



# **Academic Policy**

**Admission, Academics, Evaluation**

**MKSSS's School of Fashion Technology**

By College Development Committees

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# MKSSS's School Of Fashion Technology

## **ACADEMIC POLICY**

### **(Admissions, Academics, Evaluation)**

**The Academic Policy** of MKSSS's School of Fashion Technology(SOFT) is meant to provide a guideline to help students navigate their education. The policy enables the student to know the academic procedures in order to complete their course with satisfaction. The information is meant to deliver transparency and clarity in the various processes related to the academics and to make the education hassle free and easy to follow.

The academic policy at SOFT refer to an array of information on academic methods for admission, curriculum & credit systems, attendance & evaluation pattern, scholarships followed by internships and placements. The policy also involves intra personal and interpersonal counselling sessions right from taking admissions to the entire education tenure at SOFT.

The academic policy is designed keeping in mind the Vision and Mission of the Institute , to bring empowerment with sound knowledge, diversified skills and fair practices to "Design Professionals".

The students enrolling at SOFT are required to follow the policy prescribed by the institute

The specially designed academic policy by SOFT is about maintaining standards and quality in the Academic Environment of the institution.

SOFT management reserves the right to modify /change the policy if required under certain situations.

### **1. PLANNING POLICY AND EXECUTION**

The academic activities of the college are regulated by the academic calendar approved by the authorities, and released at the beginning of each academic year. The academic calendar is announced 15 days before the commencement of each academic year. The academic calendar is published on the website and SOFT internal ERP system. It is mandatory for students and faculty to strictly adhere to the academic calendar for completion of academic activities. Academic activities are planned on the basis of university calendar and related directives. In case of

any such event where, there is a change due to genuine reason, students shall agree to accept and follow the changes.

There are two regular semesters in a year, each of approximately 18-20 weeks duration, including preparatory leaves, examinations, evaluation and grade finalization. The Semester that is typically from Mid-June to Mid of October or Early-November is called the ODD SEMESTER, and the one that is from December to End-May is called the EVEN SEMESTER. Every student enrolled at SOFT is required to complete curriculum, co-curricular ,extracurricular and value-addition related activities. In case if the student fails to complete the activities, the college committee reserves the right to take necessary action.

## **2. ADMISSION PROCESS AND REGISTRATION**

SOFT conducts the course of B. Design, partly in permanent affiliation and partly in continuation of affiliation with SNDT Women's University, Mumbai. It has 12B 2F status offered by UGC and it follows the norms laid by Maharashtra Government.

Admission criteria is displayed on the website of SNDT Women's University, Mumbai and SOFT, Pune .A student shall fulfil the eligibility criteria prescribed by the SNDT Women's University, Mumbai for enrolling the CET(Common Entrance Exam) conducted by SOFT, Pune. As specified by the SNDT Women's University, Mumbai in academic council, the affiliated colleges may conduct common entrance test at their own level. The admission of the student shall be made on the basis of her merit in the said entrance test. The common entrance test has prescribed 3 Criteria (tests) and it is mandatory for the student to appear for the same. The merit list will be based on all three criteria.

After successful enrolment for SOFT CET, students shall follow the instructions given by the college in respect with result, fee payment formality and withdrawal of admission. For some special cases the provisional eligibility is also specified by SNDT Women's University, Mumbai.

According to the mandates of SNDT Women's University, Mumbai, the admission committee holds the authority to necessary decision in relation to admission.

CET is an entire discretion of SOFT.

Lateral Entry ( 2<sup>nd</sup> Year) – There shall also be a merit-based, lateral admission of students having Diploma qualification to the second year of all the programmes at the College in accordance with the Government rules and SNDT Women’s University, Mumbai applicable for such admissions. It is mandatory for the candidate to complete the bridge course of 8 credits prescribed by the SNDT Women’s University, Mumbai.

Lateral Entry ( 3<sup>rd</sup> and 4<sup>th</sup> Year) - Eligibility for admission to third and fourth year of B. Design will be according to the passing criteria and rules for ATKT as prescribed by Controller of Examinations, SNDT Women’s University, Mumbai.

The intake capacity of each programme, including the number of seats to be reserved for open and reserved category is as per Government of Maharashtra rules and regulations.

Category wise seat provisions are as follows

**Total Intake Capacity for  
B. Design (Specialization – Fashion  
Design, Fashion Communication, Textiles  
Design)**

Category	Percentage
Open	24%
SC	13%
ST	7%
NT-A	3%
NT-B	2.50%
NT-C	3.50%
NT-D	2%
OBC	19%
SBC	16%
EBC	10%

**\*Note: The above percentages are subject to change if and amendments are done by concerned statutory authorities and boards.**

**Total Intake Capacity for  
B. Design Specialization –Jewellery  
Design**

Category	Percentage
Open	24%
SC	13%
ST	7%
NT-A	3%
NT-B	2.50%
NT-C	3.50%
NT-D	2%
OBC	19%
SBC	16%
EBC	10%

**\*Note: The above percentages are subject to change if and amendments are done by concerned statutory authorities and boards.**

In case of any new rule or regulation introduced by Government of Maharashtra is applicable even for SOFT.

If the seat are not fulfilled for the categories with the due permission of the SNDT Women’s University, Mumbai the seats will be shifted to related category.

The college shall also admit a limited number of students of Non-Resident Indian (NRI) as per Maharashtra government rules.

The College reserves the right to revoke the admission made to a candidate, if it is found at any time after admission that he/she does not fulfil all the requirements stipulated in the offer of admission.

The College also reserves the right to cancel the admission of any student and discontinue his/her studies at any stage of studentship for unsatisfactory academic performance and/or indiscipline conduct.

At the time of admission the students has to submit the following documents to

#### **For Open Category**

- Mark sheet of 10<sup>th</sup>& 12<sup>th</sup> standard.
- Leaving Certificate / Transfer Certificate should be submitted(Original & 1attested copy)
- Migration Certificate of the students outside Maharashtra State
- Aadhar Card
- Soft copy of the photograph and signature of the candidate

#### **For Reservation Category**

- Mark sheet of 10<sup>th</sup>& 12<sup>th</sup> standard.
- Leaving Certificate/transfer Certificate should be submitted (Original & 1attested copy)
- Migration Certificate of the students outside Maharashtra State
- Aadhar Card
- Caste Certificate (In case of Reservation Category from Maharashtra)
- Soft copy of the photograph and signature of the candidate
- Domicile Certificate
- Caste Validity certificate (SC Category )
- Income Certificate
- Nationalized Bank account of the student

#### **COLLEGE FEES**

On confirming the admission to the course the candidate has to pay the fees through demand drafts or online payment mode payable at Pune.

The Tuition Fee covers all of the teaching and other expenses (such as library, examination, labs, co-curricular activities, sports etc. for the academic year).

The Tuition Fee does not include or cover medical expenses, National and International Tours etc. The fee is exclusive of any Material Fees, Value Addition and Facility Fees.

With Special Permission from Management the candidate is allowed to pay the fees in 2 instalments.

10% increase in Composite Fees every year is usually recommended and anticipated.

The S.N.D.T Women's University reserves the right to revise / amend the Fee Schedule.

In case of availing Hostel facility the Hostel security deposit has to be paid at the time of admission.

#### **Refunds New Admissions –**

Academic - As per SNDT Women's University, Mumbai Rules and Regulations

The refund policy is prescribed by Management Authorises of SOFT and retained the rights to make necessary changes as and when required.

Refunds New Admissions – Hostel

The refund policy is been mentioned in the Management Council minutes.

#### **The Admission Process Registration at SNDT Women's University, Mumbai**

After the candidate gets selected through the college CET process, the candidate has to complete the procedure for SNDT Women's University, Mumbai on her own. The required help will be provided by the college. The candidate after filling the form and uploading the documents on SNDT portal has to email the filled form in PDF to Administration Department of college.

**\*Note: Legal - Legal disputes, if any, shall be settled only in the courts having their jurisdiction in Pune.**

#### **\* Midterm Transfer shall be granted only:**

1. In case the parent or guardian with whom the student has been residing is transferred from the place of here occupation to any other place;
2. When a change of climate for the improvement of the student's health has been recommended by a registered Medical Practitioner;

3. For the reasons which appear to the Vice-Chancellor to be sufficient.

### **3. MEDIUM OF INSTRUCTION AND EXAMINATIONS**

English is the only medium of instruction and examinations, which would be proposed by Board of Studies and approved by Vice Chancellor, Academic Council and Governing Body of the University.

The student who has difficulty in the language will be provided with different courses to develop and improve the language

### **4. COURSE CREDIT STRUCTURE**

UGC is the regulatory body hence rules laid by UGC are followed by SNDT Women's University, Mumbai to which the college is affiliated

Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.

Credit Point: It is the product of grade point and number of credits for a course.

Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. The students have to complete 20 credits per semester.

Lectures / Tutorials: One contact/classroom hour per week is assigned One Credit.

Practical: Two hours per week of practical/laboratory/field and other similar practice or skill development components, is assigned One Credit

A student earns credits by satisfactorily clearing courses and other academic activities every semester. This Credit Structure is used to define various types of courses to provide the methods of evaluation.

Total no. of hours Theory	Total no. of hours Practical	Total no. of hours Theory and Practical
4 credits	4 credits	2cr. Th + 2cr. Prct
60 hours	120 hours	90 hours



In addition to the compulsory 160 core credits, the students will have to earn additional 8 credits from following groups by taking / participating/ conducting respective activities on college level.

Group I is compulsory

The student can earn maximum 04 credits from an individual group from group 2 to groups 9

The extra credits will not be considered for GPA calculations; however they are mandatory for the completion and awarding the degree.

Group 1: Physical education (SEM I) – 01 credit

Physical education (SEM II) – 01 credit

Group 2: Sports representation at college level - 01 credit

Sports representation at university / state level - 02 credits

Group 3: National social service scheme (participation in cam) – 01 credit

NCC (Annual camp) – 01 credit

NCC with B Certificate/ C certificate – 02 credits

NSS/NCC republic parade participation – 04 credits

Group 4: Participation in extension activities, cultural activities – 01 credit

Cultural activity at university level - 02 credits

Cultural activity at state level - 02 credits

Group 5: Research Paper Presentation at State/ National Level- 1 Credit

Research Paper Presentation at International Level- 2 Credit

Group 6: Participation in summer programs, short courses (not less than 1 week duration) – 03 credits

Group 7: Scientific Survey, societal survey – 02 credits

Group 8: Field visit, study tour, industrial visit, participation in curricular competitions- 01 credit

Group 9: Online certificate course, MOOC course, Career advancement course up to 04 credits (min 10 hrs. / credits)

## **5. REMEDIAL TEACHING / CLASSES**

Remedial classes (whenever needed) are organized for those students who are in need of such services. Instructors/ faculties provide explanations and clarifications of difficult content, discussing study skills and strategies and giving tips on how to write answers in an examination. Small class size optimizes teaching learning process.

## **6. VALUE ADDITION**

Value added courses are provided in order to equip students to enhance their curriculum.

There are two types of value added courses

1. College level – 2 credits
2. University level - 4 credits

The college keeps the authority to make necessary decisions in this respect.

### **ATTENDANCE REQUIREMENTS**

Attendance shall be taken before the commencement of the class. The record of attendance will be available at college ERP system. Parents of those students who are falling short of required attendance shall be informed by registered post under acknowledgement due / courier.

At the middle of the semester a strong warning would be given to the student.

Two weeks before the final semester exam the final eligibility list will be put up which will notify the student about her eligibility status.

Minimum 75% attendance of total sessions / classes conducted during the semester will be a prerequisite for the student to be allowed to appear in the final internal jury of the subject and semester end exams. No exceptions will be made on medical grounds or any social needs as provision of 25% relaxation in attendance is kept for all such things.

In extreme circumstances, relaxation in attendance may be allowed to students who have overall attendance of 65% under the authority of Principal.

## **7. EVALUATION SYSTEMS**

Each course, both theory and practical (including project work & viva voce Examinations) shall be evaluated for a maximum of 100 marks.

The internal assessment for all theory and practical courses including project work is for 25 marks while the End Semester University examination will be for 75 marks.

The University examinations (Theory and Practical) of 3 hours duration shall ordinarily be conducted between October and November during the odd semesters and between April and May during the even semesters. The evaluation of project work is done by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student.

### **CONTINUOUS INTERNAL ASSESSMENTS**

All assessments of a course will be done on absolute marks basis.

For theory the Evaluation will be on the Class test and presentation

For practical the evaluation will be based on the 360 degrees evaluation pattern.

The evaluation will be done by Faculty, Self, Peer, Attendance, Internal Jury (SOFT ALUMINA).

Internal Assignments: The students are required to submit the assignments as per the deadlines given by the faculty/college.

The student will be marked as follows

1. Students will be marked out of 100% marks if the assignment is submitted on the given date. Day 1 to Day 7
2. Students will be marked out of 75% marks if the assignment is submitted last i.e. from day 8 to day 14
3. Student will be marked out of 50% marks if the assignment is submitted last i.e. from day 15 to day 20
4. The assignment will not be considered for marking after 20 days

The students whose assignment is not up to the mark (less than 40%) will be allowed to re-submit the assignment within one week, thus giving an opportunity for improvement. However, the re-submitted assignment will not be given more than 50% marks.

**REVALUATION** A student can apply for revaluation of the student's semester examination answer paper in a theory course, According to the process given by SNTD University. The revaluation is not permitted for Practical Subject - laboratory course and project work.

## GRADING

The grading is according to the norms laid by SNTD Women's University, Mumbai

1. Minimum 40% marks are required for passing separately in Internal Assessment as well as in Semester Examination under each head of passing.
2. Theory and Practical for the same subject are considered as different heads of passing.
3. The total marks for internal assessment and for the semester examination together, are finally converted into the percentage.
4. A student's performance is evaluated on the basis of percentage of marks obtained in various subjects as follows :

	<b>% of Marks</b>	<b>Grade Point (G. P.)</b>	<b>Grade</b>
<b>Marks (%)</b>	90-100		O+
<b>G. P.</b>	10		
<b>Marks (%)</b>	80.00 - 89.99		O
<b>G. P.</b>	9.00 to 9.99		
<b>Marks (%)</b>	70.00 - 79.99		A+
<b>G. P.</b>	8.00 to 8.99		
<b>Marks (%)</b>	60.00 - 69.99		A
<b>G. P.</b>	7.00 to 7.99		
<b>Marks (%)</b>	55.00 - 59.99		B+
<b>G. P.</b>	6.00 to 6.99		
<b>Marks (%)</b>	50.00 - 54.99		B
<b>G. P.</b>	5.50 to 5.99		
<b>Marks (%)</b>	45.00 - 49.99		C
<b>G. P.</b>	5.00 to 5.49		
<b>Marks (%)</b>	40.00-44.99		P
<b>G. P.</b>	4.00 to 4.99		
<b>Marks (%)</b>	<=39.99		F
<b>G. P.</b>	0 - 3.99		

## **Grade Point Averages, G. P. A. for a Semester are calculated as Follows**

### **G. P .A. for a Semester:**

Total of (G. P.\*Credits) of all the Subjects Offered in the Semester. Total No. of Credits of all the Subjects in the Semester

## **9. CONVOCATION**

The convocation of the students is conducted by the college according to the norms laid by SNTD University. All the protocols are maintained specified by the SNTD University.

## **10. COLLEGE WORKING TIME POLICY**

The college will function on all days from Monday to Friday in a week except on Government holidays. If required, a decision will be made to work on other Saturdays to fulfil the required number of working days in a semester as prescribed by the University. University has prescribed 90 teachings days per semesters apart from examination and other activities. College timing is a total discretion of college authorise

## **11. SCHOLARSHIPS**

The parent organisation encourages the financial support to the needy students in the forms of scholarships. Students are required to apply for scholarship with support documents. The application is scrutinised by the Principal, HOD and Course coordinator for further necessary recommendations.

## **12. INTERNSHIP AND PLACEMENT**

In the Internship and placement process the Skill Assessment conducted every year, academic performance and the personal interview helps the candidate to identify their own skill sets. A special internship/placement officer appointed by the college is responsible to convey all steps involved in the internship. It is mandatory for a student to accept the Industry allocated by internship/placement officer .In case if students, have their owns contacts they should seek the permission from Principal/HOD for further formalities. It is mandatory to go through the institute's placement officer for all the procedure.

### **13. COUNSELLING**

#### **a) MENTOR MENTEE SYSTEM**

#### **b) ADMISSION COUNSELLING**

To avail the counselling facility ,students are required to fill the form only after completing the formality, students shall be entitled to get personal counselling. College otherwise provides Mentor-Mentee system which provides guidance related to the academic issues.

For any kind of psychological counselling, the students must write to the principal keeping HOD in loop.

College encourages confidentiality aspect for the safety and security of the student.