



**S.N.D.T. College of Arts & S.C.B. College of Commerce & Science  
for Women, Mumbai-400020.**

**Examination Policy**

- Considering the importance of continuous evaluation, the internal examination policy of our college aims at covering different types of assessment to assess various abilities of the students such as application and presentation skills, analysis, evaluation, etc.
- In the University semester pattern, one semester for every subject there is internal examination of 25 marks and semester-end examination of 75 marks. As per the University circular Exam 2009/2009-2010/1849 dated 30th November 2009 the student must get separate passing marks in internal (minimum 9 marks out of 25) and external examination (minimum 26 marks out of 75).
- The examination for each semester will be for 600 marks total with six subject heads.
- Students who fail to secure the minimum marks of 09 in a subject head in the internal exam will not qualify to appear the external examination of 75 marks in that subject head at the end of the semester.
- Admission from semester I to semester II will be automatic regardless of the number of subject heads in which a student may have failed. But admission to semester III (BA/B.Com II) : will be given provided; the student is passing in more than five subject heads (40% of total subject heads) in semester I and semester II taken together.
- Facilities will be provided for Divyang students as per "महाराष्ट्र शासन निर्णय संकीर्ण२०१६/प्र. क्र.३०२/विशी-३"
- The students who represent college/university in sports, cultural activities, NCC or NSS during internal examination schedule shall take prior permission of the concerned subject teachers, so that necessary arrangement can be made for them.
- 75% attendance is compulsory for all regular students in each semester, failing which the student will not be eligible to write the external examination at the end of each semester examination.

**B.A/B.Com/B.Sc.IT/BMS:**

\*The BA (Humanities) subjects like Geography, Music and Psychology have Practical Subjects.

\*BA – Psychology Practical comprises of total 100 marks out of which 25 marks are allotted for Journal Submission and & 75 marks are distributed in the following manner:

-Instructions-15 marks, Procedure-15 marks, Viva-Voce- 25 marks and Report Writing work-20 marks.

-BA- Geography Practical comprises of total 100 marks out of which 25 marks are allotted for Internal Practical work & 75 marks are distributed in the following manner: Written Exam-50 marks; Journal Writing- 15 marks and Viva-Voce-10 marks.

-BA- Music Practical comprises of total 100 marks. The entire distribution is in 25-75 marks format. Both Internal as well as external Practical is performance based and students are evaluated on various parameters set by the Board of Studies (Music).

\*B.Com – Vocational Computer students have Practical based on 25-75 marks component. 25 marks are for Internal assessment and 75 marks for external (50 marks for theory and 25 marks for Practical conduction and performance).

\*B.Sc.IT – Academic Project work for SEM VI comprises of 25-75 marks component. 25 marks are allotted for internal exam and 75 marks for external exam are allotted in the following manner; 30 marks-Project work ; 30 marks- Viva-Voce and 15 marks - submission of Project book.

#### **PASSING STANDARD:**

For B.A/B.Com/BMS/B.Sc.IT: The students to be considered passed, have to obtain a minimum of 35% marks in aggregate for each course at the end of every Semester Examination. The learners shall obtain minimum of 35% marks (i.e. 35 marks out of 100) to pass the course and minimum of Grade D to pass a particular semester. The result of the Semester VI shall be kept in abeyance until the student successfully passes each of Semester I, Semester II, Semester III, Semester IV and Semester V exams.

#### **RULES REGARDING ATKT:**

- A student who PASSES in the Internal Examination but FAILS in the Semester End External Examination of the course shall reappear for the Semester End External Examination of that course during next semester conduct of examination.
- A student who fails to clear the Internal Examination in any subject during the given Semester shall not be allowed to appear for the External Examination for that subject. Only after clearing the internal assessment student will be considered eligible to appear for the Semester End External Examination in that subject.

#### **DISCIPLINE RULES:**



- All the students are requested to strictly adhere to examination rules. No student is allowed to use any copy material during the examinations or indulge in any kind of malpractices or unfair practices during any of the examinations, failing which the student will be liable for strict disciplinary action taken by the College Authority.
- Mobile usage or carrying of any other gadget in the examination hall is strictly prohibited, failing which the student shall be liable for a strict disciplinary action.
- In case of any fair, just and appropriate decision required in any situation, the College Authority reserves the right to take final decision and it shall be binding on the student.
- Examination form filling, payment of examination fees and completing all the necessary formalities is mandatory, without which no permission will be granted to appear for examination.
- Students without proper PRN and Seat numbers shall not be granted permission to appear for the examination.

**\*GRACE MARKS :**

- A student shall be entitled to get grace marks for passing a) - in not more than 3 papers;
- For a paper of 50 marks or less- maximum of 2 grace marks;
- For a paper of above 50 marks - maximum of 3 grace marks
- For semester examination –maximum 5 grace marks
- For award of Class (i.e. II Class or I Class / Grade C / B or A) a maximum of 3 marks shall be added to any individual paper of that examination provided the candidate has not been given grace marks in that examination.
- No grace marks shall be given for Distinction / 'O' Grade / ATKT / for obtaining exemption in a paper.

**\* Incentive Marks for extra-curricular activities:**

A student appearing for any Undergraduate Degree, P.G. Degree, B.Ed. and Diploma Examination shall be eligible to get Incentive marks for her participation in any of the following activities conducted by the University/ State/Zonal/National/International level in the following areas;

- a) National Service Scheme
- b) National Cadet Corps
- c) Sports & Games
- d) Cultural Activities

The Incentive marks granted range from minimum 4 marks to maximum 10 marks as per the student's participation (as per Board of Students' Welfare)

**\*BACHELOR OF VISUAL ARTS (B.V.A):**

### **DISSERTATION:-**

SEMESTER-VIII-The candidates are required to select a suitable topic for their dissertation in consultation with the class teacher and Head of Department . Dissertation should be prepared in the prescribed manner & handed over to the Head of Department positively before the commencement of the theory examination . This project should not be more than 70 pages and not less than 50 pages.

### **\*VIVA – VOCE & DISPLAY OF ART WORK:**

- The candidate should remain present with the display of her work done specially in last academic year at the time of Viva – Voce as a part of examination. The examination will be conducted by a panel nominated by the S.N.D.T. Womens University.
- Marks allotted for thesis work and 50 marks are allotted for Viva-Voce.

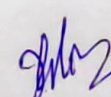
### **\*ATKT RULES FOR BVA:**

A student shall be allowed ATKT from SEM-I to SEM-II or from First Year to Second Year, only if she is failing in any of the theory papers. In case if the said candidate fails in any of the Practical papers she has to repeat the entire semester or entire Year with all the subjects. This rule is applicable for all the 8 Semesters/entire FOUR YEAR COURSE.

## **Examination Committee**

1. Ms Sonali Deshbhratar (College Examination Officer)
2. Dr Ram Pradhan (Member)
3. Mr Rahul Shinde (Member)
4. Ms Meera Sawant (Member)
5. Mr Sanjay Ranveer(Member)



  
**Principal**  
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