

Sheth T.J. Education Society's  
Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts (Autonomous) Thane

### **Examination and Evaluation Policy under Autonomy**

The following is the Examination and Evaluation Policy of drafted and applicable from the Academic Year 2024-2025. Since this is the first year of autonomy the policy may be subjected to yearly changes as need and situation arises.

*Manual on*

### **Examination and Evaluation System**

*For*

**Faculty of Commerce & Management, Arts, Science & Technology**

**(Under Graduate and Post Graduate Programs)**

*Under Autonomous Status*

**With Credit Based Semester and Choice based Grading System**

*(Applicable for all UG and PG classes/programmes w.e.f. from the Academic Year 2024-25)*

**Prepared by Examination Committee**

Name	Designation
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Mr. Nitin Varade	UG, Convener
Ms. Gitanjali Chiplunkar	Member
Dr. Manisha Nehete	Member
Ms. Sonali Saraf	Member
Dr. Kinjal Gosai	Member
Ms. Shilpa Shelar	Member
Ms. Siddhi Valanju	Member
Ms. Darshana Bande	Member
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## PREAMBLE

The College functions according to the vision statement of being *committed and persuasive efforts towards holistic education*, following principles of outcome-based education, declaring results on time, and having a complete transparency in conducting the examinations and declaring results.

To enhance the quality of education and to bring out transparency, speed and accuracy in the system of evaluation, the College has adopted Credit Based Continuous Evaluation Grading System in its curricula. The curriculum in a given course would include ingredients required to upgrade the standards of teaching-learning such as classroom lectures, tutorials/ practicals/ laboratory techniques/ field visit/ study tour/ assignments/ group discussions/ quiz /roll play/ projects/training. These ingredients have credit depending on the work load it involves.

Revisions were proposed in the curricula and assessment schemes based on the discussions carried out at various forums like Industry Meet, Examination Committee Meetings, Governing Body Meetings and Academic Council Meetings. Feedback from various stakeholders including students and faculty has been discussed during these meetings. Examination related ordinances presented in this manual are evolved from our learning's and that available with Mumbai University.



Degree is awarded by the College to the graduates after successful completion of the program along with the inclusion of the name of the University.

This official Examination Manual for under-graduate / post-graduate semester programs has been prepared as per UGC guidelines for autonomous colleges and has been approved in the Academic Council meeting held on 8<sup>th</sup> April, 2024. It is published for the use of teachers, administrative staff and learners.

**The constitution of Examination Cell is as follows:**

- a) Principal (Chief Controller of Examinations)
- b) Controller of Examination (COE): Member Secretary
- c) Convener of Post Graduate programs
- d) Convener of Under Graduate programs
- f) Faculty members nominated by the Principal

**UNDER GRADUATE PROGRAMME EXAMINATION PATTERN:**

- The undergraduate program of the college is of three/four years integrated pattern, divided into six semesters with two semesters at each year.
- Each semester of under graduate program will have Internal Continuous Assessment, Semester End Examination and Practical Examination (B.Sc. Information Technology and B.Sc. Data Science).

**Continuous Internal Evaluation (CIE) (20/40 marks) – 40 % weightage will be distributed as follows:**

- CIE I : Test – (10/20 marks)
- CIE II (tutorials/ practicals/ laboratory techniques/ field visit/ study tour/ assignments/ group discussions/ quiz /roll play/ projects/training etc.) (5/10 marks)
- CIE III Class participation/Attendance (5/10marks)

**Semester End Examination (30/60 marks) -60% weightage**

- Paper pattern as decided by respective Board of Studies
- Equal weightage to each module of the syllabus.

**Practical Examination (50 marks) – 50% for B.Sc. Information Technology, B.Sc. Data Science and B.Sc. (Computer Applications).**

**Eligibility Criterion**

- As per ordinance 0.6086 of university of Mumbai, every learner should attain the minimum criterion of attendance to be eligible to appear for semester end examinations.



### Passing Criterion

Minimum 40% (Combined passing in CIE and Semester End Examination) subject to securing minimum 25 % in CIE and semester end examination separately

Programme	First Year		Second Year		Third Year		Total Academic Credit	Fourth Year (Proposed)		Total Academic Credit
	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI		Sem VII	Sem VIII	
B.Com.	22	22	22	22	22	22	132	22	22	176
B.Com. (Accounting & Finance)	22	22	22	22	22	22	132	22	22	176
B.Com (Management)	22	22	22	22	22	22	132	22	22	176
B.Com. (B&I)	22	22	22	22	22	22	132	22	22	176
BA	22	22	22	22	22	22	132	22	22	176
B.Sc. (Information Technology)	22	22	22	22	22	22	132	22	22	176
B.Sc. (Data Science)	22	22	22	22	22	22	132	22	22	176
M.Com/M.A / M.Sc.	22	22	22	22	--	--	132	--	--	88
<b>Non-academic Credit</b>										
(Applicable from Academic Year 2024-2025 First Year learners) Certificate Course Swayam (MOOC)/Internships/IJT/Field projects/Drama etc.										
All Programmes	First Year	Second Year	Third Year	Total Non-academic Credits	FouthYear (Proposed)	Total Non-academic Credits				
	02	02	02	06	02	08				



**Minimum credits:**

If a learner earns 14 credits in each semester, then a learner will be eligible for admission in the next class.

**Academic & Non-academic Credit and Marks Allocation:**

The following academic credit points are earned for each programme by each learner after completion of the semester.

The following marks are allocated for each program:

Programme	First Year		Second Year		Third Year		Total Marks
	Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI	
B.Com.	550	550	550	550	550	550	3300
B.Com. (Accounting & Finance)	550	550	550	550	550	550	3300
B.Com (Management).	550	550	550	550	550	550	3300
B. A	550	550	550	550	550	550	3300
B.Com. (Banking & Insurance)	550	550	550	550	550	550	3300
B.Sc. (Information Technology)	550	550	550	550	550	550	3300
B.Sc. Data Science	550	550	550	550	550	550	3300
M.Com/M.A./M.Sc.	550	550	550	550	—	—	2200

**ORDINANCE REGARDING AWARD OF 10 GRACE MARKS TO STUDENTS FOR PARTICIPATION IN ANY ONE OF THE VARIOUS EXTRACURRICULAR ACTIVITIES:**

0.229: Candidates appearing for any of the Examinations conducted by the Colleges 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 marks secured in each Head of passing for participation in any one of the activities mentioned below:

- (i) Students who have enrolled as members of the N.C.C. and have satisfactorily completed the N.C.C. training program during the academic year, as certified by the Principal/ Commanding Officer of their respective College, OR



(ii) Students who have participated in the N.S.S. program and have satisfactorily completed at least 120 hours of Social Service comprising the time spent in at least two types of projects as certified by the Principal of their respective College and forwarded by the N.S.S. Program Coordinator, OR

(iii) Students who are one of the members of the team/s reaching the Quarter final stage at intercollegiate 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

(iv) 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 or whose performance have been adjudged best as an Actor/Actress, Music Director, Lighting/ Sound effect operator, Author, Choreographer, or as Director in Group events conducted at the Intercollegiate cultural competition 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, OR

(v) Students who are members of the Students' councils constituted under Section 40 (2)

(a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Universities Act 1994, and have actively participated in various schemes, programs and attended functions of the University during that academic year, as recommended by the Principal of the concerned College and certified by the Director of Students Welfare.

**229-A:** 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:

1. Students participating in the Extension Work activities organized by the Department of Lifelong Learning and Extension are entitled to the benefit of 10 grace marks on satisfactory completion of 120 hours of work, except for Industry Orientation Project, where the minimum requirement is 240 hours of work, under various Extension Work Projects.



2. That they are appearing for any University Examination except the Examinations having a point system of evaluation for the first time. 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 the Head of passing the concerned subject.
3. 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.
4. That the maximum of 10 grace marks shall be granted for the purpose of enabling a candidate for the award of class and/ or distinction in the Examination.
5. That maximum 10 grace marks will be added to the grand total, if the benefit of grace marks is not claimed in any of the above (2) to (4) conditions. In case of the grade pattern 0.1 is added to the SGPI.
6. That if the examination is conducted in semester and the marks of the two semesters are clubbed, the question of grant of 10 grace marks in odd semester under this Ordinance shall be considered at their option to students if they prove merit only in that particular odd semester in activities mentioned above and comply with all such conditions stipulated therefore, else the same shall be granted in even semester examination of that academic year.
7. That the grace marks under this Ordinance will not be counted for the award of scholarships, prizes and medals or any other awards.
8. That the rules relating to gracing under this Ordinance shall be applied first and the same shall separately be shown in the marks sheet of the candidates.
9. That the College authorities may consider withholding of any of the aforesaid benefit or to consider any of the merit/work of the candidates null and void if, in the option of duly constituted Disciplinary Committee, such an action is felt necessary, and communicated to University through the Principal/Head of the Department.

Students studying in Third Year classes (Semester V & VI) and wish to appear for the College examination, have to submit ONLINE examination form to the College through College website. Otherwise, the student will lose his claim for appearing for College examination to be conducted by the Examination Department of the College.



### **ADDITIONAL EXAMINATION R.8439**

A learner who remain absent in some or all the courses during Internal tests and semester end examination, on medical grounds or for representing the college/university in sports, cultural activities, activities of NSS, NCC/Sports training camps conducted by recognized bodies / competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal/Controller of examinations, may be granted an additional attempt provided, he/she furnishes all the necessary documents in this respect. Additional examination will not be conducted for students who remain absent for ATKT examination.

### **EXAMINATIONS FOR REPEATERS**

The learners who have failed in one or more courses of the semester end examination shall be allowed to appear for the examination in the next half, after submission of the online Examination form through the college website.

A.T.K.T. examinations will be conducted in the first and the second half of the academic year for all semesters.

### **RULES WITH RESPECT OF A.T.K.T.**

A learner is required to get minimum 40% aggregate in CIE and in semester End Examination subject to scoring minimum 25% in CIE and semester end examination.

#### **For Undergraduate courses:**

A learner will be promoted from semester I to Semester II with any number of failures in the subjects.

A learner will be promoted from Semester II to Semester III provided he/she earns 14 credits (as per NEP) in each of semester I and II.

A learner will be promoted from Semester III to Semester IV with any number of failures in the subject.

A learner will be promoted from Semester IV to Semester V provided he/she earns 14 credits (as per NEP) in each of semester I, II, III and IV.

A learner will be promoted from Semester V to Semester VI with any number of failures in the subject.

A learner will be promoted from Semester VI to Semester VII provided he/she earns 14 credits (as per NEP) in each of semester I to VI.

A learner will be promoted from Semester VII to Semester VIII with any number of failures in the subject.





### **For Postgraduate courses:**

A learner shall be allowed to keep term for Semester- III and Semester -IV

1. Notwithstanding that the learner may not have appeared for the examination of Semester-I and or semester – II OR
2. Irrespective of the number of courses of failure in the Semester -I and or semester – II
3. A learner is allowed to appear for semester -IV Examination but the result of semester-IV shall be kept in abeyance until the learner passes all the courses of semester – I , II and III.

### **RE-VALUATION /PHOTOCOPY OF ANSWER PAPERS**

A student can ask for photocopy of answer books through an application with payment of requisite fee per paper after the result is declared. The photo copy of the answer book can be given to student on payment of fees. **There is no re-valuation available for CIE.**

A student has a chance to apply for revaluation through an application and payment. The answer script of the said candidate will be masked and re assessed by an external examiner to be decided by the Controller of Examination. Re-valuation includes verification of adding of marks in the answer scripts, transfer of marks from answer sheets to mark sheets, assessment of answers not checked and posting of the marks in the system. Revaluated answer books will not be shown to students.

### **GRACING**

At the time of compiling final result, the benefit of Gracing is given as per the new ordinances **5042, 5043, 5044 and 5045** as follows:

The learners shall be given the benefit of Grace Marks only for passing in each head of passing the examination. Provided that the benefit of such gracing marks given in different head of passing shall not exceed 1% of aggregate marks in that examination. This ordinance shall be applicable only if the candidate passes the entire examination.

**0.5043:** A candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks fall short for securing Second Class / Higher Second Class or First Class by marks not more than 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher class or grade as the case may be.



**0.5044:** A candidate who passes in all the subjects / heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the subjects falls short by not more than three marks for getting distinction in the subject/s shall be given necessary grace marks up to three in maximum two subjects, subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

**0.5045:** If a candidate fails in only one head of passing, having passed in all other 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 or 10% of the total number of marks of that 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 10 marks only.

Only one ordinance i.e. 0.5042 or 0.5043 or 0.5044 or 0.5045 and not more than one ordinances, can be applied in the case of a candidate.

**0.229 A:** Learner participating in NSS / NCC / Sports / Cultural Activities / Life Long Learning and extension activities and whose names are approved by the authorities are entitled to be graced maximum of 10 marks and not more than 5% in each head of passing.

Gracing under 0.5042/0.5043/0.5044/0.5045 and 0.229 A is applied simultaneously.

#### **PROVISION FOR LEARNER WITH SPECIAL NEEDS:**

Learners with Dyslexia, Dysgraphia & Dyscalculia or visually impaired / low / vision / physically challenged will be offered facilities of extra time, special seating arrangement. Provision of the writer shall be made by the parent / guardian of the special student concerned. They are required to apply to the Examination Committee 15 days prior to the examination along with the latest certified supporting documents.

#### **GRADING SYSTEM:**

Degree will be based on cumulative performance of all semesters (I to VI for UG and I to IV for PG) on the basis of choice based credit system.



The following grading system will be applied.

Letter Grades and their Equivalent Grading Point				
Marks obtained	GPA	Grade Point	Grade	Performance
90 & Above	10	10	O	Outstanding
80 – 89.99	9.0 to 9.99	9	A+	Excellent
70 – 79.99	8.0 to 8.99	8	A	Very Good
60 – 69.99	7.0 to 7.99	7	B+	Good
50 – 54.99	6.0 to 6.99	6	B	Above Average
45 – 49.99	5.0 to 5.99	5	C	Average
40 – 44.99	4.0 to 4.99	4	D	Pass
Less than 40	--	0	F	Fail
SGPI- Semester Grade Performance Index = $\frac{\sum(\text{Credit Earned} \times \text{Grade Points})}{\sum(\text{Credit Earned})}$				
SE- Semester End, CA- Continuous Assessment, PR- Practical				

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

#### CLASS IMPROVEMENT:

A student who is not satisfied with the grade he / she have obtained can apply for improvement of grade after completion of last semester.

He / She have to submit an application form in the prescribed format and submit the same with a payment. The Controller of Examination, with approval of Principal should inform the student date/ time of the semester examination and ask him / her to surrender the concerned original semester mark sheets issued to the candidate. The grade which he / she get in the new attempt will prevail and student cannot go back to the old grade. Candidates have to appear for both the semesters in the same sitting.



No. of attempt (Regarding) the students will have to appear for Sem I & II Or Sem III & IV Or Sem V & VI. The student can appear only for one year either for Sem I & II or Sem III & IV or Sem V & VI.

#### **UNFAIR MEANS ORDINANCE NO. 5050**

Ordinance No. 5050 of University of Mumbai relates to the conduct of examinations, nature of malpractice quantum of punishment, powers of the Principals of the college etc. The following extract relating to the examination conducted by the college on behalf of the University of Mumbai is reproduced here under for the information of the learners.

- a. "Unfair means" includes one or more of the following acts or omissions on the part of learner/s during the examination period.
- (i) Possessing unfair means materials and or copying therefrom.
  - (ii) Transcribing any unauthorized material or any other use thereof.
  - (iii) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him / her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
  - (iv) Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
  - (v) Mutual / Mass copying.
  - (vi) Smuggling-out, either blank or written, or smuggling-in of answer books as copying material.
  - (vii) Smuggling-in blank or written answer book and signature of the Jr. Supervisor thereon.
  - (viii) Interfering with or counterfeiting of the College/Institution seal, or answer books or office stationary used in the examination.
  - (ix) Insertion of currency notes in the answer books or attempting or bribe any of the persons connected with conduct of examinations.
  - (x) Impersonation at the University/College/Institution examination,
  - (xi) Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.
  - (xii) Or any other similar act/s and / or omissions which may be considered as unfair means by the competent authority.
  - (xiii) Possessing of any electronic gadget during the examination.
- b. "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.



c. "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (examinee) or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

d. "Possession of unfair means material by a student" means having any unauthorized material on his/her person or desk or chair or table or at any place within his/her reach, in the examination center and its environs or premises at any time from the commencement of the examination till its conclusion.

e. "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of its being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided report to that effect is submitted by the Sr. Supervisor or Chief Conductor or any other authorized person to the Controller of Examinations or Principal or Head or the Institution concerned or any officer authorized in this behalf. "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause

f. The presumption shall be that the material did relate to the subject of the examination.  
**The board categories of unfair means resorted to by students at the university/ college/ institution examinations and the quantum of punishment for each category**

Nature of Malpractice	Quantum of Punishment
1. Possession of copying material/electronic gazette.	Annulment of the performance of the student at the College/Institution examination in full.
2. Actual copying from the copying material	*(Note: This quantum of punishment shall also to the Following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed there at.
3. Possession of another student's answer book	Exclusion of the student from College or Institution examination for two additional examinations. (BOTH THE STUDENTS.)



4. Possession of another student's answer book + actual evidence of copying therefrom	Exclusion of the student from College or Institution examination for two additional examinations. (BOTH THE STUDENTS.)
5. Mutual / Mass copying	Exclusion of the student from College or Institution examination for two additional examination
6. i) Smuggling-out or smuggling in of answer book as copying material ii) Smuggling-in of written answer book based on the question paper set at the examination iii) Smuggling in written answer book and forging signature of the Jr. Supervisor thereon	Exclusion of the student from College or Institution examination for two additional examination  Exclusion of the student from College or Institution examination for three additional examination.  Exclusion of the student from College or Institution examination for four additional examination.
7. Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement	Exclusion of the student from College or Institution examination for four additional examination
8. Interfering with or counterfeiting of University/College/ Institution seal, or answer books or office stationery used in the examinations.	Exclusion of the student from College or Institution examination for four additional examinations.
9. Smuggling answer book, main or supplement written outside the examination hall or any other insertion in answer book	Exclusion of the student from College or Institution examination for four additional examination
10. Insertion of currency notes/to bribe or attempting to bribe any of the person/ s connected with the conduct of examinations	Exclusion of the student from College or Institution examination for four additional examination. Note : This money shall be credited to the Vice Chancellor's Fund
11. Using obscene language/violence threat at the examination center by a student at the University/College/ institution examination to Jr./Sr. Supervisor/Chief Conductor or Examiners	Exclusion of the student from College or Institution examination for four additional examination.



12. a) Impersonation at the University/ College/ Institution examination. Exclusion of the student from University or College or Institution examination for one additional examination	Exclusion of the student from College or Institution examination for five additional examination. (Both the students if impersonator is University or College or Institute student)
b) Impersonation by a University/ College/institution student at S.S.C./ H.S.C./any other examinations	Exclusion of the student from College or Institution examinations for five additional examinations.
13. Written or in any other part of the answer book by the student at the University or College or Institution examination	Exclusion of the impersonator from College or Institution examination for five additional examination
14. Found having written on palms or on the body, or on the clothes while in the examination	Annulment of the performance of the student at the College or Institution examination in full.
15. All other malpractices not covered in the aforesaid categories	Annulment of the performance of the student at the College or Institute examination in full and severe punishment depending upon the gravity of the offence

If no previous occasion a disciplinary action was taken against a student for malpractice use 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 enhance punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

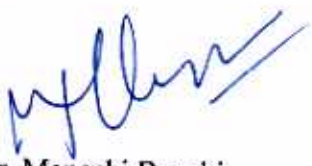
Student involved in malpractices at Practical/Dissertation/project Report examinations shall be dealt with as per the punishment provided for the theory examination.

The Unfair Means Enquiry Committee, in addition to the above mentioned punishments, may impose a monetary fine on the student declared guilty.

\*(Note: The term "annulment of performance in full" includes performance of the student at the theory as well as annual practical examination, but does not include performance at term work, project work & dissertation examinations unless malpractice used there at).



- I. SOP FOR STUDENTS' REGISTRATION & GENERAL INSTRUCTIONS
- All students are registered on the examination software only after the completion of enrollment process
  - Students have to report about changes/corrections (if any) regarding their name/credentials to the college office.
  - Students with Physical/ Visual / Learning Disabilities (LD) have to submit necessary documents along with an application at beginning of the academic year to get the benefit as per norms.
- II. ATKT EXAMINATIONS
- Check website for notice uploaded under the Examination tab
  - Fill online form
  - Make online payment
  - Check Timetable uploaded on website
  - Check PDF of students eligible for ATKT examinations uploaded on website
  - Download and print Hall tickets uploaded on website/Collect from examination department 8 days before commencement of examination.
- III. INTERNAL EXAMINATIONS
- Check Timetable uploaded on website
  - Check subject wise list of absent students uploaded on official whats app groups.
  - Internal examination answer books will be shown to the students if demanded.
  - Apply for additional examinations would be conducted if a student remains absent for internal examinations within three days from the conclude of examination.
- IV. REGULAR SEMESTER END EXAMINATIONS
- Check Timetable uploaded on website
  - Download and print Hall tickets uploaded on website/Collect from examination department 8 days before commencement of examination.
  - If a student remains absent due to medical problem/emergency, application addressed to the Principal and medical reports should be submitted to the Examination department within three working days from conclude of examination.

  
Dr. Manoshi Bagchi  
Controller of Examinations



  
Dr. Dilip Patil  
Principal