

Examination , Attendance & other guidelines for students.

(1) Guidelines for Monitoring and Conduct of the Examinations

- (a) Students are advised to arrive at the Examination Hall preferably at least 10 minutes before the scheduled examination time. Students arriving later than 15 minutes after the scheduled examination time will not be permitted to sit for the examination.

- (b) If a student is found in possession of any unauthorized material such as papers, notes, documents, or mobile devices during the examination, the Invigilator-in-charge in the Examination Hall should immediately confiscate the answer sheet from the student. The student's details, the subject of the examination, and the nature of the offense or malpractice should be recorded on a form available in the Academic Office. This form should be signed by the student, invigilator, and instructor (if present during the examination). If the student refuses to sign, it should be noted on the form, and the signatures of any other witnesses present in the examination hall should be obtained. If the student wishes to continue writing the examination, they should be provided with a fresh answer sheet. At the end of the examination hour, the invigilator should submit both the original and new answer sheets, along with the duly signed form, to the Academic Office. The Academic Office will forward such cases to the Academic Disciplinary Committee, constituted by the Director of CEBS, to determine the appropriate penalty based on the guidelines set by Mumbai University/UGC/CEBS. The committee will call the student and their parents for a hearing, counseling, and to convey the penalty imposed. The quantum of the penalty will be decided based on the facts and circumstances of each case.

The Academic Disciplinary Committee may consider the following guidelines for determining the penalty:

- (i) For the first-time offense, the examination in question may be considered canceled. A written notification will be sent to the parents of the student, informing them of the situation. The student may be allowed to appear for a re-examination in that subject.
 - (ii) For the second-time offense, the student will be required to retake the course in which they were caught engaging in malpractice.
 - (iii) For a third-time offense, the student's academic year will be deferred by a year.
- (c) Invigilators may adopt additional measures such as physical verification before allowing the students to enter the examination hall to discourage malpractices. If necessary, invigilators may conduct physical frisking while maintaining proper rules, regulations, and social restrictions.

- (d) It is recommended that the instructor/lecturer remains present on the day of the examination, along with other invigilators, to address any doubts raised by students regarding the question paper.
- (e) Policy on open note/book examination: All sources of notes for examinations must be in printed format. Digital devices such as mobile phones, tablets, laptops, etc., are not permitted during the examination. Students taking open-book examinations should be assigned a separate examination hall to avoid confusion for invigilators when identifying students taking different types of examinations in the same hall. Instructors opting for open-book examinations should inform the Academic Office at least one week in advance to make necessary arrangements.

(2) Deficient Attendance of Students in Classes

Attendance in lectures, tutorials, and laboratories is compulsory. Students must maintain a minimum attendance of 85% in each course, except in extraordinary circumstances (with prior permission). Failure to meet the minimum attendance requirement will result in academic penalties. The Academic Office will compile attendance records for students in various courses taught during a particular semester and impose academic penalties for deficient attendance using the following formula:

$$\text{Final Marks} = T - 20 [1 - (n/85)]$$

Where "T" represents the total marks scored by the student in the semester (Mid-semester examination + End-Semester examination + Internal evaluation) out of a maximum of 100, and "n" represents the percentage attendance calculated as $(P/N) * 100$ (where "P" is the number of classes attended by the student and "N" is the total number of classes conducted for that course). If "n" exceeds 85, it will be considered as 85.

After receiving the marks from the instructor of the course, the Academic Office will calculate the final marks of each student using the formula provided above. The final marks will be sent to the respective School Chair for grading in consultation with the instructor.

(3) Re-evaluation of Answer Papers

If a student is dissatisfied with the marks obtained in an examination, re-evaluation of the answer paper can be requested with the permission of the Dean, Academic Affairs. The student must apply for re-evaluation within 15 days of the result declaration to the Dean, who will forward the application to the relevant School Chair for further action. The review process should be completed within 15 days of receiving the application, and the School Chair will submit the revised marks to the Academic Office, along with a copy of the application, for necessary corrections in the grade sheet/examination records. The student must accept the revised marks without further complaint.

(4) Re-examination

If a student fails to achieve the qualifying marks in a particular course examination or is unable to appear for the examination due to valid reasons (supported by authentic documents submitted by the student), they are eligible for re-examination. To apply for re-examination, the student must submit an application to the Academic Office within 15 days of the result declaration. The Academic Committee will review the eligibility of the student for re-examination, and the Academic Office will coordinate with the concerned School Chair and Instructor to complete the re-examination process before July 15 of the same academic year. The results should be declared before July 31. Failed grades or absences in any course examination will not be carried forward to the next academic year.

(5) Issuance of Marksheets or Certificates to Students by the Academic Office

Original documents such as Provisional Certificates, Mark Sheets, and Transfer Certificates will be issued only once. In the event of document loss, a duplicate certificate can be issued only upon submission of an FIR from the police station, along with the fine charged by the institute as per its regulations.