

 The logo of SNDT Women's University features a circular emblem with a portrait of a man in a turban. The text 'SNDT WOMEN'S UNIVERSITY' is written around the top of the circle, and 'Estb:1916' is at the bottom. There are stars along the bottom edge of the emblem.	<p>SNDT Women's University, Mumbai</p>	<p>An Enlightened Woman is a Source of Infinite Strength</p>
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**SNDT Arts and Commerce College for Women, Karve Road, Pune  
411038**

**Online Examination Policy  
October, 2020**

## Introduction

SNDT Arts and Commerce College for Women is the constituent college of SNDT Women's University and so the College has to abide by the guidelines issued by the Government and

S N D T Women's University circulars / notifications issued from time to time regarding examinations. As per the Circular vide its Reference Number - Exam/online exam/2020-21 dated 10th Sept. 2020 of SNDT Women's University, Mumbai, the college has framed the online examination policy for online ATKT/Repeater Examinations of Semester I & II (and Semester III and IV for BVA) to be conducted in October 2020.

## Objectives

- To ensure efficient and transparent conduct of online examination in the best interest of students.
- To provide clear guidelines to students and teaching faculty regarding online examination.

## Policy -

1. The student will receive a soft copy of the hall ticket through email before the online examination. In case, any errors in the name, subject, medium, etc. are found in the hall ticket, the same be immediately brought to the notice of the college. The student will have to send a mail to examcollegepune@gmail.com regarding it immediately.
2. The examination will be conducted in the ONLINE mode at any location suitable for students. Students can attempt the examination on a computer/ laptop/mobile (smart phone) having internet.
3. Examination link and student login password will be communicated to the student by email. The student has to login on the link provided, using her Seat number as her login ID. The student will receive a message regarding the sent link on the registered mobile number.
4. It is compulsory for the candidate to attempt for the mock test in order to get accustomed to the examination interface and ensure that everything works on the computer / laptop / mobile (smart phone) used for Mock Test. It is necessary that the computer / laptop / mobile (smart phone) used for the Mock Test shall be used for the repeater/ ATKT Examination.
5. The Mock Test will be conducted two days before the examination. Students have to use the same login credentials for the Repeater/ATKT examinations, those used for Mock Examination (received by email on registered email id).
6. Repeater/ ATKT Examination will be attempted from 1st October, 2020 as per schedule declared by the University. The candidate needs to solve 25 multiple choice questions out of 30 questions in One hour. Candidates may answer more than 25 questions.

7. The examination can be attempted only on the scheduled dates mentioned on hall ticket and from the software provided in the login of the candidate.
8. If a candidate closes the examination window without submitting the test, her result will not be considered for further process.
9. Once the submission is done, she will not be able to attempt it again.
10. Candidate needs to complete the examination in mentioned time only. Extension in the time beyond stipulated time is not allowed.
11. If candidate is using her computer/ laptop then availability of the hardware/software, broadband internet and power backup at the time of the examination is the sole responsibility of the candidate and SNTD Arts and Commerce College for Women will not be responsible for any delay in the examination due to failure of the above mentioned resources at the candidate's end. No time extension shall be given in any case and no such calls will be entertained. Hence, candidates should ensure and plan the availability of alternate resources accordingly. The expenses incurred for making the above set-up ready for the examination shall be borne by the candidate themselves.
12. If due to any reason, the computer/laptop shuts down or the examination window gets closed, the candidate can re-login and can continue with the examination. For example, if a candidate has started giving the examination at 4.00 pm and at 4.15 pm she has a problem and the system hangs, then she can re-start computer/ laptop, re-login and continue the examination. The above option works only for the stipulated time of the examination.
13. There is no negative marking in the examination.
14. SNTD Arts and Commerce College in its sole discretion may disqualify the candidate if the candidate fails to follow the pre-examination instructions or causes a breach of terms and conditions of ONLINE examinations or has supplied false or incorrect information or for any reason the College finds appropriate.
15. The student will receive an attendance link along-with test link on her registered mail ID. Before starting the test, the student must submit her attendance. After submission of the attendance, if the student fails to submit her paper by clicking on the submit button within the stipulated time, the college will not be responsible for non-declaration of her results. The candidate will be marked as deemed to be absent (DA).
16. The facilities and concessions such as, provision for taking the help of a writer for examination, extra time of 20 minutes for the examination, etc. will be admissible to the Divyang (Specially abled) students during the ONLINE Examination, as per Government of Maharashtra, Resolution dated 04.03.2017.

It is the responsibility of the teachers and the students to read, understand and to help in effective implementation of this policy.

Dr. Anand G. Jumle

Principal