



Symbiosis Skills and Professional University

(Recognised by UGC & Established under Govt. of Maharashtra Act No. XXXVII of 2017)

(Formerly known as Symbiosis Skills and Open University)

Notification No. SSPU/2021/42A, Dated: 4/06/2021

Subject: Approval for the clarifications regarding examination policy framed for the conduct of examination.

It is hereby notified for information of all concerned that, the Academic Council in its meeting held on 2nd June 2021 has approved the clarifications regarding examination policy framed for the conduct of examination.

The clarifications regarding examination policy framed for the conduct of examination will be as per Annexure 'A' to this Notification.

This notification will come into effect from the date of its issue.


(B. B. Patil)
Registrar

Copy to

1. E.A to Pro-Chancellor : for information of Pro-Chancellor
2. E.A. to Vice-Chancellor : for information of Vice-Chancellor
3. All School Directors/Program Heads
4. All teaching staff
5. Controller of Examinations.
6. Students and Parents login
7. SSPU Website.

The clarifications regarding examination policy framed for the conduct of examination.

A. General Evaluation Scheme

- **Performance in each course/subject of study shall be evaluated based on;**
 - Theory Assessment: 50% weightage for Continuous Assessment and 50% for End semester University examination.
 - Practical Assessment: 40% weightage for Continuous Assessment, 40% for End semester University practical examination.
 - Skill Assessment (Industry Assessment): 10% for Skill Journal + 10% End Sem Skill Assessment conducted by a panel comprising industry experts.

Example for clarification:

For each course of study having theory & practical component, the distribution of marks shall be as under:

- Theory - 100 marks (50 marks Continuous & 50 marks Term End Examination)
- Practical - 80 marks (40 marks Continuous practical & 40 marks Term End Practical)
- Skill/Industry Assessment – 10 marks for journal + 10 marks End Sem Skill Assessment conducted by a panel comprising industry experts.

Continuous and End Semester Assessment Policy

Theory Continuous Assessment (End Semester) – 50 marks

- Theory Internal (Continuous Assessment) - 50 marks
- Three Unit Tests for each subject shall be conducted and all are compulsory. Student shall attend all Unit tests.
- Each Unit Test will be out of 25 marks. ☐ Marks from best two Unit Tests out of three will be considered.

Theory External (End Semester) – 50 marks

- End Semester Examination shall be conducted by the CoE, twice in a year.

Practical Internal (Continuous Assessment) – 40 marks

- Minimum four/ five practical to be conducted as prescribed in the syllabus
- Each Practical will be out of 10 marks.
- Highest/Top 4 practical scores obtained by the student shall be considered for 40 Marks

FRM
COE



Practical External (End Semester) - 40 marks

- Practical End semester Examination shall be conducted by the Office of Controller of Examinations (CoE).

Skill Assessment -20 Marks

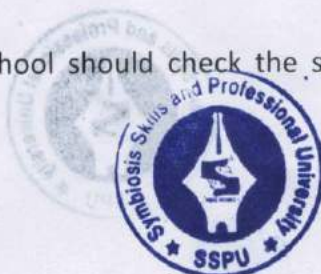
- Minimum 5 Skills activity to be conducted as prescribed in the syllabus
- All skill Activities shall be recorded in the skills Journal
- Skill Journal will carry 10 Marks
- Skills assessment of 20 Marks will be done at the time of end semester Skills examination of which skills journal shall carry 10 marks.

Eligibility for granting the term

- Minimum 75% attendance in theory and 100% attendance in skills & practical is mandatory for all the students of the University to be eligible to appear for the end semester examination of all courses of the term. (CNG)
- If the aggregate attendance is below 75% then the student will not be granted term. (TNG)
- All those students who are granted CNG (Course Not Granted)/TNG (Term Not Granted) shall appear in the examinations in next session as backlog.
- In extraordinary circumstances, the Vice- Chancellor shall have the discretion to condone the shortage of attendance for students by 10%.

Guidelines for preparing Practical and skills assessment slips

- End semester Practical examination (40 Marks) and skills assessment (20 Marks). The said slip will be stapled with 2 pages answer sheet at the time of examination.
- There should be one practical slip for each practical or its part if any which are included in the syllabus.
- There should be one skills assessment slip for each skills activity.
- Assessment parameters with distribution of marks has to be decided by subject teacher based on the subject requirement & type of experiments/ activity. There should min. 4 parameters for Practical examination slip as well as Skills assessment slip.
- Numbering for practical's should be like P-1, P-2, P-3 . & for skills activity should be S-1, S-2, S-3.... ☐ Content in the Red text color should be edited by faculty member since it is subject related. Content in the Black text color should be there without any changes.
- Directors of respective school should check the sanctity of the designed slips for practical & skills.



[Handwritten signature]

Rules of ATKT

Example - 4 Years degree program	Mandatory Conditions
<p>A. Student will attend classes of all years with her/his batch. However he/she</p> <p>a) Cannot appear for end Semester V exams if she/he has not cleared Semester I & II.</p> <p>b) Cannot appear for end Semester VII exams if she/he has not cleared Semester III & IV.</p> <p>Explanation- The student will be promoted to the 3rd Year only if he/she gains 100% credits of 1st year. Similarly to get promoted for 4th year he/she should get 100% credits of 2nd year.</p>	<p>a) A student must acquire full credits of either of the semesters for current year (excluding credits of internship)</p> <p style="text-align: center;">OR</p> <p>b) A student must acquire 50% credits (excluding credits of internship) for the current year,</p> <p>c) Completing Internship is mandatory to get promoted in next class.</p> <p>Above conditions are mandatory to be eligible for admission to subsequent year, else the student will be given Year down (YD).</p>

Time line for completing Internship

- If any student of any program did not selected / Joined for internship then student has to be given a limited time of may be within 3 months he/she should identify internship
- If any student leaves the internship in between the duration, evaluation of such students should be done on the proportionate basis.
- It is mandatory for the student to complete the internship to get promoted to the next class.

Rules of Passing

- Continuous assessment (theory and practical), semester end examination (theory and practical) & skill assessment will be separate heads of passing. To pass in a semester, a student must earn minimum (40%) marks in each head. In case of B. Architecture the minimum 45% in each head of passing and 50% in average.
- To earn credits of a course the student must pass the course with minimum passing marks/grade.
- Students can only apply for the revaluation of End-Semester Theory Examination only.

Regarding examination form

- Regular examination form – Regular examination form of all the students should get filled 1 month prior to the regular examination. Once the list of eligible students is finalized the Non eligible students form will not be entertained.
- Backlog examination form – Backlog examination form of backlog students should get filled 1 month prior to the backlog examination as per regular practice. Backlog examination fees is collected though online payment gateways or by cash receipt as per existing practice.



Fine
COE