



**Mahilaratna Pushpatai Hiray Arts, Sience and
Commerce Mahila Mahavidyalaya, Malegaon
camp, Dist.- Nashik**

EXAMINATION DEPARTMENT POLICY

Introduction:

Mahilaratna Pushpatai Hiray Arts, Science and Commerce Mahila Mahavidyalaya, Malegaon is an affiliated College of the Savitribai Phule Pune University, Pune and is governed in principle by the acts and ordinances of the affiliating University for conduct of its examinations. The College offers different Under Graduate and Post Graduate degrees as per the curriculum approved by SPPU, Pune. The College also follows a semester system of examination as per the academic calendar prescribed by SPPU, Pune. These examinations are conducted and managed by the College through a well-defined and robust mechanism.

Objective:

- The department of examinations is entrusted with responsibility of conducting fair and timely exams as per the academic and examination calendar for various UG/PG programmes.
- Under the mentorship and guidance of the members of the BOS, faculty, examination committee, head of the departments, the Principal and the Director of examination, SPPU, the examination cell of the college strives to achieve great heights of success.
- To conduct the examinations in a disciplined manner as per the guidelines given by the college / University.
- To follow the rules and regulations laid by the Savitribai Phule Pune University pertaining to examination and evaluation work.
- To deliver a high quality examination and assessment system i.e. efficient, fair and accessible.

Functions:

- Conduct orientation program for students about rules and regulation of examination laid by the Savitribai Phule Pune University.
- Determine procedures for the conduct and supervision of examinations.
- Designate responsibilities to all college staff for examination work.
- Conduct all internal, term end and university examinations as prescribed by the Savitribai Phule Pune University.

- Set the examination question papers and provide examination materials for college level examination.
- Allot the assessment work to the respective teachers.
- Prepare and issue the results of first year examinations.
- Inform the university about unfair means cases in examination.
- Determine procedures to enable the review and appeal for the results of examinations at the request of candidates.

Transparency in the internal assessment are achieved by

- Setting up of Examination committee for transparent assessment.
- Publishing the internal assessment components in advance through tutorial meetings, College Calendar, Notice Boards and announcement system
- Circulating and publishing the internal assessment marks with break-up for components
- Making valued answer scripts available for scrutiny
- Giving opportunity for the students to approach three-tier grievances redressal committees - Department, College and University levels
- By discussing the internal assessment in tutorial and class wise Parent Teachers Meetings
- Maintaining and updating Student Profile

Procedure for applying for University Examination forms: -

- Notification made by the University by issuing circular.
- Sharing of circular information with the students.
- Students apply for the University Exams.
- Verification of the University Examination forms by the faculty incharge.
- The forms get in ward made the Examination Department.
- Exam fee payment and the form submission at the Examination Department along with all required documents.
- Examination schedule announced by the University and notified to the students.
- Issuing Hall tickets and Hall tickets correction if any.
- Conduction of the Examination.
- Declaration of the results.

- Application for revaluation and hard copy for the answer books.
- Declaration of the re- revaluation results.

Procedure for resolving grievances of the students

- The student submits the written application along with relevant documents if any.
- The application gets forwarded through college authorities (Principal, VicePrincipal, HOD/ Incharge).
- The application gets submitted at the Examination office.
- Grievance redressal process begins.
- The application gets forwarded to the University if required

Redressal of grievances at University level:

- The queries or grievances related results, correction in mark sheets or other certificates issued by Savitribai Phule Pune University are handled by College Examination section. Applications regarding these are collected from students and are forwarded to the University. CEO monitors the progress of such cases so that students get their grievance redressed as early as possible.
- Regarding revaluation and verification of papers, the application is collected and with necessary fee from the students and forwarded to University. After getting feedback from University it is forwarded to the student immediately.

Internal Exam Policy:

Exam department of Mahilaratna Pushpatai Hiray Arts, Science and Commerce Mahila Mahavidyalaya, Malegaon camp has taken Internal and Mid-semester exams as per Savitribai Phule Pune University, Pune guidelines. Our college has three faculties as Arts, Science and Commerce. All faculties follows Choice Based Credit System (CBCS) 2019 pattern as per SPPU, Pune guidelines.

For arts faculty (FY/SY/TYBA) exam pattern and mark distribution of Core Courses (CC) and Discipline Specific Elective Courses (DSE) are as follows

Pattern	Mark Distribution
1) University semester exam	70
2) Internal/ Mid-semester Exam	30
Total	100

For Internal and Mid-semester Exam, HOD's of each department have choice to conduct the exam. The pattern is as follows:

1) Written test	20
2) Assignment/ Project/ Group discussion/ Study visit	10
Total	30

For commerce faculty (FY/SY/TYBCom) exam pattern is as

Pattern	Mark Distribution
3) University semester exam	70
4) Internal/ Mid-semester Exam	30
Total	100

Internal assessment exam is of 30 marks. The college adopts any three out of the following method for internal assessment as Written examination, quiz, presentations, projects, assignments, tutorial and oral examination

For science faculty (FY/SY/TYBSc) exam pattern is as

Pattern	Mark Distribution
5) University semester exam	35
6) Internal/ Mid-semester Exam	15
Total	50

Method of assessment for internal exams is written test, MCQ type test, viva-voce, project, survey, field visit, tutorials, assignments, group discussion etc.

All the faculties conduct practical exams as per Savitribai Phule Pune University, Pune guidelines.



C.E.O.

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Principal

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