Grade card will be issued to the student on successful completion of each semester. Final Grade card and passing certificate will be issued after completion of all the semesters. The final degree certificate will be issued by the University of Mumbai.

**Showing of answer papers to the students/
Re-verification / Re-evaluation of answer papers**

- i. The answer sheets of semester end examinations are shown to the students where they get an opportunity to address their concern regarding the assessment procedure and the teachers also have to justify that proper care has been taken while assessing the answer papers.
- ii. In case the student has still any grievance in assessment procedure, the student has a right to make an written application addressing the Principal and on verifying the merit of the case the Principal can allow for reverification or re-evaluation of answer papers. The student can ask for re verification of his or her marks through form filing with payment of requisite fee of Rs 100 per paper. After receiving the forms, the list is prepared and shared with the students about the date and venue for re verification.
- iii. Re verification of answer papers are done for the first round of Term I and Term II semester end examinations.
- iv. There is no re-verification available for CA I , CA II and CA III.
- v. Re-verification includes verification and adding of marks in the answer scripts, transfer of marks from answer sheets to mark sheets, and re-checking of answers sheets. The re verification is done in the presence of the student.
- vi. The student has a chance to apply for re-evaluation through form filing and a payment of Rs. 750 per paper. The answer script of the said candidate will be photocopied and re-assessed by an external examiner to be decided by the Coordinator in consultation with the Controller of Examinations.
- vii. The re-verification and re-evaluation results will be declared on the notice board of the college. If the marks of the student changes due to re verification or reevaluation, the marks will be updated in the examination portal by the examination committee and will be reflected on the grade card of the student.
- viii. The marks obtained after re verification or re valuation will be considered final.

Provision for student with special abilities

- i. Students with Dyslexia, Dysgraphia & Dyscalculia or are visually impaired / low /vision / physically challenged will be offered facilities of extra time and special seating arrangement (if needed as per the case). If a writer is required it has to be arranged by the student according to the guidelines of University of Mumbai and the identity of the writer will be verified and authenticated by the examination committee.
- ii. They are required to make an application to the Examination Committee 7 days prior to the examination along with the latest certified supporting documents.

Grading System

Degrees will be based on cumulative performance of all semesters I to VI for undergraduate programmes and Semester I to IV for post graduate programmes.

The following grading system will be applied.

Letter Grades and their Equivalent Grading Point				
Marks obtained	GPA	Grade Point	Grade	Performance
80 & Above	10	10	O	Outstanding
70 – 79.99	9.0 to 9.99	9	A+	Excellent
60 – 69.99	8.0 to 8.99	8	A	Very Good
55 – 59.99	7.0 to 7.99	7	B+	Good
50 – 54.99	6.0 to 6.99	6	B	Above Average
45 – 49.99	5.0 to 5.99	5	C	Average
40 – 44.99	4.0 to 4.99	4	D	Pass
Less than 40	--	0	F	Fail
SGPA- Semester Grade Performance Average = $\sum(\text{Credit Earned} \times \text{Grade Points}) / \sum(\text{Credit Earned})$				
CGPA- Cumulative Grade Point Average				
SE- Semester End, CA- Continuous Assessment, PR- Practical				

Symbols	Description
E	Exemption in the Head
F	Head of Failure
NA	Not Applicable
AB	Absent
/	Female
@	0.5042/0.5043/0.5044
*	0.5045
#	0.229

Grade Improvement

- i. A student who is not satisfied with the grade obtained can apply for improvement of grade after completion of final semester. The student is required to appear for all the subjects of both the semesters of the year concerned.
- ii. The student has to submit an application form in the prescribed format and submit the same with a payment of Rs. 2000 to the Principal. The principal in turn will forward the application to the Controller of Examinations with his comments.
- iii. On receiving the application, the Controller of Examination should inform the student of the date/ time of the semester examination and ask the student to surrender the concerned semester end grade cards issued to the candidate.
- iv. The grade the student gets in the new attempt will prevail and the student cannot go back to the old grade.