

Examination Policy

As an affiliated college of the University of Mumbai, Gurunanak College of Arts, Science and Commerce follows the rules and regulations of examinations laid down by the university and conducts all examinations on behalf of the university. In the current Choice Based Credit System, a Three-Year Graduation Program (BA / BSc / BCom) is divided into six semesters and a total of twenty courses. There is continuous evaluation through internal assignments, projects, tutorials and practical examinations. At the end of each semester, semester-end examinations are conducted whose grades are accumulated as Credit Grade Points. Semester I, II, III and IV examinations are conducted in the college while semester V and VI examinations are conducted by the university through a centralized process. The ERP of the college also manages the conduct of examinations and result processing. Admin and teaching staff constitute the Examination and Result Processing Committees that look into these matters.

The question papers in the respective courses are set strictly as per the guidelines given by the Boards of Studies of the university. To ensure confidentiality and transparency, three sets of question papers are submitted to the chairperson of Examinations Committee who gives suitable codes to the question papers. Through a random selection process, one question paper is issued for the examination. The time table of examinations is displayed well in advance on the notice board and college website for the benefit of students.

Assessment of answer sheets is carried out by the respective teachers at a centralized assessment facility in the college. Third party moderation of the assessment is done as per university rules. Teachers also participate in the university paper setting and paper assessment for the final year classes. Results of FY and SY classes are processed in the college and marksheets are issued. The final year degree certificates are received from the university and distributed to the students at the convocation program in the college.

The university has also prescribed strict guidelines related to use of unfair means in the examinations. An unfair means inquiry committee is constituted to look into this. The below listed guidelines are also displayed on the college website and notice board.

1. During examination time having in possession or access to
 - a. Any paper, book, note or any other unauthorised material which has relevance to the syllabus of the examination paper concerned.
 - b. Mobile Phones or any electronic gadget other than calculator, even in switch off mode, which can potentially be used for communication or copying.
 - c. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
 - d. Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc which may have relevance to the syllabus of the examination paper concerned.
 - e. Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.
2. Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
3. Talking to another candidate or any unauthorised person inside or outside the examination room during the examination hours without the permission of the invigilating staff.

4. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
5. Impersonating any candidate or getting impersonated by any person for taking the examination.

A candidate found using unfair means or involved in disorderly conduct or disturbing other candidates, at or in connection with an examination shall be referred to Unfair means Committee. The committee after consideration of the case as referred to it by instructor/invigilator can award punishment. The punishment awarded by this committee will be in addition to the punishment that may have been already awarded by the course coordinator with one or more of the following

1. Cancellation of the examination of the paper in respect of which he is found to have been guilty; and/or
2. Cancellation of the examination of the semester examination for which he was a candidate and/or debarring from examination for future semester(s).
3. Any other punishment deemed suitable by the committee.

The following norms for punishment are laid down.

1. If the candidate is found having in his possession of any material relevant to the syllabus of the examination paper concerned but has not copied from or used it,
 - a. The punishment will be the cancellation of the examination of that particular paper and he/she will be awarded F grade in that paper with all the consequences to follow. However, if the material found in possession of the candidate is of insignificant nature the punishment may be relaxed to the extent that he/she will be given the chance to reappear in the examination.
2. If a candidate is found to have copied from or used the material caught,
 - a. The punishment will be the cancellation of the present semester examination and he/she shall be awarded F grade in all the papers of that semester with all the consequences to follow.
3. If the candidate is found talking to another candidate or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the invigilator his examination in that paper may be cancelled and F grade will be awarded in that paper with all the consequences to follow.
4. If the candidate is found reading or possess some incriminating material relevant to the syllabus of the paper in verandah, urinal etc his/her examination in that particular paper or his whole semester examination depending on the gravity of the offence shall be cancelled.
5. If the candidate is found giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours, his/her examination in that particular paper will be cancelled and F grade will be awarded in that paper with all the consequences to follow.
6. If the behaviour of the candidate on being caught is unsatisfactory or the candidate uses resistance/violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Unfair Means Committee.