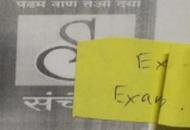


SAVPM

Sancheti College of Arts, Commerce & Science Affiliated To Savitribai Phule Pune University.



Semester End External Exam Policy

Sancheti College of Arts, Commerce and Science, Thergaon is affiliated to Savitribai Phule Pune University, Pune and follows all the rules and regulations of Internal and External examinations for UG programmes as laid down by the affiliating University.

Following is the pattern of assessment of BBA, BBA (CA) and B Sc(Comp. Sci.) programs as per Choice Based Credit System (CBCS) 2019 pattern of SPPU

Continuous Internal Assessment : 30% Marks Semester End External Examination : 70% Marks

All Internal and External semester examinations of Semester I, II, III, IV, V and VI of all UG exams are conducted by the College on behalf of the affiliating University.

Guidelines:

- The Exam committee shall make a tentative Examination Calendar in the beginning of every academic year and same shall be circulated to all stakeholders.
- 2) Notices regarding the Registration for Exams, Schedule of Exams, Revaluation and Photocopy of answer books for Regular, and ATKT exams shall be made by the Exam Committee and displayed in the college notice board from time to time
- 3) Question papers shall be printed under tight security in the Exam Room with due verification by a Senior Supervisor and CEO
- 4) On the day of Examination, Question papers will be distributed by the senior supervisors before the commencement of Exams.
- 5) The seating arrangement along with the supervision chart shall be prepared by Exam Cell
- 6) The assessment shall start immediately after the exam of a particular course is over, and the instructions for assessment shall be given to teachers sufficiently

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- 7) Students shall apply for revaluation or photocopies of answer sheets within the
- 8) The Unfair Means and students grievances should be solved with proper inquiry
- 9) Practical/Oral /Seminar/Project examinations by the internal and external examiners will be conducted for Practical at the end of each semester as per the schedule given by affiliating university. These practical/oral examinations for FY, SY and TY will be conducted in the presence of an External Examiner

Rules and Regulations:

- 1. All students must carry 1. Hall ticket, 2. college ID card and Aadhar card or
- 2. Students must be present in the exam hall well before 30 minutes to the start
- 3. Morning exams starts exactly at 10AM and afternoon exams starts exactly at
- 4. All malpractices are strictly prohibited.
- 5. Students are not allowed to bring mobile phones inside the Examination hall.
- 6. Do not carry smart watch, electronic devices, wallet or any valuable things with you during the exam. The college will not be responsible for any losses.
- 7. No students are expected and permitted to leave the exam hall before finishing the duration of the examination
- 8. Students should make sure that the concerned invigilators sign on each of your answer sheet
- 9. If due to some reasons, any student happened to be late, he or she should get permission from the Principal/CEO
- 10. The semester end external university exam of all SY and TY programs of our college is conducted in the SNBP College of Arts, Science and Commerce, Morwadi on the 5th floor
- 11.Kindly follow all instructions given by above college for the university

Dr. Shraddha Rathi

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Exam

Internal Exam Policy

- 1. Internal Exam in the College is conducted through exam cell of the college.
- 2. Internal exam time table is prepared and communicated to the students
- 3. Respective Subject teachers prepare single set of question papers of 30 $marks\ \&\ 15\ marks.\ Department\ teachers\ use\ various\ methods\ such\ as\ class$ test, assignment, and Seminar and group discussion as per the need of the subject for continuous internal evaluation.
- 4 Internal Exam Marks Distribution For BBA and BBA (CA) Continuous Internal Assessment is of 30 marks For BCS Continuous Internal Assessment is of 15 marks & its bifurcation is given in below table

	Assignment	Group Discussion/Seminar/ Presentation etc.	Internal Exam	Total
Marks	10	10	10	30

For BCS 30 Marks converted to the equivalent marks as per the university

Evaluation of the Answer Sheets are done by the respective subject teachers. Marks are communicated to the students and answer sheets are shown to the students and discussed with them for further improvement.

Dr. Shraddha Rathi

Mr. ABBRINGEBARAY Sancheti College of Arts, Commerce & Science Anand Baug, Thergaon, Pune-33



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