



# Parvatibai Chowgule College Of Arts And Science (Autonomous)

## Handbook – Exam Cell

(Applicable to students who have registered for first year B.A./B.Sc./B.VOC. in the Academic Year 2020-2021 onwards)

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## EXAM CELL

Following are the members of Exam Cell :

S.No.	Name	Designation	Responsibility
01	D Prabakaran	Associate Professor	Controller of Examinations
02	Dr.Meghana S Devli	Associate Professor	Deputy Controller of Examinations
03	Dr.Manjita Porob	Associate Professor	Member
04	Ms.Suchitra Bhat	Associate Professor	Member
05	Mr.Yatin Desai	Assistant Professor	Member
06	MS.Alka Gawas	Assistant Professor	Member
07	Ms.Aisuwarya Babu	Assistant Professor	Member
08	Ms.Madhavi Motankar	Assistant Professor	Member
09	Ms.G V K Nagalakshmi	Junior Programmer	Member
10	Mr.Cedric Barreto	Support Staff	L.D.C.
11	Ms. Usha Alokhar	Support Staff	Secretary
12	Ms.Anjali Gaonkar	Support Staff	M.T.S.

## ACADEMIC PROGRAMMES

Following are the various academic programmes in the College :

- B.A./B.Sc. (120 Academic credits + 10 NonAcademic credits)
- B.VOC. (180 Academic credits)
- M.A./M.Sc. (64 Academic Credits)
- PG Diploma(40 Academic Credits)

## ACADEMIC EVALUATION

- ▶ For Courses **without** Practical : Theory = 100 marks ≈ 4 Credits  
Theory = 50 marks ≈ 2 credits
  
- ▶ For Courses **with** Practical : Theory = 75 marks ≈ 3 Credits  
: Practical = 25 marks ≈ 1 Credit  
  
: Practical = 75 marks ≈ 3 Credits  
(Only for B.Voc.)

## ASSESSMENTS

### Theory Assessment

- ▶ To be entirely conducted by the course teacher(s)
- ▶ Minimum **THREE** evaluations
- ▶ No grace marks
- ▶ Minimum of 40% cumulative score required to earn allotted credits.
- ▶ To adopt any of the types mentioned below :
  1. Continuous Assessment [CA] Only
  2. Continuous Assessment and Semester End Examination [SEE]
  3. Continuous Assessment, MidTerm Assessment[MTA] and Term End Examination [TEE]
  4. Submission based as a Portfolio etc. or as specified by the course Teacher

### CA only

- ▶ Minimum 3 in different modes. Modes used could be MCQ's, assignment, written test, viva – voce, seminar, presentation, quizzes etc.
- ▶ Ensure that all the course objectives/syllabus content are suitably addressed.

### CA+ SEE

- ▶ Minimum 2 CAs in different modes to be conducted.
- ▶ SEE to be based on the entire syllabus in written test mode.

### CA + MTA + TEE

- ▶ Minimum 1 CA to be conducted.
- ▶ Midterm Assessment to be conducted in mid semester based on 50% of the entire syllabus.
- ▶ Term End Assessment to be conducted at the end of the semester based on the balance 50% of the entire syllabus.

### Practical Assessment

- ▶ Assessment to be done on regular basis.
- ▶ No formal examination at the end of semester.
- ▶ Record of marks of each practical assessment in laboratory is to be maintained.
- ▶ Minimum of 40% of the total marks allotted to be scored to earn the allotted credit.
- ▶ No grace marks.

## RETAKE EXAMINATIONS

- ▶ Retake exam for evaluative courses may be offered to students within 15 days of the completion of the entire regular assessment for reasons such as :
  - Deputation for national/international events (Sports/Extra curricular/ NCC/ NSS/ conference etc) approved by the college.
  - Medical reasons which could include hospitalization and immobility.
    - Prior permission (at least 3 days) in advance supported by the medical certificate

- Unforeseen emergencies
  - Accidents, medical, curfew, bad weather etc.
- To handle situations wherein a student deemed to be regular has acquired unsatisfactory grades.

### ENTITLEMENT CREDIT POINTS

- ▶ Allotted only once for participation in national/international NCC / NSS / Sports / Cultural events during the programme term.
  - ▶ 6 / 12 credit points for national/international participation to be added to the overall credits points at the end of the programme.
- .....

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