



Shri Narayanrao Babasaheb Education Society's

**SHRI VENKATESH MAHAVIDYAYALAYA,
ICHALKARNJI**

(Affiliated to Shivaji University, Kolhapur) Govindrao
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**EXAMINATION POLICY
(2020-21)**

Shri Narayanrao Babasaheb Education Society's
SHRI VENKATESH MAHAVIDYALAYA, ICHALKARANJI

EXAMINATION POLICY
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Goals of Examination Policy:

- 1) To provide the guidelines to the students and teachers about continuous evaluation of academic performance of students and final examinations to be conducted at the end of each semester
- 2) To ensure transparent conduct of all kinds of examinations---Internal, Home and University examination.

Under affiliation system, it is obligatory on the part of the college to conduct the following examinations, using the whole staff and infrastructure.

(I) Mandatory Internal Examination:

As per the academic structure approved by University authorities, the internal evaluation has been made an integral part of student's academic performance as follows.

Class	Course/s	Marks
Under Graduation		
B.Com.-Part-III	All	10 marks for each course
B.B.A.-Part-I	All	50 marks for each course
B.B.A.-Part-II	All	50 marks for each course
B.B.A.-Part-III	All	50 marks for each course
Post-Graduation		
M.Com.-Part –I	All	20 marks for each course
M.Com.-Part –II	All	20 marks for each course

II) Home Examination:

It is made obligatory on the part of the colleges to conduct the examination of First Year level students at the end of Semester-I and II, called Home Examination, as per the guidelines provided in the booklet and assess their answer books centrally in the college, called Central Assessment Programme (CAP) and submit the final result to Shivaji University in stipulated time. The colleges are allowed to utilize 75 percent of examination fees collected from the students for the purpose of conduct of Home Examination and assessment of answer books, as per the circular dated 23rd November, 2021.

(III) University Examination:

Shivaji University conducts the final examination of Second and Third year levels of UG programmes and First and Second year levels of PG programme at the end of each academic term.

(IV) Project Work and Viva:

As per the academic structure, the each student has to prepare and submit research projects on local industrial and commercial establishments, in consultation with the Project Guides appointed by the respective course co-ordinators, and evaluated as follows.

Programme/ Course Level	Division of Marks		To be evaluated by
	Project Report	Viva-voce	
B.B. A. – Part-III	25	25	(i) Internal evaluation of project report to be done by the respective faculty (ii) Viva-voce to be conducted by the panel of examiners to be appointed by Shivaji University
M.Com.-Part-II	50	50	(i) Viva-voce to be conducted by the panel of examiners to be appointed by Shivaji University

(V) Mandatory Non-Credit Examination:

As per Shivaji University’s guidelines, from academic year, 2018-19, the students have to undergo the following examinations, without completion of which the degree is withheld.

Course Level	
B.Com. & B.B.A.-Part-I, Sem.-I	Democracy, Elections & Good Governance (DEGG)
B.Com. & B.B.A.-Part-I, Sem.-II	Soft Skill Course : Personality Development#
B.Com. & B.B.A.-Part-II, Sem.-III	Environmental Studies
B.Com. & B.B.A.-Part-II, Sem.-IV	
B.Com. & B.B.A.-Part-III, Sem.-V	Constitution of India
B.Com. & B.B.A.-Part-III, Sem.-VI	Soft Skill Course : E-Banking & Financial System#

Chosen one from 5 options provided by Shivaji University

(VI) Continuous Internal Evaluation (CIE):

With a view to internally evaluate the academic performance of the students to whom mandatory internal evaluation is not applicable a separate CIE committee is constituted, which is responsible for overseeing the Unit Tests to be conducted by concerned subject teachers and preservation of its record. Academic Calendar of the college mentions the tentative time-slots for CIE of students.

(VII) Grievance Redressal for Examination: A separate Grievance Redressal Committee is formed to look after the grievances of the students for mandatory Internal evaluation issues as well as University Examination issues. The students are well informed of the committee members and the procedure of registering their grievances.

Pursuant to the above-mentioned structure, the Examination and Evaluation Committee (EEC) of the college has chalked out the following Examination Policy.

- 1) The schedule for mandatory Internal Examinations shall be prepared by Head of Examination and Evaluation Committee for the courses to which such examinations are applicable, in such a way that these examinations will be conducted after coverage of more than 3/4th of prescribed syllabus but, under any circumstances, before beginning of main

examination.

- 2) The schedule for conduct of Home Examination shall be prepared by Head of EEC as per the guidelines provided by Shivaji University from time to time in this connection.
- 3) Head of EEC shall finalize the above-mentioned schedules in EEC meeting, in consultation with the Principal and display it well in advance for the information of students and the staff.
- 4) All subject teachers shall have liberty to conduct the Unit Test for all units separately as per their own convenience and the convenience of the students, in online or offline mode, as the case may be.
- 5) For mandatory Internal Examinations, the following evaluation instruments shall be applied.

Course Level	Instrument of Evaluation	
	In case of Offline Mode	In case of Online Mode*
B.Com.-Part-III, Sem.-V	Seminar (10 marks)	25 MCQs each carrying 2 marks, using Google Form OR Flexiquiz and marks obtained shall be converted into 10 OR 20 marks , as the case may be.
B.Com.-Part-III, Sem.-VI	Oral Exam. (10 marks)	
B.B.A.-Part-I, Sem.-I &II	Class tests (50 marks)	
B.B.A.-Part-II, Sem-II & IV	Class tests (25 marks) & Preliminary Exam. (25 marks).	
B.B.A.-Part-III, Sem-V	Class tests (25 marks) & Preliminary Exam. (25 marks)	
M.Com.-Part –I, Sem.-I & II	Written Test (10 marks) / Oral OR Home Assignments (10 marks)	
M.Com.-Part –II, Sem.- III & IV	Written Test (10 marks) / Oral OR Home Assignments (10 marks)	

* Applicable only when the Covid-19 triggered lockdown is imposed

- 6) For the ease of conduct of various examinations and systematic maintenance of record, the separate sub-committees are created that are to be handled by the concerned teachers-in-charge.

Examination Type	Responsibilities	Teacher-in-charge
Home Examination	Conduct of Exam. & Maintenance of Record	Prof. (Dr.) N.M. Mujawar
Internal Evaluation (B.Com.-III)	Conduct of Exam. & Maintenance of Record	Prof. (Dr.) N.M. Mujawar
Internal Evaluation (M.Com.-I &II)	Conduct of Exam. & Maintenance of Record	Prof. (Dr.) N.M. Mujawar
University Examination (II & III Year levels of UG & I & II year levels of PG)	Conduct of Exam. & Maintenance of Record	Prof. (Dr.) N.M. Mujawar
Unit Tests	Maintenance of Record	Dr. (Mrs.) S.H. Ambawade
Non-Credit Examination	Conduct of Exam. & Maintenance of Record	Dr. B.N. Kmable

7) The standard of passing in Internal Examination and University Examination as prescribed by Shivaji University with respect to concerned course/s shall be applicable

8) The rules of Shivaji University as regards A.T.K.T. shall be applicable

9) There shall be no provision for improvement of marks of Internal Evaluation

10) Exam.-related grievances shall be centrally collected by the office, in writing with necessary attachment in support of the grievance, and the EEC shall redress them in reasonable time. The separate record of exam-related grievances shall be maintained. The Grievance Redressal Committee composed as follows, shall handle the exam.- related grievances. .

i) Prof. (Dr.) Naushad M. Mujawar --- Chairman (9822673774)

ii) Dr. (Mrs.) Sunita H. Ambawade ---Member (9405056990)

iii) Dr. Bajirao N. Kamble----- Member (8956570244)

iv) Mr. Amin E. Bandar---Member (9922772202)

v) Mr. Ashfak Alase (B.Com.-Part-III) (928430353)-- Special Invitee (Students' Representative)

11) College Research Committee shall finalize and approve the research topics and titles for the research project reports and arrange to communicate it to the students to whom it is applicable along with the Research Guides allotted by the concerned Course Co-ordinator

12) Every student working on research project report shall have to get Data Collection letters duly stamped and signed by the concerned course co-ordinator and the Principal and submit its acknowledgement to the college office

13) The students to whom the project reports are applicable shall do the research project reports only on the subjects of their specialization—i.e. M.Com.-II, Sem.-III students on Advanced Accountancy and BBA-Part-III, Sem.-VI students on Marketing, Finance and Human Resource Management, as the case may be

14) Every student preparing the research project report shall submit two copies thereof to the college office

15) Viva-voce shall be conducted as per the schedule provided by Shivaji University by the Examiners' Committee to be constituted by University

16) The academic performance of B.B.A. students shall be assessed through Mini Project Reports as per rules promulgated by Shivaji University in this connection, from academic year 2021-22

17) EEC shall issue official orders of paper setting and supervision to the teachers as per requirement

18) A separate SRPD Committee shall be constituted to be headed by permanent teaching faculty to collect and distribute the question papers to the Senior Supervisors

19) It shall be the prime duty of all members of teaching and non-teaching staff to maintain the secrecy regarding examinations and participate in implementation of preventive measures as regards any kind of malpractices in examination

20) The record of all types of examinations mentioned hereinabove shall be preserved by the college office for future reference

The above-mentioned Examination Policy is accepted by the college on 15th June, 2020.



Exam. Policy drafted by: Prof. (Dr.) Naushad M. Mujawar

Exam. Policy approved by: Prin. Dr. Vijay A. Mane