

Prof. A. E. Lakdawala
The Founder & Chairman

Since 1989



Devoted to Serve

Royal Higher Education Society's

ROYAL COLLEGE OF ARTS, SCIENCE & COMMERCE

Empowerment through Value Education

(A Minority Autonomous Institution Affiliated to University of Mumbai)

Re-accredited 3rd Cycle by NAAC with 'A' Grade
'One District One Green Champion' Award (MGNCRE)
Best College Award by University of Mumbai

EXAMINATION POLICY DOCUMENT

I. Introduction

This Examination Policy Document outlines the rules, regulations, and procedures governing the conduct of examinations for undergraduate programmes and postgraduate programs at Royal college of Arts, Science and Commerce (Autonomous), an autonomous college affiliated with the University of Mumbai. The policy ensures transparency, fairness, and academic integrity in all assessments.

- **Objectives**
- Ensure a fair and systematic examination process.
- Maintain academic standards as per University of Mumbai guidelines and the integrity and transparency of the examination process.
- Provide clear guidelines for students, faculty, and examiners.
- To ensure a fair and reliable assessment of teaching-learning outcomes.
- Promote discipline and prevent malpractices during examinations.

II. Applicability

This policy applies to all undergraduate students enrolled in degree programs like B.A., B.Sc., B.Com., B.Com.(Management Studies), B.Com.(Accounting & Finance), B.Sc.(Computer Science) and post graduate students enrolled in M.Com and MSc(Data Science) under the autonomous system while following the University of Mumbai's broader framework.

CL-2
Controller of Examination
Royal College of Arts, Science & Commerce
(Autonomous)
Penkarpada, Mira Road Dist. Thane Pin- 401107.



Principal
Principal
ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE
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III. Pattern of Examination

- Undergraduate Programs (NEP)

1. Internal Assessments – Conducted by the college (40% weightage).
2. Semester-End Examinations – Conducted by the college (60% weightage).
3. Practical/Project/VIVA Examinations – As per program requirements

- Postgraduate Programs (NEP)

M.Com

1. Internal Assessments – Conducted by the college (50% weightage).
2. Semester-End Examinations – Conducted by the college (50% weightage).
3. Practical/Project/VIVA Examinations – As per program requirements
4. OJTI-(Evaluation 50% Employer(External) +50%Internal OJTI Coordinator

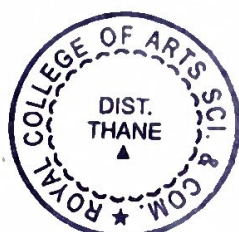
- Postgraduate Programs (NEP)

M.Sc (Data Science)

1. Internal Assessments – Conducted by the college (50 % weightage).
2. Semester-End Examinations – Conducted by the college (50 % weightage).
3. Practical/Project/VIVA Examinations – As per program requirements
4. OJTI-(Evaluation 50% Employer(External) +50%Internal OJTI Coordinator

IV. Tentative Schedule of Examinations

Semester	Tentative Schedules
UG Semester I,III,V(Regular Examination)	Oct-Nov Session of the ongoing Academic Year
PG Semester I,III (Regular Examination)	Oct-Nov Session of the ongoing Academic Year
UG Semester I,III,V(Additional Examination)	January Session of the ongoing academic year
PG Semester I,III	January Session of the ongoing academic year



(Additional Examination)	
UG Semester II/IV/VI (regular)	March-April session of the ongoing academic year
PG Semester II/IV/VI (regular)	March session of the ongoing academic year
UG Semester II/IV/VI (Additional)	June session of the ongoing academic year
PG Semester II/IV/VI (Additional)	June session of the next academic year

V. Absence in Examination

- All assessment methods are compulsory, and students must attend and appear for all the assessments announced from time to time.
- Students who remain absent for the internal/external assessments should approach the vice principal with valid reasons for the same.
- In exceptional circumstances, alternative measures may be taken by the COE in consultation with the Principal in keeping with the policy of the institution.
- Students who have missed an assessment due to death in the family or due to representing the college in any event will be assessed at a later date.

VI. Unfair Means

- Any malpractice in examination hall is reported by the junior supervisor to the senior supervisor. A formal report of the case is prepared which includes a statement from the defaulting student and the junior supervisor and forwarded to the Unfair Means Enquiry committee. The committee gives a second opportunity to the student in presence of parent to present his /her case in front of the committee. Action is based on the hearing and the guidelines of the University and the same is communicated to the student and parent.

VII. Assessment/moderation

For all courses, there will be a single evaluation for all papers

External Assessment papers are moderated as per the following norms.



Total Marks	Marks Secured	Number of papers to be moderated
60	17-23	All papers
50	14-19	All papers
30	8-11	All papers
In addition to the above papers : The papers with top three marks and 5 % of the remaining papers are to be moderated.		

VIII. PASSING STANDARD:

- The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination.
- The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass the course and minimum of Grade P in each project, wherever applicable, to pass a particular Semester
- A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

IX. Grading Policies

Percentage of Marks /Overall Percentage	Semester SGPA/Program CGPA	Grading Point	Alpha Sign/Letter Grade Result
90.0-100	9.00-10.00	10	O
80.0-< 90.0	8.00-<9.00	9	A+
70.0-< 80.0	7.00-<8.00	8	A
60.0-< 70	6.00- < 7.00	7	B+
55.0-< 60.0	5.50-<6.00	6	B
50.0-< 55.0	5.00-< 5.50	5	C
40.0-< 50.0	4.00-<5.00	4	P
Below 40	Below 4	0	Fail
(Absent)			AB



- A learner who PASSES in the Internal Examination but fails in the External Examination.

Conversion of Marks to Grades and Calculations of GPA (Grade Point Average):

- In the Credit and Grade Point System, the assessment of individual Courses in the concerned examinations will be on the basis of marks only, but the marks shall later be converted into Grades by mechanism wherein the overall performance of the Learners can be reflected after considering the Credit Points for any given course. However, the overall evaluation shall be designated in terms of Grade. There are some abbreviations used here that need understanding of each and every parameter involved in grade computation and the evaluation mechanism.

The abbreviations and formulae used are as follows:

G: Grade, GP: Grade Points, C: Credits, CP: Credit Points, CG: Credits X Grades (Product of credits & Grades), $\sum CG$: Sum of Product of Credits & Grades points, $\sum C$: Sum of Credits points

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

- SGPA: Semester Grade Point Average or SGPI: Semester Grade performance Index shall be calculated for individual semesters. (It is also designated as GPA)
- CGPA; Cumulative Grade Point Average shall be calculated for the entire Programme by considering all the semesters taken together. While calculating the CG the value of Grade Point 0 shall be consider in case of learners who failed in the concerned course/s i.e. obtained the marks below 40. After calculating the SGPA/SGPI for an individual semester and the CGPA for entire programme, the value can be matched with the grade in the Grade Point table as per (10) Points Grading System and expressed as a single designated GRADE such as O, A+, A, B+, B, C, D, P, F.

X. CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE INTERNAL ASSESSMENT AND/OR SEMESTER END ASSESSMENT IN ONE OR MORE SUBJECTS:



- A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. However his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- A learner who passes in the Semester End Examination but FAILS in the Internal Assessment of the course shall reappear for the Internal Examination of that course. However his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

II. ALLOWED TO KEEP TERMS (ATKT) (FOR UNDERGRADUATE COURSES)

- A learner shall be allowed to keep term for Semester II irrespective of number of credits accumulated in Semester I
- A learner will be allowed to keep terms for Semester III if he has earned 14 credits each in Semester I & Semester 2
- A learner shall be allowed to keep term for Semester IV irrespective of number of credits accumulated in Semester III
- A learner will be allowed to keep term for Semester 5 if he has earned 14 credits each in Semester I/II/III/IV.
- A learner with less than 14 credits each in Semester I and Semester II will not progress to Semester III and a learner with less than 14 credits each in Semester I, Semester II, Semester III and Semester IV will not progress to Semester V.
- A learner has to earn all the required credits per semester to be declared eligible for the concerned degree.

III. ALLOWED TO KEEP TERMS (ATKT) (FOR POST GRADUATE COURSES)

- A learner shall be allowed to keep term for Semester II irrespective of the number of credits accumulated in Semester I.
- A learner will be allowed to keep terms for Semester III if he has earned 14 credits each in Semester 1 & Semester 2.



- A learner shall be allowed to keep term for Semester IV irrespective of number of credits accumulated in Semester III.
- A learner with less than 14 credits in Semester I and Semester II will not progress to Semester III.
- A learner has to earn all the required credits per semester to be declared eligible for the concerned degree

XIII. Declaration of results

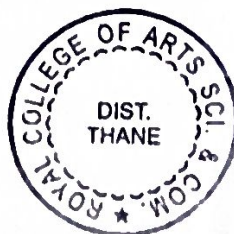
- Under the National Education Policy (NEP) framework, Royal College follows a Choice Based Credit System (CBCS) and Continuous Internal Evaluation (CIE) model. The declaration of results for NEP programs adheres to a structured, transparent process as per institutional and regulatory guidelines. NEP program results are declared within the recommended timeframe 30 days to facilitate smooth academic progression and exit/re-entry flexibility under the NEP model.

XIV. Revaluation rules

- Students can apply, for revaluation and / or photo copy of the answer paper for all theory, practical and internal examinations. The revaluation process is time bound and outcome is notified within 2 weeks ensuring that the student does not lose a term.

XV. Examination ordinances

- Annexure attached.



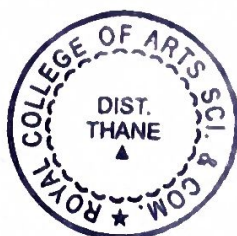
ANNEXURE

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

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

Head of Passing	Up to
50	2
051-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
401 and above 10	10

- Provided that the benefit of such gracing marks given in different courses/
head of passing shall not exceed 1% of the aggregate marks in that examination.
- Provided further that the benefit of gracing of marks under this Ordinance, shall be
applicable only if the candidate passes the entire examination of Semester / year.
- Gracing under this ordinance will be indicated by @ symbol and ordinance number
on the grade card



1) ORDINANCE O.5044: - Grace Marks for getting Grade 'O' in the subject / course only

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

2) ORDINANCE O. 5045 Condonation

- If a learner fails in only one course/ head of passing, having passed in all other courses/ heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination (External Component) or 10% of the total number of marks of that course / head of passing in which he/she is failing, whichever is less.
However, condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 5 marks only.
- Condonation of deficiency of marks be shown in the Grade Card/ Statement of Marks in the form of asterisk (*) and Ordinance number.

3) Grace marks for learners with Learning Disability

- 20 grace marks, along with other concessions, to learners with learning disability
- Gracing under this ordinance is indicated by

4) Ordinance O.229:-regarding of the award of 10 grace marks to students for participation in any one of the various extracurricular activities,

- a. Candidates appearing for any of examinations conducted on behalf of the University, shall be eligible for the award of maximum 10 grace marks at their option, wherever



necessary in addition to the mark secured in each head of passing for participation in any one of the activities mentioned below: -

- (a) Students 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, Associate N.C.C. Officer of their respective College.

OR

- (b) Students who have enrolled as members of the Home Guards and have satisfactorily completed Home Guard training programme during the academic year as certified by the principal of their respective College.

OR

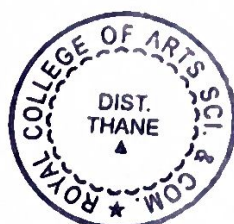
- (c) Students who have participated in the N.S.S. programme and have satisfactorily completed at least 120 hours of Social Service comprising the time spent in at least 2 types of projects as certified by the principal of their respective College and forwarded by the N.S.S. Programme Co-ordinator.

OR

- (d) Students who have participated in any programme of the Department of Adult and Continuing Education and Extension such as these pertaining to the programmes of the National Literacy Mission, Population education, Continuing Education extension work, Continuing Education Center and have satisfactorily completed at least one hundred and twenty hours of work in the programme as certified by the Principal and further certified by the Director.

OR

- (e) Students who have participated in the Work-experience project of the Department for 240 hours as certified by the principal and further certified by the Director.



OR

- (f) Students who are one of the members of the team/s reaching a Quarter final stage at inter-collegiate sports competitions or have secured one of the eight places in order of merit in individual sport event conducted by the University or have represented the University in sport events either at the Inter-State or at Zonal level or at National Level or at International Level and have produced the necessary certificate from the Principal of their respective college and forwarded by Head of the concerned Section.

OR

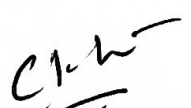
- (g) Students who are members of team/s securing first three positions in cultural group events or have secured one of *the* first three places in individual cultural events Group events conducted at the Inter-collegiate cultural competition/Aavishkar Research Convention organized by the University, 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 their respective college and forwarded by Head of the concerned Section.

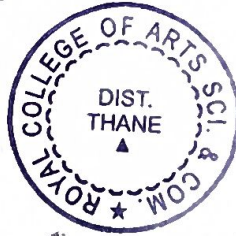
- b. The benefit of 10 **grace marks** to candidates would be available only in any one of the activities mentioned above, at their option subject to their fulfilling following conditions:-

- a. That in case of failure in one or more heads of passing an examination, the benefit of grace marks shall be granted to the extent of 5% of the maximum marks allotted to a subject.
- b. That the grace marks will be granted for the purpose of claiming exemptions in a subject/s, provided it shall not exceed 5% of the maximum marks allotted to a subject.
- c. That the maximum of 10-grace mark shall be granted for the purpose of enabling a candidate for the award of class and or distinction, in the examination.



- d. That maximum 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 in the final grade to the GPA, even if the benefit is given to students for passing the subject/s.
- e. That they are appearing for any End Semester Examination, as their first attempt..
- f. That if the examination is conducted in a semester and the marks of the two semesters are clubbed, the same shall be granted in the even semester examination of that academic year.


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