

 The logo of SNDT Women's University, featuring a circular emblem with a portrait of a woman and the text 'SNDT WOMEN'S UNIVERSITY' and 'ESTD: 1986'.	SNDT Women's University, Mumbai	An Enlightened Woman is a Source of Infinite Strength
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**SNDT Arts and Commerce College for Women, Karve
Road, Pune 411038**

Internal Examination Policy

Introduction

The examinations play an important role in deciding academic performance and future career choice of the students. In the current scenario to face competitive forces, ever changing technology and altering needs of industry and service sector, there is a need to inculcate required skills and decision making capacities amongst the students. Hence, the internal examination policy aims at covering different types of assessment to assess various abilities of the students such as application and presentation skills, analysis, evaluation, etc.

In SNTD Women's University there is a semester pattern of examination. During one semester for each subject there is an internal examination of 25 marks and semester end examination of 75 marks. As per the SNTD Women's University circular Exam 2009/2009-2010/1849 dated 30th November 2009 the student must get separate passing marks in internal (minimum 9 marks out of 25) and external examination (minimum 26 marks out of 75). Students must get a minimum 9 marks in internal examination to be eligible to appear for semester end examination.

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

Goals of policy

1. To ensure efficient and transparent conduct of internal examinations in the best interest of students.
2. To provide clear guidelines to students and teaching faculty regarding internal examinations.

Internal examination Policy

Students will be given two opportunities for completing the internal evaluation of 25 marks during each term. Two written tests of 15 marks and 2 projects/ assignments of 10 marks will be conducted online/offline for each course. To give maximum opportunities to the students and to evaluate different skills of the students, internal evaluation can be divided in different segments as per the discretion of the teacher as under:

Out of 25 marks per subject in each semester -

- I. For 15 marks -Two online/offline MCQ / subjective tests
- II. For 10 marks – Online/offline assignments, projects, Google classroom test, PPT etc.

1. For 15 marks -

First and second internal online/offline tests will be conducted by the teachers in the classroom.

2. For 10 marks

Online/offline assignments, projects, PPT, open book tests, etc. will be conducted by the teachers. (Minimum two and maximum number will be according to the discretion of the concerned teacher.)

Note:

The students are expected to strictly adhere to the schedule of internal submissions.

Please note that late submissions will not be considered for marks.

- Every student is expected to **attempt a minimum one online/ offline internal test of 15 marks**. If the student attempts both the tests, the best out of two tests scored by her will be considered for calculation of internal marks.
- Every student has to **complete at least one project of 10 marks**. If the student undertakes both the projects, the best out of two projects will be considered for calculation of internal marks. **Late submissions of the projects will not be considered for internals.**
- Every student has to submit a minimum two online Continuous Internal Evaluation (CIE) tests online.
- **Completion** Status regarding one online/ offline internal test of 15 marks and at least one assignment of 10 marks (Total 25 marks) will be reported by the teachers during the 7th week. The record of absent students and failed students will be displayed by the teachers on the google classroom.
- The final internal marks out of 25 will be uploaded in the Google classroom during 11th week and the student is expected to make sure that she scores minimum 9 marks out of 25 for qualifying to appear for the final examination.
- Internal passing status should be confirmed by the students for all subjects.
- **Facilities will be provided for Divyang students as per “महाराष्ट्र शासन नर्णय संकीर्ण २०१६/प्र. क्र.३०२/विशी-३”**
- **Special Considerations-** The students who represent college/university in sports, cultural activities, NCC or NSS during the internal examination schedule

shall take prior permission of the concerned subject teachers, so that necessary arrangements can be made for them.

Tentative schedule of internal examination during term I and II

Name of examination	Marks	Time
Online/offline internal test (2 tests)	15	5th and 9th week from the commencement of teaching during each semester.
Project, assignment (2 projects)	10	6th and 10th week from the commencement of teaching during each semester
CIE (online tests) (minimum 2 maximum according to discretion of the teacher)	5	2 nd ,3 rd ,4 th ,7 th and 8 th week from the commencement of teaching during each semester.
Display of final internal marks	25	11 th week from the commencement of teaching during each semester

The Internal Examination Policy is approved in the College Development Committee meeting held on 23/09/2019.



A handwritten signature in black ink.

PRINCIPAL
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