

**Examination Rules, Terms & Revaluation**  
**Conduct During Examinations**

- Candidates must carry their valid college identity cards.
- Students should bring their own writing materials and calculators.
- Books, bags, papers (handwritten or printed), and any unauthorized material are strictly prohibited inside the examination hall.
- Mobile phones are not permitted in the examination hall.
- Candidates must be seated at least 15 minutes before the examination begins.
- Talking, seeking help, or assisting fellow candidates during the examination is strictly prohibited.
- Writing on the question paper or any material other than the answer book is not allowed.
- No candidate is permitted to leave their seat during the examination under any circumstances.

**Note:** Any involvement in examination malpractice will be dealt with strictly as per University rules and regulations.

**Conditions for Granting Terms**

As per University of Mumbai Ordinances 0.119 and 0.125, students must fulfill the following conditions to be granted terms:

**Ordinance 0.119 – Attendance**

A minimum attendance of 75% of lectures conducted is mandatory.

Attendance must be fulfilled separately for the First Term and Second Term.

**Ordinance 0.125 – Course Completion**

An undergraduate student must satisfactorily complete the prescribed course of study for the term, as determined by the Principal.

Students failing to meet these conditions will not be permitted to appear for College or University examinations.

### **Important Academic Instructions**

Students must regularly check the notice board for updates regarding attendance and academic performance; no individual notifications will be sent.

Students not granted terms will be informed at least 10 days prior to the commencement of examinations.

The final list of students whose examination forms are withdrawn will be forwarded to the University immediately.

Absence from mid-term, terminal, or any other examination is not permitted unless justified.

Any absence must be supported by a written explanation and, in case of illness, a valid medical certificate, along with a covering letter from the parent/guardian, submitted to the College Office by the last day of the examination.

Illness or personal reasons cannot compensate for poor academic performance or absence from examinations.

Students with consistently poor or no academic records will not be granted terms.

### **Examination and Promotion**

The following examinations will be conducted by the college on behalf of the University of Mumbai, in accordance with University rules:

F.Y. & S.Y. B.Com. (First & Second Term)

Any student found using unfair means will be dealt with under University of Mumbai Ordinance No. 220.

### **Revaluation and Photocopy of Answer Books**

(As per University of Mumbai Circular No. Exam/VCD/College(Rev/Ver)/1603 of 2005)

A. Photocopy of Assessed Answer Books

Applications must be submitted personally in the prescribed form available at the College Office.

Applications are accepted only for theory papers within 7 days from the declaration of results.

**Required documents:**

Question paper(s)

Photocopy of statement of marks

Applicable fees (cash only)

Caste certificate (for reserved category concessions)

Fees per paper:

Open Category: ₹100/-

Reserved Category (SC/ST/DT/NT): ₹50/-

Incomplete applications will be rejected.

Verification will be conducted before issuing photocopies.

Any correction in marks due to verification will be reflected in the marksheet.

Photocopies are strictly for the candidate's personal use only.

**B. Redressal of Grievances / Revaluation**

Students dissatisfied after reviewing photocopies may apply for revaluation.

A separate application must be submitted for each paper with proper justification and question-wise objections.

Fees per paper:

Open Category: ₹250/-

Reserved Category: ₹125/-

Applications received after the deadline will not be accepted.

Revised marks, if any, will be final and binding.

Reassessed answer book photocopies will not be provided.