

2.5.2. Mechanism to deal with internal examination-related grievances is transparent, time-bound, and efficient

- 1. The college has started Continuous internal evaluation as per the criteria and guidelines of S.P. Pune University, Pune.
- The College Examination Officer (CEO) is appointed as per the rules laid down by S.P. Pune University, Pune.
- 3. The Examination Committee of the college meets at the beginning of the academic year to decide the schedule of the Internal Evaluation.
- 4. The decided schedule is communicated to Annual Planning Committee. The same is incorporated in the Academic Calendar.
- 5. The schedule is disseminated among the teaching members and it is communicated to the students on the central notice board, besides the concerned teachers make announcements in the classroom.
- 6. The internal evaluation of the Arts, Commerce, and Science faculty is entrusted to the respective heads of the departments.
- For Continuous Internal Assessment (CIE), the College Conducts Class Tests, Tutorials, Unit Tests, Departmental Seminars, Review of Research Articles, Project Work, Demonstration Exams, Home Assignments, Open Book Tests, etc.
- 8. The Heads of the Departments submit the subject-wise marks to the Examination Cell.
- 9. The evaluation of internal assessment is done at the departmental level.
- 10. The Examination cell sees to it that the internal evaluation is conducted robustly and transparently. To maintain the transparency of the internal evaluation examination cell, the heads of the departments submit the Question Papers to Examination Cell in Sealed Envelope.
- For first-year courses/programs, Central Assessment Program (CAP) is undertaken as per the rules of S.P. University of Pune, Pune.
- 12. Students fill out exam forms online on the portal of the S.P. university and it is presented in the college.
- 13. Considering the guidelines and criteria for internal assessment of Pune University, Pune, the college has developed departmental objective criteria for calculating internal marks to ensure transparency. At the beginning of each academic year, students are made aware of the continuous internal assessment method,



which includes the format of question papers, grading schemes, different types of assessment methods, and marking weights given.

14. Science the academic year 2019-20, a new examination system called CBCS-2019 Pattern: has been introduced for the students of Arts, Commerce, and Science branches of senior colleges from S.P. Pune University.

> Science Faculty:

- There will be a Semester end examination for theory papers for the first, second, and third years. There
 is a university examination of 35 marks for theory papers at each end of the semester and 15 marks will
 be for internal assessment.
- After changing the syllabus of any subject, according to the old syllabus, the examination is taken only twice (October / March). The unsuccessful student will then have to take the examination of the relevant subject according to the new syllabus.
- 3. If first and second-year students get ATKT concessions for four courses. If there are four subjects in the first year then he will get admission for the second year and if there are four subjects in the second year then he will get admission for the third year. But to get admission for the Third year he has to pass the First Year.
- 4. There will be a semester-end examination system for first and second-year postgraduate science subjects.
- 5. There will be a Theory examination of 70 marks and 30 marks for internal assessment.

Commerce Faculty:

- 1. For all students of FY, SY, and TY B.Com., an internal assessment test of 30 marks is taken and a university test of 70 marks is taken.
- 2. Internal Evaluation Test 30 marks, Practical Exam 20 marks, and University Exam 50 marks.
- 3. Rules of AT-KT:
 - A) For FYB com students who have failed in four theory subjects and 2 Practical subjects out of all subjects in semesters one and two can get admission in the second year.
 - B) For students of SY B.Com., if he fails in all four subjects of theory and 2 Practical subjects in semesters 3 and 4, they can get admission in TY BCom but that student must pass both semesters one and two of the first year.



- C) The rules of ATKT will be applicable for the second and fourth semesters.
- D) Add-on Courses- The value Aid course for students one and two is compulsory for students and it is evaluated at the college level.
- E) For M.Com. 40 Marks for the internal assessment and 60 marks for the university semester-end examination.

> Arts Faculty:

- For all the students of first, second, and third-year Arts, an internal assessment test of 30 marks is being Conducted and a university Conducted 70 marks Semester-end Examination.
- 2. Rules of AT-KT:
 - A) For FYBA students who have failed in four theory subjects out of all subjects including semesters one and two, they can get admission in the second year.
 - B) For SYBA students who fail in all four theory subjects including Semesters 3 and 4, he can get admission to TYBA but that student must pass both first semesters one and two of the first year.
- The postgraduate program of M.A. has a Choice Based Credit System According to S. P. Pune University, Pune.
- 4. For postgraduate programs, 50% is under college weightage and 50% weightage is given for university exams. 19. For the transparency and effectiveness of the continuous internal evaluation process, the College Examination Committee takes responsibility and oversees the system throughout the year.





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Enclose: Selective issue raised and resolved for examination process.