

EXAMINATION POLICY

Updated on 1st November 2023

EXAMINATION PROCESS


Examination Process is divided into three parts - Pre Examination, During Examination and Post Examination. To uphold equality, fairness and rigour in the assessment process; involvement in the planning and decision phase of examination process is limited to Examination Committee & Director.

Pre

- Stock checking of blank answer scripts and discarding old written answer scripts
- Preparing and displaying exam time table
- Coordination with course faculty(s) for submission of continuous internal assessments marks for each component and question papers along with model answers
- Ensuring review of question papers & sharing the suggestions/ comments of reviewer with question paper setter and asking question paper setter to send revised paper after incorporating suggestions / comments of reviewer.
- Printing of final question paper after re-checking details (date, day, time, course name, batch, total marks, page nos specialisation etc.)
- Photocopy of final question paper according to number of students
- Allocation of class rooms for examination
- Preparing & displaying seating arrangement of students, placing roll number on class room desks, preparing student & invigilators attendance sheets etc.
- Preparing and displaying invigilation chart
- Preparing appointment letters of Understudy, Junior Invigilator, Senior Invigilator and Chief Conductor for Mid Term & End Term Examinations
- Preparing failure list, student attendance & marks sheets for all supplementary examinations

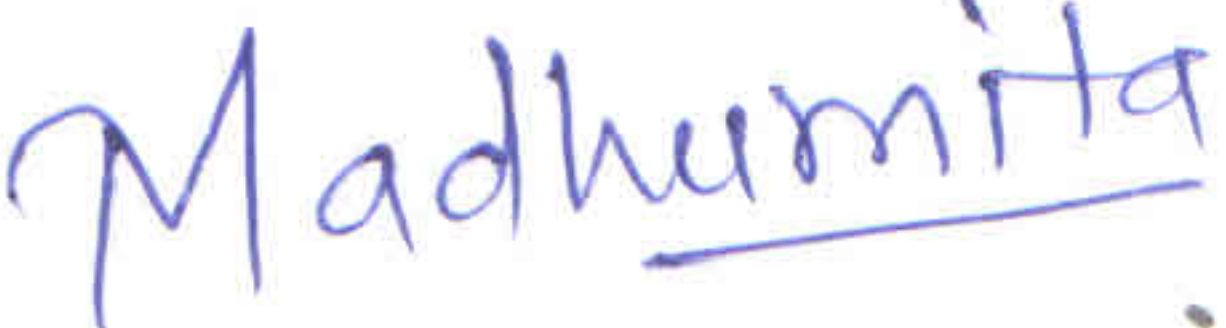
On the Day / During Examination

- Arrangement of answer scripts and question papers according to number of students in each exam room
- Distribution of answer scripts and question papers


Controller of Examination
(Ms. Seva Rangnekar)


Director
(Dr. Nandita Mishra)




CEO
(Dr. Madhumita Patil)


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- Ensuring the presence of Junior and Senior Invigilators
- Handling query, copy case / unfair means and medical cases during the examination
- Collection and packing of written answer scripts
- Dispatch of answer scripts for evaluation to the evaluator
- Preparation of Invigilators remuneration chart
- Preparation of examination closure report

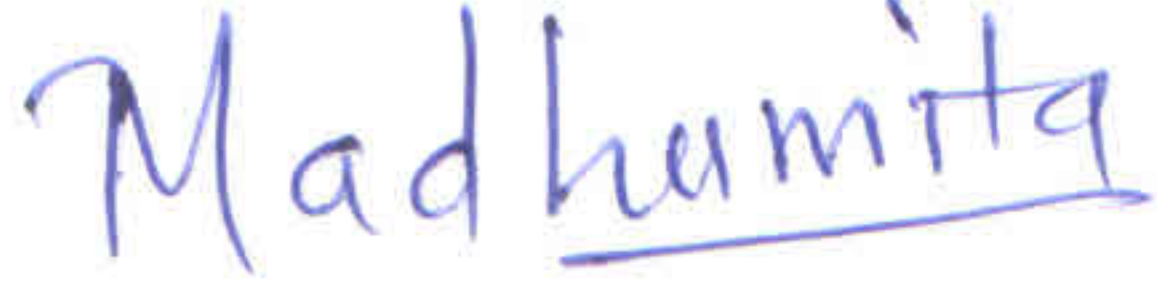
Post

- Central Assessment Programme (CAP) Room
- Ensuring evaluation & moderation of all answer scripts is as per schedule
- Collection of assessed and moderated answer scripts and mark list
- Handling discrepancies in the mark list and answer script
- Stocking answer scripts in examination room course-wise
- Checking completeness of mark list (internal & external marks, CO's and attainment)
- Compiling each course mark list in to the results sheet
- Gracing and upgrading the results
- Result declaration and display
- Preparing result summary semester wise
- Preparation of Junior Invigilator's remuneration chart
- Preparation of Visiting Faculty answer script evaluation remuneration chart
- Revaluation / Verification notice
- Collection of revaluation requisition forms and taking out answer scripts
- Distribution of answer scripts for revaluation
- Submission of end term examination question papers to library for record keeping
- Entering of marks and preparation of revaluation result
- Stocking the revaluation answer scripts into original packets.
- Printing and distribution of mark sheet


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