




SADHU VASWANI MISSION'S
St. Mira's College For Girls, Pune
An Autonomous (Affiliated to Savitribai Phule Pune University)
Reaccredited by NAAC- A Grade, cycle 3
[ARTS, COMMERCE, SCIENCE, BSc (Computer Science), BBA,
BBA(CA)]
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POLICY TITLE: Examination Policy (w.e.f 2021-22)	
Policy Number:	2
Description of the Policy	Rules and Procedures of Examination
Drafting Authority	Examination Committee
Policy Application	Students and Teaching staff
Effective from:	15 June 2021
Revised on:	NA
References for the Policy	Guidelines of Savitribai Phule Pune university (Parent Affiliated university)




Dr. Jaya Rajagopalan
Principal-Incharge
Principal Incharge
St. Mira's College for Girls, Pune.

St. Mira's College for Girls, Pune
Autonomous: Affiliated to Savitribai Phule Pune University

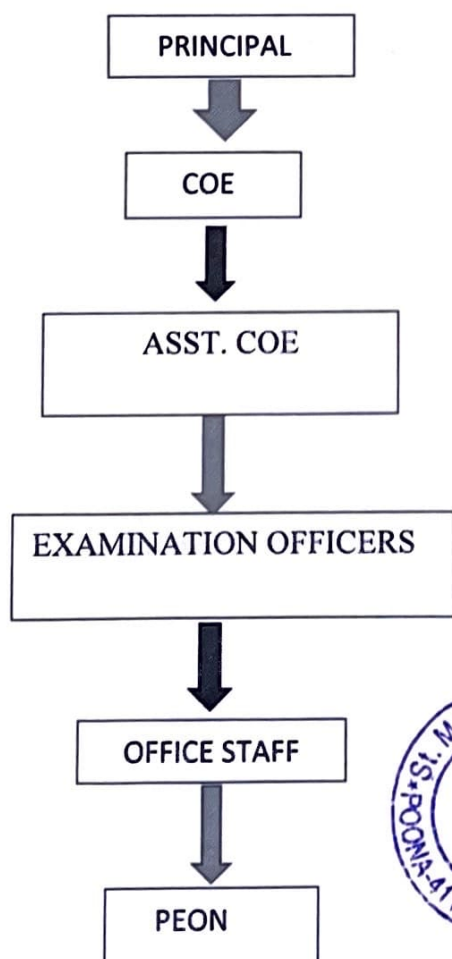
Examination Policy(w.e.f 2021-22)

St. Mira's College for Girls, Pune is an autonomous college- affiliated with Savitribai Phule Pune University (formerly known as Pune University). The College was established in 1962 and approved by Govt. of Maharashtra, It was accredited by NAAC through 3 cycles. It was conferred autonomous status in 2007. Since then, St. Mira's College runs autonomous programmes as follows

Arts, Commerce, Science, Bachelor of Business Administration (BBA), Bachelor of Business Administration -Computer Application (BBA-CA), Computer Science, PG (English, Economics, Sociology), MCom (Accountancy and Business Studies), MSc (Comp Sc).

As an autonomous college, the college has a full-functioning examination cell operating since 2007. The entire examination work is entrusted to an Examination Committee consisting of the Principal as the Chief Controller of Examinations and Senior Faculty Members. As per Statutes, the College has also appointed a Controller of Examination to ensure fair and smooth conduct of examinations. The Committee members meet regularly to formulate and implement Rules and Regulations for the conduct of Examinations under Autonomy. Under Autonomy, evaluation is a continuous process. The course has a combination of tests, discussions, and project work for each year. The tests may be objective, multiple-choice questions, short answers, essay type, project-based or practical activities.

Office of the Controller of the Examinations: Organizational Structure




Principal Incharge
St. Mira's College for Girls, Pune.

A. INFRASTRUCTURE

- Examination Cell
- One Server
- 7 Computers
- Heavy Duty Printers (2)
- Heavy Duty Copier (1)
- Regular Copier (1)
- Paper Shredder (1)
- External Hard Disk for Backup

B. FUNCTIONS AND RESPONSIBILITIES

The COE shall be responsible for the conduct of all Comprehensive semester examinations of the college. It shall be her duty to arrange the preparation, scheduling, and conduct of end-semester examinations of the college and to take care of other incidental matters.

The following work will come under the jurisdiction of the examination cell

- Preparation of an academic calendar and the schedule of examination
- Issuing the notification of examination fees
- Issuing the marksheets and other related work.
- Preparation of detailed Timetables and their publication on time.
- Scrutiny of examination application forms of candidates before the commencement of Practical/ Theory examinations.
- Preparation of the Question Papers.
- Preparing and issuing the hall tickets
- Maintenance of all records, statistics, stock registers, and databases of candidates pertinent to examinations
- Processing and passing of Bills of remuneration of internal and external paper setters, supervisors, CAP, and external moderators
- Appointment of coordinators and other staff required for the conduct of the examination.
- Issuing appointment orders to the internal and external examiners, Paper setters
- Declaration of results in stipulated time and issuing of mark statements.
- Issuing of duplicate marksheets
- Preservation and disposal of valued answer scripts at least for one year after the announcement of results.
- Maintenance of the statistical data related to each examination session.
- Verification of the mark statement for transcripts.
- Providing for photocopy/re-evaluation of valued answerbooklets requested by the candidates on the prescribed application form with due fees.
- Assurance of quality in all exams related activities
- Taking disciplinary action on unfair practices related to examinations.
- Dealing with matters of examination fees and refunds if any.



C. EXAMINATION PROCESS

Evaluation Pattern

College follows Semester Pattern Choice Based Credit System.

Internal and End Semester Assessment is done as per the norms prescribed in the Academic Regulations of the concerned programmes offered by the College.

The examination of the course comprise of two components:

- **Continuous Internal Assessment**
- **End Semester**

The evaluation of a student in a particular course is based on her performance in both Continuous Internal Assessment and End Semester Examination.

I. Continuous Internal Assessment

For Bachelor of Arts (BA), Bachelor of Commerce (BCOM), Bachelor of Business Administration (Computer Applications) (BBACA), and Bachelor of Business Administration (BBA)

- 40 Marks of Internal Assessment is divided into three components. The test is conducted in a centralized manner on digital platforms.

Component	Marks	Total Marks
MCQ TEST	20	20
FLEXI OPTION	10+10	20
Total		40

- The subject teacher will design the Flexi test option to suit her curriculum requirements. The Flexi test option will be divided into 2 parts of 10 marks each. In some courses, only one Flexi test of 20 marks will be conducted.

For Bachelor of Computer Science

- Theory and Practical: The internal assessment will be of 15 marks (5marks MCQ+10 marks Flexi option)

II. End semester examination

For Bachelor of Arts (BA), Bachelor of Commerce (BCOM), Bachelor of Business Administration (Computer Applications) (BBACA), and Bachelor of Business Administration (BBA)

The End semester examination will be conducted for 60 marks for all theory courses.

For Bachelor of Computer Science

The End Semester examination is 35 marks per course.



- BBA(CA) Practical Examination will be of 3 hours for 100 marks and the marks are bifurcated as Practical 80 marks, Journal 10 marks, and viva 10 marks.
- The examination will be evaluated by internal and external examiners.
- The BBA(CA) Project viva of Semesters -IV, V, and VI will be of 100 marks evaluated by the internal and the external examiner (Total marks are 100 for the project and viva).
- The BBA Project viva will be in Semesters III, IV, V, and VI for 50 marks each. The examination will be evaluated by internal and external examiners.
- EVS, MIL, SEC, GE, and all the Add-on courses will be evaluated in a continuous assessment format.

Criteria for Passing of Examination and A.T.K.T Rules

- Standard of Passing for internal examination: 40 % passing is mandatory for internal examination. **Example:** Out of 40 minimum passing will be for 16 marks.
- Standard of Passing for end semester examination: 40 % passing is mandatory for the end semester examination. **Example:** Out of 60 compulsory passing will be for 24 marks.
- Standard of Passing for each Paper or Subject: 40 % marks is mandatory to pass each paper of 100 marks per semester and **score necessary passing marks to qualify for internal and End semester examinations.**

Example: Out of 100 mandatory passing will be for 40 marks. (16 marks Internal and 24 marks End Semester = 40 marks)

- Backlog Internal Examination will be conducted for the students who have not qualified for the internal examination.
ie... Scored less than 40% marks in the internal examination for a course but has passed in Semester End Examination.

Similarly, if a student has scored less than 40% marks in the internal as well as the Semester End Examination of a particular course, the student will appear for both Internal Backlog Examination and End Semester Examination.

Criteria for Admission for the Second year, Third year, and Postgraduate of the Programme

- If a student does not clear all the course in Semester-I, she will be allowed to continue with Semester-II. However, at the time of admission to Semester- III (Second Year) a student will have to acquire a minimum of 50% of credits of Semester-I & Semester -II combined (First Year)
- If a student does not clear all the courses in Semester III (Second Year), she will be allowed to proceed to Semester IV. However, at the time of admission in Semester V (Third Year), a student must have acquired 100% of credits of the First year and 50% of credits of Semesters III & IV combined (Second Year)



- **Mandatory Non-CGPA Credit courses:** completion of non-grade and mandatory courses is necessary before completion of the Degree. But this shall not block admission to the next year of the same Degree Programme.

Equivalence Policy

- Students from other affiliated colleges, Universities / Autonomous Colleges must have a minimum of 50% of the total number of courses in common with courses offered at St. Mira's College.
The Equivalence Committee of the College will check the eligibility as per equivalence norms.
- Students of St. Mira's can take admission under the equivalence policy to SY or TY directly. However, the students coming from other affiliated colleges, Universities / Autonomous Colleges will be permitted to take admission to Second Year only.

Examination Process

- **Internal Examination**

The internal examination shall be carried out by the concerned faculty before the commencement of the End Semester examination.

- **End-Semester Examination**

Regular and Backlog examinations are conducted at the end of each semester by the college for all departments

The relevant tasks required in the conduct of the End Semester examination are grouped into the following stages:

Planning of the Exam Schedule

- The tentative date and schedule of the examination are prepared and mentioned in the Academic calendar at the beginning of each Academic session.

Declaration of the Exam Schedule.

- The examination schedule is declared on the website three weeks before the Examination. One exam session of two hours for 60 marks paper is scheduled per day.

Examination form filling

- Before appearing in the examination, the student must properly fill out the exam form for the respective examination and submit it to the exam cell along with exam fees. The students are notified about the class-wise schedule of exam forms and exam fee collection through the notice circulated in the classes as well as on the website.

Hall Ticket generation

- Hall Tickets are generated and distributed to the students one week before the examination.



Preparation of Question papers

- Paper setting preparation is done by the subject teacher under the supervision of the HOD
- 3 sets of question papers are prepared per subject
- A panel of 3 Paper Setters – subject teacher/s, HoD & one external paper setter
- External paper setter often is a member of BOS
- 70%+ external faculty members associated in a paper setting with an average experience of over 5 years.
- The sealed question papers are handed over to the Controller of the Examinations by the concerned Head of the department.
- Proofreading of the hard copy and soft copy of the question paper is done by the Controller of the Examinations before the final submission

Timetable Design

- The two-hour session for the end-semester examination.
- Students with disabilities appearing for the examination are provided additional time duration during the examination. Students with disabilities must provide appropriate documentation of their disability to avail of the above relaxations in timing.

Invigilation Timetable Design

- Each faculty member participates in the invigilation process.
- Each faculty has an average of 8-10 turns.
- Faculty members are informed about their invigilation turns one week before the start of the examination.
- Faculty members are provided with a detailed instructions sheet mentioning the rules to be followed during invigilation.
- This helps to maintain the sanctity of the examination.

Vigilance Squad

- There is a three -member team as Vigilance squad.
- Team - Senior retired faculty members, members of sister concern are appointed as members of the squad.
- Faculty members of other educational institutions are also invited.

Malpractices

- Students are expected to follow the rules and regulations of the college examination committee.
- Unauthorized devices such as mobile phones are not allowed in the examination hall. The usage of a scientific calculator is permitted for those examinations only if the paper setter gives instructions.
- Strict action is taken in case a student is caught adopting unfair means/practices.
- Unfair practices are dealt with on a case-to-case basis by the examination committee.
- Answer Paper is nullified, and the fine is levied as per the rules in case of indulgence in unfair practices.



- If the copy is caught in the first half an hour, then the new answer sheet is issued and the previous one is considered null and void.

Central Assessment Programme (CAP)

- Begins on the same day after masking the papers.
- The external moderator is appointed.
- Moderation percentage is set as per the rules set by Savitribai Phule Pune University affiliated parent university

Result Finalization

- Internal passing is compulsory ie 16 out of 40
- End Semester passing is mandatory ie 24 out of 60
- Total passing is 40/100
- Application of ordinances is according to the Parent University

Declaration of Result & After

- Results are declared within 45 days of the last day of the examination
- The semester-wise pass-Fail report is displayed on the college website
- Verification /Revaluation application to be filed within 15 days of declaration of result (only for offline examinations)
- Verification /Revaluation results are available within 10 days of receipt of the application by the student (only for offline examinations)
- Students are permitted to have a copy of the answer sheet on the application and payment of fees (only for offline examinations)
- Marksheets are issued to students as per the security measures adopted by the Savitribai Phule Pune University affiliated parent university and the college.

The Award of a degree

- The degree for the UG academic programme is based on the credits allotted by Savitribai Phule Pune University (Affiliated parent university)
- As per the norms specified by the Savitribai Phule Pune University (Affiliated parent university)
- Degree awarding ceremony is organized at the college level to distribute the degree certificates.

Special examination

Those students who are representing College in N.S.S / N.C.C / Sports / Cultural programme at University, State, National, or International level and who had obtained prior permission from the College, these students will be eligible for the Special Examination. The special examination rules of the Savitribai Phule Pune University (Affiliated parent university) will be followed.



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Programme-wise Credit Structure

Bachelor of Arts Programme

Semester	No. of courses	Credits per subject	MIL	SEC	EVS	GE	Total credits
I	6	3	---	---	---	---	18
II	6	3	---	---	---	---	18
III	6	3	2	2	2	---	18+2+2+2=24
IV	6	3	2	2	2	---	18+2+2+2=24
V	6	(4x3)+(2x4)	---	---	---	2	20+2+2=24
VI	6	(4x3)+(2x4)	---	---	---	2	20+2+2=24
Total credits							132+8 Non- CGPA=140

Bachelor of Commerce Programme

Semester	No. of courses	Credits per subject	Credits Add courses	for on	EVS	Total credits
I	7	(6x3) + (1x4)	1		---	23
II	7	(6x3) + (1x4)	1		---	23
III	6	(4x3) + (2x4)	---		2	22
IV	6	(4x3) + (2x4)	---		2	22
V	6	(3x3)+(3x4)	---		---	21
VI	6	(3x3)+(3x4)	---		---	21
Total credits						132+8 CGPA=140

Non



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BSc Computer science

Semester	Nos of Discipline-Specific Courses (Theory+Practicals)	Credit Per Theory	Credit per practical	SECC	AECC	Total credits
I	12(8+4)	2	1.5	--	--	(16+6)=22
II	12(8+4)	2	1.5	--	--	(16+6)=22
III	9(6+3)	2	2	--	4	22
IV	9(6+3)	2	2	--	4	22
V	9(6+3)	2	2	2 x2theory=4	----	22
VI	9(6+3)	2	2	2 theory=4	----	22
Total credits						132+8 Non CGPA=140

Bachelor of Business Administration

Semester	No. of courses	Credits per subject	Credits Add courses	for on	EVS	Total credits
I	6	(3x4)+(3x3)	2			23
II	6	(1x4)+(5x3)	2			21
III	6	(2x4)+(4x3)			2	22
IV	6	(2x4)+(4x3)	2			22
V	6	(1x4)+(4x3)+(1x6)				22
VI	6	(1x4)+(4x3)+(1x6)				22
Total credits						132+8 Non CGPA=140



Bachelor of Business Administration (Computer Applications)

Semester	No. of courses	Credits per subject	Credits for Add-on courses	EVS	Total credits
I	6	(1x4)+(5x3)	2		21
II	6	(1x4)+(5x3)	2		21
III	6	(5x3)+(1x6)		2	23
IV	6	(4x3)+(2x4)	2		22
V	6	(4x3)+(2x4)	2		22
VI	6	(3x3)+(3x4)	2		23
Total credits					132+8 Non- CGPA=14 0



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