



SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY

Pariksha Bhavan, Sir Vithaldas Vidyavihar, Juhu Tara Road,
Santracruz (West), Mumbai - 400 049.

Telegram : UNIWOMEN Telephone : 2660 6197 / 2661 5168

Ref. No.

Exam.2009/2009-2010/1849

30,
November 5, 2009

IMPORTANT CIRCULAR

To,

- a) All the Principals/Heads of Institutions
- b) All Sectional Heads of Examination Department

For all courses under the Semester pattern, the following rules will apply:-

I **EXAMINATIONS:**

- a. The University will conduct the examinations only for the last two Semesters at the U.G. level.
- b. For all P.G. courses the examinations for Semester I & III will be conducted by the respective colleges and the P.G. Departments. For Semester II & IV the examinations will be conducted by the University. However for MCA, M.Sc.(Home Science), M.Pharm & M.E.T.C.A. examinations for all four semesters will be conducted by the University.
- c. For all examinations conducted at the college level, the respective colleges will prepare their time tables, set the papers, assess the papers and declare the results.
- d. The Colleges will submit the result sheets of all the college conducted examinations in soft copy and hard copy (in duplicate) in University prescribed format to Pariksha Bhavan before the results are declared in their respective colleges. One hard copy of the resultsheets will be returned to the college after it is duly stamped and signed by the Controller of Examinations and one will be retained for University records. The new format for resultsheet will be sent to all colleges very shortly.
- e. Colleges will print their respective marksheets for all examinations conducted at the college level. The Marksheets will be signed by the Principal and forwarded to the examination house for the signature of the Controller of Examinations. Space to be provided in Marksheet for the signature of Controller of Examinations. This is to add authenticity to the marksheets issued by colleges and help student further education in other states and on foreign land.



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Ref. No.

-2-

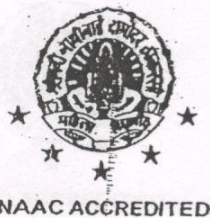
f. The duration of the external examination for 75 marks paper will be two hours and 30 minutes. The duration of the external examination for 60 marks paper will be two hours.

2. INTERNAL EXMINATIONS:

a. From the Academic year 2009-10 Internals and Externals will be separate heads of passing. Students have to secure the minimum passing marks in internals and externals separately. Those students who fail to secure the minimum passing marks in the internal will not be eligible to appear for the external examinations in that subject. They should clear the Internals in the following semester to be eligible to appear for the final examination in that paper.

3. STANDARD OF PASSING :-

- a) Standards of passing in the faculty of Arts & Commerce (U.G.) will be 35% for subject & overall. (Internals 9/25 and Externals 26/75)
- b) For all other faculties under U.G. Courses including diploma, it will be 40% except as defined by the respective statutory bodies/councils.
- c) For all P.G. courses including diploma, the standard of passing will be 40% except as defined by the respective statutory bodies/councils. However, for M.Sc. the standard of passing will be 50%.



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-3-

4. **A.T.K.T. :-**

Not more than 40% heads of passing will be carried forward. If the number comes to a fraction less than 0.5, it will be rounded off to the immediate lower digit. If the number is 0.5 or more, it will be rounded off to the next immediate higher digit. For example 2.48 will become 2 and 2.5 or 2.51 will become 3. For example, if the total number of papers in Semester I and II put together is 12 then, a student can be allowed to keep terms in 5 or less than 5 papers.

A.T.K.T. rule is applicable at the U.G. and P.G. level.

5. **STANDARD OF GRACING :-**

a) For each Semester exam (College level as well as University level) a maximum of 1% of the total marks of that Semester (if the number is a fraction less than 0.5 it will be rounded off to the immediate lower digit and if it is 0.5 or more it will be rounded off to the next immediate higher digits) can be given as grace marks for passing in the subject head. These marks can be given all in one subject or spread across all subjects. For example, if the total semester is for 600 marks then, a maximum of 6 marks grace can be given in the total. All the 6 mark grace can be given in one subject or can be divided equally among all the subjects wherever the student has failed to get the required minimum marks to pass.

b) Up to 0.5 % of the total marks of that Semester can be given to bring the total up to 60%. Fraction will be treated as given in 7(a). For example, if the total semester is for 600 marks then, a maximum of 3 marks grace can be given in the total.

6. **DEGREE :-**

Class will be awarded by the University on the basis of examination conducted at University level. For U.G. it will be on the basis of marks secured in the last two Semesters. For P.G. Class will be awarded on the basis of marks secured in all the four Semesters.



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-4-

7. **ADMISSION TO VARIOUS SEMESTER WILL BE AS FOLLOWS.**

- a) Admission from 1st to 2nd Semester will be automatic, regardless of the number of subject heads in which a student may have failed.
- b) Admission to 3rd Sem. (from 2nd Sem.) is given provided a student is not failing in more than 40% of subject heads in 1st & 2nd Semester taken together.
- c) Admission from 3rd to 4th Semester is automatic.
- d) Admission to 5th Semester is given provided a student has passed in all heads of passing in 1st & 2nd Semester and is not failing in more than 40% of heads of passing in 3rd & 4th Semester taken together.
- e) Admission from 5th to 6th Semester is automatic.
- f) Admission to 7th Semester is given, (if applicable) if student has passed in all heads of passing in 1st, 2nd, 3rd & 4th Semester and is failing in not more than 40% heads of passing in 5th & 6th Semester taken together.
- g) Admission to 8th Semester from 7th Semester is automatic.



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Ref. No.

-6-

9. **CLASS IMPROVEMENT:-**

Students can go in for Class improvement at the U.G. and P.G. level. Details on Class Improvement will be provided latter.

10. **CONVOCATION :-**

Colleges should collect the Convocation fees alongwith convocation forms after the declaration of results only from those students who have passed the examination. The form should be in triplicate with all details related to seat number, name and postal address of the student. One copy be sent to University, one issued to student and one be retained by the college. The forms and fees should reach Pariksha Bhavan within 15 days of result declaration. A circular announcing the last date for receipt of convocation forms alongwith fees will be forwarded to the colleges by Pariksha Bhavan alongwith the marksheets. After, the convocation, the Degree Certificates will be dispatched from Pariksha Bhavan by post to all those students who have opted for collection of Degree Certificate in absentia.

11. **REPEATER STUDENTS:-**

For courses which have already been under the Semester pattern, the University was conducting the examinations of the last four Semesters till April - 2009. With effect from 2009-10, the University will conduct the examinations of only the last two Semesters i.e. Semester V & VI for three year courses, Semester VII & VIII for four year courses.



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Ref. No.

-7-

However, the University will continue to hold the examinations for repeater students of Semester III & IV coming under the old Semester pattern courses (3 year course) and Semester V & VI (4 year course) till April 2011. Students who do not clear their backlog papers by 2011 will have to enroll under the new pattern at Semester - III or Semester V respectively.

12 **SUPPLEMENTARY EXAMINATIONS :-**

Supplementary exams have been introduced for B.Ed. and all P.G. Courses with effect from 2009-10. However for M.Com. & M.A. (Old Course & New Course) the supplementary examinations of Semester II & IV will be effective from 2010-2011.

13 **PENALITY FOR WRONG MARKSHEETS SENT BY COLLEGES:-**

In case of wrong marks sent to the University by the Colleges, a penalty of Rs. 500 will be imposed per student per mistake. The maximum penalty may vary up to a maximum of Rs. 10,000. For all rectification of marks the college should provide the supporting documents (the Internal assignments submitted by students duly authenticated by the Principal, the Internal marksheet of that subject submitted by the concerned teacher to the Institution duly authenticated by the Principal/ Head) alongwith a covering letter to that effect and a letter of apology from the head of the institution.



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-8-

15 INFORMATION TO STUDENTS:-

All the Deans/Principals/HOD's are requested to inform the students that all their correspondence to the University should be routed through proper channel.

The heads of all Institutions are requested to inform all students that no more special permission will be granted in Exam related matters (such as validity of course, number of attempts permitted etc.). All have to follow the prevailing rules and regulations.

16. CENTRALIZED PAPER SETTING:-

The papersetting for the University conducted examinations will henceforth be centralized. Papersetters and Translators who are in the panel for the various papers will be invited from December - 2009 to the Pariksha Bhavan on a designated day for papersetting and translation. The Principals of colleges are required to give duty leave to the teachers to go to Pariksha Bhavan and set the papers for which they have received the invitation. It is mandatory for teachers who receive the letters to set the papers as per university instructions. The University will be very shortly sending the letters of invitation to the Papersetters (Senior, Co -Papersetters and Translators) to come on the same date and complete the Papersetting and Translation work.

17. Students should be informed about all examination rules which are relevant to them.

Yours faithfully,

(DR. P.N. MANDHARE)
CONTROLLER OF EXAMINATIONS