

JAI HIND COLLEGE
(EMPOWERED AUTONOMOUS)
Under Graduate Examination Policy

1. Preface

Jai Hind College, a premium institution, provides academic excellence and holistic development through a robust academic framework aligned with the NEP. With its vision and mission aimed at world-class education nurturing creativity, critical thinking, ethical values and global competence, the college sets high standards of achievement.

The Examination Committee upholds the academic integrity of the college by designing fair, transparent and outcome-based assessments that support holistic learning, continuous improvement and the development of students into global citizens.

2. Objectives of Examination Policy

The objectives of the Examination Policy is to provide the guidelines to govern the examination system in order to achieve the following outcomes:

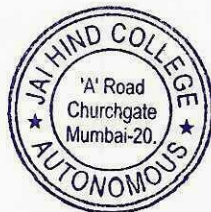
1. Ensure fair and comprehensive mechanism of evaluation
2. Uphold integrity and transparency throughout the examination process
3. Facilitate a smooth, systematic, and well-coordinated process of examination
4. Foster efficiency, accountability, and responsibility among students and staff with regards to the process of examination

The policy is reviewed and revised periodically to maintain its relevance, effectiveness, and alignment with evolving academic standards.

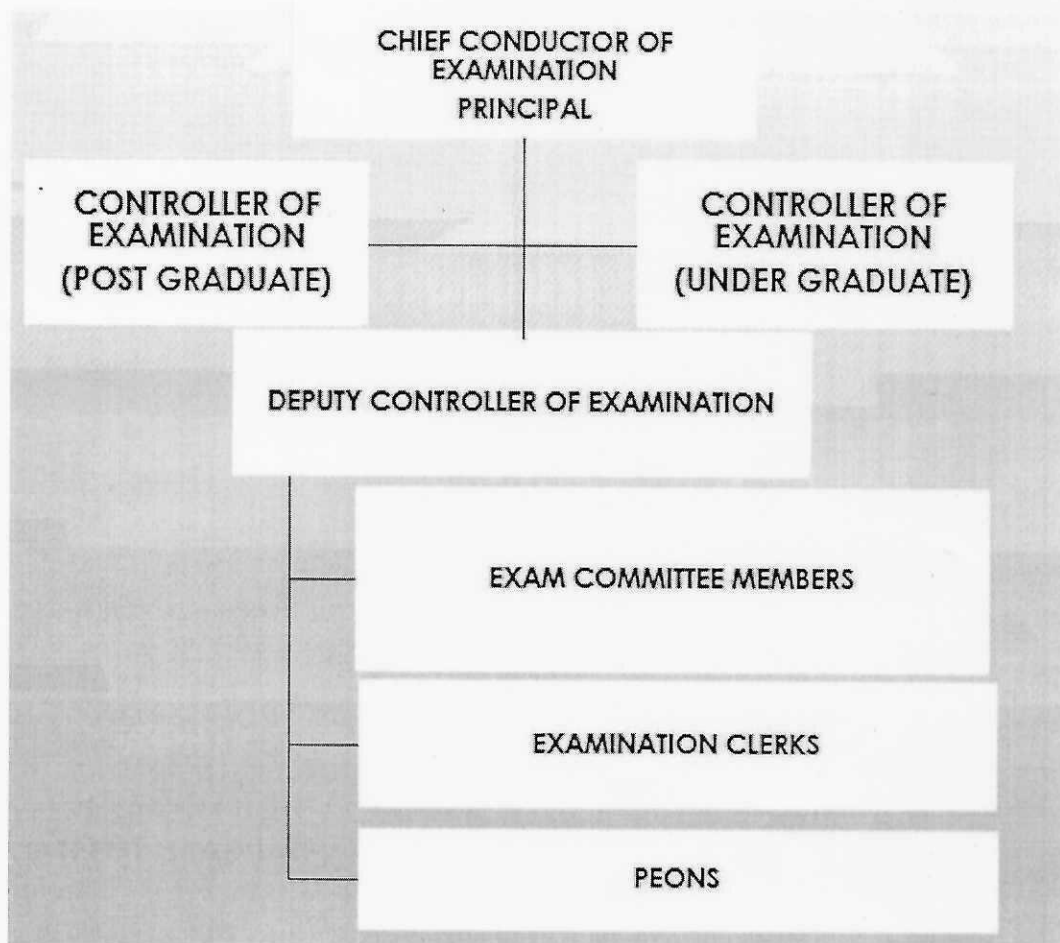
3. Structure and Role of Exam Committee

The Examination unit comprises of the following members:

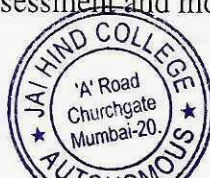
1. The Chief Conductor of Examination (Principal)
2. The Controller of Examination (COE)
3. The Examination Committee Members (ECM)



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- **Chief Conductor of Examination** Sanctioning authority for ensuring the availability of necessary infrastructure to facilitate the smooth conduct of examinations and is responsible for appointing:
 - The Controller of Examinations
 - Examination Committee Members (ECM)
 - Senior Supervisors
 - Junior Supervisors
 - CAP Supervisors
 - Flying Squad Members
 - Unfair Means Committee Members
- **Controller of Examination:** Principal authority overseeing all examination-related processes such as:
 - Yearly schedule of examination
 - Setting a timeline for conduct of Continuous Assessment , Practicals, submission of question papers, assessment, moderation and submission of marks
 - Set the guidelines for photocopying of Question Papers
 - SOP for Junior and Senior Supervisors as well as students through ERP
 - Conduct of exams
 - Setting guidelines for assessment and moderation



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- Final verification of marks and declaration of results

- **Deputy Controller of Examination:** Faculty incharge of:
 - Overseeing the preparation of examination timetables through ERP
 - Preparing the Seating arrangements for Students through ERP
 - Preparing the supervision chart and assigning supervision duties to faculty members in co-ordination with ERP
 - Photocopying of question papers

In the absence of the Controller of Examinations, the Deputy Controller assumes decision-making authority.

- **Examination Committee Members:** Faculty responsible for:
 - Assisting Deputy COE for photocopying of question papers
 - Bundle management and storage of question papers
 - Provision of writers for LD students on request
 - ECM duty during Semester End Examination
 - Verification of grade cards

4. Examination process

The guidelines for the examination process are as follows:

- The complete semester wise schedule for Continuous Assessment (CA), Practical examinations, and Semester End Examinations (SEE), along with timelines for question paper submission, is as per the academic calendar which is shared at the beginning of the academic year.
- Student eligibility to appear for examinations is determined as per the Institution's attendance policy.
- All papers are moderated by examiners appointed by the respective Heads of Departments, who submit the necessary details to ensure that the formal appointment procedure is duly followed.

The conduct of examinations and evaluation responsibilities are assigned as follows:

- The examinations of all Semester V and VI Minor courses are conducted by the respective Departments.
- The examinations of OE courses for Semester I, II, III & IV are conducted by the respective Departments.
- Evaluation of FP/OJT/CC/CEP/Internship components is carried out by the concerned Departments/Committees/Class Teachers, in accordance with institutional guidelines.
- Examinations for IKS, VEC, VSC and SEC are conducted by the respective Departments.



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4.1 CA: Continuous Assessments are conducted throughout as per the academic calendar using one or more assessment methods, including but not limited to MCQs, quizzes, objective-type tests, puzzles, group presentations, individual or group projects, debates, model making, poster presentations, role plays, case studies, and other innovative or creative modes of evaluation. To ensure transparency in the assessment process, Continuous Assessment marks are communicated to students and any related queries or concerns are addressed at the departmental level.

4.2 Practicals: Practical examinations are conducted for selected courses in accordance with the schedule finalized by the examination unit. For First and Second year practical courses, the Practical Examinations are conducted by respective departments. For Third Year (TY) courses, external examiners are appointed to ensure objectivity and transparency in the evaluation process.

4.3 Semester End Examinations (SEE): Summative assessment is conducted through Semester End Examinations in accordance with the following protocols:

- Examination timetables are made available on the college website and examination notice board.
- Questions are designed in alignment with Bloom's Taxonomy and submitted through the ERP system.
- Standardized procedures are followed for the printing, bundling and handling of question papers.
- Supervision charts are prepared based on the seating arrangements for each course and shared with faculty members via their institutional email IDs.

4.4 Additional Exams: A student will be eligible to appear for the Additional Examinations under following conditions:

- Representing the College at the University level for sports or cultural activity during the period of the examination
- Participating in NCC/NSS camp organized by the College during the period of the examination
- Hospitalization of the student during the examination period
- Bereavement of an immediate family member, either immediately prior, or during on-going examination
- Students who are unable to appear for one or more examinations because of any of the above mentioned reasons, are required to submit a formal application to the designated authorities, along with valid supporting documents, seeking approval for an additional examination.
- After the Examination Committee reviews the application, the Principal, in consultation with Senior Faculty members, will assess the case and decide whether the student is eligible for an additional examination.




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4.5 Supplementary Exams:

Notices related to Supplementary Exam are shared on the college website and on the official notice boards of the college

- The tentative dates of supplementary exams are shared in the academic calendar at the beginning of the academic year.
- Students failing in one or more components of any course (s) can appear for the Supplementary Exam.
- To be able to appear for the Supplementary Exam the students have to fill a Supplementary Exam form for the same and pay the required fees within given timelines.
- The exam committee shares the time table for the supplementary examination on the college website and on the examination notice board.
- A list of students appearing for practical & CA supplementary examination is shared with the respective departments.
- Seating Arrangement is prepared and displayed on the notice board and on the college website well in advance of the commencement of the examination.

The supplementary examination would be conducted along with the regular examination in the next academic year according to the table below:

Course Type	CA	Practical	SEE
Major /Minor (4 Credits) (Arts/Commerce/TTM)	50 Marks (department) except Psychology Department	25 marks practical (department) (Psychology)	50 marks
Major /Minor (4 Credits) (Science/SD)	25 Marks (department)	25 mark practical (department)	50 marks
Minor (2 Credits)	25 Marks (department)	25 mark practical (department) (Psychology/Sciences)	25 Marks
AEC (2 Credits)	50 Marks (department)		



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OE (2 Credits)	25 Marks (department)		25 Marks
VSC	25 Marks (department)	25 marks Exam (department)	
SEC	25 Marks (department)	25 marks Exam (department)	
IKS	50 Marks (department)		
VEC	50 Marks (department)		

5. Semester wise Credit Framework under NEP

Semester	Major	Minor	OE	VSC	SEC	AEC	VEC	IKS	CC	Total	NCrF Level
I	4	4	4	2	2	2	2	2	-	22	4.5
II	4	4	4	2	2	2	2	-	2	22	
Semester	Major	Minor	OE	VSC	SEC	MIL	CC	OJT/F P/Inte rnship	CEP	Total	NCrF Level
III	4+4	4	2	2	-	2	2	2	-	22	5
IV	4+4	4	2	-	2	2	-	2	2	22	
Semester	Major 1	Major 2	Major 3	Major Elective	Minor	VSC	FP/ Inter nship	Total	-	-	NCrF Level
V	4	4	4	4	2	2	2	22	-	-	5.5
VI	4	4	4	4	2	2	2	22	-	-	



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5.1 Minimum Passing Criteria Internal and External Exam

- To pass a course a student has to score a minimum of 40% of the total marks assigned to the course in Theory and Practical (wherever applicable)
- To pass a course, a student also has to score a minimum of 40% of the total marks assigned to each component of theory(i.e. the student has to score minimum of 40% in CA and SEE – separately)
- A student failing in any one of the components of a course would be declared as ‘not passed’ or ‘failed’ for the same and would not earn any credits for that course.
- The student can appear for the Supplementary Exam in the component that he/she has failed in (CA, Practical and SEE as the case may be).
- If a student has scored 40% or more in any component of assessment, the marks will be carried forward and added to the marks obtained in the supplementary exam of the component he/ she had failed in.

6. Grading Norms – for academic and non-academic courses

6.1 10-Point Grade System: for calculation of Semester Grade Point Average (SGPA) and the final Cumulative Grade Point Average (CGPA).

Semester GPA	% of Marks	Grade/Performance
10	80 & above	O (Outstanding)
9-9.99	70-79.99	A+ (Excellent)
8-8.99	60-69.99	A (Very Good)
7-7.99	55-59.99	B+ (Good)
6-6.99	50-54.99	B (Above Average)
5-5.99	45-49.99	C (Average)
4-4.99	40-44.99	D (Pass)
Below 4	Less than 40	F (Fail)

6.2 Assessment for Indian Knowledge System (IKS) and Value Education Course (VEC) across all streams will be based on Theory component of 50 marks as follows:

- 50 marks as Continuous Assessments (CA)



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- Marks will be converted to grades according to the table given:

Marks Scored	Grade
40 to 50	O
35 to 39	A
30 to 34	B
25 to 29	C
20 to 24	D
Less than 20	F

1.1 Co-curricular Courses (CC), Community Engagement Programme (CEP), On Job Training(OJT),Field Project (FP),Research Project (RP),Internship will be graded according to the table above based on the specific rubrics prepared for the activities counted under CC

Hours	Grade/Performance
> 60	O (Outstanding)
50-59	A (Very Good)
30-49	B (Above Average)
< 30	F (Fail)

1.2 Vocational Skill Course (VSC) and Skill Enhancement Course (SEC) across all streams will be assessed as a Practical component of 50 marks as follows:

- 25 marks for Semester End Practical Examination of 1.5 hour
- 25 marks Continuous Assessment (CA): the evaluation pattern to be an experiment/ task based/ case study or any other similar activity which involves a practical skill.

2. Gracing Norms

2.1 Earned Grace Marks Criteria:

In the situation that a student requires an increment in marks either to pass the Course or to improve the grade obtained, the following norms will be followed to decide the merit of the case:

- If a student does not clear one or more components of a course, the benefit of grace marks shall be granted to the extent of 8% of the maximum marks allotted to the said component of assessment (CA/SEE/ Practical) of that course.



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- A maximum of 3 marks per course will be granted for the purpose of enabling a student to earn a higher grade in a said course of 100 marks from A to A+ and from A+ to O only
- A maximum of 2 marks per course will be granted for the purpose of enabling a student to earn a higher grade in a said course of 50 marks from A to A+ and from A+ to O only.
- If the benefit of grace marks is not availed in any of the above-mentioned specifications, a value of 0.1 will be added in the final grade to the CGPI. However, if the benefit has been availed for passing a said Course or Courses, the same may be proportionately deducted from the total grade point e.g. 0.01 shall be deducted from the final grade, for every one mark that has been awarded to enable passing a said Course or Courses.
- Grace marks awarded for any one of the above activities will not be further eligible to be counted for the award of scholarships, prizes, medals or any other such award.
- Rules related to gracing under the above-mentioned activities shall be applied first, and the same will be reflected separately in the Grade card of the student using 'at the rate of' sign (@).

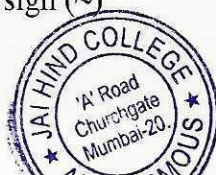
7.2 Regular Grace Marks Criteria:

In the situation a student requires an increment in marks either to pass the Course or to improve the Grade obtained, applicable in theory only, but does not qualify under the purview of "Earned Grace marks", the following norms will be followed to decide the merit of the case:

- **Grace Marks for Passing a course:**
 - The provision of benefit of total grace marks will be up to a maximum of 2% of the grand total per Semester .e.g If the grand total is 450 the total grace marks that a student can get is 9.
 - The benefit of grace marks shall be granted to the extent of 8% of the maximum marks allotted to the component of assessment (CA/SEE/ Practical) of that course in which the student has not passed.
 - Grace Marks availed for passing a said Course or Courses as the case may be, will be reflected in the Grade Card using the 'dollar' sign (\$).

7.3 Grace Marks for students with learning disability:

A maximum grace of 20% of total marks of an examination is permissible for passing in different Courses, in case of students with learning disability which will be reflected in the Grade card using the 'similarity' sign (~)



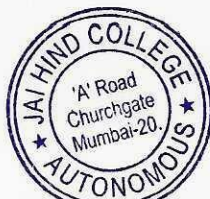
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Grace Marks for Improvement of Grade:

- **Higher Grade per Course:** A student whose total marks in a Course falls short of securing an 'A+' or 'O' grade can earn grace marks if the shortfall of marks is 3 in course of 100 marks and 2 marks in a course of 50 marks/ which can be no more than 4% of the total marks of the said Course. The total gracing marks under this ordinance cannot exceed 2% of the total marks of the examination.
- Grade improvement gracing is applicable only for those students who have passed all the courses without using any gracing
- Grace Marks availed for securing a higher grade in a said Course or Courses as the case may be, will be reflected in the Grade Card using the 'asterisk' sign (*).
- **Higher Grade in a Program:** A student who passes in all Courses in a said examination without having availed the benefit of Grace marks, but whose total number of marks fall short of securing either an 'A+' or 'O' grade by such marks which is not more than 1% of the aggregate marks of that examination, or up to 10 marks, whichever is less, shall be given the benefit of the required marks to get the next higher grade as the case may be.
- Grace Marks availed for securing a higher grade in a program as the case may be, will be reflected in the Grade Card using two 'asterisk' signs (**).

7.4 Condonation

- In the event that a student is unable to secure the passing marks in only one Course but has passed in all other Courses without availing the benefit of grace, his/her deficit of marks in such a Course may be condoned by not more than 2% of the total marks of the examination. Condonation of deficit marks will be reflected in the Grade Card using 'hash tag' sign (#).
- A student will be entitled to ten Earned Grace Marks, which shall be added to his/her even Semester marksheet for the said academic year if he/ she:
 - Has completed NCC training program during the said academic year provided it is duly certified by the Associate N.C.C. officer of the College and the Head of the Institution.
 - Has participated in the NSS program and has satisfactorily completed a minimum of 120 hours of social service encompassing the time spent in at least two projects of different nature and provided it is authenticated by the NSS Program Coordinator and duly certified by the Head of the Institution.
 - Is either (a) member of such team(s) which have reached the Quarter final stage at Inter-Collegiate sports competition conducted by either the University or any Government authorized sports agency; or (b) has secured one of the eight places in order of merit in an individual sports event conducted by the University; or (c) has represented the University in sports events either at the Inter- State, Zonal or at the National/International level in the same academic



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year, and provided it is recommended by the Head of the concerned section and certified by the Head of the Institution.

- **Supplementary Examinations:** No grace marks are awarded for the Supplementary examination.

8. Promotion rules

Eligibility for Academic Progression: In accordance with the National Education Policy 2020 (NEP) framework, students are permitted to progress to the next academic level subject to the following conditions:

In accordance with the promotion rules, students in the odd semesters—Semester I to II, Semester III to IV, and Semester V to VI—will not be held back and will be promoted to the subsequent semester.

1. Promotion from Semester II to Semester III

- A student shall be eligible for promotion from Semester II to Semester III provided that the student has earned a minimum of 28 academic credits.
- The student must secure a minimum of 10 academic credits in each of Semester I and Semester II.
- Promotion from Semester II to Semester III shall be permitted only, subject to fulfillment of the above credit requirements.

2. Promotion from Semester IV to Semester V

- A student shall be eligible for promotion from Semester IV to Semester V provided that the student has earned a minimum of 68 academic credits.
- The student must secure a minimum of 24 academic credits across Semester III and Semester IV, with a minimum of 10 academic credits in each of Semester III and Semester IV.
- A student should not have a backlog in Semester I and II in any course (s).

3. Promotion from Semester VI to VII (with honors)

- A student must be a graduate with a minimum score of 75% overall.



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TABULAR FORM

Sr. No.	Semester	Minimum Academic Credits Requirement	Semester-wise Credit Requirement	Promotion Criteria
1	Semester II to Semester III	Minimum 28 academic credits	Minimum 10 academic credits each in Semester I and Semester II	Promotion permitted with subject to fulfillment of credit requirements
2	Semester IV to Semester V	Minimum 68 academic credits	Minimum 10 academic credits each in Semester III and Semester IV, with at least 24 academic credits combined across Semesters III and IV	Promotion permitted with subject to fulfillment of credit requirements

9. Result declaration

The Institution follows a transparent and systematic procedure for declaring results:

- Continuous Assessment marks are communicated to students by the respective departments, and any related queries are addressed at the departmental level.
- SEE assessed answer scripts are shown to students and students are notified in advance about the paper-showing schedule.
- Only valid grievances such as totaling mistakes or unassessed questions are considered.
- After verification by the concerned departments, the consolidated results are displayed on the Examination Notice Board
- The final consolidated results, after applying gracing, are published on the college website, followed by the issuance of marksheets to students.

NOTE:

- In case of loss of original marksheet, the student may apply for a duplicate marksheet. The fresh mark sheet issued will contain all the details of the original and will have the word 'Duplicate' clearly printed on the top right corner.
- Any discrepancies in the printed or digital mark sheets, such as errors in the student's name, marks, SGPA, CGPA, grades, UID number, or related details, must be reported to the Examination Centre through the Principal or Vice-Principal within 20 days from the date of distribution. Requests submitted after this stipulated period will not be considered.




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- Students should collect the Grade cards on the day assigned by the institution . A student who is unable to collect it on the assigned day, must collect it within 15 days from the day of the distribution, failing which a fine of Rs.100 will be applicable per day.

10. Special provisions

10.1 Students with Learning Disabilities (LD):

A student with either a **Learning Disability** or a **Physical Disability**, who is capable of writing but at a slower speed, will be allowed a provision of extra time, provided he/she seeks prior permission from the Examination office for such, by producing a medical certificate from the authorized BMC hospital.

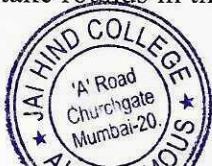
Duration	Extra Time
1 Hour	10 minutes
2 Hours	20 minutes
3 Hours	30 minutes

- To maintain uniformity of the process, out-station students will be required to verify their relevant documents from the same BMC authority.
- Concession in such cases will be given for errors in spelling or numbers. Such students will be required to mention LD on the top right-hand corner of their main answer booklet. In case a student requires a writer, prior intimation for such should be given in writing to the Examination department who makes necessary arrangement for writers.

10.2 Unfair Means Prevention and Guidelines

In order to prevent the use of unfair practices during examinations, the institution implements several proactive measures through its independent and transparent Unfair Means Committee:

- Prior to every examination, an undertaking is obtained from each student to make them aware of the seriousness of examination malpractices and the consequences of being found guilty.
- Students are sensitized about examination rules and ethical conduct through circulars and notices issued well in advance.
- All Junior and Senior Supervisors announce in the class the consequences of Unfair Means
- Flying Squad members also take rounds in the beginning of exams.



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- Strict invigilation is ensured during examinations, with flying squads and supervisory checks conducted to maintain discipline and vigilance.

If a student is found indulging in unfair means, the following guidelines are followed:

- The student's answer sheet and any material found with the student are confiscated, and a written statement is obtained from the student concerned as well as the invigilator.
- The student is issued a fresh answer sheet and allowed to continue writing the paper.
- The Unfair means committee convenes a meeting within a few days of the last exam and examines the case thoroughly, following due protocol and maintaining confidentiality.
- Based on the nature and severity of the offense, appropriate disciplinary action is recommended in strict accordance with the rules and regulations prescribed by the University of Mumbai.
- The decision of the committee is communicated to the student

10.3 Revaluation

Once the result is uploaded on the website, the notice of revaluation is shared on the website. In the event that a student is not satisfied with the marks allotted in one or more Courses in SEE, he/she reserves the right to apply for re-evaluation of the same, in accordance with the following procedural guidelines:

- A student desirous of re-evaluation of answer script shall be required to apply in the prescribed format within the time line given, from the date of declaration of result of the concerned Programme.
- The application along with the applicable fee per answer script, should be submitted to the Examination office within the above mentioned time-frame.
- Application forms received after the last date will not be entertained.
- It may be noted that such provision of re-evaluation is available only for SEE. No such provision is available for CA.
- There will be no change, and the original marks will be retained, in case the re-evaluation reflects a change which bears less than 10% difference from the original marks obtained earlier.
- If the difference between the original marks in a said Course, without the addition of any grace marks, if any, to it, and the marks obtained after re-evaluation, increases or decreases by more than 25% of the maximum marks assigned to that Course, a second re-evaluation of the said answer script will be done by a third examiner. In such an event, the re-evaluated marks assigned by the third examiner will be treated as final, provided that the third examiner is not from the parent institution but has, however, taught the same Course in another institution and is neither the first/second evaluator nor moderator of the said Course.



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- No application for re-evaluation will be accepted if the marks secured in the first evaluation are less than 10 % of the total marks of a Course in SEE.

11. Degree Distribution/ Convocation

Students who have completed all six semesters and have no pending backlogs are eligible for receiving the graduation degree. The institution prepares and verifies the students' academic records and forwards them to the University of Mumbai. The University then shares the convocation certificates with the institution. The institution's Examination Department subsequently distributes the convocation certificates to the students.

Students should collect the Degree Certificate on the Convocation day fixed by the institution. A student who is unable to collect it on the assigned day, must collect it within 15 days from the day of the distribution, failing which a fine of Rs.100 will be applicable per day.

CONTACT DETAILS FOR EXAM INQUIRIES

Students may write to the following authorities and email addresses for exam-related inquiries.

Exam email id: jhc.exam.support@jaihindcollege.edu.in

Addendum

Wherever an issue has not been covered by the Autonomy Rules of the College, the Rules and Statutes of the University of Mumbai would apply, as long as the latter does not go against the spirit of the College Autonomy arrangements.



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