

FREQUENTLY ASKED QUESTIONS (FAQ) ON CREDIT BASED SEMESTER & GRADING SYSTEM

1. To whom the Credit Based Semester and Grading System applicable?

- The Credit Based Semester and Grading System is applicable only to the learners admitted (enrolled) for the first year of the Undergraduate degree programmes under the faculties of Arts, Science & Commerce from academic year 2011-2012 onwards in a progressive phased manner (i.e. for the first year of U.G. programme from academic year 2011-12 onwards; for the second year of U.G. programme from academic year 2012-13 onwards; and for the third year of the U.G. programme from academic year 2013-14 onwards). It is applicable to the affiliated colleges and University Departments.
- It is applicable to both traditional & self financing undergraduate degree programmes under the faculties of Arts, Science & Commerce i.e. B.A., B. Com., B.Sc., B.M.S., B. Com (Banking & Insurance), B.Com (Accounting & Finance), B. Com. (Financial Market), B. Sc. (Information Technology), and B.M.M. etc.

2. Is the Credit Based Semester and Grading System applicable to the learners admitted to the Institute of Distance and Open Learning (IDOL)?

- **Credit Based Semester and Grading System** is **NOT APPLICABLE** to any of the Undergraduate degree courses offered by IDOL.

3. Is the Credit Based Semester and Grading System applicable to the Post Graduate Courses?

- It is not applicable to the Post Graduate Programmes for the current academic year i.e. 2011-2012 except where the scheme is already implemented earlier and for the M.Sc. programme in Nutraceuticals and Bio-Analytical Sciences.

4. Are we required to inform the learners about the marks obtained by them in the Internal Assessment?

- The marks of the Internal Assessment shall not be disclosed to the learners prior to the declaration of the Semester End Results.

5. What is the duration for which the answer books, assignments/projects etc. should be retained by the college?

- As per the University ordinance O.5049 (18), the answer papers of the examinations i.e. answer books / assignments / projects etc. shall be preserved for a period of six months from the date of declaration of the results of the concerned examination.

6. Is the issue of Photocopy and Revaluation applicable to the Internal Assessment?

- Photocopy and Revaluation is not applicable to Internal Assessment as per the existing VCD of the University of Mumbai.

7. Who shall be responsible for the conduct of the Internal Assessment Examinations and Semester End examinations at the College level?

- The Examination Committee shall work under the direction, supervision of the Principal / Head of the Institution as per the directives of the University / Competent Authority (Examination) from time to time.
- The Examination Committee will act as the custodian and shall be In-charge of all the matters pertaining to the Internal Assessment at Semester I to VI and Semester End Examination at Semester I to IV of regular as well as ex-learners.
- The Examination Committee shall be in-charge of preparation of time table, setting of the question paper, arrangement for assessment of the answer books, the declaration of the results, attending to and resolving the grievances/queries of the learners which are not part of Unfair Means Inquiry Committee, keeping records of all the assessments and examinations, scrutiny of the learners eligible to appear for the additional examination and any other matter pertaining to the conduct of the additional examinations and examination for the ATKT/ex-learners.

8. Is it necessary that the College Examination Committee must consist of 10 members?

- The Examination Committee **may** consist of maximum of 10 members of the teaching staff nominated by the Principal. Thus a college can also have an Examination Committee consisting of less than 10 members as per their requirement.
- The Principal shall appoint the chairman from the committee members.

9. How do we monitor the hours of learning spent by the learner beyond the class room teaching?

- It is not required to monitor the time spent by the learner beyond the class room teaching. These learning hours are notional and hence not to be monitored by teacher/s.

10. **What about the attendance of the learners?**

- University of Mumbai has prescribed 0.119 regarding attendance and the procedure to maintain the attendance. Kindly refer to circular no. UG/502 of 1999 dated 6th October 1999. (Page no. 607 of Vol. II of the new compendium published by University of Mumbai.)

11. **Should marks be allotted to the learners for attendance to evaluate the Internal Assessment?**

- There are no marks assigned for attendance to the learner. However, 5 marks for active participation and 5 marks for overall conduct are to be assigned based on the presence and participation of the learner during the lectures.

12. **When and how should the Internal Assessment be conducted and evaluated?**

- The respective Colleges will have to schedule for conduct of class test and assignment and/or project.
- The respective teacher shall submit the marks obtained by the learner in the internal assessment (40 marks) to the examination committee prior to the conduct of semester end examination.

13. **In case of courses under Faculty of Commerce what will happen if the learner remains absent for both the class tests and the assignment of the Internal Assessment?**

- In case of courses under Faculty of Commerce, a learner who is absent for both the class tests and the assignment will be declared as **FAIL** in the Internal Assessment Scheme.

14. **For whom should the additional Class test and Assignment / Projects etc. of the Internal Assessment be held?**

- A learner who falls under any one of the category listed below is eligible to appear for the additional Class test, Assignment / Projects etc.

FOR COURSES UNDER FACULTY OF COMMERCE:

- A learner who is absent for the two class tests and has submitted the assignment will be allowed to appear for the additional class test of 10 marks. However, his marks for the class tests will be taken as out of 20 i.e. learner will forfeit his/her 10 marks of one class test.
Illustration: - If the learner gets 4/10 marks in his additional class test, his/her marks for the class tests will be taken as 4/20 and internal assessment will be calculated as out of 40 marks and not out of 30 marks.

- A learner who has appeared for both the class test but not submitted the assignment will be allowed to submit the additional assignment and the internal assessment will be calculated as out of 40 marks.
- A learner who is absent for one of the two class tests and is also absent for the assignment, the learner will be allowed to appear for one additional class test OR one additional assignment as per the choice of the learner (to be given in writing to the Principal / Head of the Institution) i.e. the learner will forfeit his or her 10 marks of one of the class test / assignment as the case may be and the internal assessment will be calculated as out of 40 marks and not out of 30 marks.
- A learner who is absent for one of the two class tests but submitted the assignment, he/she will be allowed to appear for one additional class test and the internal assessment will be calculated as out of 40 marks.

FOR COURSES UNDER FACULTY OF SCIENCE:

- A learner who is absent for the class test and the assignment/s will be declared fail in the Internal Assessment Scheme.
- A learner who is absent for the class test and has appeared for the assignment/s will be allowed to appear for the additional class test of 10 marks.
- A learner who has appeared for the class test but remains absent for the both the assignments will be allowed to appear for one additional assignment out of 10 marks and the internal assessment will be calculated as out of 40 marks. i.e. the learner will forfeit his/her 10 marks of the assignment.

Illustration: - If the learner gets 4/10 marks in his additional assignment, his/her marks for the assignments / case study / project will be taken as 4/20 and internal assessment will be calculated as out of 40 marks and not out of 30 marks.

- A learner who is absent for one of the two assignments / case study / project and is also absent for the class test, the learner will be allowed to appear for one additional class test OR one additional assignments / case study / project as per the choice of the learner (to be given in writing to the Principal / Head of the Institution) i.e. the learner will forfeit his or her 10 marks of one of the class test / assignments / case study / project as the case may be and the internal assessment will be calculated as out of 40 marks and not out of 30 marks.
- A learner who is absent for the class test or one assignment as the case may be the learner will be allowed to appear for the additional class test/assignment and the internal assessment will be calculated as out of 40 marks.

FOR COURSES UNDER FACULTY OF ARTS:

Class test or assignment for Internal Assessment (except for Foundation Course I & II):

- A learner who is absent for the class test and the assignment/s (Course specific Term Work Module/assessment modes – *at least two*) will be declared fail in the Internal Assessment Scheme.
- A learner who is absent for the class test and has appeared for the assignment/s will be allowed to appear for the additional class test of 10 marks.
- A learner who has appeared for the class test but remains absent for the assignment/s will be allowed to appear for one additional assignment out of 10 marks and the internal assessment will be calculated as out of 40 marks. i.e. the learner will forfeit his/her 10 marks of the assignment.

Illustration: - If the learner gets 4/10 marks in his additional assignment, his/her marks for the assignments will be taken as 4/20 and internal assessment will be calculated as out of 40 marks and not out of 30 marks.

- A learners who is absent for the class test or one assignment as the case may be the learner will be allowed to appear for the additional class test/assignment and the internal assessment will be calculated as out of 40 marks.

Class test or assignment for Internal Assessment (for Foundation Course I & II):

- A learner who is absent for the class test and has submitted the assignment/project as per schedule will be allowed to appear for the Semester End Examination. However, his/her marks for the class test will be forfeited and the internal assessment will be calculated as out of 40 marks.
- A learner who has appeared for the class test but fails to submit the assignment/project or remains absent for the assignment/project will be allowed to submit an additional assignment/project for 20 marks and the Internal Assessment will be calculated out of 40 marks.

Class test or assignment for Internal Assessment for Courses with practicals:

- A learner who is absent for the Semester End Practical Examination and the assignment/project will be declared fail in the Internal Assessment Scheme.
- A learner who is absent for the Semester End Practical Examination and has appeared for the assignment will be awarded marks for the Journal (out of 5 marks) & Viva (out of 5 marks) component of the Semester End Examination. Thus he will be evaluated for 10 marks instead of 20 marks and will lose the 10 marks for the Laboratory work. However, his marks for the Semester End Practical Examination will be taken as out of 20 (without conversion i.e. if the learner gets 4/10 marks in for Journal & Viva , his/her marks for the Semester End Practical

Examination will be taken as 4/20) and internal assessment will be calculated as out of 40 marks and not 30 marks.

- A learner who has appeared for Semester End Practical Examination but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.

15. **Is the additional class test/ assignments / projects etc of the Internal Assessment to be conducted by the college for all the six semesters?**

- The additional class test/ assignments / projects etc of the Internal Assessment **shall be** conducted by the college concerned for all the six semesters.

16. **When should we conduct the additional examinations of the Internal Assessment?**

- The additional examinations of the class test and/or assignment and/or projects of the Internal Assessment must be conducted 15 days prior to the commencement of the Semester End Examination.

17. **Should Semester End Examination be conducted by the college for all the six semesters?**

- The respective Colleges on behalf of University are required to conduct the Semester End Examination for Semester I, II, III and IV only. Semester End Examinations of Semester V and Semester VI will be conducted by the University of Mumbai.

18. **When should the additional Semester End Examination for the semester I, II, III, and IV be conducted by the colleges?**

- The additional examination **for semester I, II, III, and IV** must be conducted by the colleges for the learners who have failed or remained absent in the regular examination 20 days after the date of declaration of results, but not later than 40 days.

19. **Who is eligible to appear for the additional Semester End Examination?**

- A learner who does not appear i.e. remains absent for Examination in some or all the courses on medical grounds or for representing the college / university in sports, cultural activities, activities of NSS, NCC or Sports training camps conducted by recognized bodies / competent authorities **OR fails in some or all the courses OR punished under O.5050(12)(1) only (use of unfair means) OR** for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institution, is eligible to appear for the additional examination.

- A learner who does not appear for both the Internal Assessment and Semester End Examination shall NOT be eligible to appear for the additional Semester End Examination.

20. **What is the process to be followed by the learner to be eligible to appear for the additional Internal Assessment or Semester End Examination?**

- The procedure to be followed by the learner/s who is absent for the class test / assignment / Semester End Examination is given below:
- The learner must apply to the Head of the Institution giving the reason(s) for absence within 8 days of the conduct of the examination along with the necessary documents and testimonials.
 - If the learner is absent for participation in Inter Collegiate events, State or National or International level events, Training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / cultural activities / sports activities / research festival or any other activities authenticated by the head of the institution, the head of the Institution shall generally grant permission to the learner to appear for the additional class test or assignment.
 - The Head of the Institution, on scrutiny of the documents and testimonials, may grant the permission to the learner to appear for the additional examination.

21. **Is the additional Semester End Examination be conducted for all the six semesters?**

- The Additional Semester End Examination shall be conducted only for Semester I, II, III and IV by the College/s. **Additional** Semester End Examinations will **NOT** be conducted for Semester V and Semester VI.

22. **When the ATKT examination should be conducted for the learner who has failed in the Semester End Examination *and/or* in the Additional Examination?**

- The learner who has failed at the Semester End Examinations shall be allowed to appear for the additional examinations which will be conducted as mentioned in point no. 18.
- The learner who has failed in the Semester End Examination and/ or in the Additional Examination shall be allowed to appear for the ATKT examination which will be conducted for the same semester of next academic year.
- **Illustrations:** A learner studying in F.Y.B.Com. Class in the academic year 2011-12 i.e. the current academic year 2011-2012 appears for the Semester I Examination in October 2011 and fails in say 3 courses at the Semester End Examination. The learner appears in 3 courses in which he had failed at the Additional Semester End Examination held in say December 2011. The learner passes in 2 courses and fails in 1 course at this additional Semester End Examination. The ATKT

examination for such a learner shall be conducted along with Regular Semester End Examination to be conducted for the learners admitted to the Semester I Course in the academic year 2012-2013 which will be held in second half of 2012 say Oct. 2012.

23. **What about the gracing in the Credit Based Semester and Grading System?**

- Please refer Circular No. UG/278 of 2011 dated 12th September 2011 of University of Mumbai.
- Gracing norms shall be applicable as per circular no. UG/139 of 2001 dated 23rd April 2001 and UG/181 of 2002 dated 24.04.2002 with suitable modifications. The modifications are majorly with respect to the introduction of the words like Programs, Courses etc. The details of the additional provisions for Ordinance 5041 to 5050 relating to the examination matter is already approved by the Academic Council in its meeting held on 25th May 2011 vide item no. 4.101. The additional guideline is already circulated to the colleges and is also available on the university website www.mu.ac.in in the circular section.

24. **Should a learner, who is punished under O.5050 regarding use of unfair means be allowed or eligible to appear for the additional examination?**

- The learner who **is** found guilty for use of Unfair Means shall be punished as per the norms in O.5050 as per university circular no. UG/139 of 2001 dated 23rd April 2001.
- A learner who is punished under O.5050(12)(1) **CAN** appear for the additional examination.
- A learner who is punished under O.5050(12)(2) to O.5050(12)(12) **CANNOT** appear for the additional examination.

25. **Should a learner who is detained under O.119 due to non-fulfillment of minimum attendance be allowed / is eligible to appear for the additional examination?**

- Learner who **is** detained under O.119 **IS NOT ELIGIBLE** to appear for the additional examination as his/her term is not granted.

26. **Should the GPA / SGPA be calculated for the learner who has failed in course/s?**

- GPA/SGPA shall be calculated for the learner who **has qualified in** all the courses at the respective semester. GPA/SGPA will NOT be calculated for a learner who has not passed in all the courses at the semester. **However the credits for the courses in which the learner has passed the course/s will be accumulated and shown as "Credit Accumulated"**. The GPA/SGPA for such learner shall be calculated only after the learner has passed all the courses at the semester.

27. **What will be the pattern of question paper for course/s at the various programmes?**

- The pattern of question paper for course/s at various programmes will be as prescribed by the respective Board of Studies.

28. **What is the number of question papers to be set for the Internal Assessment & Semester End Examination?**

- Three different sets of question papers shall be drawn along with the model answer paper and marking scheme for every course/s at the respective Semester End Examination.
- One set out of three shall be used for the regular Semester End Examination; the second set can be used for the additional examination and the third set can be **destroyed or** used as and when required.
- Similarly two sets of question papers shall be drawn for class test of internal assessment conducted per course/s. One of which shall be used for the first class test and the other for the additional test.

29. **Is Revaluation, Photocopy and Verification applicable to the Credit Based Semester and Grading System?**

- The Ordinances and/or VCDs in force **as of today and** from time to time for **Revaluation, Photocopy and Verification** shall be applicable to the Semester End Examination of Credit Based Semester and Grading System.

30. **What is the format of the Grade Card? Is there a provision to display the “Minimum Marks Required for Passing” for both internal and Semester End Examination?**

- There is a provision to display the minimum marks required for passing for both internal and Semester End Examination. Please refer to Annexure I and Annexure II enclosed for format of Grade Card.

31. **Is the University Logo and Photograph mandatory on the Grade Card?**

- The University logo shall **NOT** be printed on the Grade Card of the college examinations.
- The College logo shall be printed as per the usual practice as prescribed in the template.
- The photograph of the learner on the Grade Card is optional. However, **it is advisable to print the photograph on the grade card from the security aspect.**

32. **Is printing the line “Affiliated to University of Mumbai” mandatory since we are printing “UNIVERSITY OF MUMBAI” at the top?**

- It is mandatory **to print the grade sheet in the prescribed format.**

- The line “Affiliated to University of Mumbai” indicates that the college is not a Department of the University but an affiliated institute/college.
- Refer Annexure II for format of Grade Card.

33. Is it necessary to carry forward and show the credits accumulated or earned of the previous semester/s to the grade card of current semester?

- There shall be a grade card showing the credits accumulated or earned and the **SGPA** of that semester as well as for the earlier semester and **GPA/SGPA** will be calculated accordingly.
- **CGPA** will be calculated on the grade card of Semester VI which includes **SGPA** of all semesters and grade will be awarded on the basis of same.

34. Is there any transparent interpretation or clarification of the ATKT rules for its implementation?

- The ATKT rules are very clear and transparent as mentioned in the manuals and admission is on the basis of year and not on the basis of semester.
- A learner who is admitted to the Odd Semesters i.e. Semester I / III / V shall be eligible to the next even Semester i.e. Semester II / IV / VI even if the learner fails in all the courses at the odd semester.
- A learner is eligible to be admitted to Semester III if the learner passes all the courses of Semester I and Semester II **OR** the learner fails in not more than 2 courses of semester I and Semester II taken together i.e. a learner who fails in one course at semester I and Semester II or fails in two courses at Semester I and passes semester II in all the courses or passes all the courses of semester I and fails in two courses of Semester II will be eligible to be admitted at Semester III.
- A learner admitted to semester III will be eligible to be admitted to Semester IV irrespective of the no. of courses in which the learner fails in Semester III.
- In case of a learner who is failed in not more than two courses at Semester I and Semester II taken together and is admitted to Semester IV, the Internal Assessment of the Semester IV examination shall be conducted by the college. However, such a learner shall be eligible to appear for the Semester End Examination of Semester IV only if the learner passes in all the courses of Semester I and Semester II.
- The grade sheet of such a learner who is admitted to Semester IV but has not passed all the courses of Semester I and Semester II and thus is not eligible to appear for the Semester End Examination of Semester IV will show the marks obtained by the learner at the Internal Assessment IV only at Semester IV.

- The performance of the Semester End Examination will show “N.E.” (Not Eligible) on the grade card in such cases.
- The learner shall earn the credits only after appearing for semester end examination and qualifying in the concerned courses in full.
- A learner is eligible to be admitted to Semester V if the learner has passed all the courses of Semester I, Semester II, Semester III and Semester IV or the learner has passed all the courses of Semester I & Semester II but has failed in not more than two courses of Semester III and Semester IV taken together.
- A learner who is admitted to Semester V shall be eligible to be admitted to Semester VI irrespective of the number of courses in which the learner fails at Semester V. The college shall conduct the Internal Assessment of such learner for Semester VI and this learner will also be eligible to appear for Semester End Examination of Semester VI conducted by the University. However the result of Semester VI Examination & thus CGPA of such a learner will NOT be declared till the learner passes all the courses of Semester I, II, III, IV and V.

35. Ordinance 5045 clearly states that failure in one head by not more than 1% of total marks allotted to an examination is to be condoned and learner is to be declared as passed without adding the deficiency of marks to a failed course. What grade should be allotted to such courses as grade table says that learner getting less than 40% marks be given F (Fail) grade?

- The gracing under the respective ordinances (O.5041 to O.5045) is applicable to the marks in the individual courses and/or to the total marks obtained as mentioned in the Ordinances.
- The calculation of GPA/SGPA will be made after the application of grace marks.
- The Final Grade shall be awarded after the calculation of GPA/SGPA as mentioned in the manual.
- The Grade Point table and the grade allocation shall be as per the Grade Table given below:

GRADE TABLE

GRADES	MARKS	GRADE POINTS	SGPA / CGPA
O	70 & Above	7	7 & Above
A	60 to 69.99	6	6 to 6.99
B	55 to 59.99	5	5 to 5.99
C	50 to 54.99	4	4 to 4.99
D	45 to 49.99	3	3 to 3.99
E	40 to 44.99	2	2 to 2.99
F (Fail)	39.99 & Below	1	1 to 1.99

- With the application of Ordinance 5045, the learner shall pass in the course by securing the minimum marks required to pass in a course. This learner shall be awarded the grade as per the marks obtained by the learner after Ordinance 5045 is applied.

36. How should the grade sheet be differentiated between learner who passes the semester in one attempt and the learner who passes the semester in more than one attempt?

- The existing system of displaying the carried forward marks and the marks obtained in the current attempt must be used. The abbreviations for the same shall be displayed in the Grade Card as a footnote. (Refer to circular no. **UG/181 of 2002 dated 24.04.2002**).

37. How long ATKT examination for learners belonging to all batches prior to 2011-12 be conducted? After the cut off year, how the remaining learners, be transferred to new system?

- The number of attempts to be provided to such a learner shall be as per the existing norms. The procedure for conversion of marks to the grade system shall be provided by the University in due course.

38. For courses having practical, evaluation pattern is not very clear say for e.g. courses like Computer Programming of S.Y.B.Com. Currently its 60 marks for theory and 40 marks for practical. How the bifurcation would be for such courses? And how is to be shown on Grade Card?

- The clarification regarding the above will be given once the Board of Studies in the concerned course decides on the norms.

39. In case of Science, is it necessary to show theory total for each course since Grade is awarded on the basis of total marks of the theory papers?

- Under the Credit Based Semester and Grading System, each course shall be treated as independent head. Hence the grade for a particular course will be based on the combined performance at the Internal Assessment & Semester End Examination.

40. How should the entries in the column "CG = C * G" in the grade card be shown if the learner fails in the course i.e. in the Internal Assessment and/or Semester End Examination?

- We are required to display the grade "F" in the column "CG = C * G" in the grade sheet for a learner who fails in the course as the credits are not allotted to the learner in such cases.

41. Additional Examination for Semesters I, II, III, and IV is to be conducted within a time span of 20 to 40 days from the date of declaration of results. Are the colleges supposed to complete the formalities of verification/revaluation before this time span and then conduct additional examination?

- The colleges will be required to complete the verification/revaluation process before the time span and the Principal of the concerned college can adjust the schedule accordingly without affecting the examination schedule of next semester.
- Suitable modification in the above norms can be considered by the University after obtaining the feedback from the colleges.

42) Under the Credit Based Semester and Grading System, a learner who successfully completes the Semester in more than one attempt shall get the same grade as a learner who successfully completes the semester in one attempt. Shouldn't the grade card distinguish between these two learners?

- Credits are awarded for qualifying the course/s and Grade are awarded on successful completion of the programme.
- The marks obtained by the learner who clear the Course/Semester/Programme course in first attempt will be differentiated from the learner who passes the Course/Semester/Programme in more than one attempt as per the current norms of displaying the carry forward marks or exemptions.

43) Let us consider for e.g. regular examinations for Semester - I is conducted and the results are declared. Further additional examination for this semester is also conducted and results are declared. Are the colleges supposed to conduct examination for the learners who have failed in regular as well as additional examination?

- The Colleges are required to conduct the examination for the students who have failed in the regular and the additional examination i.e. the ATKT Examination in the next academic year along with the regular students of that semester. Please refer to point no. 22 for further details.

44). What do we mean by assignment? Are projects / book review / case studies included in the Assignment? It is well understood that Case Studies / Book Review / Written Assignments are to be allotted to individual learners but can the projects be allotted to group of learners?

- The term assignment broadly means any academic work allotted to the learner. Hence Projects / Book Review / Case Studies etc. are included under assignment. Also the projects can be allotted to a group of learners of not more than 4 learners in a group. However the assessment in such cases must be conducted for individual learner.

45). Should additional examination be conducted for the practical also?

- Yes . Additional examinations should be conducted for the practical also as per the norms for conduct of the Internal Assessment.

46). If the learner fails in the additional practical examination, when should the next examination for such a learner be conducted?

The repeat practical examination i.e. the ATKT Examination in practical for such a learner must be conducted along with the regular learner of the same semester in the next academic year. i.e. say A learner admitted to Semester I in 2011-12 fails in the regular practical examination as well as the additional practical examination in the course of say Physics, then the ATKT examination for practical in the course of Physics will be conducted along with the regular practical examination of the learners admitted to Semester I in the academic year 2012-2013.

47). Is the photocopy or revaluation available to semester examination and additional examination?

- Yes the norms for photocopy, verification and revaluation is applicable to the Semester End Examination and additional Semester End Examination only. It is not applicable to the Internal Assessment or Additional Internal Assessment.

48). If the learner fails to complete the assignments, class test and also project, when he/she can complete this part of internal examination? And how to conduct such exam? Will it be only the project which the learner has to do?

- The learner can be allowed to appear for the additional Internal Assessment subject to the conditions as specified in **O.8439**.

49). In case of courses under Faculty of Science, what will happen if the learner remains absent for the class test and for the two assignments / case study / project of the Internal Assessment?

- In case of courses under Faculty of Science a learner who remains absent for the class test and for the two assignments / case study / project of the Internal Assessment will be declared as FAIL in the Internal Assessment in case of all the courses except for Foundation Course I and Foundation Course II.

In case of Foundation Course I and Foundation Course II, in the Faculty of Science, a learner who fails to appear for the class test and fails to submit the project will be declared as FAIL in the Internal Assessment Scheme

50). In case of courses under Faculty of Arts, what will happen if the learner remains absent for the class test and for the two assignments of the Internal Assessment?

- In case of courses under Faculty of Arts, a learner who remains absent for the class test and for the two assignments of the Internal Assessment will be declared as FAIL in the Internal

Assessment Scheme in case of all the courses except for Foundation Course I and Foundation Course II.

In case of Foundation Course I and Foundation Course II, in the Faculty of Arts, a learner who fails to appear for the class test and fails to submit the project will be declared as FAIL in the Internal Assessment Scheme

51). What should be mentioned in the grade card against the grade column in case of a learner who fails in one or more courses at the Examinations conducted for Odd Semesters i.e. say for Semester I?

- A learner who is admitted to the odd Semesters is promoted to the immediately higher even semester irrespective of the number of courses in which he/she fails. Thus “**Fails but ATKT**” or “**FAILS/ATKT**” should be mentioned against the grade column in the grade card for such a learner who fails in one or more courses at the Semester Examinations conducted for Odd Semesters.

52). When and how should the gracing under 0.229 i.e NCC / NSS etc. be made applicable to the learners?

- The norm for gracing under 0.229 is as per the existing ordinance and should be made applicable as and when the learner becomes eligible for the same. However the learner is eligible for gracing under 0.299 only at any one of the two semester examination conducted during the year.

53). What is the procedure for applying the Grade Gracing for learner who are eligible for the same (earlier referred to as Class Gracing) i.e. 0. 5043 and 5044.

- The grade gracing should be of 1 credit cum grade point to be added to the total of C*G and then the GPA should be calculated and only for learner to move from Grade A to Grade O or from Grade B to Grade A.
- Gracing under Ordinance 229, if not used for gracing to pass in the courses, should be of 1 credit cum grade point to be added to the total of C*G and then the GPA should be calculated and only for learner to move from Grade A to Grade O or from Grade B to Grade A.

Consider the following examples:

- $\sum C = 20$ and $\sum CG = 119$. Thus the GPA will be 5.95 which is grade B. The learner thus becomes eligible for grade gracing. We add 1 to $\sum CG$ thus $\sum CG = 120$ and the GPA = 6.00 which is grade A.
- Consider a learner who is eligible for gracing under Ordinance 229 and whose $\sum C = 20$ and $\sum CG = 118$. Thus we add 1 credit cum grade point on account of the learner being eligible for gracing

under O.229 and 1 for the grade gracing under O.5043 / O.5044. Thus $\sum C = 20$, $\sum CG = 120$ and the GPA = 6.00 which is grade A.

- Consider a learner who is eligible for gracing under Ordinance 229 and whose $\sum C = 20$ and $\sum CG = 121$. Here the SGPA is 6.05 which is grade A and does not require any gracing for grade enhancement. In such cases the additional 1 credit cum grade point on account of the learner being eligible for gracing under O.229 will be shown as per the existing norms.
- Kindly note that the total credit points for the course does not change but the credit for grade gracing and gracing under 0.229 are added to $\sum CG$ and not to $\sum C$. Further as stated earlier, these grace credits will be applicable only for movement from Grade A to Grade O/Grade B to Grade A.

54). **What are the norms for moderation under the Credit Based Semester and Grading System?**

The norms for moderation under the **Credit Based Semester and Grading System** are as below:

- These norms shall be applicable to Semester I, Semester II, Semester III and Semester IV Examinations conducted by the Colleges under the **Credit Based Semester and Grading System**.
- The scheme of moderation will be applicable to the Regular Semester End Examination (and not to the additional Semester End Examination).
- The scheme of moderation will NOT be applicable to the Regular Internal Assessment or the additional Internal Assessment Scheme.
- For every course at the Semester Examination random moderation of 10% of the answer books assessed by the Examiners shall be carried out to ensure uniformity and objectivity in assessment. However, there shall be no moderation for courses where the number of answer books is less than 100.
- The Principal of the college or head of the institution shall appoint moderators, preferably from other colleges. However, for courses where sufficient faculty is not available, the senior teacher from the same college may be appointed as Moderator.

55). Consider a student who was admitted in the First Year of the Degree Course in academic year 2010-2011 or prior and has failed in more than 2 subjects at the Annual Examination and thus is not admitted to Second Year of the Course in 2011-2012. Subsequently the candidate after having appeared for the ATKT examinations becomes eligible for admission to Second Year of the Course in 2012-2013. Under which system should such students be admitted and evaluated in the Second Year of the Degree Course?

- Such students will be admitted to the Second Year of the Degree Course and will be evaluated under the Credit Based Semester and Grading System along with the students of the First Year Degree Course of 2011-2012 i.e. the current academic year. University of Mumbai will provide with the conversion table for conversion from marks to grades.

56). Consider a student who has completed the First Year of the Degree Program from IDOL and wants to take admission in the Second Year in a regular college affiliated to the University. Under which system should such students be admitted and evaluated in the Second Year of the Degree Course?

- Such students will be admitted to the Second Year of the Degree Course in the affiliated college as per the norms and will be evaluated under the Credit Based Semester and Grading System along with the students of the First Year Degree Course of 2011-2012 i.e. the current academic year. University of Mumbai will provide with the conversion table for conversion from marks to grades.

57). Consider a student who has completed the First Year of the Degree Program from an affiliated college and wants to take admission in the Second Year in IDOL. Under which system should such students be admitted and evaluated in the Second Year of the Degree Course?

- Such students will be admitted to the Second Year of the Degree Course in the IDOL as per the norms and will be evaluated under the Scheme applicable to the examination conducted by IDOL as on that date. University of Mumbai will provide with the conversion table for conversion from grades to marks.