

Examination



**SONOPANT DANDEKAR ARTS, V.S. APTE COMMERCE
AND M.H. MEHTA SCIENCE COLLEGE, PALGHAR**

**Examination Committee: Ensuring
Fairness and Credibility in
Assessments**

Prepared by
Internal Quality Assurance Cell

Examination Committee:

Ensuring Fairness and Credibility in Assessments

I) Preamble

The Examination Committee is a vital body responsible for ensuring the fairness and credibility of all examinations conducted by the Institute on behalf of the University of Mumbai. This policy outlines the key areas of the committee's function, including examination management, examiner selection, upholding university standards, efficient exam conduct, and timely result declaration. It also provides a framework for the teaching and non-teaching staff involved in the examination process, including guidelines for exam coordinators, supervisors, question paper setters, evaluators, and moderators. Additionally, it details the infrastructure available for examination purposes and provides guidelines for result declaration, revaluation, and dealing with cases of unfair means. The goal of this policy is to maintain academic integrity and ensure a smooth and transparent assessment process for all students. The policy is to be read in accordance to various ordinance issued by University of Mumbai.

II) Scope

The policy is applicable to all examinations conducted by the Institute on or for University of Mumbai for students enrolled thereto.

III) Policy Statement

The Examination Committee act as the custodians of academic integrity, ensuring a smooth and fair assessment process for all students. The key areas of its function are:

1. **Examination Management:** The committee crafts exam schedules for the vast number of courses, allocates appropriate halls for examinations, and guarantees sufficient resources are available across all subjects. The logistics are as per procedures laid down by University of Mumbai.
2. **Examiner Selection:** Given the wide range of courses, selecting qualified examiners for paper setting, evaluation, and moderation is crucial. The committee meticulously chooses experts for each subject.
3. **Upholding University Standards:** As a University Examination Centre, adhering to University of Mumbai's guidelines is paramount. The committee ensures question papers are aligned with the university syllabus and marking standards are consistent with university expectations.
4. **Efficient Exam Conduct:** With a large student body and diverse exams, overseeing the exam process effectively is vital. The committee appoints supervisors and addresses any irregularities or student concerns during exams. Unfair means Committee is formed.

5. **Timely Result Declaration:** The committee ensures the moderation rules, grading standards, assessment, and revaluation rules are adhered thereto. The results are declared within 45 working days from the date of examination. It has separate CAP center for the same.

IV) Guiding Policy Framework

1. University of Mumbai Examination Circulars: <https://mu.ac.in/examination#1656478480131-c1a9d1c8-f787>
2. ORDINANCE O.5042 – A: - Grace Marks passing in each course/ head of passing (Theory/ Practical/ Oral/ Sessional/ TW/ External / Semester End Exam / Internal Assessment) issued By University of Mumbai
3. ORDINANCE O. 5043-A: - Grace Marks for getting Higher Class / Grade
4. ORDINANCE O.5044-A: - Grace Marks for getting distinction / Grade ‘O’ in the subject / course only
5. ORDINANCE O. 5045-A: - Condonation
6. ORDINANCE O. 5046-A: - Moderation
7. ORDINANCE O.5047-A: - Vigilance Squad
8. ORDINANCE O. 5048-A: - Amendments of Results
9. ORDINANCE O. 5050-Unfair Means Procedure
10. Circular No.112 O.229 relating to the award of 10 grace marks

V) Examination Section Infrastructures

1. **CAP Room:** It is used for central assessment of all answer books of CIA – I,– II, Semester End Examination and Additional / Supplementary Examination. CAP room has a seating capacity of 50 people
2. **Examination Room:** All stationery required for examination, printing of question papers as well as storage of examination gazettes is done in strong room.
3. **Working Area:** Area for working of examination related staff along with control room during Examination.
4. **Printing Units:** Examination Section consists of five photocopier Machine one Black & white and one printer with scanners and relevant material for examination.
5. Two computer labs with a capacity of around 40 PCs each are used for assessment through OSM.
6. **Telephone and Internet:** Examination Section is well connected with internet lines of 100 Mbps speed, telephone facility with intercom.
7. **Stationery, Notice Boards:** Examination Section prints their stationery like answer books, supplements, graph papers, drawingsheets, grade sheets, and provisional certificates for an academic year. Answer books and supplements are numbered serially, and the usage is recorded

8. There are dedicated notice boards for examination section which displays grade gazette, timetable and examination related notice from time to time along with uploading Examination calendar, timetable and notice regularly on college website.
9. **CCTV surveillance:** Examination Section is also furnished with CCTV cameras in CAP room and in examination office

VI) Framework for Teaching and Non – Teaching Staff

1. General Guidelines

- a. End Semester examination is graded based on anonymity by either masking the candidate's information or by bar-coding the answer sheets. Bar-coding and masking of the answer sheets before assessment as per norms laid down by University from time to time.
- b. Students are expected to follow the rules and regulations of the college examination committee.
- c. Unauthorized devices such as mobile phones are not allowed in the examination hall.
- d. The usage of a scientific calculator is permitted for those examinations only if the paper setter gives instructions.
- e. Students must not write their names nor indicate their identity or make any personal comments anywhere on the answer sheet.
- f. Students who fall ill or have an emergency before the examination should inform the examination committee; during an examination should inform the supervisor.
- g. Students with disabilities should submit a written request for examination modifications to the Vice Principal no later than one month before the start of the examination period.
- h. Students with disabilities appearing for the examinations must provide appropriate documentation of her/his disability to qualify for modifications.
- i. In case of physically challenged/Learning Disabled student, he/she may be allowed an extra time at the rate of 20 minutes per hour for writing the examination for all the courses, provided he/she seeks permission from convener examination for extra writing time on account of his/her disability by producing medical certificate from competent authority to this effect.

2. General Guidelines for Exam Co-ordinator

The Exam Coordinator is responsible for providing exam time table to students and faculties in our college. The exam coordinator is responsible for:

- a. Semester wise Tentative Examination Schedule is circulated for students and faculties well in advance for Regular / Repeaters (Internal / External) Examinations at least 10 days prior through various communication channels.

- b. Allocating classrooms and supervisors for exams.
- c. Preparation of Timetable for supervision.
- d. Creating Q.P. Codes of all the subjects and providing to the respective subject expert.
- e. Guidance to the faculty regarding exam process, question paper pattern and answer paper correction standards.
- f. Ensures the paper setter maintains the quality of question paper as per the university paper pattern.
- g. Collection of question paper on time, so that it can be maintained as per norms.
- h. Seating Arrangement block wise and allocating seats to the students as the hall ticket number.
- i. Briefing the exam supervisors regarding supervision rules in the classroom and delegation of authority to the supervisors to take action on student, if anyone misconduct or misbehaves in the class.

3. Guidelines for Exam Supervisors

- a. Verify the identity of each student by checking their ID card or other approved identification.
- b. Ensure that students are seated according to a prearranged seating plan and ensure there is sufficient spacing between students if required.
- c. Distribute exam papers and any necessary supplementary materials to students in a secure and organized manner. Ensure that each student receives the correct exam paper.
- d. Clearly and confidently communicate the examination rules and instructions to all students before the exam begins.
- e. Check the signed attendance sheet and verify it. Also mention total number of students present and total number. of students absent, signed by the supervisor on duty.
- f. The supervisor should check whether student's have filled the details properly on the answer sheet and then sign in the supervisor box.
- g. Continuously monitor the examination room to prevent cheating, unauthorized materials, or any other irregularities. Maintain a visible presence and walk around the room regularly.
- h. Ensure that students have turned off and surrendered prohibited electronic devices, which are typically stored in a secure location until the end of the exam.
- i. Keep track of the time and announce when students should start and stop writing and Provide regular time updates.

- j. Collect completed exam papers at the specified time and in a systematic manner according to the roll number. Ensure that students have followed the instructions for submitting their papers.
- k. While submitting the answer sheets, the supervisor should verify the submitted answer sheets with attendance sheet and mention the absent roll numbers on the answer sheet bundle.
- l. Complete any required paperwork or reports related to the examination.

4. Guidelines for Question Paper Setting

- a. Ensure the question paper comprehensively covers the entire syllabus for the specific course or subject.
- b. Align questions with the learning objectives outlined in the syllabus.
- c. Balance the difficulty level of questions, with a mix of basic, analytical, and higher-order thinking questions i.e Bloom's Taxonomy.
- d. Every question paper setter should provide 3 sets question paper and answer key in separate sealed envelope to exam coordinator on the given due date.
- e. The question paper should not contain more than 20% of repeated questions.
- f. The question paper pattern will not be change by the paper setter themselves without consulting the exam department.
- g. The exam paper setter ensures that the question paper does not have any mistakes, if there, it is not accepted by the exam department.
- h. It is responsibility of the question paper setter to maintain the confidentiality of the question paper, if anything is disclosed the students then restrict actions would be taken
- i. The question paper pattern should be as per those prescribed by University of Mumbai.
- j. Provide clear and concise instructions for each question, avoiding ambiguity.
- k. Maintain a clear and well-organized layout for the question paper, with ample space for writing answers.
- l. Double-check for any errors or typos in the wording of questions, diagrams, or instructions.
- m. Specify the total marks for the paper and the time allotted for completion.
- n. The question paper setter shall specifically indicate whether any charts, Tables, books etc. are to be provided to the students, the use of which shall be permitted during the actual conduct of the examination. Pre-printed datasheets may be provided as per need, to be used by students during the examinations.
- o. Paper-setter must destroy the rough notes or manuscripts of the question paper.

5. Guidelines for Evaluation

- a. The examiners are given 10 working days of time for assessing their each subject answer paper from the day of that subject exam is over in case of college assessment. Use of only red ink.
- b. University-level assessments must be completed by faculty members who have been appointed as UG and PG examiners, and they must be finished within the allotted time. If it is not completed, stern action will be taken against faculty members.
- c. The assessments should be done at moderate level. The marks should be given as per the university norms for each questions and it be added properly in the total marks column.
- d. Every answer paper should be signed by the examiner along with date.
- e. The assessment should be completed by given stipulated time period, if any delay will not be tolerated.
- f. The examiners should check papers in CAP centres only it is not allowed to do it at home.
- g. After completion of assessment, examiner have to fill the marks in class wise mark sheet on time given by the exam coordinator.

6. Guidelines for Moderation

- a. The Moderation System shall be application to all the faculties for Under Graduate and Post Graduate Semester End Examination / External Theory Examination.
- b. 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that course / paper.
- c. In case of professional faculties / courses, 100% moderation shall be carried out in case of candidates obtaining 70% and above marks or Grade 'O'.
- d. The moderation of answer books of at least 5% of total number of candidates obtaining marks between Grade 'E' / minimum passing marks and marks required for Grade 'A' and above First Class/ distinction shall be carried out on random sample basis.
- e. One moderator shall be appointed per five examiners. However Chairman, Board of paper setters will act as the moderator, where there are less than five examiners. Moderator should have minimum 10 years of experience.
- f. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAPs.
- g. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.

7. Evaluation of Practical Courses

- a. All practical journals to be signed by the Faculty-in-Charge (FIC). The Head of Department along with the Faculty-In-Charge will certify these Journals. No marks are allocated for attendance at practical's, but the journal will be certified only against the completion of at least 75% of the experiments.
- b. A student whose Journal is not certified in a Course will be given ZERO marks for the Journal in that Course.
- c. The Journal Marks will be considered if a student fails or is absent for the corresponding practical of the Course.
- d. No Additional exam for Practical's will be held within the on-going semester unless permitted by the Principal.
- e. If a student fails in or is absent for one or more of the Practical's in Semester V, student to be allowed to appear for the Additional Examination in Semester VI of the concerned academic year.
- f. If a student fails in or is absent for the Practical's in Semester VI, student to be allowed to appear for these practical's in the subsequent Semester V of the following academic year.
- g. The Practical marks per Course in the subject to be recorded and maintained by the Department and submitted as a combined total at the end of the semester to the Examination Centre.

8. Evaluation of Internal Examination

- a. The mode of internal-semester evaluation (ISE) is decided and announced by the University of Mumbai.
- b. The internal examination will be conducted by Head of Department under aegis of Examination Committee faculty at the beginning of the term.
- c. Faculty must disclose mode of internal and marks distribution to the students at the beginning of the semester. During evaluation, faculty must follow the rubrics prepared for respective evaluation.
- d. Performance shall be continuously monitored, and record of assessment shall be maintained in the prescribed proforma by course faculty and monitored by Department Head and communicated to the Examination Committee.
- e. If a student fails in or is absent for the internal examination, student to be allowed to appear for these practical's in the subsequent Semester of the following academic year.

9. Result Declaration Policy

- a. The results should be declared within the 45 days after the exam is over.
- b. The class-wise mark sheet is scrutinized and additional marks – NSS or DLLE or NCC or 0.229 ordinance marks are added as per the documents are provided by the extension work teachers.

- c. In this process, each student marks are checked of all the subjects. If any student is failing in only one subject and he/ she is eligible to get grace marks as per university norms then it added to that subject.
- d. As per the university guidelines, the exam department may also pass resolution to give minimum passing marks to the failed students.
- e. Final mark sheet has to be prepared by the exam department and should be entered in the college app.
- f. Final result is automatically generated through our college app and is display on the college website.
- g. In any case where it is found that the result of an examination has been affected by errors, the Examination Committee Chairperson shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Principal, provided the errors are reported / detected within 6 months from the date declaration of results.

10. Revaluation Policy

- a. Within 10 days from the date of declaration of results, student has to apply for revaluation by paying specified amount mentioned in the revaluation notification.
- b. The application has to be submitted in a prescribed format along with the fee receipt and photocopy of the hall ticket.
- c. The revaluation results will be declared within 7 days from the last date of the revaluation form submission.
- d. The students whose marks have improved in the revaluation will be displayed and a new mark sheet will be issued in exchange of old marksheet.
- e. The revaluation of answer book shall not be permitted in respect of the marks awarded to the scripts of practical examination /term work/ seasonal work / project work / dissertation / internal assessment / term work (including theory part) and in viva voce /oral / practical examinations.
- f. A candidate can apply for the revaluation of the answer book of the subject only if he/she has secured at least 20% of the total marks in that subject or 40% of the marks required for passing in the said subject, whichever is less or the grade equivalent to the above criteria where grades are assigned to the theory paper.
- g. In case of revaluation of University Examinations, the procedure as per updated guidelines need to be adhered. The information regarding same needs to brought to the notice of the students.

11. Evaluation of Performance

- a. After result declaration, the subject teachers have to create performance report of students of every class. This practice is undertaken to identify the slow learner and advance learners.
- b. Every subject teacher conducts remedial lectures are conducted for slow learners one week before the lower exams.
- c. After every lectures test are conducted to ensure that students are clear with the concepts. Self-assessment tests are conducted, it help to understand their mistakes and next time they would avoid it.
- d. For advance learners, the online tests are conducted to improve them thoroughly with the topics.
- e. The exam department records the performance report semester wise.

12. Procedure for Dealing with Cases of Unfair Means at Examination Hall

In case of unfair means at examination hall, coordinator examination shall adhere to the following procedure.

- a. The student shall be called upon to surrender the material found in his/her possession, if any, and his/her answer book to coordinator examination.
- b. Signature of the concerned examinee shall be obtained on the relevant material and list thereof. Concerned supervisor shall also sign on all relevant materials and documents besides counter signature of coordinator examination.
- c. The answer book of the concerned examinee shall be confiscated along with unfair means material. This shall be marked as "Suspected Unfair Means Case". A Statement of the examinee in prescribed form shall be obtained and he/she shall be issued a fresh answer book, if necessary, duly marked as "Second Answer Book".
- d. An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her. He /She shall then be allowed to continue with his/her examinations.
- e. Statement of the concerned supervisor in prescribed form, shall be obtained by coordinator examination who subsequently shall make forwarding remarks in the same format. If examinee refuses to make statement or to give undertaking, the concerned supervisor and coordinator examination shall record accordingly on the same form.
- f. Show-cause notice shall be issued to the examinee in prescribed form instructing him/her to appear before UFMIC.
- g. In the case of impersonation or violence, the concerned examinee shall be expelled by coordinator examination from the examination and shall not be allowed to appear for remaining examinations of that semester. A report to this effect with the action taken shall be sent to the COE.

- h. All the materials, statement and undertaking of examinee and statement of Supervisor along with the forwarding remarks of coordinator examination shall be forwarded by coordinator examination through coordinator examination to COE in separate and confidential sealed envelope marked with “Unfair Means Case”.
- i. In case of unfair means of oral type, supervisor and/or concerned authorized person shall record the facts in writing and report the same through coordinator examination to the COE.
- j. COE after finding the prima-facie of the case of malpractice received from coordinator examination shall send it to UFMIC. Controller of Examinations or his/her representative shall present the case of malpractices before UFMIC and shall deal with the case till it is finally disposed of.

13. Procedure for Dealing with Unfair Means at Assessment Centre

- a. During the assessment of answer books, if examiner suspects that there is prima-facie evidence that the examinee/s, whose answer book/s the examiner is assessing, appear/s to have resorted to unfair means in the examination, examiner shall forward his/report along with the evidence and his/her opinion to the COE who shall then forward the case in separate sealed envelope marked with “Suspected Unfair Means Case” to UFMIC.
- b. If any staff is found involved in any type of malpractice/unfair means, COE shall report the case to UFMIC for further action.
- c. COE or his/her representative shall present the case of malpractice before UFMIC and shall deal with the case till it is finally disposed-off.

14. Procedure for Dealing with Unfair Means at Paper Setting / Printing

- a. If any student/staff/any person/s related with paper setting and or printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, COE shall report the case to UFMIC for further action.
- b. COE or his/her representative shall present the case of malpractice before UFMIC and shall deal with the case till it is disposed-off.

15. Procedure to be followed by (UFMIC)

To investigating unfair means resorted to by examinee/s at the examination

- a. The EC shall appoint UFMIC which shall function as a body to investigate into the matter and decide the punishment based on facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defence
- b. The UFMIC shall then issue final order/s about the penalty action to be taken against the implicated examinee/persons as per University ordinance 0.5050.

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