



SCIENCE AND COMMERCE COLLEGE

(Affiliated to University of Mumbai & MSBSHSE, Mumbai Division [17.01.040])
Plot No 29, Sector -1, Kalamboli, Navi Mumbai-410218.

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Examination Policy Statement

To conduct the examinations of the students as per the academic curriculum of Mumbai University and prepare the results as per guidelines of Mumbai University.

Scope

Smooth and fair conduct of examinations for eligible students

Targets

- To ensure no mistakes in declaring the results
- To meet important timelines for conduction, evaluation, assessment and declaration of results

Activities and responsibilities

Sr. No.	Activity	Responsibility
1.	Identification of documented information and resources	Examination Committee
2.	Preparation for internal assessment examinations and board/semester end examinations	Examination Committee
3.	Conduct of internal assessment examinations and board/ semester end examinations	Examination Committee
4.	Assessment of answer books and evaluation of attainment of programme outcomes and course Outcomes	Faculty
5.	Preparation, declaration, and distribution of results	Examination Committee
6.	Dealing with examination related grievances	Examination Committee
7.	Dealing with unfair means	Unfair Means Committee
8.	Overall monitoring and control	Principal

3.5 Procedure:

During the instructional period in each term/semester, Institute/MU conducts Internal Assessment Examinations and Semester End Examinations. Internal Assessment Examinations include unit/term tests and terminal examinations.

The major work involves filling up of examination form by eligible students, preparation of seating arrangement, display of examination schedule, preparation of supervisors' duty chart, the smooth conduct of examinations, the conduct of college- level CAP, preparation/publication of result, grievances redressal etc. Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient. The institution evaluates attainment of programme outcomes and course outcomes.


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KLENM has determined following inputs required and the outputs expected from Examination Process:

Input required	From	Output expected	To
1. Academic calendar	1. Teaching-Learning	1. Declaration and distribution of results	1. Admission
2. Examination timetable	2. Resources		2. Teaching- Learning
3. Question papers and other relevant resources			3. Purchase
			4. Placement and Higher Education

3.5.2 Preparation for internal assessment examinations and semester end examinations:

- Dates of commencement of Internal Assessment Examinations are decided by the Examination Committee and promulgated through the academic calendar KLENM/IP/02/FRM/01A.
- Internal Assessment Examinations Timetable KLENM/IP/03/FRM/01 is prepared by the Examination Committee and is displayed at least two weeks before the commencement of examinations.
- Semester End Examination Form KLE/IP/03/FRM/15 is filled up by the student.
- Semester End Examinations (Semesters V and VI) timetable is received from the University. Timetable of Semester End Examinations (Semesters I, II, III and IV) is prepared by the Examination Committee and is displayed at least two weeks before the commencement of examinations.
- The names of senior supervisors, junior supervisors and other staff as required for the smooth conduct of examinations are suggested by the Examination Committee.
- Supervisors' Duty Chart KLENM/IP/03/FRM/03 is prepared by the Examination Committee. Schedule of the duties is notified/circulated at least seven days before the commencement of examinations.
- Students' Seating Arrangement Form KLENM/IP/03/FRM/04 is prepared by the senior supervisors one week prior to the commencement of the examination and informed to the students on daily basis.
- The question papers for Internal Assessment Examinations and Semester End Examinations (Semesters I, II, III and IV) are set by faculty. The question papers for Semester End Examinations (Semesters V and VI) are received from University.
- Course-wise paper setters are appointed by the Examination Committee on suggestions of Programme Coordinators for Internal Assessment Examinations and Semester End Examinations (Semesters I, II, III and IV).
- Specified sets of question paper manuscripts are collected by the Examination Committee.
- Course-wise question paper is selected by the Examination Committee.
- Appropriate number of copies of the question papers are xeroxed by the Examination Committee well before the examination date.
- Specific question papers are taken out for distribution on the day of the Examination.

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- n) The arrangement of necessary logistic support and support staff is done by the Administrative Officer.

Conduct of internal assessment examinations and semester end examinations:

- Examinations are conducted as per University of Mumbai-Ordinances Relating to Examination KLENM/EXT/IP/03/01.
- Answer books and question papers are distributed to students by the Junior supervisors at the predefined time on the day of examination.
- Supervisor's Daily Attendance Report KLENM/IP/03/FRM/08 is signed by the supervisors.
- Students' Attendance Sheet KLENM/IP/03/FRM/01 is signed by students.
- Junior Supervisor's Report KLENM/IP/03/FRM/07 is filled up by the Junior Supervisors.
- To control the malpractices during the examination, internal vigilance squad is formed. Surprise visit is conducted by the squad to the examination venue as per the guidelines given MU and Internal Vigilance Squad Report KLENM/IP/03/FRM/08 is submitted to the Principal.
- On completion of examinations, answer books are collected by Junior Supervisors at appropriate time, arranged serially, tied into bundles (course-wise and block-wise) along with Supervisor's Report and submitted to the Examination Committee.
- Answer books are collected by the Senior supervisors from the Junior Supervisors after due verification.
- Answer books are bundled and kept under safe custody by the Examination Committee.
- Answer books of Internal Assessment Examinations and Semester End Examinations (Semesters I, II, III and IV) are kept in the Institute for assessment.
- Answer books of Semester End Examinations (Semesters V and VI) are dispatched to the University through the University personnel.
- On completion of examinations, few copies of question papers are sent to the library for archival.

Assessment of answer books and evaluation of programme outcomes and course outcomes:

- Examiners are appointed by the Examination Committee for assessment of answer books of Semester End Examinations (Semesters I, II, III and IV) at least one week before the commencement of examinations
- Answer books of Internal Assessment Examinations and Semester End Examinations (Semesters I, II, III and IV) are assessed by the examiners.
- Assessment Record KLENM/IP/03/FRM/ 09 of answer books is maintained by the Examination Committee in appropriate file.
- Assessed answer books and Mark List KLENM/IP/03/FRM/10 is submitted by the examiner to the Examination Committee.

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- e) The final mark list is submitted within ten days from the last date of Internal Assessment Examinations and within ten days from the last date of Semester End Examinations (Semesters I, II, III and IV) of the Examination Committee.
- f) Moderation of answer books is done as per the directions issued by the University of Mumbai-Ordinances Relating to Examination.
- g) All assessments/moderation works are completed by the Examination Committee as per schedule mentioned in the University guidelines.
- h) Attainment of programme outcomes and course outcomes are evaluated by the faculty.

Preparation, declaration, and distribution of results:

- a) The consolidated results of Internal Assessment Examinations and Semester End Examinations (Semesters I, II, III and IV) are prepared by the Examination Committee.
- b) Resolution Form KLENM/IP/03/FRM/11 is filled by the examiner to award the grace marks as per the directions issued by the University of Mumbai-Ordinance Relating to Examination.
- c) The final result is validated by the Chairperson, Examination Committee, and the Principal.
- d) Consolidated results of the Internal Assessment Examinations and Semester End Examinations (Semesters I, II, III and IV) are displayed on the notice board. Consolidated results of Semester End Examinations (semesters V and VI) are received from the University.
- e) Mark sheets are distributed to the students as per schedule notified against acknowledgement of receipt of the same.

Dealing with examination related grievances:

- a) Examination related grievances are dealt in transparent, time-bound, and efficient manner.
- b) Request for photocopy/revaluation of answer books in Verification/Revaluation Application Form KLENM/IP/03/FRM/12 is made by students by paying requisite fees in the college office as per notification of grievances redressal.
- c) The answer books of a course of students who have applied for revaluation of answer books are reassessed by the examiners appointed for this purpose within 15 days from receipt of request for photocopy/revaluation of answer books as per the rules laid down by the University of Mumbai.
- d) Revaluation results are declared on completion of the process and amended Mark Sheet is issued to the concerned students.

Dealing with unfair means:

- a) The case of student resorting to unfair means during the examination is reported by the Junior Supervisor using Unfair Means Committee Report KLENM/IP/03/FRM/13 along with student's answer book and any objectionable material found with the student.
- b) The validity of the matter is verified by the Senior Supervisor and forwarded to the Principal with appropriate remarks.
- c) The report and the material are forwarded to the Unfair Means Committee after verifying the matter.
- d) Show Cause Notice KLENM/IP/03/FRM/14 is issued by the Unfair Means Committee to the concerned student and hearing is conducted as per the directions

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issued by the University in that regard and appropriate action is taken.

- e) A report of committee's decisions is submitted by the Chairman of the Unfair Means Committee to the Principal.
- f) The concerned student is informed about the decision taken by the Unfair Means Committee Report KLENM/IP/03/FRM/15.

Risks and opportunities:

Sr. No.	Risk	Mitigation	Opportunity
1	No proper checking of students' eligibility criteria	All the examination forms Along with the supporting Documented information are checked by the administrative staff.	Cross checks shall be strictly adhered to avoid such situations.
2	Loss of confidential records	All the records are supported By backup systems.	Training to staff members Can increase their work potential and diligence
3	Tampering of statement of Marks/Grade cards	Self-declaration/Self attestation	Training to staff members Can increase their work potential and diligence
4	Leakage of question paper	Electronic gadgets are prohibited and guidelines are followed.	Training to staff members Can increase their work Potential and diligence
5	Unfair means	Awareness is created among students regarding the consequences of malpractices.	Staff members' awareness About different ways and means to reduce unfair practices.
6	Resignation by faculty in the middle of the term/semester before commencement of examination.	Early appointment of Examiner and paper setter and submission of questions paper before relieving	Orientation to staff members Can increase their commitment and loyalty.
7	Mistakes in marks entry while filling the mark sheets	Cross checking of Marks After filling the mark sheets before submission	Proper training and guidance to faculty can Decrease the filling marks.


Monitoring and measurement:

- a) All the examination forms are checked by the Examination Committee.
- b) Internal squad report is checked by the Principal on a regular basis during the examination period. In case if any student is found indulging in malpractices, necessary action is taken against the concerned student as per the University guidelines.


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Analysis and evaluation:

- a) The Chairperson does examination Process Review; Examination Committee covers issues like pending nonconformities, achievement of educational organization objectives, review of resources etc. at least once in a semester.
- b) The data is generated which are related to the regulatory compliances, resource adequacy, the appointment of examiners, assessment and evaluation, remuneration, grievance redressal, examination-related statistics etc.
- c) Qualitative Metrics Review is done to get the information about following key indicators:
 - a. Mechanism of internal assessment is transparent and robust in terms of frequency and mode
 - b. Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient
 - c. Attainment of Programme outcomes and course outcomes are evaluated by the institution
- d) Quantitative Metrics Analysis KLENM/IP/03/FRM/16 is done to get the information about following key indicator:
 - a. Average pass percentage of students during last five years
- e) Compliance with educational organization objectives related to result is reviewed by the Chairperson, Examination Committee.
- f) Review report is prepared after completion of examination with actionable point and action plan which can be implemented in the next examination.
- g) Data generated after review is used for process improvement.

Scope for Improvement:

- a) Continual improvement in students' performance.
- b) Setting up a rigorous system to avoid malpractices in the examination.
- c) Changes in examination process in compliance with regulatory authorities.
- d) Development of a transparent mechanism to deal with examination related grievances of students in time- bound and efficient manner.


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