

Date: 18th July 2018

EXAMINATION COMMITTEE
Examination Policy under Autonomy

1. Composition of Examination committee:

- a) Examination committee will consist of 10 members from among the senior teachers of whom one will be convener.
- b) Principal is not a member of Examination committee.
- c) No admin staff will be member of Examination committee.
- d) Co-option: If the need be some more teachers can be co-opted in the first meeting of Examination committee.

2. Infrastructure for Examination committee:

- a) Examination committee requires adequately spacious room with tables, chairs, cupboards for storing stationary & answer books.
- b) The room will be utilised to conduct meetings of Examination committee, printing question papers and processing results.
- c) Computers, printers and photo copiers are required for printing question papers and processing results.

3. Responsibilities Of Examination committee:

- a) Regular meetings of Examination committee will be held and at least one report in each term to be submitted to the Principal.
- b) The examination committee will finalise examination calendar for the year in the first meeting of Examination committee.
- c) Examination committee will decide the last day of conducting lectures, submission of manuscript, submission of mark sheets and will communicate to the teachers.
- d) Head of the department will provide list of paper setters, moderators and examiners in each course.
- e) Examination committee will collect three sets of question papers in each course.
- f) Examination committee will choose one set at random through lottery system.
- g) The Date of Commencement of examination should be made available to students four weeks prior to commencement of the examination.

- h) Hall tickets (if applicable) shall be issued one week in advance duly signed by convener/co-convener.
- i) The convener/co-convener will orient to the new staff regarding examination regulations.
- j) Examination committee members will make seating arrangement for each examination.
- k) The convener/co-convener will assign supervision duties to the teachers.
- l) Examination committee will conduct a meeting to review the failures before finalising the results.
- m) Examination committee members will thoroughly check the consolidated result for its correctness,
- n) The admin staff will assist examination committee members to carry out the above duties.

4. Examination pattern:

- a) As per the guidelines of autonomous institutes, there must be continuous evaluation to be carried out for students. The examination pattern will be 60:40. 40 marks will be for internal evaluation and 60 marks will be for semester end examination.
- b) The 40 marks of internal evaluation will have two components.
 - i) 20 marks class test
 - ii) 20 marks assignment/project/presentation etc. to be decided by each head of department in consultation with their colleagues
- c) The semester end examination of 60 marks will be of two hours duration based on the entire syllabus of the course.
- d) Internal and semester end examination will be separate head of passing.
- e) The students who could not appear for internal evaluation NCC/NSS/SPORTS/CULTURAL etc. will be given one more attempt of internal evaluation.
- f) The students who have failed in the head of internal assessment will be assessed by concerned subject teachers by giving project/assignment/test etc for 40 marks.
- g) Semester I, II, III, IV, V and VI exams will be conducted twice in a year preferably in October and March.
- h) A student will be given total 3 attempts to pass the examination for the pattern at the time of his/her enrolment. Thereafter he/she will appear for current pattern of examination.

5. Responsibilities of a paper setter:

- a) The paper setter will submit the desired sets of question papers before the due date of submission.
- b) The paper setter will be present during the entire session on the day of the examination.
- c) The paper setter will be responsible for any error/lapse in the questions set by him/her.
- d) Any clarification sought by students will have to be resolved by the paper setter and shall submit the report to the chief conductor.
- e) The decision with respect to the report will be taken by the Examination committee in tune with ordinances. The committee will forward the decision duly signed to the Principal for necessary action. Principal's decision as per ordinances will be final and binding.

6. Conduct of examination:

- a) Examination work is mandatory and leaves of any kind during the examination needs prior sanction by the Principal, in consultation with Convener, Examination committee.
- b) Chief conductor/senior supervisor/ supervisor will report 30 minutes prior to commencement of the examination.
- c) Any lapse by chief conductor/senior supervisor/ supervisor will be reported to Examination committee. The decision with respect to the report will be taken by the committee in tune with ordinances. The committee will forward the decision duly signed to the Principal for necessary action. Principal's decision as per ordinances will be final and binding.

7. Assessment/Moderation:

- a) The assessment will be through CAP at the rooms identified by Examination committee and these rooms will be cordoned off with appropriate security system.
- b) Entry to CAP rooms will be only to those who are involved with assessment, moderation and to Examination committee members.
- c) Every examiner will report for assessment on all days (except Sundays and Public holidays) between 8.00 a.m. to 5.00 p.m. and is expected to assess around 25 answer books each day. d) If the examiners desire to work on Sundays and Public holidays, convener of the Examination committee in consultation with the Principal will make necessary arrangements.
- e) All the answer books will be masked/coded.
- f) The moderators will have at least 10 years of experience.

g) For F. Y. and S. Y. classes 10% of the answer books will be moderated by in-house moderator. For TY class 100% of moderation of the answer books with marks between 20% & 40% and with marks more than 60%. 5% of the answer books with marks between 40% and 60%. The moderators will be appointed from other colleges.

h) The examiner will be responsible for any error in marks entered by him/her.

8. Remuneration:

a) Remuneration for paper setting, assessment, moderation, CAP allowance if any etc. will be as per University Ordinances/Circulars.

b) Remuneration will be paid to examiners/moderators within one month after declaration of results.

c) Remuneration for Exam Committee Members as per University Ordinances/ Circulars

9. Result processing:

a) Passing and grading rules, credits, grade points and grade point system will be as per University ordinances/Circulars.

b) Report card will show marks as well as grades for each course and GPA.

c) The result for each faculty will be declared within 45 days from the date of last examination and the report cards will be issued within 3 working days to students.

10. Redressal of students grievances

a) After declaration of results the notice will be put up on examination notice board/college website giving details of last date of receiving duly filled form, fees to be paid and the mode of payment for revaluation.

b) Revaluation will be done only for the cases where marks obtained are greater than 20% OF TOTAL MARKS.

c) Revaluation process will be completed within 15 working days and the students will be informed revised result within 5 working days thereafter.

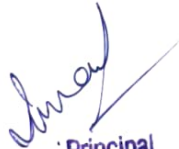
d) The fees paid for revaluation if any will be refunded as per University ordinances/Circulars.

11. Unfair Means Inquiry Committee (UMIC):

a) College will constitute an Unfair Means Inquiry Committee to check malpractices, if any adopted by students.

- b) The composition of the committee will be 4 members.
- c) If junior supervisor finds a student adopting unfair means such as copying /possessing written/printed material, cell phones etc.will submit the report to the chief conductor. The senior supervisor and the chief conductor will attach their reports and will forward it to UMIC.
- d) UMIC will carry out the inquiry and if a student is found guilty of adopting unfair practices then he/ she will be penalised as per the University Ordinances/Circulars.




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