



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanic Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNTD WOMEN'S UNIVERSITY

CENTRE FOR ASSESSMENT AND EVALUATION – CFAE

INDEX

- I. OVERVIEW**
- II. COMPOSITION of the CFAE**
- III. ROLES AND RESPONSIBILITIES OF OFFICE BEARERS**
- IV. ROLES AND RESPONSIBILITIES OF COMMITTEES UNDER THE CFAE**
- V. CREDIT-BASED ASSESSMENT STRUCTURE**
- VI. EXAMINATION & ASSESSMENT OVERVIEW UNDER NEP**
- VII. GENERAL RULES for INTERNAL & EXTERNAL EXAMINATIONS (for students)**
- VIII. VIII ACADEMIC INTEGRITY**
- IX. IX NORMS FOR INCLUSION OF DISABILITY**
- X. GLOSSARY**



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanic Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNT WOMEN'S UNIVERSITY

I. OVERVIEW

The Centre for Assessment and Evaluation acts as a **self-governing body** responsible for all examination-related activities. Headed by the Chief Controller of Examinations, the CFAE has the authority to manage the examination system of the college, ensuring efficiency and academic integrity.

II. COMPOSITION of the CFAE

The Centre for Assessment and Evaluation at Smt. P. N. Doshi Women's College is composed of the following:

1. Core Committee - 11 members

- Principal - Chief Controller of Examinations **Dr. Asha M**
- Controller of Examinations **Mr. Meet S**
- Deputy Controllers of Examination **Dr. Veena S and Dr. Santosh V**
- One VP and One Co-ordinator **Dr. Madhumita B and Dr. Shobha B**
- Registrar **Mr. Shailesh N**
- Two Members from Examination Execution Committee **CS Sapana D & Ms. Malti S**
- One Outcome-Based Education expert **Ms Nidhi D**
- Finance Officer **Mr. Raju C**
- Chief Exam Admin **Ms Chanda D**
- External Member

2. Examination Execution Committee (UG and PG) - 28 members (Needs Discussion)

- Principal (CCOE)
- Controller of Examination
- Deputy Controller
- Vice Principals and Coordinators
- Registrar
- Two members from Faculty of Humanities
- Two members from the Faculty of Commerce and Management
- One member from the Faculty of Science and Technology
- One member from the Bachelors of Commerce in Accountancy and Finance
- One member from the Bachelors in Computer Application
- One member from the Bachelors of Arts in Mass Communication
- One member from the Bachelors of Management Studies
- One member from the Department of Post Graduate Studies in Psychology



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanic Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNT WOMEN'S UNIVERSITY

- One member from the Department of Post Graduate Studies in Commerce
- One member from the Department of Post Graduate Studies in Human Development
- One member from the Department of Post Graduate Studies in Hindi
- Chief Exam Admin
- Asst. Exam Admin

3. Unfair Means Inquiry Committee

- Principal (CCOE)
- COE
- VPs and Co-ordinators of the concerned case
- Registrar
- Examination Execution Committee Members (2 members)
- Chief Exam Admin
- Asst. Exam Admin

4. Examination Grievance Redressal Committee:

- Principal (CCOE)
- COE
- Any two members for a tenure of three years from the Examination Execution Committee

III. ROLES AND RESPONSIBILITIES OF OFFICE BEARERS

1. Chief Controller of Examinations (CCoE)

The Principal shall serve as the Chief Controller of Examinations, providing overall supervision and ensuring the integrity and transparency of the examination system. The CCoE shall:

- a. Oversee and uphold examination policies in alignment with institutional and statutory regulations.
- b. Approve examination schedules, results, and reports submitted by the CoE.



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanic Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNTD WOMEN'S UNIVERSITY

- c. Review decisions pertaining to malpractice, grievance redressal, and exceptional cases.
- d. Extend administrative and infrastructural support to the Examination Cell.
- e. Collaborate with the CoE in policy-level decisions and act as the final authority in extraordinary circumstances.

2. Controller of Examinations (CoE)

The Controller of Examinations shall function as an authority responsible for the planning, administration, and decision-making related to all examinations of the institution. The CoE shall:

- a. Exercise autonomous authority in the conduct, evaluation, and declaration of examinations, ensuring confidentiality and fairness at every stage.
- b. Frame and implement examination procedures, schedules, and regulations in consultation with the CCoE, Core Examination Committee and the Academic Council.
- c. Appoint examiners, invigilators, and evaluators, and oversee moderation, tabulation, and publication of results, in collaboration with the depts/faculty.
- d. Take decisions on routine examination matters, including rescheduling, revaluation, and result verification, within the approved framework.
- e. Ensure timely communication of results and issuance of certificates, mark sheets, and transcripts.
- f. Maintain secure documentation and digital records of all examination-related data.
- g. Initiate examination reforms and recommend policy improvements to the Academic Council.
- h. Exercise decision-making authority in all operational and academic matters pertaining to examinations, in coordination with the CCoE where required.

3. Chief Examination Admin

- a. Ensuring that the following exam related activities are executed in a timely manner:
 - i. Display of all Circulars and notices (on the exam notice board and college website)
 - ii. Distributing and Collecting the Examination forms & Fees as per schedule
 - iii. Completing all the Pre and Post exam related work
- b. Updating students' marks on the Academic Bank of Credits
- c. Checking dates, codes, titles and semester details on each ESE paper



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanik Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNTD WOMEN'S UNIVERSITY

4. Senior Supervisors

The Senior Supervisor shall shoulder the following responsibilities during the End Semester Examinations (ESE):

- a. Ensuring that all Jr. Supervisors collect blank answer books from the CFAE on the day of the ESE well in time
- b. Ensuring that all Jr. Supervisors are present in the exam block 25 mins before the ESE
- c. Distributing Question papers in the respective blocks
- d. Collecting and checking the answer books from the Jr. Supervisors and signing the supervisor's report
- e. Signing the proformas reporting a breach of academic integrity after duly assessing the case and its evidence

5. Junior Supervisors

The Junior Supervisor shall shoulder the following responsibilities:

- a. Collecting blank answer books from the CFAE on the day of the college level CIA/ ESE
- b. Being present in the exam block 20 mins before a college level CIA and 25 mins before the ESE
- c. Ensuring that each student receives the correct answer book and question paper in a timely manner.
- d. Signing student answer- books after ensuring that the students fill in all the relevant details
- e. Ensuring that the hall ticket, student attendance sheet and supervisor's report is duly filled and signed
- f. Remaining vigilant in order to ensure that students do not use any unfair means in the examination
- g. Collecting student answer books, bundling them in the correct order and submitting them to the exam committee member (for CIA) and senior supervisor (for ESE)
- h. Reporting events of breach of academic integrity with due diligence and promptness



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanik Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNDT WOMEN'S UNIVERSITY

IV. ROLES AND RESPONSIBILITIES OF COMMITTEES UNDER THE CFAE

1. CORE COMMITTEE

- a. Finalising the academic and examination calendar for the institution:
 - Starting and Ending Dates of Semesters
 - Last teaching date per semester
 - Schedule of Continuous Internal Assessments and End Semester Examinations
 - Schedule of Additional Exams
 - Schedule for submitting Question Papers with Answer keys
 - Schedule of Re-examinations (ATKT)
 - Schedule for Assessments
 - Schedule for declaration of results and distribution of marksheets
- b. Deciding the schedule for filling the forms for Regular / Re-exam / Additional Examinations. The Schedule must specify the norms for accepting forms without a late fee, with a late fee/s, documents required, etc.
- c. Approving the time tables of the examinations to be conducted by the college, taking into consideration the academic and examination schedule of the Junior College, the university Examination Schedule, and the requirements of human resources for the same. In the event of unavoidable circumstances, if the examination schedule or timetable needs to be altered, it should be done through a special meeting of the Core Committee.
- d. Issuing examination-related Circulars
- e. Constituting a separate Unfair Means Sub-committee and Grievance Redressal Committee to address the cases related to students adopting unfair means in the examination and examination related grievances respectively.
- f. Ensuring integration of latest technologies into the Examination process for its continuous reform and upgradation
- g. Determining college level exam related policies.
- h. Ensuring the smooth conduction of exam related activities throughout the year
- i. Constituting the CAP and appointing a CAP coordinator
- j. Conducting regular audits of the examination process



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanic Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNDT WOMEN'S UNIVERSITY

2. EXAMINATION EXECUTION COMMITTEE

The role of the Exam Execution may be divided with respect to the two types of exams conducted in the college:

2.1 Internal Examination (Continuous Internal Assessments)

- i. Exam Timetable preparation
- ii. Collection of internal exam papers from individual teachers in a specified format
- iii. Checking seating arrangements made by the Exam Admin
- iv. Ensuring that applications for disability are received and corresponding arrangements are made one week prior to the exam
- v. Ensuring that seating arrangements are shared with each student group and ensure that it is displayed on the notice board
- vi. Collecting papers after conduction of internal exams
- vii. Ensuring that all HODs receive internal marksheets
- viii. Ensuring that both internal assessments (Continuous Internal Assessments) and their mark-entry are completed in a timely manner

2.2 End Semester Examination

- i. Timetable preparation
- ii. Finalizing list of course wise paper-setters and examiners
- iii. Ensuring that letters for paper setting and assessment are made and mailed to paper setters and examiners in a timely manner
- iv. Checking dates, codes, titles and semester details on each paper before they are submitted to the CFAE
- v. Entering the details of question papers submitted in the college level muster
- vi. Ensuring that applications for disability are received and corresponding arrangements are made in a timely manner
- vii. Checking seating arrangements made by the Exam Admin
- viii. Ensuring that seating arrangements are shared with each student group
- ix. Ensuring that assessments and moderations are done for all the papers in the respective faculty in a timely manner
- x. Preparing a schedule for display of assessed answer books to students
- xi. Ensuring that the proceedings of the unfair means committee are reflected in respective students' assessments
- xii. Ensuring that marks entry for each paper is done in a timely manner
- xiii. Working towards a timely preparation and declaration of results



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanic Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNT WOMEN'S UNIVERSITY

3. UNFAIR MEANS INQUIRY COMMITTEE

- a. Conducting one formal meeting per college-level exam event (Internal and End Semester) and ensuring that all cases are thoroughly discussed and action taken is duly documented in line with the college policy
- b. The unfair means committee meeting should be held within three days of the last exam
- c. The Committee shall:
 - i. Consider cases of alleged misconduct or use of unfair means in or in relation to examinations.
 - ii. Provide an opportunity to the candidate to present his/her case before arriving at a decision.
 - iii. Exercise such powers as are necessary to ensure a fair and just resolution of cases, in accordance with the principles of natural justice.

4. EXAMINATION GRIEVANCE REDRESSAL COMMITTEE

- a. In case exam-related grievances are received, conducting a formal meeting where grievances are thoroughly discussed and action taken is duly documented in line with the college policy, within 15 days of the receipt of grievances.
- b. To investigate and resolve complaints related to examinations, ensuring a transparent and fair process.
- c. To promote open communication without fear of reprisal by providing the complainant various channels to submit complaints promptly and discreetly. The channels include QR code of an online form, a drop box for examination related complaints, verbal complaint through Vice Principal / any of the EGRC members, making the complaint form available on the website with email id of EGRC.
- d. To communicate these channels with students and other stakeholders.
- e. To analyse the merit and authenticity of the submitted grievances to determine if they are genuine and actionable.
- f. To ensure that the grievances are resolved timely and fairly (Within 15 days of the receipt of complaint).
- g. To Ensure complete anonymity and confidentiality of complainants
- h. To adhere to the rules and regulations / guidelines set by statutory bodies like the University Grants Commission
- i. To keep a record of the grievances and actions taken.



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanik Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNDT WOMEN'S UNIVERSITY

V. CREDIT-BASED ASSESSMENT STRUCTURE

In alignment with the principles of the National Education Policy (NEP) and the institution's credit-based curriculum framework, assessment methods shall vary based on the credit value and the type/nature of each course. The applicable assessment combinations are detailed/outlined below:

1. 2-Credit Courses

Depending on the course design, a few 2-credit courses may be assessed entirely through CIA (for instance VSC and SEC courses amongst others), while others may be evaluated only through ESE. The mode of assessment will be clearly specified in the respective course syllabus.

2. 4-Credit Courses

These courses comprise both CIA and ESE components. Students are expected to complete internal assessments and meet the minimum passing criteria to become eligible for the ESE.

To pass a course, students must score the minimum required marks in both the CIA and the ESE separately, as well as in the combined total. The passing marks are 35% for students for the Faculties of Humanities, Commerce & Management (BCOM and BAF), and 40% for those in Professional courses, Faculty of Science and Technology and Post-Graduate (PG) Programs. Failing to meet the minimum in either component or in total will result in failure.

VI. EXAMINATION & ASSESSMENT OVERVIEW UNDER NEP

A. NEP STRUCTURE

link to be provided

B. EXAMINATION MANDATES

Any student must fulfil the following requirements in order to be eligible for examinations and assessments:

- 1. Attendance Requirement:** Students must fulfil a minimum attendance of 75 per cent in each semester to be eligible to appear for the ESE. Attendance includes lectures, practicals, tutorials, workshops, and other mandatory academic sessions.



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanic Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNT WOMEN'S UNIVERSITY

2. **Dues Clearance:** All academic, examination, and other institutional dues must be cleared before registering for the ESE. Pending dues may prevent students from keeping term.
3. **Final Decision:** The Principal, in consultation with the Controller of Examinations (COE), holds the final authority regarding a student's eligibility to keep term and appear for examinations.

C. ASSESSMENT OVERVIEW

The **Scheme of Examination** is structured to ensure a continuous and comprehensive evaluation of student performance and is divided into two core components:

1. **Continuous Internal Assessment (CIA):**
 - i. A Minimum of two CIAs for each course are held during a semester.
 - ii. One of the CIAs for courses is a college level written test.
 - iii. Another CIA would be a teacher level assessment where s/he is free to use multiple methods (amongst the methods suggested by the BOS) and conduct multiple exams
 - iv. There will be only one attempt to re-appear for a missed college level CIA which would be conducted by the respective teacher
 - v. Under special circumstances where a Continuous Internal Assessment has not been executed, decisions regarding the CIA marks would be taken in a special meeting in consultation with the CFAE and the Principal.
 - vi. A course (under special circumstances in consultation with the CFAE and Principal) may merge the two CIAs into one (50 marks). In this case, the lecturer concerned must give the Principal the breakup of the continuous marking scheme.
 - vii. Attendance to be awarded weightage in the CIA which is at the discretion of the teacher.
 - viii. The marks for the first CIA should be submitted to the exam admin/uploaded on the college portal between the 45th -50th day of the semester.

1a. Special CIA Clause

The Principal will request the concerned Department(s) to hold a Special CIA Test (of one or more courses) for a student, within the same semester, under the following circumstances:

- i. If the Principal allows a student to represent the College at or to participate in some event (academic/cultural / sports) and this causes the student to miss a CIA Test for one or more courses (the student must submit the necessary documents along with an application to the CFAE)



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanik Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNT WOMEN'S UNIVERSITY

- ii. If the student meets with an accident / is diagnosed with a medical condition (Medical certificate must be issued along with an application to the CFAE)
- iii. If just before or during the CIA a bereavement (of a significant other) occurs. (Note: the Parents' / Guardian's note will have to be given to the College within 15 days of the event, for this clause to hold).

2. End Semester Examination (ESE)

- i. There would only be one Regular ESE per semester.
- ii. The maximum weightage of an ESE under NEP would be 50 marks
- iii. Any student who does not clear the CIA necessary to appear for the ESE (in case of a 4 credit paper), is NP for not meeting attendance requirements or does not obtain the minimum marks required to clear the ESE for a paper would appear for the Re-examination of the said paper in the NEXT SEMESTER
- iv. Any student who misses an ESE under the following circumstances would be eligible to appear for the additional examination scheduled in the same semester:
- v. If the Principal allows a student to represent the College at or to participate in some event (academic/cultural / sports) and this causes the student to miss a CIA Test for one or more courses (the student must submit the necessary documents along with an application to the CFAE)
- vi. If the student meets with an accident / is diagnosed with a medical condition (Medical certificate must be issued along with an application to the CFAE)
- vii. If just before or during the CIA a bereavement (of any significant other) occurs. (Note: Parents note will have to be given to the College within 2 days of returning to college, for this clause to hold).

3. Setting And Selection of ESE Question Papers

- i. For each Semester End exam, three sets of question papers should be submitted for each course along with its model answer key
- ii. The three sets should not contain an overlap of more than 30 percent of questions for a four credit paper and 40 percent for a two credit paper
- iii. There will be atleast one question per module and each module should be given equal weightage in terms of marks allocated in the Question paper.
- iv. While it is not compulsory to include objective questions in the Question Paper, in any case the objective questions should not exceed 20% of the total marks for that course. (There might be exceptions for subjects like English or AEC)
- v. The BOS needs to formulate their respective CIA methods and Question Paper pattern in alignment with the college examination policy.



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanic Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNDT WOMEN'S UNIVERSITY

- vi. On the day of the exam, a set will be chosen two hours prior to the scheduled start by the COE in the presence of two witnesses – the Principal (CCOE) and the Registrar (or members deputed by them in absentia). The members shall thereafter record the details with signatures in the prescribed format.

4. Evaluation And Moderation

1. General guidelines for evaluation and moderation

- a. The evaluation of ESE shall be done within 10 days of the last examination held during the semester.
- b. The ESE paper shall be evaluated by the subject teacher and moderated by an external moderator (subject expert proposed by the BOS and approved by the CFAE), in the given time frame.
- c. Model answer keys shall be shared with the moderator, and later with students on the day when the answer books are shown.
- d. The moderation system applies to the ESE only and should be completed within 10 days of evaluation.
- e. Examiners and moderators shall not make any remarks, ticks, or notations on the answer books, except for entering marks in the column provided on the right margin or on the top, to maintain fairness, confidentiality, and clarity in the evaluation process.
- f. Examiners and moderators shall enter the marks in the marks sheet provided along with the answer book bundle and affix their signatures, duly verifying the entries.
- g. For all Programs there will be a Single Evaluation with moderation for all courses as shown below:
 - i. All papers in the score range of 13-17 marks out of 50 (for papers that require a minimum of 35 % marks for passing)
 - ii. All papers in the score range of 15-19 marks out of 50 (for papers that require a minimum of 40 % marks for passing)
 - iii. All papers with a score of 35 marks and above
 - iv. 20% of the rest of the assessed papers (per bundle) on a random basis (in cases where clause no. i ii and iii mount to 50 percent of the bundle or above this clause may not apply)
- h. If a moderator finds issues (e.g., inconsistency, inflated/deflated marks) with the markings of the Internal Examiner, from the set given for moderation, the option to increase the number of answer booklets to be moderated in that Course could be exercised in consultation with the COE and the Principal.



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanik Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNTD WOMEN'S UNIVERSITY

- i. If 30% or more of the moderated papers assessed by a particular examiner of a Course have a change of more than 30% of the total marks assigned to the course, a second moderator will be called for a blind moderation. If the change is upheld, all the answer booklets of that group will have to be re-evaluated blind by the second moderator. The re-evaluated marks will be the final score awarded.

5. Passing Norms

a. Passing for Theory Course

- i. To pass a Theory Course, a student must obtain a minimum of 35% (B.A., B.Com. and BAF) or 40% (B.Sc., BCA, BAMC, BMS & All PG Programs) of the total marks allotted to that course; separately in the CIAs and ESE.
- ii. The total marks include All CIAs and the ESE.
- iii. If a student fails to clear the required CIA for a 4 credit course, it will be recorded as NP (Not Permitted), and she will not be allowed to appear for the End Semester Examination (ESE).
- iv. If a student fails to pass the **ESE**, she must appear for the Re-examination conducted in the subsequent semester.

b. Passing for Practical Course

- i. To pass a Practical Course, a student must obtain a minimum of 35% (B.A., [B.Com.](#), BAF) or 40% ([B.Sc.](#), BCA, BMM, BMS, PG Courses) of the total marks allotted to the concerned course.
- ii. If a student appears for a Re- examination in a Practical Paper, the practical marks obtained earlier (except journal marks/ internal marks in the paper) will be annulled.
- iii. The marks obtained in the Re-examination Practical Examination will be considered as final.

6. Norms for Keeping Terms - ATKT (Allowed to Keep Terms)

- i. A student will be allowed to keep term for Semester II/IV, irrespective of the number of heads of failure in Semester I/III, respectively.
- ii. Students who fail in courses totalling up to 18 credits or less across both semesters in an academic year (i.e at the end of sem II and IV), will be 'Allowed to Keep Terms' (ATKT) and may appear for the Re- examination in the subsequent semester.
- iii. Students who fail in courses totalling more than 18 credits (19 or above) across both semesters in an academic year will be declared failed in that academic year.



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanic Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNDT WOMEN'S UNIVERSITY

7. Re-Examination

All students allowed to keep terms shall appear for the re-examinations conducted in the subsequent semester of the degree program.

A student is eligible for re-examination if:

- i. They have been disallowed from appearing for the regular ESE due to defaulting on the mandated minimum attendance as per section 5.6 – Academic Guidelines Under Autonomy. They, nonetheless, must have a minimum of 50% overall attendance across all courses and 40% in that specific course. Else they have to fulfil the attendance requirements for the subsequent semester before being allowed to appear for the 'Re-Examination'.
- ii. They have failed to reach the minimum qualifying marks (35 %or 40% for respective Programs) of the total marks in a given course for any reason.

8. Additional Examination

- i. A student is eligible for additional examination if she has missed the regular ESE because:
 - a. She has represented the college with the consent of the Principal.
 - b. There is a death of her immediate family member.
 - c. She has a serious illness and has a valid medical certificate as proof.
- ii. The Additional examination is conducted immediately after the end-semester examination.
- iii. Those students need to apply (filling in the examination form) for the Additional Examination within the stipulated period displayed on the college website/ Examination Notice Board.

9. Grading Norms

a. Grading Scale and Performance Descriptors

The academic performance of students shall be evaluated using the 10-point grading scale based on marks obtained in each course. For courses with a maximum of 100 marks, the grading scale applies directly to the marks obtained. For courses with a maximum of 50 marks (such as 2-credit courses), the marks shall be scaled proportionally to fit the 10-point grading scale. The corresponding grade points, letter grades, and performance descriptors are outlined below:

Percentage	Grade Point	Grade	Performance Descriptor
90 and above	10	O	Outstanding
80 – 89.99	10	A+	Excellent



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanic Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNT WOMEN'S UNIVERSITY

70 – 79.99	9	A	Distinction
60 – 69.99	8	B+	Very Good
55 – 59.99	7	B	Good
50 – 54.99	6	C+	Above Average
45 – 49.99	5	C	Average
40 – 44.99	4	D	Pass
Below 40 (or <35/40)*	0	F	Fail

***Note:** The fail mark may vary between 35 or 40 depending on Program.

b. Grades and Grade Points Policy

i. Grade Point Average (GPA) Calculation

The Grade Point Average (GPA) is computed from the grades as a measure of the student's performance. The SGPA is based on the grades of the current term, while the Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the programme of study.

The Institute employs the following grading system to evaluate student performance:

• Semester Grade Point Average (SGPA):

Calculated at the end of each semester using the formula:

$$\text{SGPA (Si)} = \Sigma(\text{Ci} \times \text{Gi}) / \Sigma \text{Ci}$$

Where:

- Ci = Number of credits for the ith course
- Gi = Grade point obtained in the ith course

• Cumulative Grade Point Average (CGPA):

Calculated at the end of each semester using the formula:

$$\text{CGPA} = \Sigma(\text{Ci} \times \text{Si}) / \Sigma \text{Ci}$$

Where:

- Ci = Number of credits for the ith course
- Si = SGPA of the ith semester

Both SGPA and CGPA are expressed on a 10-point scale.



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanic Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNT WOMEN'S UNIVERSITY

10. GRACING NORMS

a. Grace Marks for Passing:

Up to a maximum of 1% of the Grand Total per semester can be added to any Course(s) to fulfil the passing norms. The benefit of grace marks under this ordinance shall be applicable only if the candidate passes the entire examination of the semester/year.

b. Grace Marks for Passing for Students with Disability (SWD) Students:

Up to a maximum of 2% of the Grand Total per semester can be added to any Course(s) to fulfil the passing norms. The benefit of grace marks under this ordinance shall be applicable only if the candidate passes the entire examination of the semester/year.

c. Grace Marks for Awarding Class:

Up to **1%** of the overall marks of that class will be added to the **Grand Total** to obtain a distinction or 1st Class provided that the student has not obtained grace marks for passing in any course throughout her degree program (*Note: This applies only to the consolidated final year marksheet of the program*). (*EXTERNAL MEMBER TO BE CONSULTED*)

d. Degree Class Improvement:

The candidate must appear for the examinations of all six semesters for UG and all four semesters for PG. There is no scheme for performance improvement in any semester individually.

e. Re-Examination:

Grace marks are not awarded for the re-examination.

11. RESULTS AND MARKSHEET:

a. Display of answer books

- i. All answer books of College Level CIA and Regular ESE (along with a model answer key) will be shown to students before the display of final results.
- ii. The schedule for showing Regular ESE answer books will be displayed on the examination notice board.
- iii. No Regular ESE answer scripts will be shown to any student after the scheduled date and time.
- iv. The answer book would not be shown to anyone besides the student



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)

Managed by : SPRJ Kanyashala Trust

Conducted by : Sarvajanic Education Society

Camalane, Ghatkopar West, Mumbai - 400086.

AWARDED BEST COLLEGE 2021-2022, SNT WOMEN'S UNIVERSITY

- v. The Regular ESE answer books shall be shown by faculty members other than the subject teacher
- vi. For the Regular ESE any error observed (only totalling mistakes or answers not assessed etc.) must be reported to the teacher in class, who shall record the details and keep the script aside for verification and correction by the examiner in the presence of the HOD. The necessary forms for the same shall be duly filled.
- vii. Answer books of the additional and re-examination would not be shown to students

b. Issuance of Marksheets

Marksheets will be issued at the end of each semester.

c. Duplicate Marksheets

- i. In the event of loss or misplacement of the original marksheet, students may request a duplicate by submitting an application in the prescribed format along with documents of a police complaint, along with the applicable processing fee.
- ii. The duplicate marksheet will bear the word "**DUPLICATE**" prominently on the top right corner, along with all necessary details as per the original marksheet.

d. Correction of Errors in Marksheets

- i. Any discrepancies or errors in the marksheet (such as incorrect name, incorrect marks, SGPA/CGPA calculations, grades displayed, or UID number) must be reported within 20 days from the date of distribution or uploading of the marksheets.
- ii. Such discrepancies or errors shall be submitted to the office in the prescribed format with required supportive documents (if any). The duly completed form will be forwarded to the Head of Department (HOD) followed by the Vice Principal/Co-ordinator for approval after which the corrected marksheets shall be prepared. The corrected marksheets will be given to students after 15 working days from the 20-day period of form submission.
- iii. No corrections will be entertained after the lapse of this 20-day period, the dates of which shall be displayed on the notice board.
- iv. A prescribed fine may be levied on students, teachers or administrative staff if the error observed is due to oversight.



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanic Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNT WOMEN'S UNIVERSITY

12. Verification and Re-Evaluation Norms

- a. A student who is not satisfied with the marks in any of her Course(s) or Paper(s) in the ESE can apply for:
 - i. Verification of the corrected answer book by the subject teacher
 - ii. A photocopy of the corrected answer book
 - iii. Re-evaluation of the corrected answer book
- b. The student must apply in the prescribed format within the date as notified on the college website and Examination Notice Board along with a processing fee for each course or paper.
- c. The revaluation of answer books shall not be permitted in respect of the marks awarded to the scripts of practical examination/ project work/dissertation / continuous internal assessment / and in viva voce /oral/practical examinations.
- d. The reevaluated score will be considered final.
- e. In case a student failing in an examination applies for re-evaluation and clears the said course (s) or paper(s), 50 percent of her re-evaluation fees would be refunded

VII GENERAL RULES for INTERNAL & EXTERNAL EXAMINATIONS (for students)

- a. **For Internal Examination (CIA)**
 - i. Students must always wear their identity cards during the examination.
 - ii. Students must arrive at the college 30 mins before the timing of the paper and verify their room/block number and seating arrangement from the notices displayed on the notice board.
 - iii. Students must be seated in the examination block at least 15 minutes before the commencement of the exam. Incase the student is late, she would be allowed in the block only after 15 mins from the start of the exam.
 - iv. No student would be permitted later than 20 mins from the commencement of the exam
 - v. Mobile phones, electronic devices, bags, books, notes, smartwatches, and any other unauthorised personal belongings are strictly prohibited inside the examination hall and must be left outside before entry.



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanik Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNTD WOMEN'S UNIVERSITY

- vi. Students are required to maintain silence and discipline throughout the examination.
- vii. All instructions given by invigilators must be followed without exception.
- viii. Only transparent writing pads/boards may be used by students. Pouches, stationery boxes, and other containers, if brought, must also be transparent.
- ix. Any communication with other students, copying, or use of unfair means is strictly prohibited.
- x. Students found copying /abetting misconduct or breaching academic integrity in any way whatsoever will be subject to inquiry and disciplinary action.

b. For External Examination

- i. Students must always wear their identity cards during the examination.
- ii. It is mandatory to carry a valid hall ticket when appearing for examinations. Students without a hall ticket will not be allowed entry into the examination block.
- iii. Students must arrive at the college well in advance and verify their room/block number and seating arrangement from the notices displayed on the notice board.
- iv. Students must queue outside their allotted classroom/block at least 30 minutes before the examination.
- v. Students must be seated in the examination block at least 20 minutes prior to the commencement of the exam.
- vi. Mobile phones, electronic devices, bags, books, notes, smartwatches, and any other unauthorized personal belongings are strictly prohibited inside the examination hall and must be left outside before entry.
- vii. Students are required to maintain silence and discipline throughout the examination.
- viii. All instructions given by invigilators must be followed without exception.
- ix. Only transparent writing boards may be used. Pouches, stationery boxes, and other containers, if brought, must also be transparent.
- x. Any communication with other students, copying, or use of unfair means is strictly prohibited.
- xi. Students found abetting misconduct or breaching academic integrity will be subject to inquiry and disciplinary action.
- xii. Students must ensure that their hall tickets are duly signed by the invigilator for each subject they have appeared for before leaving the examination hall.
- xiii. No student is allowed to leave the examination hall for any reason within the first 30 minutes of the examination.
- xiv. No student is permitted to enter the examination hall later than 30 minutes from the start of the examination.



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanic Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNT WOMEN'S UNIVERSITY

VIII ACADEMIC INTEGRITY

Breach of Academic Integrity

a. Adoption of Unfair means by students during Examinations

Adoption of Unfair means refers to any dishonest or unauthorised activity by a student to gain any undue advantage or any action that compromises the academic integrity of the Examination process. The scope of unfair means is inclusive of but not limited to the following:

Level	Description of Unfair Practices	Disciplinary Actions
Low	• Talking to other examinees in the classroom • Peeping into other examinees' answer books • Revealing one's identity in any form on the answer book	Warning & Reprimands
Moderate	• Carrying prohibited devices • Material found in the form of chits • Material written on body/desk/wall/clothes • Copying from prohibited devices • Possession of copying material • Actual Copying from the copying material • Possessing another students' answer book • Mutual copying	Warning and Annulment of the student's performance in the current course/subject.
Severe	• Mass copying	Warning & Annulment of the student's performance for the



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
 Managed by : SPRJ Kanyashala Trust
 Conducted by : Sarvajanic Education Society
 Camalane, Ghatkopar West, Mumbai - 400086.
 AWARDED BEST COLLEGE 2021-2022, SNT WOMEN'S UNIVERSITY

	- Smuggling in and out of Answer books as copying material - Forging signatures - Counterfeiting - Repeated attempt at copying despite previous action	entire semester of the ongoing academic year
Profound	- Bribing/ coercing exam personnel - Impersonation - Using obscene language - Using threat and violence at the exam centre	Exclusion of student from examination for the ongoing academic year and Legal action

Process to be followed when a student is found adopting unfair means during the exams:

- Taking the answer papers from the students and writing 'Unfair means' on the paper
- Filling in the prescribed college form from the office with evidence
- Issuing fresh paper
- Calling the parents (in severe and profound cases)
- Ensuring that students leave the college with parents/ guardian.
- A faculty wise record of such cases to be maintained at the CFAE

b. The faculty member teaching a course will not be allowed to enter the block where the students appearing for the course are seated. In case of any query the concerned teacher can visit the block in presence of the office staff.

c. Any staff-member(s) found intentionally encouraging, assisting or committing a breach of academic integrity (such as leaking of question papers, revealing answers/clues in the examination block) would be liable to face an official inquiry and ensuing disciplinary action



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)
Managed by : SPRJ Kanyashala Trust
Conducted by : Sarvajanic Education Society
Camalane, Ghatkopar West, Mumbai - 400086.
AWARDED BEST COLLEGE 2021-2022, SNT WOMEN'S UNIVERSITY

IX NORMS FOR INCLUSION OF DISABILITY (LOOK AT GOVERNMENT STATUTES)

- a. Any Student must have a certificate (Prescribed format attached) from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a government health care institution/BMC hospitals. This certificate must state that the authority has examined the condition of the candidate and she is found to be limited in writing exams.
- b. A student having temporary disability (e.g. having fracture/plaster) which must be supported by a medical certificate from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a government health care institution/ BMC hospital.
- c. Students with either a Learning Disability or a Physical Disability, who is capable of writing but at a slower speed, will be allowed a provision of 30 minutes time in excess, for an examination of two hours duration, of each Course, provided she seeks prior permission from the Examination office in advance.
- d. The Controller of Examination to intimate the student and office through an official letter about the acceptance of the students' applications for disability related concessions
- e. To maintain uniformity of the process, out-station students will be required to verify their relevant documents from the same BMC authority. Concession in such cases will be given for errors in spelling or numbers. Such students will be required to mention LD on the top right-hand corner of their main answer booklet.
- f. Answer book bundled separately
- g. In case a student requires a writer, prior intimation for such should be given in writing to the Examination office along with all relevant details of the writer.

X GLOSSARY

1. Program: A structured combination of courses leading to the award of a degree, diploma, or certificate, such as a B.A., B.COM., B.Sc., or M.A., M.COM, MSC, etc. as per university regulations.
2. Course: A specific subject or paper forming part of a program. Each course carries credits and has its own syllabus, assessment, and learning outcomes.
3. Semester: A semester is a fixed academic term or half of an academic year which usually spans over a duration of ninety days. The college has two semesters per year, each including teaching, continuous internal assessments, and End Semester Examination
4. Continuous Internal Assessment (CIA): It refers to regular assessment conducted during the semester through assignments, tests, projects, attendance, presentations and any other as put forth by the Board of Studies (BOS) for each program to evaluate students' progress continuously.



SMT. P. N. DOSHI WOMEN'S COLLEGE (AUTONOMOUS)

High Performing Institute Accredited By NAAC 'A' Grade (IV cycle)

Managed by : SPRJ Kanyashala Trust

Conducted by : Sarvajanic Education Society

Camalane, Ghatkopar West, Mumbai - 400086.

AWARDED BEST COLLEGE 2021-2022, SNTD WOMEN'S UNIVERSITY

5. End Semester Examination (ESE): This is the final examination conducted at the end of each semester, assessing the overall learning outcomes of the entire course content covered during the term.
6. Regular Examination: Scheduled examinations held at the end of each semester as part of the academic calendar to assess students' overall learning in a course. They are mandatory for all eligible students and conducted under standard examination rules.
7. Additional Exam: An extra examination conducted for students who could not appear for the regular End Semester Examination due to valid reasons such as representing the college, illness, emergencies, death of a near one or other approved grounds.
8. Re-examination: Re-examinations are conducted for students who have failed in a course or more. She will be allowed to appear for the re-examination in the subsequent semester. CAP(Central Assessment Programme)
9. A centralized process where exam answer papers are collected and evaluated by appointed examiners under supervision to ensure fairness and uniformity in grading.
10. Exam Admin: Non-teaching staff responsible for managing and coordinating all examination-related activities and assisting the Chief of Examination (COE) in smooth conduct of exams.
11. Disability: This term covers provisions and support mechanisms for students with physical, visual, or learning disabilities to ensure equal opportunities during examinations, such as extra time or assistive tools.
12. Unfair Means: Refers to cheating or malpractice during exams, including copying, impersonation, possession of unauthorised materials, or any action violating examination integrity by a student or a teacher.
13. Moderation: A process in which a second examiner re-evaluates the selected answer books that the first examiner has evaluated to ensure consistency and fairness in evaluation.