



Examination Policy

A handwritten signature in blue ink, appearing to read "Nancy".

Controller of Examinations
SVKM's NMIMS
Deemed-to-be University
V. L. Mehta Road,
Vile Parle (W),
Mumbai-400 056.



SVKM'S
Narsee Monjee Institute of Management Studies

Deemed to be UNIVERSITY

V. L. Mehta Road, Vile Parle (West), Mumbai - 400 056, India.


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❖ Examination Guidelines:

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

1. Discipline in the Examination Hall

- i. Students must know their Roll Number and Student No.
- ii. Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will be required to seek written approval from the Dean/Director of the respective school / Campus or person nominated by the Dean/Director to allow to appear at the examination. Students who report late to the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the said authorities on application to be made by the student. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.
- iii. Students are not permitted to enter the examination hall after half an hour of the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
- iv. Students, who are not in their seats by the time notified, will not, be permitted to appear for the examination.



- v. Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table or outside the examination hall, at their own risk. NMIMS will not be responsible for the safety and security of the same.
- vi. A student, who fails to attend an examination at the time and place published in the timetable, will be have an 'Absent' remark in the grade sheet. Opportunity for re-examination will be given according to the rules and regulations.
- vii. Students should occupy their respective seats as per the seating plan displayed on notice board/door plan.
- viii. Students are required to have and keep ready their Identity Cards issued by SVKM's NMIMS and they must produce these for verification by the room supervisor during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.
- ix. Every student present must sign against his / her student number on the attendance sheet provided by the Room Supervisor.
- x. Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.
- xi. On the front page of the answer book the students should write only the name of the program, specialization/stream if any, trimester/semester details and course / subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page or anywhere in the answer book will be treated as act of unfair means and will be dealt as per rules.**
- xii. QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a student has any query as regards to the contents of the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.

- xiii. Students are forbidden to (i) bring any books, notes, scribbling papers, mobile phones, smart watch, earbuds, calculators, laptop, Bluetooth devices or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated **University reserves the right to keep such material in its custody till the time investigation into alleged violation of rule/malpractice is completed.** (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. All Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.
- xiv. Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the University.
- xv. The answer books of the term-end examinations are Bar coded / QR coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answerbook. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.
- xvi. While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.
- xvii. Students should neither tear any sheet/s from the answer-book provided nor shall

attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and appropriate action will be taken against such candidate/s

- xviii. Students should not write anything on the question-paper.
- xix. Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited and will attract penalty.
- xx. If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- xxi. Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.
- xxii. A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the University.
- xxiii. **Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.**

2. Guidelines for Appointment and Availing facility of Scribe for the physically challenged (permanent or temporary disability) students during examinations conducted by NMIMS:

- i. A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.
- ii. The student should submit an application for the purpose along-with 'medical

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certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.

In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:

- a) Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
- b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped.
- i. As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.
- ii. The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.
- iii. The scribe should be one grade junior in academic qualification than the student if from the same stream.
- iv. Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g., for the examination of two hours, 20 minutes extra time will be allowed.
- v. The Examination in Charge of the center will have powers to resolve issues, if any, in this regard. She/he will be authorized to make/ accept any last-minute changes of scribe under exigencies.
- vi. The said student will sit in a separate room under supervision.

3. Facilities relating to examinations for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of examinations:

- i. At the time of all written examinations, all L.D. students would be given

permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also, such students would get 25% additional time for writing the examination.

- ii. These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
- iii. Concession will be given for mistakes in spelling or mathematical calculations/graphs.
- iv. L.D students who have failed to pass a subject/s will be eligible for grace marks up to 3 percent of the aggregate marks of the subjects in which he/she has appeared. These grace marks would be for one or more subjects.
- v. In case of L.D students, the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted.
- vi. The said medical certificate must be produced at the beginning of the academic year to the admission dept. Retrospective benefit will not be given to any student in case certificate is submitted after declaration of results.

4. Rules as regards cases of adoption of Unfair means by the candidates during the University examination are as under:

- i. If during the course of an examination, any candidate is found resorting to any of the following acts, he/she shall be deemed to have adopted unfair means at the examination. The adoption of unfair means by the candidates during the examinations is treated seriously and appropriate penalties are imposed after following the principles of natural justice.
- ii. The broad categories of Unfair Means resorted to by students of the University Examinations and the Quantum of Punishment for each category thereof: -

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1	Possession of any copying Material (offence committed for first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student was found with copying material in his/ her possession.
2	Actual copying from the material in possession	Annulment of the performance of the student at the University Examination in full * This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 4, 5, 6, 7, 8 and 14 in addition to the one prescribed thereat.
3	Possession of any copying Material (offence committed second time)	Annulment of the performance of the student at the University Examination in full
4	Possession of another student's answer book or supplementary sheet	Exclusion of both the students from concerned University Examinations for one additional examination *
5	Possession of another student's answer book or supplementary sheet and Actual evidence copying from that	Exclusion of both the students from concerned University Examination for three additional examinations *
6	Mutual/ Mass copying	Exclusion of all the students from concerned University Examination for two additional examinations *
7	Smuggling in or smuggling out of answer books as copying material	Exclusion of the student from concerned University Examination for three additional examinations *
8	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from concerned University Examination for four additional examinations *

9	Smuggling in written answer book as copying material and forging the signature of supervisor	Student concerned to be rusticated from University
10	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	Student concerned to be rusticated from University
11	Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention of misleading the authorities	Student concerned to be rusticated from University
12	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book	Student concerned to be rusticated from University
13	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Student concerned to be rusticated from University
14	Using obscene language/ violent threats inside the examination hall by a student at the University examination to room supervisor/ any other authority	Student concerned to be rusticated from University
15	Impersonation for a student or impersonation by a student in University or other examinations	Student concerned to be rusticated from University
16	Revealing the identity in any form (Name, Roll No, G.R. No., religious invocation etc. in the main answer book and/ or supplementary sheet)	Annulment of the performance of the student at the University Examination in the subject concerned during the examination of which the identity was revealed.
17	Found something written on the body or on the clothes while in the examination	Annulment of the performance of the student at the University Examination in full.

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18	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed for the first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student made an appeal
19	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time)	Annulment of the performance of the student at the University Examination in full.

*(Note: The Term “Annulment of Performance in full” includes performance of the student at the **Theory /Computer based exam/ Viva/ Jury /Practical examination, but does not include performance at internal continuous assessment / Term work, project work with its term work & project submission.**)

- iii. Students should note that material found with him / her during the examination would be confiscated and would be returned back after completion of inquiry.
- iv. **If on previous occasion, a disciplinary action was taken against a Student for malpractice used at 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 students. 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:

- v. **Student involved in malpractices at Practical/ Dissertation/ Project Report examinations including act of similarity index shall be dealt with as per the**


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punishment provided for the theory examination.

- vi. **The Competent Authority, in addition to the above-mentioned punishments, may impose a fine on the student declared guilty.**

5. Examination Grievance Redressal Mechanism:

(Providing Photo copies to the candidates and Revaluation)

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

- i. The Grievance Redressal Mechanism will apply only to the 'term-end Examinations' of the University.
- ii. The above mechanism will **not apply to** practicals / oral examinations/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc.
- iii. The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through offline mode would not be considered under any circumstances.
- iv. All the students will be informed the course/module-wise marks obtained by them in the '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 'Student Portal' of the University.
- v. Under the Grievance Redressal Mechanism, a student can apply for:
 1. **Verification of Answer book:** Under this process, on application of the student, the University verifies that (i) all the answers in the respective answer book are evaluated,
(ii) marks have been allocated to each answer and carried forward to the first page of the answer book properly and (iii) totaling of the marks on the first page of the answer book has been carried out correctly.

OR

2. **Re-evaluation of the Answer book:** Under this process, the student may (i) opt to first apply for the photocopy/ies of the answer book/s and subsequently apply for the re- evaluation of the said answer book/s after going through the answer book **OR** (ii) directly apply for the re-evaluation of his/her answer book/s without applying for photo copy of his/ her answer book.
- vi. After the result declaration on 'student portal', if a student is not satisfied with the marks awarded to him/her in the Term-end Examination/s, in any course/module, s/he may apply for the Grievance Redressal **within the prescribed number of days as per the example mentioned in the table below:**

Activity under Grievance Redressal Mechanism	Time Limit
Application for Verification of Answer book/s	Within 3 days from the date of result declaration
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays
Receipt of the E-copy of Answer book/s	Latest on the 2nd day from the date of result declaration including holidays (answer books will be sent by e mail link)
Application for Re-valuation of the answer book/s	Within 3 days from the date of result declaration including holidays

- vii. No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.
- viii. Soft copy/ies of answer books will be available for download on the result declaration page after payment of the fees. Else soft copy of the answer book will be sent by email to the student concerned.

- ix. Copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.
- x. Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.
- xi. Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also, application will be deemed to be complete only after payment of requisite fee.**
- xii. The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.
- xiii. After following the process of re-evaluation under the Grievance Redressal, effect will be given to change in original marks on re-evaluation, if any, as under:
- 1. If the marks of re-evaluation, increase or decrease by less than ten percent (10%)** There will be no change in the marks and original marks awarded to the candidate in the subject will be retained.
 - 2. If the marks of re-evaluation increase or decrease between 10.01% and 20%:** In such cases the marks originally awarded to the candidate in the subject shall be treated as null and void and the marks obtained by the candidate after re- evaluation shall be accepted as the marks obtained in that subject. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.
 - 3. If the marks of re-evaluation increase or decrease by more than 20%** A second revaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then **an average of the marks obtained in the first re-evaluation and marks obtained in the second re- evaluation shall be taken** and this shall be accepted by the University as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).

4. An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject

The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student/s on the student portal. Students may note that after carrying out revaluation, the marks obtained may increase or decrease or may not change.

- xiv. The above difference in marks in percentage term shall be with reference to the maximum marks assigned for the term end examination of the respective subject
- xv. The examiner/s for re-evaluation will be appointed by the Controller of Examinations from the panel of examiners provided by the Dean of the School duly approved by Pro Vice Chancellor and the Vice Chancellor of the University.
- xvi. The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the student/s by suitable means.
- a) The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.
- b) The whole process of Redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application for Redressal of grievances.



- c) In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.
- xvii. The outcome of Revaluation process shall be final and binding on student.

Internal Continuous Assessment / Term End Evaluation, Grading system, Passing criteria, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc. (To download the examination related formats, go to the website nmims.edu → School → Campus → Academics → Examination).

6. Policy on Award / Prizes and Dean's / Director's list:

- 6.1 One prize will be awarded where number of students in the batch/stream is between 01 and 20, two prizes will be awarded where number of students in the batch/stream is between 21 and 59, and three prizes will be awarded where number of students in the batch / stream is > 60.
- 6.2. The criteria for award of prizes will be highest CGPA obtained by the students in the examinations of all the years of the program on programme completion.
- 6.3. For the above purpose, count of students at the final year of the programme will be considered.
- 6.4. In case of exactly the same CGPA obtained by two or more students for a particular rank, same medal may be given to the students and second and third (Silver & Bronze) medal may be given to the next ranking students.
- 6.5. Rankings would always be decided at University level.
- 6.6. Students should have passed all examinations in single attempt.
- 6.7 Lateral admission cases may be considered for ranking purpose.
- 6.8 Students obtaining F grades/ATKT/ involved in unfair means or any misconduct will be ineligible to be listed in the Rank Holder List and Dean's/ Director's list.



6.9. The students who opt for Student Exchange program in any trimester/semester would be considered if he/she is eligible as per above criteria. However, performance at the partner University shall not be considered for award.

6.10. Dean's/ Director's List:

6.10.1 10% of the batch (top 10% students) on the basis of highest CGPA will be considered to be eligible to be in Dean's/ Director's List and will get a certificate at the end of the programme. (SBM Mumbai / Campus gives yearly).

6.10.2 The Dean's/ Director's list would be for each programme/ stream at each campus.

7. Examination Guidelines (Internal Continuous Assessment (ICA) / Term / Trimester / Semester End Examination (TEE/ SEE), Passing Criteria, Grading system, method of calculation of CGPA, Re- Examination, exceptional cases – medical etc.)

Examination weightages and credits

Break up for continuous evaluation of each course will be as under:

A student would undergo continuous assessment for each course/subject in all the semesters/ trimesters. Various components of such continuous assessment would be as decided by the respective course/ subject teacher/ faculty and approved by Dean /Director of the school/ campus concerned.

Component	Marks
ICA Components: Mid Term / Unit Test / Project/ Assignment /Presentation/ Weekly Tests / Case Study/ Quizzes / any other (School)	50
TEE / SEE – Term /Trimester / semester-end examination(University)	50
Total	100



PASSING STANDARDS FOR EACH COURSE (SUBJECT):

Semester-end-exam Passing Criteria for each Course:

To pass in a particular course, in any of the Term /Trimester / Semester End examination or re-examination, a student must fulfil all of the following criteria:

- Secure a minimum of 40% marks in the Term /Trimester / Semester end examination of that course and
- Secure a minimum of 40% aggregate marks out of the total marks (that is, internal continuous assessment plus assessment of the Term /Trimester / Semester end examination) allotted to the course.
- For a course which has only Internal continuous assessment component, passing will be at 40%.

8. Students who fail to fulfil above passing criteria would be awarded 'F' grade. Non – fulfilment of Passing Criteria: (Non ATKT)

A student, who has failed to fulfil the passing criteria as given above, will be required to appear for term

/ trimester/semester-end re-examination which will be conducted immediately after declaration of results of the said regular term / trimester / semester-end examination. **The internal continuous assessment marks will be carried forward for the term / trimester/ semester-end re-examination.**

To be eligible to appear for term / trimester / semester-end re-examination, a student has to submit an online re-examination application available on student's SAP portal. **A student who does not fill in online re-examination form will be denied permission to appear at the examination.**

It is the responsibility of such students to keep him/ her informed about such examination dates (time table). If, in any case, students feel that he/she wants to improve their ICA, because of which they have scored F, they are eligible to take re-admission for the complete academic year. In case of re-admission, the earlier results will stand null & void and student

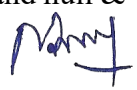
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cannot claim the credits of the course/s passed earlier. Students have to appear as fresh candidates for both ICA & TEE.

Only one re-examination will be conducted for each course immediately after declaration of results of finalexamination and there will not be any further re-examination for whatsoever reason.

Remedial classes would be organized by the School for all the students who fail to fulfil the passing criteria as mentioned above, before the conduct of the re-examination. However these remedial classes will be on demand from students and if a student registers for remedial classes, he / she is expected to maintain 100% attendance. If any student feels that he / she can manage without remedial classes, students can study on their own and appear for the re-examination, later on, such students cannot complaint, if they fail to clear re-examination.

Note: Remedial classes will be conducted by the faculty on demand, if number of students are morethan 20. Otherwise, students can get their doubt clear from the faculty on one to one basis.

9. Progression to the subsequent year of the Programme

A student who has failed to fulfil the passing criteria of Semester I/III/V/VII/IX courses after re-examination, will be allowed to attend the classes and appear at the examination/ re-examination of Semester II/IV/VI/VIII/X respectively.

However, a student who fails to fulfil the passing criteria at the end of the academic year (Both these semesters) will not be permitted to progress to the next year of the program)

A student will be promoted to the subsequent year of the programme only when he/ she has no F grade and/ or not more than 2 D grades in the academic year after re-examination.

In case, the student fails even in the re-examination/s of either odd or even semesters, which are so held, he/she will not be promoted to the next year of the programme. Such student/s will have the following options:

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1. To seek readmission in the subsequent year for the entire academic year
- Or
2. Appear for the Term end examination of the course/s in which the student has got “F” grade and morethan 2D grade, in the subsequent year. In such a case, the ICA marks of the subject/subjects will be carried forward of the previous year in which the student had got “F” grade. The student will be required to pay only the re-examination fees.

10. Grading System:

The University follows a letter grading system leading to the award of a four-point Grade Point Average(GPA) for each term and Cumulative Grade Point Average (CGPA) for all the terms until date.

‘Letter grades’ and corresponding ‘grade points’ are as under:

Grade	Points	Class interval	ofmarks
A+	4	100%	85%
A	3.75	84.99%	81%
A-	3.5	80.99%	77%
B+	3.25	76.99%	73%
B	3	72.99%	69%
B-	2.75	68.99%	65%
C+	2.5	64.99%	61%
C	2.25	60.99%	57%
C-	2	56.99%	50%
D	1.5	49.99%	40%
F	0	39%	0

Calculation of GPA (Grade Point Average):

Grade point Average for a term will be computed by dividing, the sum of product of grade point of each course/subjects and credit value assigned to each respective course by the sum of credits


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assigned to all the courses / subjects for the related term.

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

Calculation of CGPA (Cumulative Grade Point Average):

Cumulative Grade Point Average up to and including a term will be computed by dividing the sum of product of grade point of each course / subject and credit value assigned to each respective course by the sum of credits assigned to all the courses / subjects up to and including the related term till date

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

Here:

C = Credit value assigned to a course /subject

G = Grade point value assigned to a student for course / subject corresponding to the letter grade (refertable given)

GPA = Grade point Average shall be calculated for individual term and referred to as Semester / Trimester Grade Point Average.

If a student has failed to fulfil passing standard under any head in any subject (i.e. 'Semester / trimester End Examination' and/ or 'aggregate'), he/ she shall be deemed to have failed in that subject.

11. General rules

These rules would be applicable to all the students who took admission/ re admission:

- i. A student who remains absent from trimester / semester examination/s due to any reason in any Course shall be marked as 'AB' in the result/ grade sheet/ transcript for the Course/s in which he/ she has remained absent. All such students will be allowed to appear at re-examination in the said Course. A student who remains



absent in the re-examination would not be able to avail any further re-examination chance.

- ii. In order to receive the degree, diploma, certificate, the student will have to pass all the examinations (Credit/Non-Credit) of all the years. Student should ensure that he/she has cleared his/her all dues from the respective departments like Admission, Accounts, Library, Hostel, etc. Also, mandatory admission documents are submitted.
- iii. Grievance Redressal (Revaluation/Verification of answer books): In case a student is not satisfied with the result/ grade received by him/her in a particular Course, he/ she may follow
- iv. the 'Grievance Redressal Procedure' as given in part I of student resource book in case he/ she desires.
- v. The fees for re-examinations and re-admission will be decided by the University from time to time.
- vi. In case of any disputes/differences, decision of the University shall be final and binding on the students. If a student desires to institute any legal proceedings against the University, such legal proceedings shall be instituted only in court at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.
- vii. Modification in criteria/rules: On the recommendation of the Board of Studies of the School and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the above criteria at any time without prior notice.


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