

2.5.1 Evaluation Process and Reforms

Standard Operating Procedure

2.5.1 Mechanism of internal/ external assessment is transparent and the Grievance Redressal system is time- bound and efficient

1. Introduction

The assessment of student performance is the most important tool to measure the outcomes of teaching-learning process which forms an integral part of TLP. It is regularly implemented at HEI using the policies and procedures. The student assessment is carried out in terms of internal evaluation and the performance in university examination. To ensure the transparency and efficiency of evaluation process various measures have been employed and practiced regularly with the help of faculties and staff of the college. College follows the rules and regulations laid down by affiliating university. A duly constituted college examination committee is involved in the smooth conduct and functioning of all examination processes. College examination officer coordinate the routine functioning of all examination related activities. For efficiency and timely redressal of grievances if any, grievance redressal cell takes all necessary actions for student satisfaction.

2. Policies

HEI has framed various policies and defined procedures for evaluation of students. These are reviewed as per the needs. These are as follows:

1. Academic Policy
2. E-Governance
3. ICT facility
4. Code of practice for ethical conduct
5. Students Grievance Redressal Cell

3. College Examination Committee


The college examination committee is constituted in the HEI for the smooth and effective functioning of the examination process. The committee is chaired by the Principal and College Examination Officer (CEO) is the member secretary. The members of examination committee include one senior faculty member from each faculty.

Functions:

1. Preparation and implementation of calendar.
2. Conduct of Internal and External Examinations.
3. Correspondence with university.
4. Declaration of results.

5. Address the students' grievances with the help of grievance redressal cell.
6. Prepare report.

College Examination Committee





S. E. SOCIETY'S
S.N.B.P. COLLEGE
 Maharashtra Housing Board, Yerawada, Pune - 411 006.
 Phone : 020-26612306, Email : snbpsrcollege2020@gmail.com, Website : www.snbpys.com
 AISHE CODE : C- 41455 PU/PN/C/359/2009 - College Code : 0883

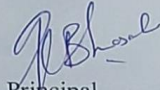
Outward No. _____ Date : _____

College Examination Committee (2022-23)

| Sr. No | Name of the member | Designation |
|--------|--------------------------------------|---------------|
| 1 | Asst. Prof. Ganesh K. Bhosale | I/C Principal |
| 2 | Asst. Prof. Chandrabhansingh A. Gaur | C. E. O. |
| 3 | Asst. Prof. Sunanda V. Bhosale | Member |
| 4 | Asst. Prof. Dhanalaxmi K. Murgesh | Member |
| 5 | Asst. Prof. Prajakta C. Temkar | Member |
| 6 | Asst. Prof. Harshvardhan G. Randhiva | Member |


CEO
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Principal
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Outward No.

Date :

College Examination Committee (2021-2022)

| Sr. No | Name of the member | Designation |
|--------|--------------------------------------|---------------|
| 1 | Asst. Prof. Ganesh K. Bhosale | I/C Principal |
| 2 | Asst. Prof. Chandrabhansingh A. Gaur | C. E. O. |
| 3 | Asst. Prof. Sunanda V. Bhosale | Member |
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CEO

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Principal

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Outward No.

Date :

College Examination Committee (2020-21)

| Sr. No | Name of the member | Designation |
|--------|--------------------------------------|---------------|
| 1 | Asst. Prof. Ganesh K. Bhosale | I/C Principal |
| 2 | Asst. Prof. Chandrabhansingh A. Gaur | C. E. O. |
| 3 | Asst. Prof. Sunanda V. Bhosale | Member |
| 4 | Asst. Prof. Dhanalaxmi K. Murgesh | Member |
| 5 | Asst. Prof. Prajakta C. Temkar | Member |
| 6 | Asst. Prof. Harshvardhan G. Randhiva | Member |

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Outward No.

Date :

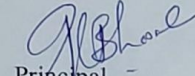
College Examination Committee (2019-20)

| Sr. No | Name of the member | Designation |
|--------|--------------------------------------|---------------|
| 1 | Asst. Prof. Ganesh K. Bhosale | I/C Principal |
| 2 | Asst. Prof. Chandrabhansingh A. Gaur | C. E. O. |
| 3 | Asst. Prof. Sunanda V. Bhosale | Member |
| 4 | Asst. Prof. Dhanalaxmi K. Murgesh | Member |
| 5 | Asst. Prof. Prajakta C. Temkar | Member |
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Outward No.

Date :

College Examination Committee (2018-19)

| Sr. No | Name of the member | Designation |
|--------|--------------------------------------|---------------|
| 1 | Asst. Prof. Ganesh K. Bhosale | I/C Principal |
| 2 | Asst. Prof. Chandrabhansingh A. Gaur | C. E. O. |
| 3 | Asst. Prof. Sunanda V. Bhosale | Member |
| 4 | Asst. Prof. Dhanalaxmi K. Murgesh | Member |
| 5 | Asst. Prof. Prajakta C. Temkar | Member |
| 6 | Asst. Prof. Chitralkha A. Pawar | Member |

CEO

C.E.O.



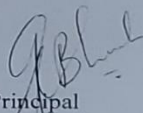

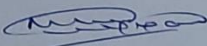
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Principal

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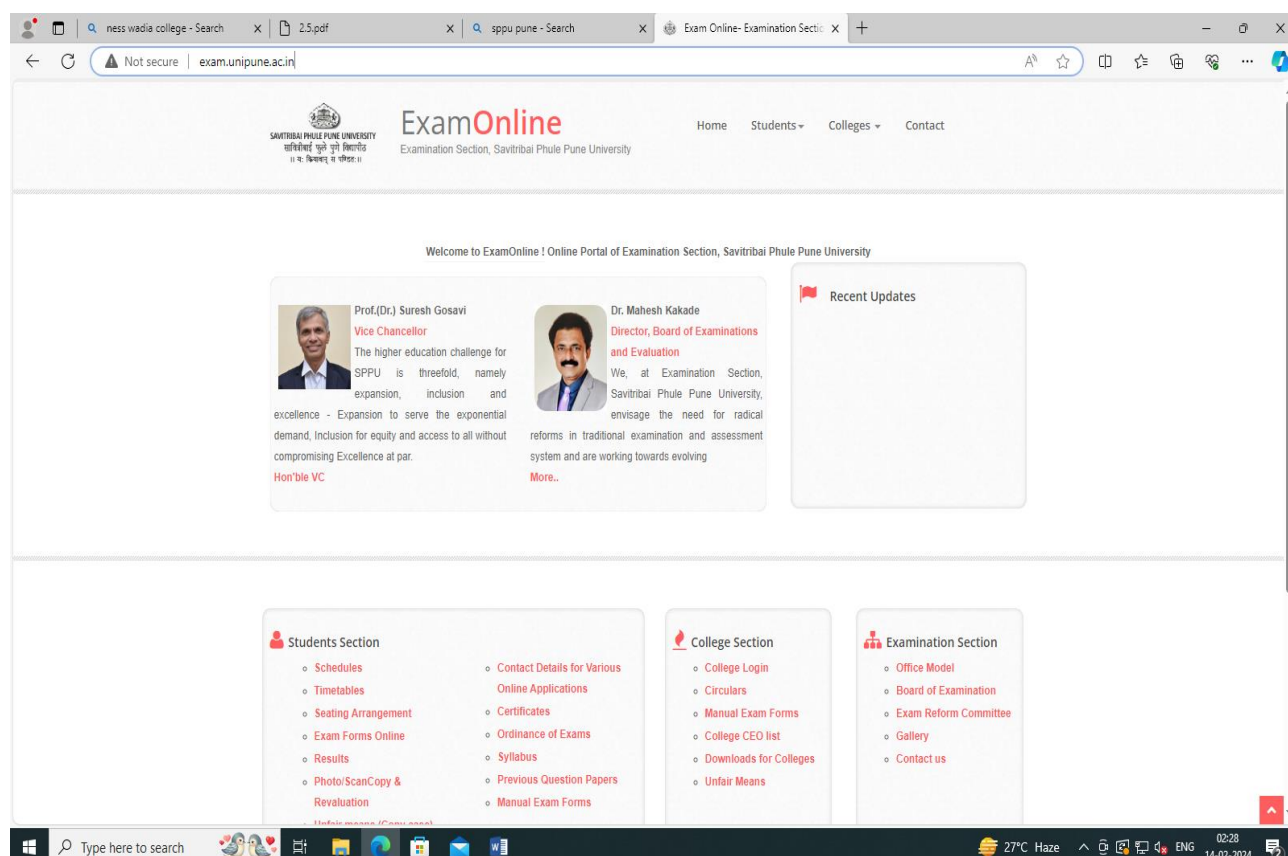
CEO Appointment Letter

| | |
|---|---|
|  | <p>S. E. SOCIETY'S</p> <h1>S.N.B.P. COLLEGE</h1> <p>Maharashtra Housing Board, Yerwada, Pune - 411 006. Phone : 2668 6162, Email : snbp_pune2010@yahoo.co.in AISHE CODE : C - 41455 PU/PN/C/359/2009 - College Code - 0883</p> |
| Outward No. : | Date : |
| | Date: 05/04/2013 |
| To, | |
| Mr. Chandrabhansingh A. Gaur | |
| SNBP College, Yerwada, | |
| Pune 411006 | |
| Sub:Appointment as College Examination Officer | |
| Dear Mr. Chandrabhansingh A. Gaur | |
| <p>I am glad to appoint you as a College Examination officer (CEO) w.e.f. 05/04/2013. You will perform your duties pertaining to the examination of the courses offer of SNBP College,Yerwada as per the Savitribai Phule Pune University (SPPU) rules and regulations.</p> | |
|  |  Principal Principal S. N. B. P. COLLEGE Maharashtra Housing Board Yerwada, Pune - 411 006 |
|  |  Principal S. N. B. P. COLLEGE Maharashtra Housing Board Yerwada, Pune - 411 006 |

4. Examination Section, SPPU, Pune

S.N.B.P. College, Yerwada, Pune - 41106, Pune is affiliated to Savitribai Phule Pune University, Pune. HEI follows all norms and regulations strictly. All external examinations are conducted as per the university schedule. For efficient communication university established a separate online portal as mentioned below:

a) a. SPPU Exam link - [Exam Online- Examination Section, Savitribai Phule Pune University \(unipune.ac.in\)](http://Exam Online- Examination Section, Savitribai Phule Pune University (unipune.ac.in))



5. Evaluations

Evaluation of students in terms of learning experiences help to measure the outcomes of teaching learning process. For all programmes evaluation of students is carried out for internal as well as external examination through a streamline process. We at HEI follow the guidelines of the university and formulated the processes towards fair and transparent evaluation of students.

University Guidelines

BBA (Bachelor in Business Administration)

1.Preamble:

The programme structure of BBA is designed to create detailed understanding and awareness of various business systems. This course will cultivate desired business acumen amongst the students. This programme is designed with specific objectives of developing various skills, aptitude and awareness amongst the students in tune with the prevailing business systems that govern different types of business organizations. The course structure is divided into three parts that are interlinked in a systematic manner. This is to maintain consistency and a continuous flow in the teaching–learning process and method of evaluation for each topic.

The present programme will enable the students to foster entrepreneurial attitude, ability to think independently and take rational decisions at various levels of management. It aims to develop a professional and managerial acumen and leadership qualities amongst the youth. Moreover, it incorporates various skills like time management skills, presentation skills, geo-political awareness and business awareness that are required for managerial effectiveness. This programme predominantly endeavours for holistic development of students by providing training in soft skills, computer skills, various Add on Courses and interdisciplinary subjects which are included under the Choice Based Credit System (CBCS).

2.Programme Objectives:

BBA is a professional programme aimed at inculcating managerial and entrepreneurial attitude and skills amongst the learners. This programme is designed to provide basic understanding about Management Education and prepare the students to avail the opportunities available in the Management Profession .It also helps them to become successful business leaders by creating

self-employment opportunities. It is basically a development programme for enhancing leadership qualities and encouraging the students to build the required business acumen.

Following are the objectives:

1. To develop precise understanding about business environment and organizations.
2. To develop leadership aptitude among the students in order to work independently and in organized groups.
3. To inculcate among the students the qualities of a dynamic manager, capable of taking various decisions and communicating effectively to different groups of people.
4. To understand and gain knowledge of various financial institutions and agencies.

3.Introduction to the Programme:

The degree shall be titled as Bachelor of Business Administration (B.B.A.) under the Faculty of Commerce and Management. The implementation of Choice Based Credit System for First Year B.B.A.is w.e.f. the academic year 2019-2020, Second Year B.B.A.w.e.f.2020-2021 and Third Year B.B.A w.e.f. 2021-2022.

4.Eligibility:

1. A candidate from any stream, should have passed 12th Std. Examination (H.S.C.10+2) with minimum 40% of marks and English as a passing subject.

OR

2. Three Years Diploma Course from Board of Technical Education, conducted by Government of Maharashtra or its equivalent, after S.S.C. i.e. 10th Standard.

OR

3. Two Years Diploma Course in Pharmacy from Board of Technical Education, conducted by Government of Maharashtra or its equivalent, after H.S.C. i.e. 12th Standard.

OR

4. Completed MCVC program

5.Duration of the Programme:

The Bachelor of Business Administration (BBA) is a full time three (3) years programme and it is divided in six (6) Semesters.

6.Highlights of the New Curriculum:

The New Curriculum intends to add immense value to all stakeholders. These requirements will be addressed effectively in numerous ways by:

- Enhancing the brand value of the Commerce and Management Programme of Savitribai Phule Pune University.
- Providing much needed flexibility to individual Institutes to carve a niche for themselves. A thorough revamp of course through essential computer skills which are necessary for developing proficiency in the selected special subject.
- Emphasizing student-centric teaching and learning process.
- Focusing on 'Concurrent Evaluation' i.e. continuous evaluation throughout the programme.
- Stressing on 'Experiential Learning' aspect through Concurrent Evaluation pattern with focus on group activity, field work, self-study, projects, Industry Exposure Programmes, etc.
- Incorporating specializations in the syllabus from Second Year in order to provide in-depth knowledge of the electives chosen by the students.
- Providing opportunity to students to choose courses from other electives to explore cross functionality.
- Emphasizing on Research, Inter-personal skills, Analytical skills, Entrepreneurial skills, and Global aspects of Managerial careers throughout the curriculum.

7. Choice Based Credit System (CBCS):

The CBCS provides an opportunity for the students to choose courses from prescribed curriculum comprising of core, elective/minor or skill based courses. The courses can be evaluated by a Grading System, which is considered to be better than the conventional marking system. Thus a uniform Grading System has become

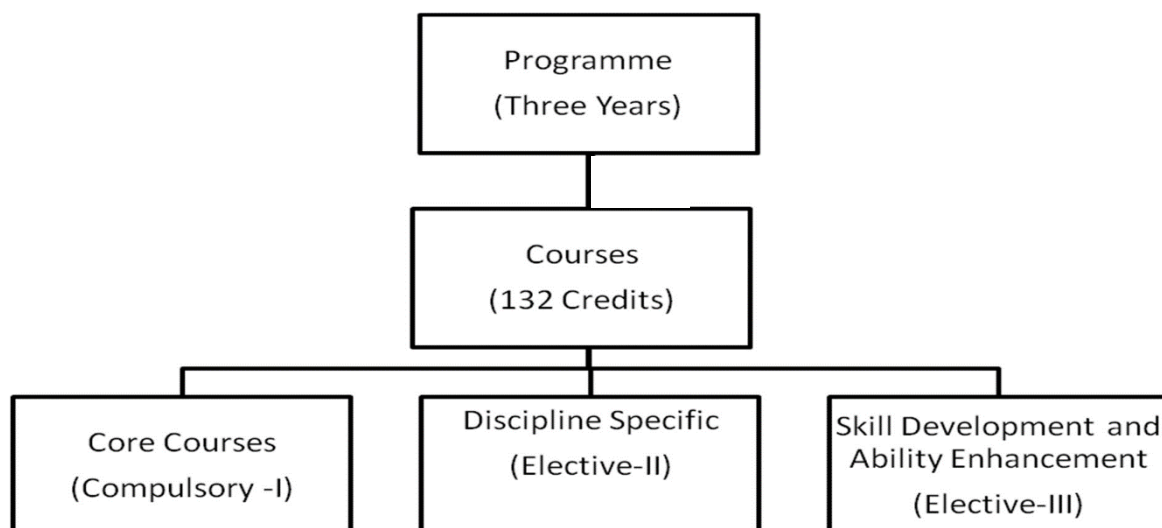
a necessity in the entire Higher Education field in India. This will benefit the students to move across institutions within India and across countries. This uniform grading system will also enable the potential employers to assess the performance of the candidates. The UGC has formulated some guidelines in order to bring uniformity in the evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on students performance in examinations which are mentioned below:

7.1 Course: A “Course” is a component of programme, i.e. in the new system, papers will be referred to as courses. Each course is identified by a unique course code. While designing curriculum, courses can have defined weightages. These weightages are called as credits. Each course, in addition to having a syllabus, has learning objectives and outcomes. A course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ project work/vocational training /viva-voce etc. or a combination of some /any of these.

7.2 Credit: The definition of “Credits” can be based on various parameters. These may be the learning hours put in, learning outcomes and contact hours, the quantum of content/syllabus prescribed for the course. The credit system requires that a student progresses in the academic programmes not in terms of time (years or semesters), but in terms of courses.

7.3 Outline of the CBCS: Bachelor of Business Administration- BBA Degree Programme 2019 pattern.

Outline of the Choice Based Credit System (2019 Pattern)



7.3 I. Core Course: Core courses are the foundation courses of management education. They are compulsory for all the students. Core courses are of two types: Generic Core and Subject Core.

1. Generic Core (GC): This is the course which is mandatory and has to be studied by the student as a core part to fulfill the requirements of a degree in the said discipline of study. Therefore, Generic Core courses are mandatory and fundamental in nature. These courses cannot be substituted by any other courses. Such courses are also known as Hard Core Courses. Generic Core courses in Semester I and II provide foundations of Management and Administration. Generic Core courses in Semester III and IV focus on Functional Areas whereas, Generic Core courses in the Semester V and VI are integrative and provide insights about different fields of business.

2. Subject Core (SC): These are also known as Soft Core Courses. These may be subject-specific/specialized/advanced/supportive to the discipline subject of study, which provides an extended scope and enable exposure to some other disciplines that help in nurturing the candidate's proficiency, domain knowledge, skills, etc. Practical /Tutorial work is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation, which will help the students to understand core subject in better manner.

7.4 II. Elective Courses:

1. Discipline Specific Elective (DSE) Course: Elective course is a course which can be chosen from a pool of courses. Elective Courses which may be offered by the main discipline/subject of study is referred as **Discipline Specific Elective**. DSE Courses develop generic proficiencies amongst the students.

The Institute has the flexibility to offer courses based on Targeted Industry Linkages – sectoral requirements and networking at the college level. A student can select any one specialization from the five areas which are mentioned below. The student will study eight (8) courses in second and third year. DSE courses help to develop discipline/domain knowledge and nurture candidate's proficiency/skill.

Bachelor of Business Administration Degree offers the following Electives :

- A) Marketing Management (MM)
- B) Financial Management (FM)
- C) Human Resources Management (HRM)
- D) Services Management (SM)
- E) Agri Business Management (ABM)

Dissertation/Project for DSE courses: An elective course designed to acquire special/advanced knowledge, as a supplement study/support study to a project work, with an advisory support of a teacher/faculty member is called dissertation/project.

7.5 III.A. Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based instructions. Open Course contents are mentioned in Annexure II.

Duration of each course will be of 30 hours for 2Credits. Institutes can select various courses as per the interest of their students and the availability of various facilities.

A. List of Skill Enhancement Courses:

- A] Basic Managerial Skills
- B] Communication Skills for Managers
- C] Tally and Computer Based Accounting
- D] Certificate Course in Analysis and Presentation of Data
- E] Introductory Course in Disaster Management
- F] Personality and Soft Skills Development
- G] International Etiquettes and Mannerism
- G] Foreign Language
- H] Advance Foreign Language
- I] Yoga and Meditation
- J] Ground and Sports Management
- K] Value Education and Gender Equality
- L] UGC / SPPU Approved online courses
- M] College Course Under Specific Scheme

III.B. Ability Enhancement Compulsory Courses (AECC) i.e. Environmental Science.

Duration: 30 hours and Credits: 2

Types of courses :

M. Basic Course in Environmental Awareness OR N. Advanced Course in Environmental Awareness

8.Note: Additional Credits.

The students are also eligible to earn additional Credits for NCC, NSS, Sports, P.T etc. apart from the Courses mentioned in the programme which will be considered separately as per the guidelines and notifications displayed by the respective authorities of the SPPU. The credits will be offered to the students as per Credit calculations of the respective units.

9.Guidelines for successful implementation of CBCS:**9.1. Credit Point may be considered under two parts –**

a) One part consisting of the hours actually spent in the class room / practical / field work instructions and the other part consisting of notional hours spent by the Learner for self-study in the library, peer interactions, case study, writing of journals and assignments, projects etc. for the completion of that course. Every course offered shall have three components associated with the teaching-learning process viz.

- a) Lecture –L : Classroom sessions delivered by faculty in an interactive mode.
- b) Tutorial and Practical (T & P)- : Sessions consisting of participatory discussions/ self- study/ desk work/ brief seminar-presentations by students and such other novel methods that help the students absorb and assimilate the contents delivered in the Lecture sessions in an effective manner.
- c) Practical sessions /Project Work consisting of Hands-on experience / Field Studies / Case-studies that equip students to acquire the much required skill component.

9.2. The success of the CBCS requires certain commitments from both; the students and the teachers.

9.2.1. The student should be regular and punctual to his/her classes, sincere in carrying out the assignments/classroom activities etc. and should maintain consistency in his/her tempo of learning. He/She should make maximum use of

the library, internet and other available facilities.

9.2.2. The teachers are expected to be alert and punctual. They should strictly adhere to the schedules of teaching, conducting tests, seminars, evaluation and notification of results. All teachers should notify the tentative schedule of teaching and tests of the entire semester, including the dates of tests, dates of score notification and all other schedules, which can be planned in advance.

9.2.3. The teachers are expected to adhere to an unbiased and objective evaluation and marking of concurrent evaluation scores (internal examinations). This practice will not only boost the confidence of the students, but it will also ensure that merit is given due credit. Transparency, objectivity and quality are the key factors required for a good CBCS to sustain.

The course content is to be looked upon as the bare minimum requirement to be fulfilled. Emphasis shall be laid on the contemporary aspects and going beyond the content. The teaching / learning as well as evaluation are to be interpreted in a broader perspective.

10. Teaching instructions:

10.1 Medium of instructions - Medium of instruction shall be English only.

10.2 Teaching Workload: As per prescribed guidelines under the Commerce and Management faculty.

10.3 Method of Evaluation:

1) Internal Assessment

(2) Projects Examination

(3) University Examination (SPPU)

10.3.1. Instructions for teachers for Internal Assessment:

The purpose of internal evaluation is to assess the depth of knowledge, understanding and awareness about a particular subject. In order to have a rational and objective assessment of the learners, a teacher is expected to use different evaluation methods.

Continuous Assessment (CA): The concerned subject teacher is responsible for conduction and evaluation aspects with respect to Continuous Assessment.

As soon as the course begins, the course teacher is expected to announce the mechanisms under which CA would take place. Journals/Lectures/Library-notes/Seminar-presentations/Assignments/Extension Work/An Open-Book Test (book to be decided by the concerned teacher)/Internal examinations/Classroom instructions through audio visual aids/Case-studies/Role- plays/Industrial Visits/Seminars/Presentations/Guest Lectures/Shared teaching/Flip classes/Simulation/Experiential Learning/Social Outreach/Internships/Certificate Courses /Online Certifications/Group Discussion/Business Fest/Webinars etc. may be used as the tools/mechanism for CA.

A subject teacher has the autonomy to devise a mechanism for evaluating the students as per the guidelines.

The class work will carry 30 marks in each course. Internal Evaluation includes continuous evaluation of a student by adopting variety of techniques.

Tutorials / Practicals for Core Credit : Tutorials Courses will carry 20 marks as a part of evaluation in addition to the Internal Assessment. A small project work consisting of Hands-on experience / Field Studies / Mini-Research Project (by an individual student or a group of students)/Assignments/Case-studies etc. that equip the students to acquire the much required skills can be assigned.

It is obligatory for a teacher to announce the performance of the students. It is also mandatory to declare the CA score gained by all the students on the noticeboard duly signed by the concerned teacher of the course and the HOD/Principal/Director well before the commencement of the SPPU examination.

10.3.2 Business Exposure and Project (Semester III&IV)- There will be viva voce examination of 50 marks and a written Examination carrying 50 marks for the students. The students are expected to visit the industry and collect the relevant and required data pertaining to the subject and prepare a report likewise. These Industry Visits and interviews shall be arranged under the supervision of the subject teacher.

A student shall complete a computer course relevant to specialization subject, the fees / Expenses towards computer course will be borne by the

students. **The evaluation will be conducted at SPPU level through Viva Voce.**

Projects: For course on Project work in Semester **V & VI**, there will be Written Report of 50 marks. Appropriate allocation of project work (Internship / Hands on experience) should be arranged by the students under the guidance of the teacher and all the expenses will be borne by the students. Course wise guidelines are mentioned in the course content. **The evaluation will be conducted at SPPU level through Viva Voce.**

Online Course Credit- If a student completes relevant online course approved by SPPU /UGC or other competent authority, within the particular academic period, then he/she is entitled to earn 2 Credits for the same, provided the duration of the course should be more than 4 weeks or it should be of 30 hours. These 2 (two) Credits can be given only after he/she submits the Passing Certificate of the said course undertaken.

10.3.3 External Examination: - SPPU will schedule the written Examination for the course at the end of each Semester.

Guidelines for Setting External Examination Question Papers:

- 1) English will be the only Medium of Answer for students to appear the examinations of SPPU.
- 2) The question papers shall be set by the respective members of the Paper-Setting Committee duly appointed by the University in a manner where due weightage is given to the course syllabus-wise.
- 3) The question paper shall be balanced in respect of various topics outlined in the syllabus.
- 4) The question papers shall have a combination of long, short answers and MCQ type questions.
- 5) The University papers will mostly be divided in three parts. 25% weightage will be given to Objective type questions, 30% weightage will be given to short answers and remaining 45% weightage will be given to long answers type questions. For better understanding of the Course-wise Paper Pattern please refer to the Annexure-II.

11. Equivalence, Transitory Provision, Transcript and Standard of Passing:

The University will conduct examinations for the students of the old course for next three academic years from the date of implementation of the new course. The candidates of old course will be given three chances to clear their subjects as per the old course pattern, and there-after they will have to appear for the subjects under new course pattern as per the equivalence given to the old course.

(For Details Refer: Separate notifications issued by the Board of Examinations.)

Standard of Passing – The programme will be a full-time course and the duration of the programme will be of three years divided into six semesters. A candidate is required to obtain 40% marks in Internal Assessment, Projects and semester-end SPPU examination. There will be separate passing for evaluation of Internal, practical, projects and external SPPU examination. **(University terms (Backlog) and Standard of Passing- For details Refer, Separate notifications issued by the Board of Examinations).**

12. Details on Course structure – The courses are divided in three parts:

1. List of Core Courses 2. List of Specialization Courses 3. List of Skill Courses.

1. Core Courses – It is mandatory for the students to complete the courses mentioned in the list.

2. Specialisation Courses – Five electives / options are offered to the students. They will have to select any one course in Semester III as an Elective Subject. The chosen elective will be continued till the end of the course. In all, 8 courses/subjects will be studied by the student by the end of his/her BBA programme. The list of Specialisation courses is separately mentioned.

3. Skill Courses – The list of 16 Skill Enhancement Courses is provided. The college can select courses as mentioned in the structure to suit the requirements of the students. Each course will carry 2 credits having duration of 30 hours. The courses mentioned in the list will be updated as per the requirements of the business environment. The Board Of Studies will make the necessary changes

in the list. These courses can also be replaced by approved online courses. It is mandatory for every Institute to conduct the Compulsory Ability Enhancement Course in Semester III. The Institute can select basic or advanced courses.

BBA (C.A) Bachelor In Business Administration (Computer Application)

1. Name of Programme: Bachelor of Business Administration (Computer Application)

2. Introduction: The degree shall be titled as Bachelor of Business Administration (B.B.A.)(Computer Application) under the Faculty of Commerce and Management. First Year B.B.A.(CA) choice based credit system is implemented w.e.f. the academic year 2019-2020 , Second Year B.B.A.(CA) II will be implemented w.e.f. 2020-2021 and Third Year B.B.A.(CA) III w.e.f. 2021-2022

3. Programme Objectives:

- To produce skill oriented human resource.
- To impart practical skills among students.
- To make industry ready resource.
- To bring the spirit of entrepreneurship.

4. Programme Structure:

- The Programme is of a Three Year (Six semesters) Full Time Degree Programme.
- The programme shall be based on credit system comprising 132 credits.

5. Eligibility for Admission

- A candidate is eligible for admission to the Degree in Bachelor of Business Administration – Computer Application after passing 12th Std. examination (H.S.C. 10 +2) from any stream with English as passing subject and has secured 40% marks at 12th std.
- Three Years Diploma after S.S.C. i.e. 10th Standard of Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- Two Years Diploma in Pharmacy after H.S.C., of Board of Technical Education conducted by Government of Maharashtra or its equivalent.

- MCVC

6. Medium of Instruction: English

7. Award of Credits:

- Each course having 3 credits shall be evaluated out of 100 marks and student should secure at least 40 marks to earn full credits of that course.
- Each course with 2 credits for Sem-I & Sem-II, Sem-V & Sem-VI is divided in theory (50%) & practical (50%) and for Sem-III, IV there will be project work for students. For all practical and project there will be university evaluation. For Sem-I, II, V & VI (30% Internal & 70% External) is the pattern of evaluation.
- GPA shall be calculated based on the marks obtained in the respective subject provided that student should have obtained credits for that course.

8. Evaluation Pattern:

- Each course carrying 100 marks shall be evaluated with Continuous Assessment (CA) and University Evaluation (UE) mechanism. Continuous assessment shall be of 30 marks while University Evaluation shall be of 70 marks. To pass in the course, a student has to secure minimum 40 marks provided that he should secure minimum 28 marks in University Evaluation (UE).
- CA shall be based on internal tests (minimum 2 for 20 marks). In addition, for remaining 10 marks a teacher may assign various activities such as home assignments, 3 tutorials, seminars, presentations, group discussion etc, to the students and evaluate accordingly.

9. Method of Evaluation and Evaluation Criteria: -

1. Internal Assessment 30 marks for all theory related subjects
2. Practical and Project will be evaluated separately
3. SPPU - Examination will be 70 marks

1. Instructions for teachers for internal evaluation for 30 Marks - The purpose of internal evaluation is to assess the depth of knowledge, understanding and awareness. For this purpose a teacher is expected to use different evaluation methods in order to have rational and objective assessment of the learners and

available resources.

- The class work will carry 30 marks in each course. Internal Evaluation includes continuous evaluation of a student by adopting variety of techniques such as Assignments, Presentation, Internal examination, Group Discussions , Projects etc.
- There shall be Four small projects /Tutorials for internal evaluation as compulsory part of assessment (Semester I ,II ,III and IV).

2. Project Examination

For course on Practical and Project work as per the regular practice there will be Written Report and viva presentation of 100 marks at SPPU level.

3. External Examination: - There will be written Examination of 70 marks and 3 hrs duration for every course at the end of each Semester.

Setting of Question Papers (Applicable to theory subjects)

1. A candidate shall have to answer the questions in all the subjects in English only.
2. Question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a candidate.
3. Question paper shall be balanced in respect of various topics outlined in the syllabus.
4. The question papers shall have a combination of long, short answer and MCQ type questions.

10. Restructuring of courses –Equivalence and Transitory Provision

The University will conduct examination of old course for next three academic years from the date of implementation of new course.

The candidate of old course will be given three chances to clear his subjects as per the old course and thereafter he will have to appear for the subjects under new course as per the equivalence given to old course.

11. Completion of Degree Programme: A student who earns 132 credits, shall be considered to have completed the requirements of the B.B.A.(CA) degree program and CGPA will be calculated for such student.

12. Credit Allocation

CC-Core Course, EC-Elective Course, PR-Practical, PJ-Project, AECC-Ability Enhancement Compulsory Courses, SEC-Skill Enhancement Courses.

Total - 132 Credits for Three years Programme

| Sr. No. | Semester | CC – Credit | EC Credit | PR Credit | PJ Credit | AEC CCredit | SEC – Credit | Lectures + Project +add on courses= Total Credits |
|---------|----------|-------------|-----------|-----------|-----------|-------------|--------------|---|
| 1 | I | 15 | | 4 | | | 2 | 15+4+2 = 21 |
| 2 | II | 15 | | 4 | | | 2 | 15+4+2 = 21 |
| 3 | III | 9 | 6 | 6 | | 2 | | 9+6+6+2 = 23 |
| 4 | IV | 9 | 3 | 4 | 4 | | 2 | 9+3+4+4+2 = 22 |
| 5 | V | 9 | 3 | 4 | 4 | | 2 | 9+3+4+4+2 = 22 |
| 6 | VI | 10 | 3 | 4 | 4 | | 2 | 10+3+4+4+2 = 23 |
| Total | | 67 | 15 | 26 | 12 | 2 | 10 | 67+15+26+12+2+10 = 132 |

13. Titles of Papers and Scheme of Study for B.B.A. (C.A.) Programme CC-Core Course, EC-Elective Course, PR-Practical, PJ-Project, AECC-Ability Enhancement Compulsory Courses, SEC-Skill Enhancement Courses.

BSc (Computer Science) Bachelor In Science (Computer Science)

Preamble:

The B. Sc. (Computer Science) course is systematically designed three year degree program under the faculty of Science and Technology. The objective of the course is to prepare students to undertake careers involving problem solving using computer science and technologies, or to pursue advanced studies and research in computer science. The syllabus which comprises of Computer Science subject along with that of the three allied subjects (Mathematics, Electronics and Statistics) covers the foundational aspects of computing sciences and also develops the requisite professional skills and problem solving abilities using computing sciences.

Introduction:

At the first year of under-graduation, the basic foundations of two important skills required for software development are laid. A course in problem solving and programming along with a course in database fundamentals forms the preliminary skill set for solving computational problems. The practical courses are designed to supplement the theoretical training in the

year. Along with Computer Science, the two theoretical and one practical course each in Statistics, Mathematics and Electronics help in building a strong foundation. Career Advancement courses are introduced in both semesters to cover additional areas of Computer Science.

At the second year of under-graduation, computational problem solving skills are further strengthened by a course in Data structures. Software engineering concepts that are required for project design are also introduced. Essential concepts of computer networking are also introduced in this year. The practical course included in both semesters complements the theory courses.

At the third year of under-graduation, all the subjects are designed to fulfill core Computer Science requirements as well as meet the needs of the software industry. Theory courses are adequately supplemented by hands-on practical courses. Skill Enhancement courses enable the students to acquire additional value-added skills.

Objectives:

- To develop problem solving abilities using a computer.
- To build the necessary skill set and analytical abilities for developing computer based solutions for real life problems.
- To train students in professional skills related to Software Industry.
- To prepare necessary knowledge base for research and development in Computer Science.
- To help students build-up a successful career in Computer Science and to produce entrepreneurs who can innovate and develop software products

6. College Academic Calendar & University Calendar:

a) A.Y. 2018 – 19


SE Society's
SNBP College, Yerawada, Pune

Academic Calendar 2018-19

Term – I

| Week | June 2018 |
|-------|--|
| 1/2 | Summer Vacation |
| 3 | Celebration of International Yoga Day College opening after summer vacation – 20 th June 2018 |
| Week | July 2018 |
| 1 | Commencement of Semester Examination of FY / SY/ TY BBA / BCA / B.Sc, Tree plantation |
| 2 | Add on course on Adv. C Programming |
| Week | August 2018 |
| 1 | Beginning of admission procedure for First Year BBA / BCA / BSc after declaration of results of 12 th standard. Add on course on Training on HTML, CSS and JS |
| 2/3 | Educational Book Distribution to Anath Ashram in Charoli, Alandi, Pune. 15 th August 2018 – Celebration of Independence Day 2018 |
| 4 | Aid collection drive for Kolhapur Flood Victims. |
| Week | September 2018 |
| 1 | Beginning of admission procedure for Second / Third Year BBA / BCA / BSc after declaration of results of First / Second year BBA / BCA / BSc by College / University. |
| 2 | Induction Program for the First Year Students of the college. |
| 3 | Commencement of Classes of FY / SY / TY BBA / BCA / BSc. |
| 4 | Historical place visit to Lal Mahal, Pune |
| Week | October 2018 |
| 1 | Self Defence Program for girls |
| 2 / 3 | Internal Evaluation of the students |
| 3 | 7 th October 2018 – Celebration of Founder's Week |
| Week | November 2018 |
| 3 | Internal Class test of BBA / BCA / BSc. – Semester I / III / V |
| Week | December 2018 |
| 1/2/3 | Add on course on Training on MS Office 2010 |

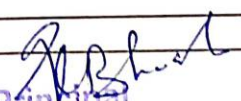



Principal
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Term – II

| December 2018 | |
|---------------|--|
| Week 4 | College resumes after winter vacation on 26 th December 2018, Annual Gathering |
| January 2019 | |
| Week 1/2 | University Examination of BBA / BCA / BSc Semester I / III / V |
| Week 3 | Industrial Visits |
| Week 4 | 25 th January 2019 Voting Awareness Camp aimed at promoting civic engagement and encouraging participation in the democratic process. 26 th Jan 2019 – Republic Day Celebration |
| Week 4 | Annual Fest |
| February 2019 | |
| Week 1/2/3 | Add on course on Basics of Soft skills Various workshops for students |
| Week 4 | Industrial visit to Katraj Dairy, Katraj, Pune for BBA Students |
| March 2019 | |
| Week 2 / 3 | Internal Evaluation of the students Semester II / IV / VI |
| April 2019 | |
| Week 1 | University Examination for Semester II / IV / VI |
| May 2019 | |
| Week 1 | 1 st May 2019 – Maharashtra Din |
| Week 2/3 | Summer Vacation begins 15 th May 2019 |




 The Principal
 S. N. B. P. COLLEGE
 Maharashtra Housing Board
 Yerwada, Pune - 411 006

Dates of Commencement _ Conclusion of terms for Affiliated Colleges (Academic Year 2018-

19)_26.042018.pdf (unipune.ac.in)

Savitribai Phule Pune University
(Formerly University of Pune)



Circular No. 67 of 2018

**Dates of Commencement and Conclusion of terms for the Academic Year 2018-2019
For Affiliated Colleges Only.**

It is hereby informed that, the dates of commencement and conclusion of the First and Second term of University Courses, under various faculties, for the academic year 2018-2019 shall be as under :

| Sr. No. | Name of the Courses and Faculties | 2018-19 | | | |
|---------|--|--------------|------------|--------------|------------|
| | | First Term | | Second Term | |
| | | Commencement | Conclusion | Commencement | Conclusion |
| 1 | Science & Technology | | | | |
| | Science | 15/06/2018 | 03/11/2018 | 29/11/2018 | 30/04/2019 |
| | Engineering : SE,TE,BE & MCA- II, & III Year | 15/06/2018 | 03/11/2018 | 17/12/2018 | 25/04/2019 |
| | Engineering :ME - II Year. | 02/07/2018 | 03/11/2018 | 15/01/2019 | 20/05/2019 |
| | B.Architecture II, III, IV & V Year. | 15/06/2018 | 03/11/2018 | 29/11/2018 | 30/04/2019 |
| | M. Architecture II Year. | 02/07/2018 | 03/11/2018 | 17/12/2018 | 30/04/2019 |
| | B. Pharmacy | 15/06/2018 | 03/11/2018 | 29/11/2018 | 30/04/2019 |
| | M. Pharmacy | 02/07/2018 | 03/11/2018 | 29/11/2018 | 15/05/2019 |
| 2 | Commerce & Management | | | | |
| | Commerce | 15/06/2018 | 03/11/2018 | 29/11/2018 | 30/04/2019 |
| | Management | 02/07/2018 | 03/11/2018 | 29/11/2018 | 15/05/2019 |
| 3 | Humanities | | | | |
| | Arts & Fine Arts | 15/06/2018 | 03/11/2018 | 29/11/2018 | 30/04/2019 |
| | Mental Moral and Social Sciences | | | | |
| | Law : UG & PG (II/III/IV/V Year.) | 15/06/2018 | 03/11/2018 | 29/11/2018 | 30/04/2019 |
| 4 | Inter-disciplinary Studies | | | | |
| | Education II Year. | 02/07/2018 | 03/11/2018 | 29/11/2018 | 15/05/2019 |
| | Physical Education II Year. | | | | |

Teaching will begin on the date of commencement of the terms and immediately after the finalization of admissions; however, term would stand concluded on the dates mentioned above.

b) A.Y. 2019-20

SE Society's
SNBP College, Yerawada, Pune

Academic Calendar 2019-20

Term – I

| Week | June 2019 |
|-------|---|
| 1/2 | Summer Vacation |
| 3 | College opening after summer vacation – 20 th June 2019 |
| Week | July 2019 |
| ½ | Commencement of Semester Examination of FY / SY/ TY BBA / BCA / B.Sc Add on course on ASP DOT NET for Beginners |
| Week | August 2019 |
| 1 | Beginning of admission procedure for First Year BBA / BCA / BSc after declaration of results of 12 th standard. Add on course on IoT |
| 2/3 | 15 th August 2019 – Celebration of Independence Day 2019 Add on course on IoT continued |
| Week | September 2019 |
| 1 | Beginning of admission procedure for Second / Third Year BBA / BCA / BSc after declaration of results of First / Second year BBA / BCA / BSc by College / University. Add on course on Cloud Computing |
| 2 | Induction Program for the First Year Students of the college. Add on course continued |
| 3 | Commencement of Classes of FY / SY / TY BBA / BCA / BSc., Add on course continued |
| Week | October 2019 |
| 2 / 3 | Internal Evaluation of the students |
| 3 | 7 th October 2019 – Celebration of Founder's Week |
| Week | November 2019 |
| 3 | Internal Class test of BBA / BCA / BSc. – Semester I / III / V |



[Signature]
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Term – II

| December 2019 | |
|---------------|--|
| Week | |
| 1/2/3 | Add on course on Business Communication |
| 4 | College resumes after winter vacation on 26 th December 2019 |
| 4 | Annual Gathering |
| January 2020 | |
| Week | |
| 1 | Practical / Oral Examination of BBA / BCA / BSc Semester I / III / V |
| 1/2 | Industrial Visits |
| 4 | 24 th Jan 2020 industrial visit to Sant Tukaram Sugar Factory, Kasarsai, Pune. 26 th Jan 2020 – Republic Day Celebration, Annual Fest |
| February 2020 | |
| Week | |
| 1/2/3 | Various workshops for students 27 Feb Marathi Rajyabhasha Din Internal Evaluation of the students Semester II / IV / VI |
| March 2020 | |
| Week | |
| 1/2 | Internal Evaluation of the students Semester II / IV / VI |
| April 2020 | |
| Week | |
| 1 | University Online Examination for Semester II / IV / VI |
| May 2020 | |
| Week | |
| 1 | 1 st May 2019 – Maharashtra Din |
| 2/3 | Summer Vacation begins 15 th May 2020 |



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Maharashtra Housing Board
Yerwada, Pune - 411 006

Savitribai Phule Pune University
(Formerly University of Pune)



Circular No. 100 of 2019

List of Holidays during the year 2019 for University Departments/Affiliated Colleges and Recognized Institutes.

Holidays

| Sr. No. | Day of Holiday | Date | Day |
|---------|----------------------------|------------|-----------|
| 1 | Ramgn - Id (Id Ul Fitr) | 05-06-2019 | Wednesday |
| 2 | Bakri - Id (Id Ul Zil-haj) | 12-06-2019 | Monday |
| 3 | Independence Day | 15-08-2019 | Thursday |
| 4 | Parsi, New Year | 17-08-2019 | Saturday |
| 5 | Ganesh Chaturthi | 02-09-2019 | Monday |
| 6 | Gauri Poojan | 06-09-2019 | Friday |
| 7 | Masaram | 10-09-2019 | Tuesday |
| 8 | Ashad Chaturdashi | 12-09-2019 | Thursday |
| 9 | Mahatma Gandhi Jayanti | 02-10-2019 | Wednesday |
| 10 | Dasara | 08-10-2019 | Tuesday |
| 11 | Dhanarayodashi | 25-10-2019 | Friday |
| 12 | Diwali (Bali Pratipada) | 28-10-2019 | Monday |
| 13 | Bhaubij | 29-10-2019 | Tuesday |
| 14 | Guru Nanak Jayanti | 12-11-2019 | Tuesday |
| 15 | Christmas | 25-12-2019 | Wednesday |

Note

In case, the Head/ Principal/Directors of the Affiliated Colleges / Recognized Institutes requires to give additional holiday in exceptional circumstances, he/she may do so by compensating the same by keeping the Department/ College/Institute working on Sunday.


Deputy Registrar
(P.G. Admissions)

Ganeshkhind, Pune
Ref. No. PGIS/ 620
Date: 25/05/2019

Copy to : for information & necessary action

1. The Members of the Management Council.
2. The Deans of Faculties.
3. The Registrar, Savitribai Phule Pune University, Pune.
4. The Director, Examinations & Evaluation, Savitribai Phule Pune University, Pune.
5. The Heads of all University Departments
6. The Principals of all Affiliated Colleges.
7. The Directors of all Recognized Institutes.
8. The Heads of all the Administrative Sections of the University Office.
9. Asstt. Registrar, office of the Hon. Vice-Chancellor, Savitribai Phule Pune University
10. Asstt. Registrar, office of the Hon. Pro-Vice-Chancellor, Savitribai Phule Pune University

Savitribai Phule Pune University
(Formerly University of Pune)



Circular No. 77 of 2019

**Dates of Commencement and Conclusion of terms for the Academic Year 2019-2020
For affiliated Colleges/recognised Institutes Only.**

It is hereby informed that, the dates of commencement and conclusion of the First and Second term of University Courses, under various faculties, for the academic year 2019-2020 shall be as under :

| Sr. No. | Name of the Courses and Faculties | 2019-2020 | | | |
|---------|--|--------------|------------|--------------|------------|
| | | First Term | | Second Term | |
| | | Commencement | Conclusion | Commencement | Conclusion |
| 1 | Science & Technology | | | | |
| | Science | 15/06/2019 | 24/10/2019 | 20/11/2019 | 30/04/2020 |
| | Engineering : SE,TE,BE & MCA- II, & III Year | 15/06/2019 | 05/11/2019 | 16/12/2019 | 27/04/2020 |
| | Engineering :ME - II Year. | 01/07/2019 | 09/11/2019 | 13/01/2020 | 23/05/2020 |
| | B.Architecture II, III, IV & V Year. | 15/06/2019 | 16/10/2019 | 09/12/2019 | 04/04/2020 |
| | M. Architecture II Year. | 08/07/2019 | 02/11/2019 | 09/12/2019 | 04/04/2020 |
| | B. Pharmacy | 15/06/2019 | 24/10/2019 | 20/11/2019 | 30/04/2020 |
| | M. Pharmacy | 01/07/2019 | 07/12/2019 | 01/01/2020 | 15/05/2020 |
| 2 | Commerce & Management | | | | |
| | Commerce | 15/06/2019 | 24/10/2019 | 20/11/2019 | 30/04/2020 |
| | Management | 01/07/2019 | 07/12/2019 | 01/01/2020 | 15/05/2020 |
| 3 | Humanities | | | | |
| | Arts & Fine Arts | 15/06/2019 | 24/10/2019 | 20/11/2019 | 30/04/2020 |
| | Mental Moral and Social Sciences | | | | |
| | Law : UG & PG (II/III/IV/V Year.) | 01/07/2019 | 07/12/2019 | 17/01/2020 | 31/05/2020 |
| 4 | Inter-disciplinary Studies | | | | |
| | Education II Year. (B.Ed., M.Ed.) | 01/07/2019 | 07/12/2019 | 01/01/2020 | 15/05/2020 |
| | Physical Education II Year. (B.P.Ed., M.P.Ed.) | 01/07/2019 | 07/12/2019 | 01/01/2020 | 15/05/2020 |

Teaching will begin on the date of commencement of the terms and immediately after the finalization of admissions; however, term would stand concluded on the dates mentioned above.

[Signature]
24/11/2019

c) A.Y. 2020-21

SE Society's
SNBP College, Yerawada, Pune

Academic Calendar 2020-21

Term – I & II

| Week | June 2020 |
|-------|---|
| 1/2 | Summer Vacation |
| 3 | College opening after summer vacation – 20 th June 2020 |
| Week | July 2020 |
| 1 | Commencement of Semester Examination of FY / SY/ TY BBA / BCA / B.Sc |
| Week | August 2020 |
| 1 | Beginning of admission procedure for First Year BBA / BCA / BSc after declaration of results of 12 th standard. |
| 2/3 | 15 th August 2020 – Celebration of Independence Day 2020 |
| Week | September 2020 |
| 1 | Beginning of admission procedure for Second / Third Year BBA / BCA / BSc after declaration of results of First / Second year BBA / BCA / BSc by College / University. Add on course on Principles of Programming Algorithm conducted online mode |
| 2 | Online Induction Program for the First Year Students of the college. |
| 3 | Commencement of Online Classes of FY / SY / TY BBA / BCA / BSc. |
| Week | October 2020 |
| 2 / 3 | Online Internal Evaluation of the students |
| Week | November 2020 |
| 3 | Online Internal Class test of BBA / BCA / BSc. – Semester I / III / V |
| Week | December 2020 |
| 4 | College resumes after winter vacation on 26 th December 2020 (Starts Term II) |
| Week | January 2021 |
| 1 | Online Practical / Oral Examination of BBA / BCA / BSc Semester I / III / V |
| 4 | 26 th Jan 2021 – Republic Day Celebration |
| Week | February 2021 |
| 1/2 | Various Webinar for students |
| Week | March 2021 |
| 2 / 3 | Internal Evaluation of the students Semester II / IV / VI |
| Week | April 2021 |
| 1/2/3 | University Online Examination for Semester II / IV / VI |
| Week | May 2021 |
| 1 | 1 st May 2021 – Maharashtra Din |
| 2/3 | Summer Vacation begins 20 th May 2021 |



[Signature]
Principal
S. N. B. P. COLLEGE
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| List of Holiday's for Academic Year 2020-21 | | | |
|---|------------------------|------------|--------------------------------|
| Date | Occasion | Date | Occasion |
| 01/08/2020 | Id-Ul-Zua | 26/01/2021 | Republic Day |
| 15/08/2020 | Independence Day | 19/02/2021 | Chh. Shivaji Maharaj Jayanti |
| 17/08/2020 | Parshi-New Year | 11/03/2021 | Mahashivratri |
| 22/08/2020 | Ganesh Chaturthi | 29/03/2021 | Holi (Second Day) |
| 02/10/2020 | Mahatma Gandhi Jayanti | 02/04/2021 | Good Friday |
| 30/10/2020 | Id-E-Milad | 13/04/2021 | Gudi Padwa |
| 14/11/2020 | Diwali | 14/04/2021 | Dr. Babasaheb Ambedkar Jayanti |
| 16/11/2020 | Bali-Pratipada | 21/04/2021 | Ramnavami |
| 30/11/2020 | Guru Nanak Jayanti | 01/05/2021 | Maharashtra Din |
| 25/12/2020 | Christmas | 13/05/2021 | Id-Ul-Fitr |

Savitribai Phule Pune University
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Circular No.103 of 2020
Important Notification

Revised Dates of Conclusion of II terms for the Academic Year 2019-2020 and Commencement for the Academic Year 2020-2021
For affiliated Colleges/recognised Institutes Only.

In view of prevailing COVID-19 situation in the Country, it is hereby informed that, the revised dates of conclusion of the Second term of 2019-2020 and Commencement for the Academic Year 2020-2021 University Courses, under various faculties shall be as under :

| Sr. No. | Name of the Courses and Faculties | II Term 2019-20 | I Term 2020-2021 |
|---------|---|-----------------|------------------|
| | | Conclusion | Commencement |
| 1 | Science & Technology | | |
| | Science | 05/06/2020 | 15/06/2020 |
| | Engineering : SE,TE,BE & MCA-II, & III Year | 05/06/2020 | 15/06/2020 |
| | Engineering :ME - II Year. | 05/06/2020 | 01/07/2020 |
| | B.Architecture II, III, IV & V Year. | 05/06/2020 | 15/06/2020 |
| | M. Architecture II Year. | 05/06/2020 | 01/07/2020 |
| | B. Pharmacy | 05/06/2020 | 15/06/2020 |
| | M. Pharmacy | 05/06/2020 | 01/07/2020 |
| 2 | Commerce & Management | | |
| | Commerce | 05/06/2020 | 15/06/2020 |
| | Management | 05/06/2020 | 01/07/2020 |
| 3 | Humanities | | |
| | Arts & Fine Arts | 05/06/2020 | 15/06/2020 |
| | Mental Moral and Social Sciences | | |
| | Law : UG & PG (II, III, IV & V Year.) | 05/06/2020 | 01/07/2020 |
| 4 | Inter-disciplinary Studies | | |
| | Education II Year.(B.Ed., M.Ed.) | 05/06/2020 | 01/07/2020 |
| | Physical Education II Year.(B.P.Ed., M.P.Ed.) | 05/06/2020 | 01/07/2020 |

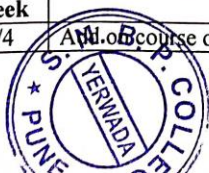
d) A.Y. 2021-22

SE Society's
SNBP College, Yerawada, Pune

Academic Calendar 2021-22

Term – I & II

| Week | June 2021 |
|-------|---|
| 1/2 | Summer Vacation |
| 3 | College opening after summer vacation – 20 th June 2021 |
| Week | July 2021 |
| 1/2/3 | Commencement of Semester Examination of FY / SY / TY BBA / BCA / B.Sc Add on course on "Online course on Artificial Intelligence" through online mode One day Workshop on Good and Service Tax |
| Week | August 2021 |
| 1/2 | Beginning of admission procedure for First Year BBA / BCA / BSc after declaration of results of 12 th standard. Guest Lecture on topic "Evolution of the habitable earth" |
| 2/3 | 15 th August 2021 – Celebration of Independence Day 2021 |
| 4 | Workshop on Introduction to NEP 2020 |
| Week | September 2021 |
| 1 | Beginning of admission procedure for Second / Third Year BBA / BCA / BSc after declaration of results of First / Second year BBA / BCA / BSc by College / University. Add on course on Communication Skills in English through online mode |
| 2 | Induction Program for the First Year Students of the college. Seminar titled Employability skills in IT and non IT Industry |
| 3 | Commencement of Classes of FY / SY / TY BBA / BCA / BSc. Add on course on Basic Information on Software Testing through online mode |
| Week | October 2021 |
| 1 | 7 th October 2021 – Celebration of Founder's Week |
| 2 / 3 | One Day workshop on Scope and Opportunities in Commerce Internal Evaluation of the students Departmental meeting |
| Week | November 2021 |
| 1/2 | Diwali vacations |
| 3 | College reopens |
| Week | December 2021 |
| 3 | Guest lecture on Corporate culture |
| 4 | College resumes after winter vacation on 26 th December 2021 (Started Term II) |
| 4 | Annual Gathering |
| Week | January 2022 |
| 1 | Practical / Oral Examination of BBA / BCA / BSc Semester I / III / V |
| 1/2 | Industrial Visits |
| 4 | 26 th Jan 2022 – Republic Day Celebration |
| Week | February 2022 |
| 1/2/3 | Various workshops for students |
| Week | March 2022 |
| 2 / 3 | Add on course on Python Programming Internal Evaluation of the students Semester II / IV / VI |
| Week | April 2022 |
| 3/4 | Add on course on Oracle Database Training |



[Signature]
Principal
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Maharashtra Housing Board
Yerawada, Pune - 411 006

| Week | May 2022 |
|-------|--|
| 1 | 1 st May 2019 – Maharashtra Din |
| 2/3 | Exam preparatory leaves |
| Week | Jun 2022 |
| 1/2/3 | University External Examination |



[Signature]
Principal
S. N. B. P. COLLEGE
Maharashtra Housing Board
Yerwada, Pune - 411 006

e) University Circular No. 103 of 2020 for 2020-21: PDF90CC.tmp (unipune.ac.in)

Savitribai Phule Pune University
(Formerly University of Pune)



Circular No. 134 of 2021

Important Notification

**Dates of Commencement and Conclusion of terms of U.G. / P.G. Courses for the Academic Year
2021-22 For affiliated Colleges/recognised Institutes.**

It is hereby informed that, the dates of Commencement and conclusion of terms of U.G. / P.G. Courses for the Academic Year 2021-2022, under various faculties shall be as under :

The date of Commencement and Conclusion of the academic session of the first year of all those courses whose admission was made/ will be made under Common Entrance Examination (CET) conducted by the Government/SPPU will be announced separately.

| Sr. No. | Name of the Faculty | Name of the Courses | Year | 2021 - 2022 | | | |
|---------|-----------------------|---------------------|-------------|--------------|------------|--------------|------------|
| | | | | First Term | | Second Term | |
| | | | | Commencement | Conclusion | Commencement | Conclusion |
| 1 | Science & Technology | Science | I, III | 15/06/2021 | 20/10/2021 | 15/11/2021 | 30/04/2022 |
| | | | II | 01/07/2021 | 20/10/2021 | 15/11/2021 | 30/04/2022 |
| | | Engineering | TE, BE | 15/06/2021 | 20/10/2021 | 15/11/2021 | 30/04/2022 |
| | | | SE | 20/08/2021 | 12/11/2021 | 03/01/2022 | 15/05/2022 |
| | | ME, MCA | II | 20/08/2021 | 12/11/2021 | 03/01/2022 | 15/05/2022 |
| | | B.Architecture | III, IV & V | 15/06/2021 | 20/10/2021 | 15/11/2021 | 30/04/2022 |
| | | | II | 20/08/2021 | 12/11/2021 | 03/01/2022 | 15/05/2022 |
| | | M. Architecture | II | 20/08/2021 | 12/11/2021 | 03/01/2022 | 15/05/2022 |
| | | B. Pharmacy | III & IV | 15/06/2021 | 20/10/2021 | 15/11/2021 | 30/04/2022 |
| | | | II | 20/08/2021 | 12/11/2021 | 03/01/2022 | 15/05/2022 |
| | | M. Pharmacy | II | 20/08/2021 | 12/11/2021 | 03/01/2022 | 15/05/2022 |
| 2 | Commerce & Management | Commerce | I, III | 15/06/2021 | 20/10/2021 | 15/11/2021 | 30/04/2022 |
| | | | II | 01/07/2021 | 20/10/2021 | 15/11/2021 | 30/04/2022 |
| | | Management | II | 15/11/2021 | 03/03/2022 | 11/03/2022 | 30/06/2022 |

f) A.Y. 2022-23

SE Society's
SNBP College, Yerawada, Pune

Academic Calendar 2022-23
Term – I

| Months | Week | Particulars |
|----------------|------|--|
| June 2022 | 1 | Summer Vacation, Admission process, counseling for student, IQAC Meeting |
| | 2 | Admission process, counseling for student for subject selection |
| | 3 | College opening after summer vacation – 20 th June 2022, Presentation on Menstrupedia (Womens), Yoga day |
| | 4 | One Day Workshop For Faculty Development |
| July 2022 | 1 | Departmental Meeting, Preparation of Time Table, Commencement of Semester Examination of FY / SY/ TY BBA / BCA / B.Sc |
| | 2 | Finalization of Time table, Add-on course on Android Development |
| | 3 | Add-on Course continued on Android development. |
| | 4 | Guest Lecture on Soft Skill |
| August 2022 | 1 | Beginning of admission procedure for First Year BBA / BCA / BSc, Workshop on Extemporaneous Speech |
| | 2 | IQAC Meeting, Lecture on Cyber Security, Independence day |
| | 3 | Workshop on Personality Development, |
| | 4 | Add-on Course on Business Communication. |
| September 2022 | 1 | Cleanliness Drive, Teacher's Day, Add-on course continued for Business communication, Induction Program for the First Year Students of the college, Guest Lecture on writing an application and resume |
| | 2 | |
| | 3 | Lecture on Sexual Harassment and Women Empowerment (Nirbhayakanya) |
| | 4 | |
| October 2022 | 1 | Internal Examination, |
| | 2 | Students Medical Health Checkup Camp, Blood donation, |
| | 3 | Add on course on MySQL Training |
| | 4 | Diwali vacations |
| November 2022 | 1 | Departmental Meeting, |
| | 2 | |
| | 3 | examination preparatory holidays for students |
| | 4 | |
| December 2022 | 1 | Internal examination |
| | 2 | |
| | 3 | Lecture on Computer Networking Techniques |
| | 4 | One day fitness programme. |




[Signature]
Principal
S. N. B. P. COLLEGE
Maharashtra Housing Board
Yerwada, Pune - 411 006

Term II

| Months | Week | Particulars |
|---------------|------|--|
| January 2023 | 1 | Commencement of University examinations. |
| | 2 | Workshop on Interfacing With 8051 Micro Controller, Add on course Adv. C Prog. |
| | 3 | Workshop on Women Empowerment & Self Defense, Add on course Adv. C Prog., 26 th Jan 2023 – Republic Day Celebration, IQAC Meeting |
| | 4 | |
| February 2023 | 1 | Industrial visit, Add-on course on Advance C Programming |
| | 2 | Electronics Workshop for BSC (CS) students, Add on course on |
| | 3 | Digital Marketing, |
| | 4 | Guest Lecture on Python |
| March 2023 | 3 | Heritage visit |
| April 2023 | 4 | Departmental meeting |
| May 2023 | 1 | Maharashtra day, Internal Examination |
| | 2 | Internal Examination |
| June 2023 | 1 | University External Examination |
| | 2 | |
| | 3 | |
| | 4 | |




Principal
S. N. B. P. COLLEGE
 Maharashtra Housing Board
 Yerwada, Pune - 411 006

Savitribai Phule Pune University
(Formerly University of Pune)



Circular No. 25 of 2023

It is hereby informed to all concerned that the University has declared following days as Public Holidays for the **University Departments/Affiliated Colleges and Recognized Institutes** for teaching faculty for the calendar year 2023.

Public Holidays

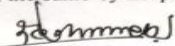
| Sr. No. | Day of Holiday | Date | Day |
|---------|-------------------------------------|------------|-----------|
| 1. | Republic Day | 26-01-2023 | Thursday |
| 2. | Mahashivratri | 18-02-2023 | Saturday |
| 3. | Chhatrapati Shivaji Maharaj Jayanti | 19-02-2023 | Sunday |
| 4. | Holi (Second Day) | 07-03-2023 | Tuesday |
| 5. | Gudhi Padwa | 22-03-2023 | Wednesday |
| 6. | Ram Navami | 30-03-2023 | Thursday |
| 7. | Mahavir Jayanti | 04-04-2023 | Tuesday |
| 8. | Good Friday | 07-04-2023 | Friday |
| 9. | Dr. Babasaheb Ambedkar Jayanti | 14-04-2023 | Friday |
| 10. | Ramzan-Id (Id-ul-Fitr) (Shawal-1) | 22-04-2023 | Saturday |
| 11. | Maharashtra Din | 01-05-2023 | Monday |
| 12. | Buddha Pournima | 05-05-2023 | Friday |
| 13. | Bakri Id (Id-Uz-Zuha) | 28-06-2023 | Wednesday |
| 14. | Moharum | 29-07-2023 | Saturday |
| 15. | Independence Day | 15-08-2023 | Tuesday |
| 16. | Parsi New Year (Shahenshahi) | 16-08-2023 | Wednesday |
| 17. | Ganesh Chaturthi | 19-09-2023 | Tuesday |
| 18. | Id-E-Milad | 28-09-2023 | Thursday |
| 19. | Mahatma Gandhi Jayanti | 02-10-2023 | Monday |
| 20. | Dasara | 24-10-2023 | Tuesday |
| 21. | Diwali Amavasya (Laxmi Puja) | 12-11-2023 | Sunday |
| 22. | Diwali (Bali Pratipada) | 14-11-2023 | Tuesday |
| 23. | Bhaubeej | 15-11-2023 | Wednesday |
| 24. | Guru Nanak Jayanti | 27-11-2023 | Monday |
| 25. | Christmas | 25-12-2023 | Monday |

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Note

In case, the Head/ Principal/Director of the Affiliated Colleges / Recognized Institutes requires to give additional holiday in exceptional circumstances, he may do so by compensating the same by keeping the Department/ College/Institute working on Sunday.


Deputy Registrar
(P.G. Admissions)


Ganeshkhind, Pune
Ref. No. PGS/ 711
Date: 02/02/2023

Copy to : for information & necessary action

1. The Members of the Management Council.
2. The Registrar, Savitribai Phule Pune University, Pune.
3. The Deans of Faculties.
4. The Director, Board of Examinations & Evaluation, Savitribai Phule Pune University, Pune.
5. The Heads of all University Departments.
6. The Principals of all Affiliated Colleges.
7. The Directors of all Recognized Institutes.
8. The Heads of all the Administrative Sections of the University Office.
9. Statistical Analyst, office of the Hon. Vice-Chancellor, Savitribai Phule Pune University
10. Asstt. Registrar, office of the Hon. Pro-Vice-Chancellor, Savitribai Phule Pune University

7. Exam form online link:

Landing | Student Profile System | Savitribai Phule Pune University (unipune.ac.in)

 SPPU

[Home](#)
[Student](#)
[Create Account](#)
[Log In](#)
[College](#)
[Log In](#)
[Admin / Support](#)
[Log In](#)

Student Profile System

Email Id and Mobile Number Update

- You can update email id and mobile number from your login.
- You can also update email id and mobile number from your college.

Student Profile System (SPS)

सूचना मराठीमध्ये

Every student who wish to apply for Online Exam Form need to be registered on Student Profile System (SPS).

Features of Student Profile System (SPS)

- This is one-time/permanent profile management system for student.
- Once registered student will be able to use same account across multiple online applications of university through out his course. i.e. Student will be able to use this account from first year of course to degree.
- No duplicate accounts is allowed on same **Aadhaar number**(For Indian Students)/**Passport Number**(For International Students), **Email ID** and **Mobile Number**.
- Only one account per student is allowed.

Instructions for Creating Account On Student Profile System (SPS)

Before creating account on SPS you need to have following things with you

- PUNCODE:** Unique 10 digit code assigned to each college by university. You can search it from your login.
- Eligibility Number:** Every student gets this number when his eligibility is done by college in eligibility online portal. This number is must for creating profile. Please contact your college to get this number.
This number is not applicable to International Students.
- PRN:** (Permanent Registration Number) This number is allotted to a student when he/she first appears for university exam. This number is must for creating profile. This number is printed on student's university mark sheet.
- Previous Exam Marksheet:** Keep Previous Exam Marksheet with you while creating profile.
- Photo(Passport Size):** Scan copy of passport size photo in JPEG format and file size must be less than 300KB.
- Signature:** Scan copy of your signature in JPEG format and file size must be less than 50KB.

Based upon data in your profile your exam form will be made available to you, so please provide accurate information in profile.

Steps To Create Profile

- Create Account
- Login
- Enroll for the Course
- Fill Personal Information


After completing above four steps your profile will be complete and you can fill exam form by clicking **Exam Form** button from dashboard.

| Student | College | Admin / Support |
|--|------------------------|------------------------|
| Create Account Log In | Log In | Log In |

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8. Time-Table and Schedule:

Schedules and TimeTables- Exam Online, Examination Section , University of Pune
(unipune.ac.in)

**ExamOnline**
Examination Section, University of Pune

[Home](#) [Students >](#) [Colleges >](#) [Contact](#)

Schedules and TimeTables


All examinations Schedules and TimeTables

[Old TimeTables of Last Session March/April 2015](#)

[Old TimeTables of Last Session March/April 2014](#)

[Old TimeTables of Last Session November/December 2014](#)

[Circular No. 125 Under Courses List of Examination](#)

 **Schedule Notification Programme Change in Timing of T.Y. B. Arch. (2015 Course) Design VI (Offline) Paper Examination to be held in April/May,2021.**

Schedule of First Half of the Year 2020

1. Faculty of Science & Technology
2. Faculty of Commerce & Management
3. Faculty of Humanities
4. Faculty of Inter-Disciplinary Studies
5. Practical & Oral March - April 2020
6. Other Fee for March - April 2020
7. Backlog Fee Oct 2019 & Mar 2020
8. Important Instructions
9. Courses List of Examinations - Circular No. 125

Schedule of First Half of the Year 2019

1. Faculty of Science & Technology
2. Faculty of Commerce & Management
3. Faculty of Humanities
4. Faculty of Inter-Disciplinary Studies
5. Practical & Oral 2019
6. Other Fee for March 2019
7. Backlog Fee March 2019
8. Important Instructions

Schedule of First Half of the Year 2018

1. Faculty of Science & Technology
2. Faculty of Commerce & Management
3. Faculty of Humanities
4. Faculty of Inter-Disciplinary Studies
5. Practical & Oral 2018
6. Other Fee
7. Backlog Fee Oct 2017 & March 2018
8. Important Instructions
9. Courses list of Examination

Schedule of First Half of the Year 2017

1. Faculty of Arts, Fine Arts & Performing Arts, Mental, Moral & Social Sciences
2. Faculty of Sciences
3. Faculty of Commerce
4. Faculty of Education
5. Faculty of Physical Education
6. Faculty of Law
7. Faculty of Engineering
8. Faculty of Management
9. Faculty of Pharmaceutical Science
10. Practical & Oral 2017
11. Other Fee
12. Exam fee backlog, Nov-2017
13. Important Instructions
14. Notification for Engineering Examination
15. Courses list

Schedule of first half of the year 2016

1. Faculty of Arts, Fine Arts & Performing Arts, Mental, Moral & Social Sciences
2. Faculty of Sciences
3. Faculty of Commerce
4. Faculty of Education
5. Faculty of Physical Education
6. Faculty of Law
7. Faculty of Engineering
8. Faculty of Management
9. Faculty of Pharmaceutical Science
10. Practical & Oral 2016
11. Other Fee
12. Exam fee backlog, March-2016
13. Important Instructions
14. Circular No. 125 under courses list of Examination

Schedule of first half of the year 2015

1. FACULTY OF ARTS, PERFORMING ART & MENTAL MORAL & SOCIAL SCIENCE
2. FACULTY OF COMMERCE
3. FACULTY OF SCIENCE
4. FACULTY OF EDUCATION & PHY.EDUCATION
5. FACULTY OF MANAGEMENT
6. FACULTY OF ENGINEERING
7. FACULTY OF PHARMACEUTICAL SCIENCE
8. FACULTY OF LAW
9. FEES STRUCTURE
10. IMPORTANT INSTRUCTIONS
11. Paper subject wise exam fee for backlog
12. Revised Schedule for Examinations of Practical & Oral (Including Credit System) March/April 2015
13. Notification for B.F.A. Exam
14. Notification of change in the date of M.Com Exam May 2015

Schedule of Second Half of the Year 2019

1. Faculty of Science & Technology
2. Faculty of Commerce & Management
3. Faculty of Humanities
4. Faculty of Inter-Disciplinary Studies
5. Practical & Oral Oct-Nov 2019
6. Other Fee for Oct-Nov 2019
7. Backlog Fee Oct-Nov 2019
8. Important Instructions
9. Courses List of Examinations - Circular No. 125

Schedule of Second Half of the Year 2018

1. Faculty of Science & Technology
2. Faculty of Commerce & Management
3. Faculty of Humanities
4. Faculty of Inter-Disciplinary Studies
5. Practical & Oral 2018
6. Other Fee for Oct. Exam. 2018
7. Backlog Fee Oct 2018 & March 2019
8. Important Instructions for Examinations Oct. 2018
9. Courses list of Examinations

Schedule of Second Half of the Year 2017


1. Faculty of Science & Technology
2. Faculty of Commerce & Management
3. Faculty of Humanities
4. Faculty of Inter-Disciplinary Studies
5. Practical & Oral Oct 2017
6. Other Fee
7. Backlog Fee Oct 2017 & March 2018
8. Important Instructions
9. Courses list of Examination

Schedule of Second Half of the Year 2016

1. Faculty of Arts, Fine Arts & Performing Arts, Mental, Moral & Social Sciences
2. Faculty of Sciences
3. Faculty of Commerce
4. Faculty of Education
5. Faculty of Physical Education
6. Faculty of Law
7. Faculty of Engineering
8. Faculty of Management
9. Faculty of Pharmaceutical Science
10. Practical & Oral 2016
11. Other Fee
12. Exam fee backlog, Nov-2016
13. Important Instructions
14. Circular No. 125 under courses list of Examination

Schedule of second half of the year 2015

1. Faculty of Arts, Fine Arts & Performing Arts, Mental, Moral & Social Sciences
2. Faculty of Sciences
3. Faculty of Commerce
4. Faculty of Education & Physical Education
5. Faculty of Law
6. Faculty of Management
7. Faculty of Engineering
8. Faculty of Pharmaceutical Science
9. Schedule of Practical and Oral Oct-Nov 2015
10. Important Instructions
11. Exam fees, Statement of Marks & Passing Certificate fees
12. Paper-Subject wise fee for Backlog Encl-'A'
13. Schedule of T.E. & B.E. in Sem. Theory Exam. August 2015
14. Faculty of Engineering

 **TimeTables**

9. Internal Assessment Plan / Policy



S. E. SOCIETY'S

S.N.B.P. COLLEGE

Maharashtra Housing Board, Yerwada, Pune - 411 006,

Phone : 020-26612308, Email : snbpscollege2020@gmail.com, Website : www.snbpscollege.com

AISHE CODE : C- 41455 PU/PN/C/359/2009 - College Code : 0883

Outward No.

Date :

Internal Assessment Plan/Policy

An exclusive policy is framed for the conduct of internal evaluation to offer students with multiple options to track their assessment and assure their quality of learning. The regularity of quality measure is ensured by providing multiple assessment techniques as under.

1. The college appoints one of the senior faculty member to function as College Examination Officer (CEO) who supervises and executes all the examination related work and processes. To concentrate on examination related works the CEO is often relieved from other assignments.
2. The Internal examinations to be conducted by meticulously following all the norms and rules of the affiliating SPPU including the appointment of appropriate staff.
3. The college conducts first year undergraduate examinations in practical courses by appointing internal and external examiners from the respective college faculties.
4. At all costs the transparency, uniformity and impartiality in the internal evaluation are to be maintained with accessibility to all learners.
5. The continuous internal assessment is to be vigorous and extensive in providing a fair estimate of learner's ability and attainment supporting their progress proficently.
6. Constancy, legitimacy and reliability in internal assessment results must be guaranteed.
7. The internal assessment to precede and conclude before the commencement of university examinations (External) leading to adequate time for students to prepare and practice for their examinations.
8. Seminars and assignments are to be allotted to students, wherever possible, for ensuring their active participation in the learning process.




Principal
S. N. B. P. COLLEGE
Maharashtra Housing Board
Yerwada, Pune - 411 006

External Evaluation:

Being an affiliated College, it follows the guidelines and schedules of SPPU, Pune for external examination an utmost care is taken to conduct the university examination in a fair and transparent mechanism. A confidentiality of examination processes is maintained at all levels by employees. The assessment of university examination is carried by university through CAP centres defined by university. The conduct and evaluation of practical examination is carried out at College level through internal and external examiners appointed by university. Marks for external examination are entered on university examination portal and confidentiality is assured. HEI has been appointed as a CAP center for various examinations during last five years. Faculties of College are largely involved in the university examination process in the form of supervisors, paper setters, examiners, moderators, coordinators, etc. and in revaluation process. The results of university examination are communicated to the students immediately after the declaration of results by university. The students are allow to register the grievances if any and resolved to ensure transparency.

9. Grievance Redressal Mechanism:

The functioning of college ensures the transparency and accountability in its process. In context with these various policies have been framed, statutory cells as well as grievance redressal cell are established. College has established a well-defined mechanism to register the grievances physically as well as online. The examination related grievances are resolved for the student satisfaction by examination committee and grievance redressal cell. The grievances related to internal examination are resolved at college level by examination section and Principal to ensure fairness and transparency of evaluation process. Grievances related to university examination are collected and forwarded to university for timely redressal.

a. Committee:

The examination committee and a grievance redressal cell constituted along with their functions are displayed on college website.

b. Grievances Received and Action Taken Report

During last five years examination section received various grievances related to technology, delay, mistakes, duplicate mark sheets, admit cards, etc. All these grievances are resolved in a stipulated period with the help of university portal and examination section. Some of the cases are as follows:

Online Evaluation system:

In academic year due to state-wide and nation wide lockdown of COVID 19 pandemic, the complete education system was shifted to online education. The evaluation for all kinds of examinations including internal as well as external were also carried out online through various platforms and tools using ICT facilities established at HEI. These tools are mainly, Google forms, Google quiz, Online orals using zoom/Google meetings. The examiners appointed were also interacted online.

The college has taken initiative during the period of Covid -19. The college has given training to all teaching staff as well as non- teaching staff. There were so many training programs arranged by the college to train the teachers and non- teaching staff these includes creation of unique email id, creation of Google classroom, sending of invitation of Google classroom

links, attendance of the students on Google classroom, conducting actual lecture, submission of assignments, conduct of practical exams through online mode.

This helps our students as well as teachers to complete the teaching and other evaluation work on time in a smooth manner and seamlessly. This has resulted into honing the skills of teacher in unwarranted situation like COVID-19.

Students Grievance Redressal Committee



S. E. SOCIETY'S

S.N.B.P. COLLEGE

Maharashtra Housing Board, Yerawada, Pune - 411 006.

Phone : 2668 6162, Email : snbp_pune2010@yahoo.co.in

AISHE CODE : C - 41455 PU/PN/C/359/2009 - College Code - 0883

Outward No. :

Date :

Student Grievance Redressal Committee:

In 2018, a Students Grievance Redressal Committee was established to address students' grievances and complaints. The committee aims to maintain a peaceful college environment, promote positive relationships among students and between students & teachers, and promptly resolve issues to foster a harmonious educational atmosphere.

Objectives of the Grievance Redressal Committee help upholding the college's dignity, and formulating an accessible mechanism for grievance resolution. The committee also work in handling complex situations tactfully, encouraging students to express concerns freely, advising respect among students, urging staff to be supportive, and ensuring officials are responsive and courteous.

The committee's also involves in examining student complaints, assessing their validity, addressing matters of harassment and accepting grievances through personal contact or written submissions. The Grievance committee commits to resolve cases within a specified time, producing statistical reports. And updating authorities on attended and pending cases for guidance.

Student Grievance Redressal Committee:

| Sr. No. | Name | Designation | Representative |
|---------|--------------------------|-------------|-----------------------------|
| 1. | Dr. D. K. Bhosale | Chairperson | Secretary of S.E. Society |
| 2. | Mr. Ganesh Bhosale | Member | Vice Principal |
| 3. | Mr. Chandrabhan Gaur | Member | CEO |
| 4. | Ms. Sunanda Phadtare | Member | Ladies Staff Representative |
| 5. | Mr. Harshvardhan Randive | Member | Gents Staff Representative |
| 6. | Mr. Rahul Kashid | Member | Administration |
| 7. | Mr. Ramgopal Jangid | Member | Parent Representative |
| 8. | Mrs. Shama Dhawal Jadhav | Member | Social Representatives |




Principal
S. N. B. P. Sr. COLLEGE
Maharashtra Housing Board
Yerwada, Pune - 411 006

- Grievances from students to Examination Office
- Grievances communicated to Savitribai Phule Pune University

(SAMPLE DOCUMENTS)

Page No. _____
Date: _____

To,
The Principle,
SNBP college,
Pune - 41.

Subject: Correction Backlog subject.


Respected mam,

Myself Khushboo Jalora, from S.Y.BBA previous year, I selected the Productions & operations management subject wrong, so because of it I have to give the backlog exam for the subject. but I have been past the exam and the marksheet is showing 59 total points. Then also my name is being shown in the backlog list. So, I request you to please look after the matter & correct my name in the list.

Yours sincerely,
Khushboo Jalora

Khushboo

Date :- 03/06/2022



To

voice - principle of Commerce Department
SNBP College

Respected Sir,

I Mahesh Sharma Student of
S.Y.B.B.A Roll No:- have lost
my hall ticket.

I apologise for my irresponsibility.
I request you to please grant me
permission for seating in the
examination

Thanking you,
yours faithfully

Mahesh Sharma



Date: 22/06/23

candidate sign:-

ff Mahesh

To

voice-principle of Commerce Department
SNBP College

Respected Sir,

I Shruti Salunkhe student of S.Y.B.BA
Roll NO have lost my hall
ticket. I apologise for my irres-
ponsibility, I request you to please
grant me permission for seating
in the examination.

Thanking you,
yours faithfully

Shruti Salunkhe



Date:- 19/06/2023

Shruti.

classmate

Date

Page

To,

Vice-principle of Commerce Department
Neha ~~Kadam~~ SNBP College

Respected Sir,

I Neha Kadam, Student of SY.B.BA
Roll No. : have lost my hall
ticket. I apologise for my irrespo-
sibility. I request you to please
grant me ~~per~~ permission for seating
in the examination.

Thanking you
yours faithfully

Neha Kadam



Date:- 23/06/23
Candidate sign:-

Neha

To
The Principal

12/05/2023

S.N.B.P College

Subject: Regarding late submission of form

Respected Sir,

I am the student of your college Abhinav Kumar studying in S.V. BBA. Due to some family problems I was not able to fill the exam form on time.

So I request to take & submit my exam form

yours faithfully

Abhinav Kumar



Abhinav Kumar