



Criterion 2 - Teaching- Learning and Evaluation

Key Indicator - 2.5 Evaluation Process and Reforms

QIM 2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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Committees for Academic Year 2023-24

Sr. No	Process	Process Owner / Chairperson	Name of the Committee	Core Team	Team Members		
1	Admission	Ms. Sumathi Rajkumar	Admission	Ms. Prachi Singh Ms. Vishal Sharma Ms. Aniushika Joshi Ms. Priyadarshani Singh Ms. Daksha Choudhary	All Faculty Members		
2	Teaching & Learning	Mr. Raashid Shaikh	Time Table	Ms. Sumathi Rajkumar Ms. Sonali Devadiga Ms. Ranjani Shukla	-		
			Attendance & Defaulter Analysis,	All Coordinators All Assistant Coordinators	All Faculty Members		
			Discipline	All Coordinators All Assistant Coordinators	All Faculty Members		
			Principal	Anti Ragging, Anti-Sexual Harrasment	Mr. Sumeet Rathod Ms. Anitha Salian Ms. Sumathi Rajkumar Dr. Manish Pithadia	-	
				Internal Complaint Cell	Ms. Sonali Devadiga Dr. Manish Pithadia Ms. Anitha Salian Ms. Sumathi Rajkumar	-	
				College Grievance Redressal	Mr. Sumeet Rathod Ms. Anitha Salian Ms. Sumathi Rajkumar Dr. Manish Pithadia	-	
		3	Examination	Ms. Sumathi Rajkumar	Preparation, Conduct of Examination, CAP & Result Compilation	Mr. Rahul Kushwaha	Ms. Criset Burboze
						Mr. Prashant Kamble	Ms. Pooja Chaoudhary
						Ms. Riddhi Pandya	Ms. Ruhi Main
						Ms. Deepa Poddar	Mr. Arjun Sah
						Ms. Sarita Chaurasiya	Ms. Sangeeta Yadav
				Mr. Rahul Kushwaha	Unfair Means	Ms. Ranjani Shukla Mr. Sumeet Rathod Ms. Sonali Devadiga Ms. Prachi Singh	-
4	Co-curricular Extra-curricular and Extension Activies	Ms. Prachi Singh	Co-curricular & Extra-Curricular	Mr. Vishal Sharma	All Faculty Members as per requirements		
				Ms. Sonali Devadiga			
				Ms. Deveeka Shetty			
				Ms. Priyadarshani Singh			
				Ms. Aniushika Joshi			
				Ms. Mahima Yogeeswarar			
			Sports	Mr. Jainish Gotecha			
				Mr. Vishal Sharma			
				Mr. Omkar Sambare			
				Mr. Dheeraj Dubey			
				Mr. Virupana Gouda			
				Ms. Ruhi Main			
NSS	Ms. Neha Sawant						
	Mr. Dhananjay Singh	Ms. Krunali Mehta					
				Ms. Mahima Yogeeswarar	Ms. Shraddha Singh		

		Ms. Khushali Sanghvi	Social Media	Ms. Prachi Singh	Ms. Criset Burboze
		Mr. Prashant Kamble	Nature Club	Ms. Deveeka Shetty	Ms. Nisha Kekan
		Ms. Aniushika Joshi	Literary Club	Ms. Neha Sawant	Ms. Rashmitha Shettigar
				Ms. Ayesha Shaikh	Mr. Dheeraj Dubey
				Ms. Deeveka Shetty	-
				Ms. Priyadarshani Singh	-
5	Placement and Higher Education	Mr. Sumeet Rathod	Placement, Training, Internships, and Alumni	Ms. Prachi Singh	Ms. Daksha Choudhary
				-	Mr. Vishal Sharma
				-	Ms. Komal Jambhale
				-	Ms. Ankita Tiwari
				-	Ms. Sonali Devadiga
				-	Ms. Ranjani Shukla
				-	Ms. Deveeka Shetty
6	Work Environment	Mr. Vaqar Athar Bubere	IQAC	Mr. Raashid Shaikh	Ms. Reenu Yadav
				Ms. Ranjani Shukla	Ms. Suman Gupta
				Dr. Manish Pithadia	-
				Mr. Sumeet Rathod	-
		Ms. Priyadarshani Singh	WDC	Ms. Smriti Dubey	-
				Ms. Sonam Singh	-
				Mr. Ronak Maru	-
7	Research and Development	Ms. Ranjani Shukla	Research and Development cell	Ms. Daksha Choudhary	Ms. Suman Gupta
				Mr. Vaqar Athar Bubere	Ms. Nisha Kekan
				Mr. Raashid Shaikh	Ms. Ashlesha Gurav
				Dr. Manish Pithadia	-
		Ms. Sonali Devadiga	Entrepreneurship Development Cell	Ms. Daksha Choudhary	Mr. Sumeet Rathod
				Mr. Jainish Gotecha	Ms. Prajakta Kadam
				-	Mr. Darshan Kantelia
				-	Ms. Ruhi Main
8	Library	Ms. Binta Jha	Library	Ms. Pooja Gandhi	Ms. Ashita Karkera
				Ms. Ashlesha Gurav	Ms. Vedanti Kulkarni



R Singh
PRINCIPAL

University of Mumbai



**Revised Scheme of Evaluation
for
Continuous Assessments and Semester End
Examinations
for
Under-graduate Programmes
of
Faculty of Arts, Commerce and Science
Under Credit Based Semester and Grading
System**

With Effect from Academic Year 2014-2015

Amended R8435 Revised Scheme of Examination

Faculty of Arts (Undergraduate Programmes)

Credit Based Evaluation System

Scheme of Examination

The performance of the learners shall be evaluated into two components. The learner's Performance shall be assessed by Internal Assessment with 25% marks in the first component by conducting the Semester End Examinations with 75% marks in the second component. The allocation of marks for the Internal Assessment and Semester End Examinations areas shown below:-

a) Internal Assessment–25% 25 Marks

Sr. No.	Particulars	Marks
1	One periodical class test*	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

b) Semester End Examinations – 75% 75 Marks

- i) Duration–These examinations shall be of 2.5 Hours duration
- ii) Theory question paper pattern
 - There shall be five questions each of 15 marks.
 - All questions shall be compulsory with internal choice within the questions.
 - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

Passing Standard

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

*Note:

Question Paper Pattern for Periodical Class Test for Courses at UG Programmes

Written Class Test (20 Marks)

1.	Match the Column / Fill in the Blanks / Multiple Choice Questions (½ Marks each)	05 Marks
2.	Answer in One or Two Lines (Concept based Questions) (1 Mark each)	05 Marks
3.	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

Faculty of Commerce

(Undergraduate Programmes)

Credit Based Evaluation System

Scheme of Examination

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

a) Internal Assessment–25% 25 Marks

For Courses without Practical

Sr. No.	Particulars	Marks
1	One class test *	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

For Courses with Practical

Sr. No.	Particulars	Marks
1	Semester End Practical Examination	20 Marks
	Journal	05 Marks
	Viva	05 Marks
	Laboratory Work	10 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

b) Semester End Examinations – 75% 75 Marks

- i) Duration–These examinations shall be of 2.5 Hours duration
- ii) Theory question paper pattern
 - There shall be five questions each of 15 marks.
 - All questions shall be compulsory with internal choice within the questions.
 - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

Passing Standard

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

***Note:**

Question Paper Pattern for Periodical Class Test for Courses at UG Programmes

Written Class Test (20 Marks)

1.	Match the Column / Fill in the Blanks / Multiple Choice Questions (½ Marks each)	05 Marks
2.	Answer in One or Two Lines (Concept based Questions) (1 Mark each)	05 Marks
3.	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

Faculty of Science (Undergraduate Programmes)

Credit Based Evaluation System

Scheme of Examination

The performance of the learners shall be evaluated into two components. The learner's Performance shall be assessed by Internal Assessment with 25% marks in the first component by conducting the Semester End Examinations with 75% marks in the second component. The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below:-

Internal Assessment - 25%

25 marks.

a) Theory

25 marks

Sr No	Evaluation type	Marks
1	One class Test*	20
2	Active participation in routine class instructional deliveries Overall conduct as a responsible student, manners, skill in articulation, leadership qualities demonstrated through organizing co-curricular activities, etc.	05

Semester End Examination-

Undergraduate Programmes of F. Y. B. Sc. and S. Y. B. Sc.

Semester End Theory Assessment - 75%

75 marks

1. Duration - These examinations shall be of 2.5 hours duration.
2. Theory question paper pattern :-
 - i. There shall be four questions.
 - ii. On each unit there will be one question & fourth question will be based on entire syllabus.
 - iii. Question number 1,2 and 3 will be of 20 marks each (40 marks with internal options) , while Question 4 will be of 15 marks(30 marks with internal options).
 - iv. All questions shall be compulsory with internal choice within the questions.
 - v. Questions may be sub divided into sub questions as a, b, c, d & e, etc & the allocation of marks depends on the weightage of the topic.

Undergraduate Programmes of T. Y. B. Sc.

Semester End Theory Assessment - 75%

75 marks

1. Duration - These examinations shall be of 2.5 hours duration.
2. Theory question paper pattern :-
 - i. There shall be five questions each of 15 marks (30 marks with internal option)
 - ii. On each unit there will be one question & fifth question will be based on entire syllabus.
 - iii. All questions shall be compulsory with internal choice within the questions.
 - iv. Questions may be sub divided into sub questions as a, b, c, d & e, etc & the allocation of marks depends on the weightage of the topic.

Passing Standard:

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 out of 75) separately, to pass the course and minimum of Grade E in each project, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.


*Note:

Question Paper Pattern for Periodical Class Test for Courses at UG Programmes Written Class Test (20 Marks)

1.	Match the Column / Fill in the Blanks / Multiple Choice Questions (½ Marks each)	05 Marks
2.	Answer in One or Two Lines (Concept based Questions) (1 Mark each)	05 Marks
3.	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

Note : As per previous ordinance there will not be any internal examination for practicals.

Note – It is noted that the amended regulation 8435 is to be implemented to all Semesters i.e. Semester I to Semester VI to all Undergraduate programmes, simultaneously, under faculty of Arts, Commerce and Science from the academic year 2014 – 2015.

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3 Examination

3.1 Purpose

To conduct the examinations of the students as per the academic curriculum of MSBSHSE/MU and prepare the results as per guidelines of MSBSHSE/MU

3.2 Scope

Smooth and fair conduct of examinations for eligible students

3.3 Targets and goals

3.3.1 Targets

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

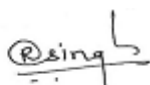
3.3.2 Goals

To ensure zero malpractices and zero lapses in the examination process

3.4 Responsibilities


Sr. No.	Activity	Responsibility
1	Identification of documented information and resources	Examination Committee
2	Preparation for internal assessment examination and higher secondary certificate examination/semester end examination	Examination Committee
3	Conduct of internal assessment examination and higher secondary certificate examination/semester end examination	Examination Committee
4	Assessment of answer books	Faculty
5	Preparation, declaration, and distribution of results of summative assessment	Examination Committee
6	Dealing with examination related grievances	Examination Committee
7	Dealing with unfair means	Unfair Means Committee

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8	Additional requirements for special needs education	Examination Committee
9	Control of educational nonconforming outputs	Examination Committee
10	Overall monitoring and control	Principal

3.5 Procedure

During the instructional period in each term/semester, Institute/MSBSHSE/MU conducts Internal Assessment Examination and Higher Secondary Certificate Examination/Semester End Examination. Internal Assessment Examination includes unit/term tests and junior college preliminary/terminal examination.

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.


TRCAC ensures the existence of communication channels so that special needs students can receive the information they need for their activity.


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

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

3.5.1 Identification of documented information and resources

- All the documented information such as forms/formats, files, registers, documented information of internal and external origin required for Examination Process is identified and controlled as explained in Control of Documented Information Process TRCAC/MP/01.
- Identification of resources required for smooth conduction of the Examination Process is initiated by the Examination Committee as explained in Resources Process TRCAC/MP/02.

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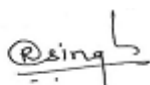
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- c) For smooth implementation/functioning of Examination Process, Examination Committee and Unfair Means Committee are formed by the Principal at the beginning of the academic year and all committee members are informed accordingly.
- d) Examination stationary and other requirements are procured/ordered after verifying the stock.

3.5.2 Preparation for internal assessment examination and higher secondary certificate examination/semester end examination


- a) Dates of commencement of Internal Assessment Examination are decided by the Examination Committee and promulgated through the academic calendar TRCAC/IP/02/FRM/01.
- b) Internal Assessment Examination Timetable TRCAC/IP/03/FRM/01 is prepared by the Examination Committee and is displayed on the notice board and website at least two weeks before the commencement of examinations.
- c) Semester End Examination Form TRCAC/IP/03/FRM/02 is filled up by the student.
- d) Higher Secondary Certificate Examination/ Semester End Examination (Semesters V and VI) timetable is received from the HSC Board/University of Mumbai. Timetable of Semester End Examination (Semesters I, II, III and IV) is prepared by the Examination Committee and is displayed on the notice board and website at least two weeks before the commencement of examinations.
- e) The names of senior supervisors, junior supervisors, understudy supervisors and other staff as required for the smooth conduct of examinations are suggested by the Examination Committee.
- f) Supervisors' Duty Chart TRCAC/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.
- g) Students' Seating Arrangement Form TRCAC/IP/03/FRM/04 is prepared by the senior supervisors and displayed on the notice board one week prior to the commencement of the examinations and informed to the students on daily basis.
- h) The question papers for Internal Assessment Examination and Semester End Examination (Semesters I, II, III and IV) are set by faculty. The question papers for Higher Secondary Certificate Examination/ Semester End Examination (Semesters V and VI) are received from HSC Board/University of Mumbai.
- i) Course-wise paper setters are appointed by the Examination Committee on suggestions of Programme Coordinators for Internal Assessment Examination and Semester End Examination (Semesters I, II, III and IV).
- j) Specified sets of question paper manuscripts are collected by the Examination Committee.
- k) Course-wise question paper is selected by the Chairperson, Examination Committee.
- l) Appropriate number of copies of the question papers are received by the Examination Committee well before the examination date.
- m) Specific question papers are taken out for distribution on the day of the Examination.

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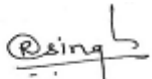

n) The arrangement of necessary logistic support and support staff is done by the Administrative Officer.


3.5.3 Conduct of internal assessment examination and higher secondary certificate examination/semester end examination

- Examinations are conducted as per HSC Board-Guidelines for Chief Conductor and Invigilators/University of Mumbai-Ordinances Relating to Examination TRCAC/IP/03/EXT/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 TRCAC/IP/03/FRM/05 is signed by the supervisors.
- Students' Attendance Sheet TRCAC/IP/03/FRM/06 is signed by students.
- Junior Supervisor's Report TRCAC/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 by HSC Board/University of Mumbai and Internal Vigilance Squad Report TRCAC/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 Examination and Semester End Examination (Semesters I, II, III and IV) are kept in the Institute for assessment.
- Answer books of HSC Board Examination are dispatched to the HSC Board. Answer books of Semester End Examination (Semesters V and VI) are dispatched to the University of Mumbai.
- On completion of examinations, few copies of question papers are sent to the library for archival.

3.5.4 Assessment of answer books

- Examiners are appointed by the Examination Committee for assessment of answer books of Semester End Examination (Semesters I, II, III and IV) at least one week before the commencement of examinations.
- Answer books of Internal Assessment Examination and Semester End Examination

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(Semesters I, II, III and IV) are assessed by the examiners.

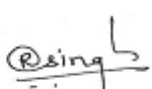
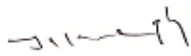
- Answer Books Assessment Record TRCAC/IP/03/FRM/ 09 is maintained by the Examination Committee in appropriate file.
- Assessed answer books and Mark List TRCAC/IP/03/FRM/10 are submitted by the examiner to the Examination Committee.
- The final mark list is submitted within ten days from the last date of Internal Assessment Examination and within ten days from the last date of Semester End Examination (Semesters I, II, III and IV) to the Examination Committee.
- Moderation of answer books is done as per the directions issued by the University of Mumbai- Ordinances Relating to Examination TRCAC/IP/03/EXT/01.
- All assessments/moderation works are completed by the Examination Committee as per schedule mentioned in the University guidelines.


3.5.5 Preparation, declaration, and distribution of results of summative assessment

- The consolidated results of Internal Assessment Examination and Semester End Examination (Semesters I, II, III and IV) are prepared by the Examination Committee.
- Resolution Form TRCAC/IP/03/FRM/11 is filled by the examiner to award the grace marks as per the directions issued by the HSC Board/University of Mumbai-Ordinances Relating to Examination TRCAC/IP/03/EXT/01.
- The final result is validated by the Chairperson, Examination Committee, and the Principal.
- Office register of Semester End Examination (Semesters I, II, III and IV) TRCAC/IP/03/INT/01 is displayed on the notice board and website. Office register of Higher Secondary Certificate Examination/Semester End Examination (Semesters V and VI) TRCAC/IP/03/EXT/02 are received from the HSC Board/University of Mumbai.
- Students are informed of the outcomes of the assessment activity and grade through Mark Sheet/Grade Card TRCAC/IP/03/FRM/12 and a record is maintained in Mark Sheet/Grade Card Distribution Record TRCAC/IP/03/FRM/13.

3.5.6 Dealing with examination related grievances

- Examination related grievances are dealt in transparent, time-bound, and efficient manner.
- Students are given the opportunity to appeal or ask for rectification of the outcomes of the assessment activity and grade.
- Request for photocopy/revaluation of answer books in Revaluation Application Form TRCAC/IP/03/FRM/14 is made by students by paying requisite fees in the college office as per notification of grievances redressal.
- 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

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for photocopy/revaluation of answer books as per the rules laid down by the University of Mumbai.

- e) Revaluation results are declared on completion of the process and amended Mark Sheet/Grade is issued to the concerned students.

3.5.7 Dealing with unfair means

- The case of student resorting to unfair means during the examination is reported by the Junior Supervisor using Unfair Means Committee Report TRCAC/IP/03/FRM/15 along with student's answer book and any objectionable material found with the student.
- The validity of the matter is verified by the Senior Supervisor and forwarded to the Principal with appropriate remarks.
- The report and the material are forwarded to the Unfair Means Committee after verifying the matter.
- Show Cause Notice TRCAC/IP/03/FRM/16 is issued by the Unfair Means Committee to the concerned student and hearing is conducted as per the directions issued by the HSC Board/ University of Mumbai in that regard and appropriate action is taken.
- A report of committee's decisions is submitted by the Chairman of the Unfair Means Committee to the Principal.
- The concerned student is informed about the decision taken by the Unfair Means Committee Report TRCAC/IP/03/FRM/17.

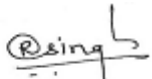

3.5.8 Additional requirements for special needs education


- Special needs students are given exemptions and concessions as per Disability Guidelines Statement: Mumbai University TRCAC/IP/01/EXT/02.
- Senior supervisors, junior supervisors, understudy supervisors and other staff are oriented about the guidelines regarding the students with special needs prior to the commencement of the examination.
- Application Form for Availing the Facility of a Scribe/Writer during Examination due to Physical Disability/Learning Disability TRCAC/IP/03/FRM/18 is submitted by the special needs student before the examination.

3.5.9 Control of educational nonconforming outputs

Following educational nonconforming output is identified in Examination Process:

Students' eligibility criteria not checked properly while checking semester end examination forms

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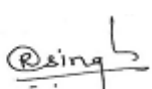
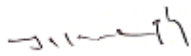
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3.6 Risks and opportunities

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 errors in filling marks.

3.7 Monitoring and measurement

- All the examination forms are checked by administrative staff.
- Any document provided for use by the students is identified, verified, protected, and safeguarded. When any document is lost, damaged, or otherwise found to be unsuitable for use, students are

Issued By: Principal 	Approved By: Secretary 
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	Thakur Ramnarayan College of Arts & Commerce		Doc. Ref. :-	TRCAC/EOMS/P M/02
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reported and appropriate corrective actions are taken and documented information on what has occurred is retained.

- c) Students' data i.e., their answer books, mark sheets/grade cards and examination records are kept under safe custody with CCTV surveillance to ensure its protection and transparency. Only examination committee members have access to students' data. Students are given access to their own data, and the ability to correct or update their own data. All appropriate measures are taken to ensure that students' data can only be accessed by examination committee members. Technological protection measures are also validated.
- d) Internal vigilance 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 HSC Board/University of Mumbai guidelines.
- e) Corrective actions for detected risks, educational nonconforming outputs, and nonconformities are initiated and completed by the Chairperson, Examination Committee as explained in Corrective Actions Process TRCAC/MP/08.

3.8 Analysis and evaluation

- a) Examination Process Review is done by the Chairperson, Examination Committee to cover issues like pending nonconformities, achievement of educational organization objective, 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:


Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient (40)


- d) Quantitative Metrics Analysis is done to get the information about following key indicator:

Pass percentage of students during last five years (excluding backlog students) (45)

- 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.

3.9 Scope for improvement

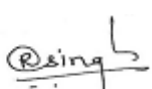
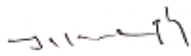
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- Continual improvement in students' performance
- Setting up a rigorous system to avoid malpractices in the examination
- Changes in examination process in compliance with regulatory authorities
- Development of a transparent mechanism to deal with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

3.10 Records

Sr. No.	Document Title	Document Reference	Retention Period
1	Examination Timetable	TRCAC/IP/03/FRM/01	5 Yrs.
2	Examination Application Form	TRCAC/IP/03/FRM/02	5 Yrs.
3	Supervisors' Duty Chart	TRCAC/IP/03/FRM/03	5 Yrs.
4	Students' Seating Arrangement Form	TRCAC/IP/03/FRM/04	5 Yrs.
5	Supervisor's Daily Attendance Report	TRCAC/IP/03/FRM/05	5 Yrs.
6	Students' Attendance Sheet	TRCAC/IP/03/FRM/06	5 Yrs.
7	Junior Supervisor's Report	TRCAC/IP/03/FRM/07	5 Yrs.
8	Internal Vigilance Squad Report	TRCAC/IP/03/FRM/08	5 Yrs.
9	Answer Books Assessment Record	TRCAC/IP/03/FRM/09	5 Yrs.
10	Mark List	TRCAC/IP/03/FRM/10	5 Yrs.
11	Resolution Form	TRCAC/IP/03/FRM/11	5 Yrs.
12	Mark Sheet/Grade Card	TRCAC/IP/03/FRM/12	5 Yrs.
13	Mark Sheet/Grade Card Distribution Record	TRCAC/IP/03/FRM/13	5 Yrs.
14	Revaluation Application Form	TRCAC/IP/03/FRM/14	5 Yrs.
15	Unfair Means Report	TRCAC/IP/03/FRM/15	5 Yrs.
16	Show Cause Notice	TRCAC/IP/03/FRM/16	5 Yrs.
17	Unfair Means Committee Report	TRCAC/IP/03/FRM/17	5 Yrs.
18	Application for availing the facility of a Scribe/Writer during Examinations due to Physical Disability/Learning Disability	TRCAC/IP/03/FRM/18	5 Yrs.

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	Thakur Ramnarayan College of Arts & Commerce		Doc. Ref. :- TRCAC/EOMS/P M/02	
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3.11 References

Sr. No.	Document Title	Document Reference
1	Control of Documented Information Process	TRCAC/MP/01
2	Resources Process	TRCAC/MP/02
3	Corrective Actions Process	TRCAC/MP/08
4	Office Register of Semester End Examinations	TRCAC/IP/03/INT/01
5	NAAC Manual for Self-Study Report Affiliated/Constituent Colleges	TRCAC/IP/01/EXT/01
6	Disability Guidelines Statement: Mumbai University	TRCAC/IP/01/EXT/02
7	MSBSHSE/MU Syllabus	TRCAC/IP/02/EXT/01
8	Guidelines for Chief Conductor and Invigilators/ Ordinances Relating to Examination	TRCAC/IP/03/EXT/01
9	Office register of Higher Secondary Certificate Examination/Semester End Examination (Semesters V and VI)	TRCAC/IP/03/EXT/02

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TRCAC/IP/03/FRM/01

Revision: A
 Date: 12/01/2024

INTERNAL ASSESSMENT - I EXAMINATION , JANUARY - 2024

SEMESTER: IV

Date	Day	Time	S.Y. B.A.	S.Y. B.A.M.M.C.	S.Y. B.Com.	S.Y. B.Com.(A&F)	S.Y. B.M.S.	S.Y. B.Se. (I.T.)	S.Y. B.Se. (C.S.)
29/01/2024	Monday	07:30 AM - 08:10 AM	Social Psychology: Paper II	Mass Media Research	Business Economics - IV	Research Methodology in Accounting and Finance	Business Research Methods	Software Engineering	Theory of Computation
		08:20 AM - 09:00 AM	Macro Economics –II	Film Communication-II	Financial Accounting and Auditing - Auditing	Foundation Course in Management (Introduction to Management) - IV	Information Technology in Business Management - II	Introduction to Embedded Systems	Computer Networks
		09:10 AM - 09:50 AM	Foundation Course - IV	--	Commerce - IV	Taxation - III (Direct Taxes- II)	Corporate Restructuring / Rural Marketing	--	Advanced Application Development
30/01/2024	Tuesday	07:30 AM - 08:10 AM	History Paper II: Landmarks in World History, 1300 A.D.-1945 A.D.	Electronic Media-II	Business Law - II	Financial Accounting (Special Accounting Areas) - IV	Production & Total Quality Management	Core Java	Software Engineering
		08:20 AM - 09:00 AM	Developmental Psychology: Part II	Writing and Editing for Media	Foundation Course- Contemporary Issues - IV	Business Law (Company Law) - III	Foundation Course (Ethics & Governance) - IV	Computer Oriented Statistical Techniques	IoT Technologies
		09:10 AM - 09:50 AM	Indian Economy	--	--	--	--	--	--
31/01/2024	Wednesday	07:30 AM - 08:10 AM	Ancient India from Earliest Times to 1000 A.D.	Computer and Multimedia-II	Accountancy and Financial Management- IV	Information Technology in Accountancy-II	Business Economics - II	Computer Graphics and Animation	Android Application Development
		08:20 AM - 09:00 AM	Stress Management: Part II	Media Laws & ethics	Advertising - II	Management Accounting (Introduction to Management Accounting)	Auditing / Integrated Marketing Communication	--	Management & Entrepreneurship

Santosh

Chairperson, Examination Committee



P. Singh
Principal



TRCAC/IP/03/FRM/01

Revision: A
 Date: 30/01/2024

INTERNAL ASSESSMENT - I, February - 2024

SEMESTER: VI

Date	Day	Time	T.Y.B.A.M.M.C	T.Y.B.M.S.	T.Y.B.COM. (A & F)	T.Y.B.Sc. (I.T.)	T.Y.B.Sc. (C.S.)
15/02/2024	Thursday	7.30 AM - 8.10 AM	Digital media	Operations Research	Economics Paper - III (Indian Economy)	Software Quality Assurance	Data Science
		8.20 AM - 9.00 AM	Advertising in contemporary society	Project Management/ Retail Management	Cost Accounting - IV	Security in Computing	Cloud Computing and Web Services
16/02/2024	Friday	7.30 AM - 8.10 AM	Media planning and buying	Indirect Taxes / Media Planning and Management	Financial Accounting - VII	Business Intelligence	Information Retrieval
		8.20 AM - 9.00 AM	Advertising and sales promotion	Strategic Financial Management / Brand Management	Financial Management - III	Principles of GIS(Geographic Information Systems)	Ethical Hacking
17/02/2024	Saturday	7.30 AM - 8.10 AM	Entertainment and media management	International Finance / International Marketing	Taxation - V (Indirect Taxes - III)	IT Service Management	Cyber Laws and IPR

Smita

Chairperson, Examination Committee



Prin

Principal



TRCAC/IP/03/FRM/01

Revision: A
 Date: 06/03/2023

Examination Time Table
S.Y. Sem - III ATKT, March - 2024

Date	Day	S.Y. BA	S.Y. BMMC	S.Y. B.Com.	S.Y. B.Com.(A&F)	S.Y. BMS	S.Y. B.Sc. (I.T.)	S.Y. B.Sc. (C.S.)
	Time	10:30 am - 1:30 pm	10:30 am - 1:00 pm	10:30 am - 1:30 pm	10:30 am - 1:00 pm	10:30 am - 1:00 pm	10:30 am - 1:00 pm	10:30 am - 1:00 pm
20/03/2024	Wednesday	Public Finance	Corporate Communication & Public Relations	Advertising-I	Taxation II (Direct Tax-I)	Consumer Behaviour Corporate Finance	Applied Mathematics	Linear Algebra
21/03/2024	Thursday	Landmarks in World History 1300 A.D.-1945 A.D	Film Communication - I	Financial Accounting & Auditing-Introduction to Management Accounting	Business Law-II	Environmental Management (Foundation Course)	Data Structures	Java Based Application Development
22/03/2024	Friday	Macroeconomics-I	Media Studies	Business Law-I	Foundation Course in Commerce-III	Business Planning & Entrepreneurial Management	Python Programming	Advanced Database Concepts
23/03/2024	Saturday	Foundation Course-III (10:30 am - 01:00 pm)	Computers & Multimedia - I	Business Economics-III	Business Economics-II	Accounting for Managerial Decisions	Operating Systems	Principles of Operating Systems
26/03/2024	Tuesday	Ancient India from Earliest Times to 1000 A.D.	Introduction to Photography	Accountancy and Financial Management - III	Cost Accounting-II	Advertising/ Equity & Debt Market	Computer Networks	Green Technologies
27/03/2024	Wednesday	Social Psychology Part I	Electronic Media - I	Foundation Course-III (10:30 am - 01:00 pm)	Information Technology in Accountancy - I	Strategic Management	_____	Data Structures
28/03/2024	Thursday	Developmental Psychology Part I	_____	Commerce-III	Financial Accounting-III	Information Technology in Business Management-I	_____	Web Technologies
30/03/2024	Saturday	Stress Management Part I	_____	_____	_____	_____	_____	_____

Smita
 CHAIRPERSON
 EXAMINATION COMMITTEE



Rsingh
 PRINCIPAL



INTERNAL ASSESSMENT - I, January - 2024

SEMESTER: VI

Date	Day	Time	T.Y.B.A. (Psychology)	T.Y.B.A. (Economics)	T.Y.B.A. (History)	T.Y. B.Com.
29/01/2024	Monday	07:30 AM - 08:10 AM	Psychological Testing and Assessment and Statistics -Part II	Advanced Macroeconomics - III	History of Medieval India (1526 CE - 1707 CE)	Business Economics - VI
		08:20 AM - 09:00 AM	Abnormal Psychology -Part II	International Economics	History of Contemporary India (1947 CE- 2000 CE)	Financial Accounting and Auditing X - Cost Accounting
30/01/2024	Tuesday	07:30 AM - 08:10 AM	Industrial and Organisational Psychology -Part II	Research Methodology - II	Introduction to Museology and Archival Science	Direct & Indirect Taxation-II
		08:20 AM - 09:00 AM	Cognitive Psychology -Part II	Industrial & Labour Economics - II	History of the Marathas (1707 CE - 1818 CE)	Financial Accounting and Auditing IX- Financial Accounting
31/01/2024	Wednesday	07:30 AM - 08:10 AM	Practicals in Cognitive Processes and Psychological Testing- Part II	Environmental Economics - II	History of Asia (1945 CE -2000 CE)	Export Marketing Paper - II
		08:20 AM - 09:00 AM	Counseling Psychology-Part II	History of Economic Thought - II	Heritage Tourism in Maharashtra	Commerce - VI

[Signature]

Chairperson, Examination Committee



[Signature]
Principal



TRCAC/TP/03/FRM/01

Revision: A

Date: 06/03/2024

Examination Time Table
F.Y. Sem - I ATKT, March 2024

Date	Day	F.Y. BA	F.Y. BAMMC	F.Y. B.Com.	F.Y. B.Com. (A & F)	F.Y. BMS	F.Y. B.Sc. (I.T.)	F.Y. B.Sc. (C.S.)
Time		10:30 am - 1:30 pm	10:30 am - 1:00 pm	10:30 am - 1:30 pm	10:30 am - 1:00 pm	10:30 am - 1:00 pm	10:30 am - 1:00 pm	10:30 am - 1:00 pm
20/03/2024	Wednesday	History of Modern India (1857-1947)	Visual Communication	Business Economics - I	Commerce - I	Business Statistics	Digital Logic and Applications	Soft Skills
21/03/2024	Thursday	Fundamentals of Psychology	-	Environmental Studies - I	Business Economics - I	Introduction to Financial Accounts	-	-
22/03/2024	Friday	Foundation Course - I (10:30 am - 1:00 pm)	Foundation Course - I	Foundation Course - I (10:30 am - 1:00 pm)	Foundation Course - I	Foundation Course - I	Programming Principles with C	Descriptive Statistics
23/03/2024	Saturday	Micro Economics-I	Effective Communication - I	-	-	-	Computational Logic and Discrete Structures	Discrete Mathematics
26/03/2024	Tuesday	Hindi Compulsory	Fundamentals of Mass Communication	Commerce - I	Financial Accounting - I	Business Economics - I	Technical Communication Skills	Introduction to Programming with Python
27/03/2024	Wednesday	Communication Skills in English	Current Affairs	Accounting & Financial Management - I	Financial Management - I	Business Law	Fundamentals of Database Management Systems	Digital Systems and Architecture
28/03/2024	Thursday	-	-	Mathematical & Statistical Techniques - I	Cost Accounting - I	Foundation of Human Skills	-	Linux Operating Systems
30/03/2024	Saturday	-	History of Media	Business Communication - I	Business Communication - I	Business Communication - I	-	Open Source Technologies


 CHAIRPERSON
 EXAMINATION COMMITTEE




 PRINCIPAL