



Ref. No. Exam/Circular-NEP Rules/ 2025-26 / **383**

Date: 01.01.2026

CIRCULAR

Subject: Rules related to examination NEP-2020 Pattern

As per resolution passed in the meeting of Board of Examinations & Evaluation dated 18.08.2025, Academic Council dated 16.12.2025 and as per guidelines of NEP 2020, some of the changed rules regarding standard of passing percentage, Rules to keep terms (ATKT), award of Degree and other examinations, and some existing rules are being circulated for the information & action if any to all the concerned. The new rules shall be applicable to students admitted to the first year from the Academic Year 2025-26 onwards.

1. CONDUCT OF EXAMINATIONS:

- a. The University shall conduct examinations for all Undergraduate programmes as mentioned below:
 - i. For 3 years programme semesters III to VI
 - ii. For 4 years programme semesters V to VIII
 - iii. For 5 years programme semesters V to XOR
As prescribed in the respective syllabus from time to time
- b. The University shall conduct examinations for all Semesters of all Postgraduate programmes.
- c. For all the college-level examinations, the respective colleges shall prepare the timetables, set the question papers, assess the answer scripts, and upload the Internal and External marks on the portal (s) as per the schedule provided by the University.
- d. The college-level examinations, the University shall provide marksheets to the colleges with the digital signature of the Director, Board of Examinations & Evaluation. Before distribution to students, the marksheets must be stamped with the college seal and counter-signed by the principal.
- e. Grade shall be awarded by the University:
 - i. For Undergraduate programmes, based on the last two semester examinations conducted by the University.
 - ii. For Postgraduate programmes, based on all semester examinations conducted by the University.
- f. The duration of external examinations shall be as follows:
 - i. 100-mark papers- maximum 3 hours
 - ii. 75-mark papers - maximum 2 hours and 30 minutes
 - iii. 50-mark papers - maximum 2 hours
 - iv. 25-mark papers - maximum 1 hourOR
As prescribed in the syllabus from time to time.



2. ATTENDANCE:

A student must have a minimum of 75% of attendance at every academic term, to be eligible to appear for the examination.

The rules for Divyang Students shall be followed as per prescribed regulations for such Students.

3. INTERNAL AND EXTERNAL EXAMINATIONS:

Internal and External examinations shall be treated as separate heads of passing. Students must secure the minimum passing marks in both Internal and External assessments separately. A student who fails to obtain the minimum passing marks in the internal examination shall not be eligible to appear for the External examination of that particular subject. Such a student must clear the Internal examination in the following semester to become eligible to appear for the External examination of that paper.

4. STANDARD OF PASSING:

- The standard of passing for all Undergraduate programmes shall be **40%** in each subject individually as well as overall, except where different standard is prescribed by the respective Apex Bodies / Councils / Commissions.
- The standard of passing for all Postgraduate programmes, including P.G. Diplomas, shall be **40% or 50%** in each subject individually and overall, as prescribed in the respective syllabus or as prescribed by the respective Apex Bodies / Councils / Commissions.

5. RULES TO KEEP TERMS (A.T.K.T.):

- A.T.K.T. rules shall be applicable to all Undergraduate and Postgraduate programmes under the NEP-2020 pattern.
- Promotion from Semester I to Semester II shall be automatic, irrespective of the number of subject heads in which a student may have failed.
- Promotion from Semester II to Semester III shall be granted if a student has earned at least 60% of the total credits Combined from Semester I and Semester II. (If the calculated number of credits includes a fraction less than 0.5 then it will be rounded down to the nearest lower integer. If the fraction is 0.5 or more then it will be rounded up to the next higher integer.) For example, if the total credits are 44, the student must earn at least 26 credits to be eligible for a promotion.
- Similarly, promotion from any odd semester to the subsequent even semester shall be automatic. For example, from Semester III to IV, and so on.
- Similarly, for promotion from an even semester to the subsequent odd semester, a student must have earned at least 60% of the total credits of the previous academic year and must have cleared the examinations of the year preceding the last (if any).
- Students from the Centre for Distance & Online Education shall be allowed to keep terms (A.T.K.T.) irrespective of the number of subjects in which they may have failed.

6. UNIFORM ORDINANCES (GRACE MARKS):

- Grace marks for passing in each head of passing (Theory/ Practical / any assessment head added for evaluation at end of term) in External examinations.**



The examinee shall be given the benefit of grace only for passing, in each head of passing or sub-head of passing where multiple sub-heads are required to be passed under one head of passing in External examination on next page.

Maximum marks of head of Passing	Grace Marks up to
Up to 50	2
51 - 100	3
101 - 150	4
151 - 200	5
201 - 250	6
251 - 300	7
301 - 350	8
351 - 400	9
And 401 & above	10

Provided that the benefit of such grace marks given in different heads of passing shall not exceed 1% of the aggregate marks in that term.

Provided further that such gracing shall be in accordance with the rules and guidelines prescribed by the respective professional statutory bodies at the All-India level such as AICTE, NMC, Bar Council of India, NCISM, NCH, NCTE, UGC etc.

b. Grace marks for obtaining next higher class.

A candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing marks, under Amended Ordinance 1 (gracing) or Amended Ordinance 4 (condonation), and whose total number of marks fall short for securing Second Class or First Class or equivalent GPA/Grade, as the case may be, provided that the grace marks may not exceed more than 1% of the aggregate marks of that term OR up to 10 marks, whichever is less, shall be given as per the requirement, to get the next higher class or GPA/Grade.

Provided further that for the benefits of above-mentioned grace marks shall be given to the candidate only if for the concerned programme for which provision of award of class has been prescribed.

Provided further that such gracing shall be in accordance with the rules and guidelines prescribed by the respective professional statutory bodies at the All-India level such as AICTE, NMC, Bar Council of India, NCISM, NCH, NCTE, UGC etc.

c. Grace Marks for getting distinction in the subject only.

A candidate/learners who passes in all the Subjects/Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the courses/subject/s falls short by not more than three marks for getting Grade 'O'/distinction in the courses/subjects/s respected shall be given the necessary grace marks up to three (3) in maximum two subjects, courses, subject to maximum 1% of the total marks of that Head of Passing, whichever is more, in a given examination.

SNDT WOMEN'S UNIVERSITY

PARIKSHA BHAVAN

Sir Vithaldas Thackersey Vidyavihar
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श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

परीक्षा भवन

सर विठ्ठलदास ठाकरसी विद्याविहार
जुहू रोड, सांताक्रुझ (पश्चिम), मुंबई – ४०० ०४९.

Provided that benefits of the above-mentioned grace marks shall not be given to the candidate only for such examination/s for which provision for distinction in a course/subject has been prescribed.

Provided further that such gracing shall be in accordance with the rules and guidelines prescribes by the respective professional statutory bodies at the All-India level such as AICTE, NMC, Bar Council of India, NCISM, NCH, NCTE, UGC etc.

d. Condonation

If a candidate fails in only one course/head of passing, having passed in all other courses/heads of passing, his / her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that course/ head of passing in which he/she is failing, whichever is less. However, condonation, whether in one head of passing or aggregate head of passing shall be restricted to maximum up to 10 marks only.

Condonation of deficiency of marks shall be shown in the Statement of Marks, in the form of asterisk (*) and Ordinance number. Provided further that this condonation of marks shall be in accordance with the rules and guidelines prescribes by the respective professional statutory bodies at the All-India level such as AICTE, NMC, Bar Council of India, NCISM, NCH, NCTE, UGC etc.

e. Divyang Students

Grace mark rule shall be applicable to Divyang students as per directives received from time to time by the competent authority / State Government.

7. DEGREE

Degree shall be awarded by the University on the basis of examinations conducted at the University level.

- For Undergraduate Degree and Diploma programmes, the grade shall be awarded on the basis of marks secured in the last two semesters only.
- For Postgraduate Degree programmes, the grade shall be awarded on the basis of marks secured in the all four semesters.
- For Postgraduate Diploma programmes, the grade shall be awarded on the basis of marks secured in both semesters.

8. ADMISSION TO VARIOUS SEMESTER WILL BE AS FOLLOWS:

- Admission from 1st to 2nd Semester will be automatic, regardless of the number of subject heads in which a student may have failed.
- Admission to 3rd Semester (from 2nd Semester.) is given provided a student is not failing in more than 40% credits in 1st & 2nd Semester taken together. (For example – for 44 annual credits, students should not fail in more than 18 credits)
- Admission from 3rd to 4th Semester is automatic
- Admission to 5th Semester is given provided a student has passed in all heads of passing in 1st & 2nd Semester and is not failing in more than 40% credits in 3rd & 4th Semester taken together.



- e. Admission from 5th to 6th Semester is automatic
- f. Admission to 7th Semester is given (if applicable) if student has passed in all head of passing in 1st, 2nd, 3rd & 4th Semester and is failing in not more than 40% credits in 5th & 6th Semester taken together.
- g. Admission to 8th Semester from 7th Semester is automatic.
- h. Admission to 9th Semester is given (if applicable) if student has passed in all head of passing in 1st to 6th Semesters and is failing in not more than 40% credits in 7th & 8th Semesters taken together.
- i. Admission to 10th Semester from 9th Semester is automatic.

9. CLASS IMPROVEMENT:

The student can apply for class improvement for any programme passed in SNDT WU in following manner

- a. The student should clear the courses of final 2 semesters of existing /current syllabus of the programme in one single attempt.
- b. Out of the existing score and the new score obtained, whichever is higher will be considered for final result.
- c. The facility of class improvement shall be available to students for a maximum of consecutive three attempts at any time. The student shall be required to appear for only theory examinations as per the current syllabus applicable for that particular academic Year. (Number of attempts shall be mentioned in the result.)

10. VERIFICATION/PHOTOCOPY or SCANNED COPY/REVALUATION:

A. VERIFICATION:

- a. Students shall be eligible to apply for verification of answer-book(s) of theory paper(s) of the University Examinations, within 10 days from the declaration of the results, along-with the prescribed fees.
- b. The student will be able to apply for verification irrespective of the obtained marks.
- c. The student applying for verification are not eligible for applying for revaluation in the same heads of the University examinations.
- d. The fees for verification shall be refunded to the applicant if it is found that there is (i) an omission to examine or mark any answer/s (ii) mistake in totalling of marks (iii) mistake in transfer of marks.

B. PHOTOCOPY:

- a. Students shall be eligible to apply for photocopy/scanned copy of answer-book(s) of theory paper(s) of the University Examinations, within 10 days from the declaration of the results, along-with the prescribed fees.
- b. The student will be able to apply for photocopy/scanned copy irrespective of the obtained marks.



C. REVALUATION:

- Students shall be eligible to apply for revaluation of answer-book(s) of theory paper(s) of the University Examinations only after receipt of photocopy(ies)/scanned copy(ies) of those answer-books (s), within 15 days from the declaration of the results, along-with the prescribed fees.
- Students should apply for a revaluation within 7 days from the date receipt of photocopy(ies)/scanned copy(ies).
- The facility of revaluation shall be available to all students of both professional and conventional programmes under the University.
- Students may apply for revaluation irrespective of the marks obtained.
- Students may apply for revaluation in up to 50% of the courses at a time.
- After revaluation, if it is found that the difference in marks awarded by first and second examiner is more than 20% of the maximum marks then the second revaluation of the said answer book by the third examiner shall be carried out. The average of marks awarded by the three examiners shall be taken as the final marks.

A candidate shall not be permitted to apply for verification, photocopy, scanned copy and revaluation of written script of practical / internal assessment /dissertation and thesis of viva – voce.

11. CONVOCATION:

- The Colleges/Departments/Institutes shall pay the convocation fees along with the last semester examination fees of the respective programme.
- The Colleges/Departments/Institutes shall collect the Degree / Diploma Certificates of all the successful students from the Examination Section as per the schedule declared by the University.
- As per the directives under the Maharashtra Public Universities Act, 2016 and statute No 4 (4) of Uniform statute No 4 of 2018 and, the Degree / Diploma Certificates shall be distributed to the students by the respective Colleges/Departments/Institutes within the stipulated time.
- The Colleges/Departments/Institutes shall retain records of all collected and issued Degree/Diploma Certificates at their level.

12. CENTRALISED PAPER SETTING:

The paper setting for the University-conducted examinations is centralized. The Paper setters and Translators included in the approved panel for various papers shall be invited to the Pariksha Bhavan on a designated day for paper setting and translation work. The principals of colleges are required to relieve the concerned teachers who have received official communication from the Examination Section, enabling them to attend paper-setting process at the Pariksha Bhavan. It is mandatory for the teachers who receive such letters to set the papers as per the directives issued by the University. The University shall send invitation letters to the Senior Paper setters, Co-Paper setters and Translators, instructing them to report on the same date to complete the paper setting and translation work. The Examination Section shall issue a Duty Leave letter to the concerned Paper setters. They shall be entitled to TA/DA as prescribed by the university from time to time.

If the University adopts Question bank policy, then the paper setters and moderators shall prepare questions as per the template provided by the University.



13. OFFLINE OR ONLINE CENTRAL ASSESSMENT PROGRAMME (CAP):

The offline/Online Assessment and moderation of answer books shall be conducted centrally through the central assessment system at the centres designated by the University. The teachers from various colleges/departments/Institutes shall receive official letters of appointment for the assessment / moderation of the answer sheets after the examinations. During the assessment period, it shall be mandatory for the appointed teachers to attend the assessment programme as per the schedule specified by the University. The teachers appointed for assessment and moderation shall be entitled to TA/DA as per university rules from time to time.

14. AWARD OF CERTIFICATE, DIPLOMA, DEGREE / HONORS AS PER NEP 2020 PATTERN:

- a) Undergraduate Certificate Programme duration:
first year (first two semesters) of any undergraduate programme
- b) Undergraduate Diploma Programme duration:
first two years (first four semesters) of any undergraduate programme.
- c) Bachelor's Degree Programme duration:
three years (Six semesters) of any undergraduate programme.
- d) Bachelor's Degree (Honours / research/ Engineering). Programme duration:
four years (eight semesters) of any undergraduate programme.
- e) Post-Graduate Diploma Programme duration:
One year (2 semesters) after any bachelor's degree
 - i. P G Diploma after 3-year Bachelor degree / 2 semesters of the 2-year master's degree programme.
 - ii. P G Diploma after 4-year bachelor degree
- f) Master's Degree. Programme duration:
One year (two semesters) after obtaining a Bachelor's degree (Honours /Research).
- g) Master's Degree. Programme duration:
two years (four semesters) after obtaining a 3 yr Bachelor's degree;
- h) Master's degree; Programme duration (Engineering Degree):
two years (four semesters) after obtaining a Bachelor's Engineering degree.
- i) Integrated degree Programmes as prescribed from time to time.
- j) Multiple Entry / Exit and Dual Degree options shall be applicable as per the guidelines of the National Education Policy and National Skills Qualification Framework (NSQF).

15. AMENDMENT OF RESULTS:

A) Due to error:

If, in any case, it is found that the result of an examination has been affected by an error, the Director, Board of Examinations and Evaluation, shall have the authority to amend such result in accordance with the true and correct position. The revised result shall be declared with the approval of Vice-Chancellor/Pro Vice Chancellor, provided that the errors is reported or detected within six months from the date of declaration of the original result Any errors detected thereafter shall be placed before the Board of Examinations for appropriate action.



For the purpose of this rule, "errors" shall include:

- [1] Errors in computer/data entry, printing or programming.
- [2] Clerical errors, manual, computerised or machine-related in totalling or entering marks on the ledger/register.
- [3] Errors arising due to negligence or oversight by an examiner or any other person connected with evaluation, moderation and result preparation.

B) Due to fraud, malpractices etc.

If, in any case, after the result of an examination has been ascertained and published, it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examiner has benefited, and if, in the opinion of the Board of Examinations & Evaluation, the examinee has been a party to, privy to, or has connived at such malpractice, fraud or improper conduct, the Board of examination shall have power at any time notwithstanding the issue of a Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examinations & Evaluation considers necessary in the behalf.

16. PENALTY/ CHARGES FOR VARIOUS CORRECTIONS IN THE MARKSHEETS/DEGREE CERTIFICATE:

If there are any corrections required in the name, medium, or subject in a student's records, the same shall be communicated to the university through the proper channel within the stipulated time. Request for such corrections received after the stipulated period shall be processed only upon payment of the fees prescribed by the University.

17. All Principals/Heads of Departments are requested to inform students about all examination rules relevant to them.


(Dr Sanjay Nerkar)
DIRECTOR,

Board of Examinations & Evaluation

To,

The HoD /Director / Co-ordinator / Principal / In-Charges,
-All Post Graduate Departments, conducted Colleges, departments & Institutions of all campuses of the SNDT Women's University.
-All Affiliated Colleges and PG Centers at Affiliated Colleges of the SNDT Women's University;

CC for information:

The Office of Vice Chancellor, SNDT Women's University
The Office of Pro Vice Chancellor, SNDT Women's University
The Registrar, SNDT Women's University
All Deans / Associate Deans of the SNDT Women's University
All Deputy Registrar & Assistant Registrar of all sections of the University

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