



K. M. E. Society's

# G. M. Momin Women's College

Affiliated to University of Mumbai,

Re-accredited by NAAC with 'B++' Grade (3<sup>rd</sup> Cycle), ISO 21001:2018 Certified

## Examination Policy

|                       |                             |
|-----------------------|-----------------------------|
| <b>Policy Name</b>    | <b>Examination Policy</b>   |
| <b>Effective Date</b> | 01 <sup>st</sup> April 2022 |
| <b>Policy Number</b>  | Cr 2/2.5                    |
| <b>Responsibility</b> | Examination Committee       |
| <b>Drafted by</b>     | Examination Committee       |
| <b>Approved by</b>    | Principal                   |
| <b>Authority</b>      | Principal                   |

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## **1. Purpose & Objectives:**

- To conduct fair, transparent examination of UG & PG level according to the guidelines issued by the University of Mumbai.
- To appraise students about the conduct of the college and university examination
- To evaluate the performance of students for fulfillment of program educational objectives
- To prepare student for focused learning
- To provide balanced assessment as part of academic involvement
- To inform students about their academic progress through grade cards
- To declare results of examination on time

## **2. Scope:**

The examination policy will be applicable to the following

- ❖ Students of UG
- ❖ Students of PG
- ❖ Teaching Staff
- ❖ Non-Teaching staff
- ❖ Principal
- ❖ Management

## **3. Policy Statement:**

For College Level Examination Regular & ATKT /University level examination

## **4. Instructions for Students:**

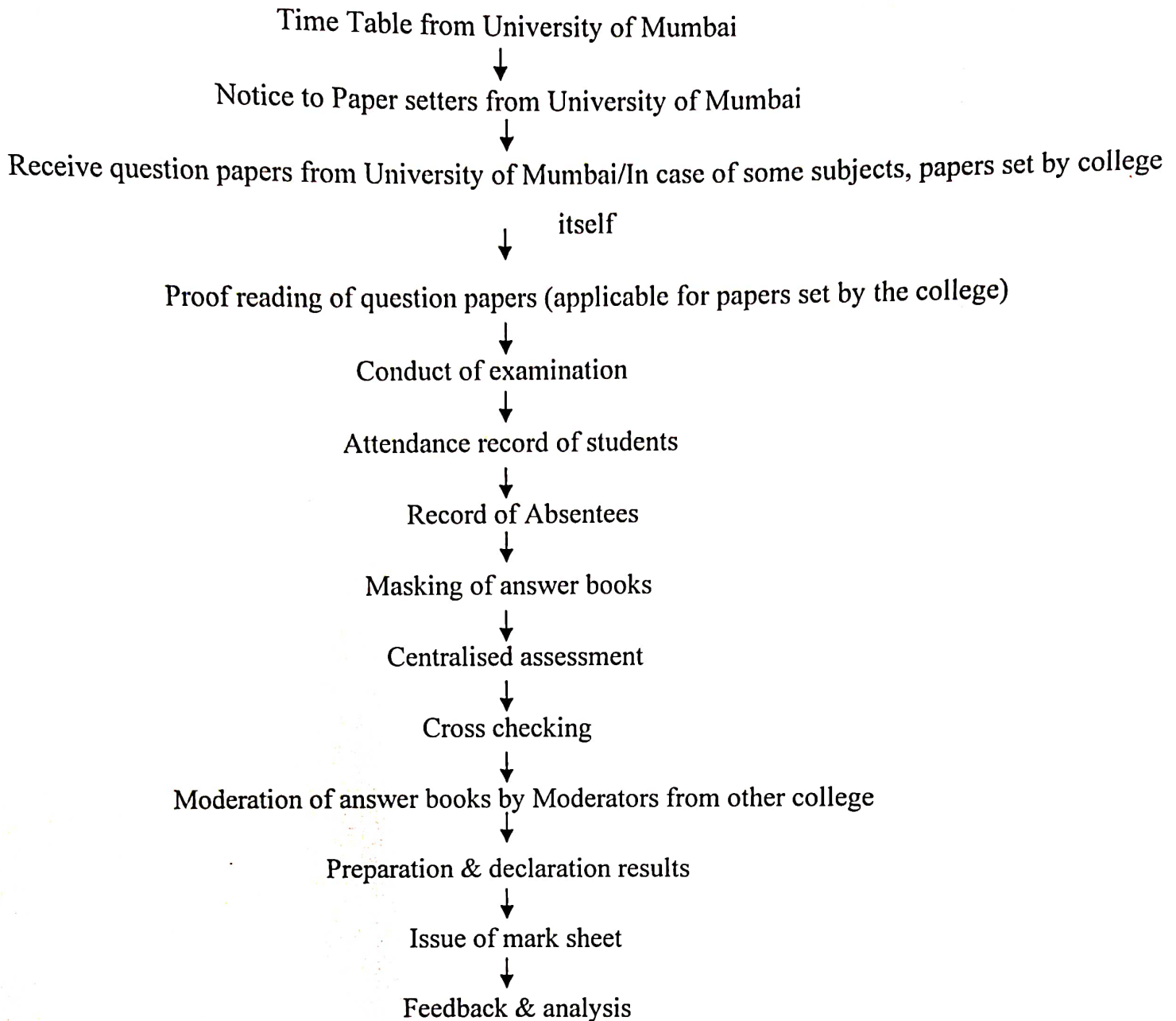
- Only admitted students would be eligible for appearing in examination for the college examination.
- To appear for A.T.K.T examination the students should fill A.T.K.T examination form.
- Students should produce their Hall Ticket while appearing for Third Year Examination.
- Students should be present in allotted rooms 15 minutes before the commencement of examination.
- Students coming 30 minutes late after issuing answer book and question paper will not be allowed to sit for examination unless its emergency or got late due to traffic or natural disaster.
- Students have to compulsorily wear ID Card and produce the same whenever asked for.

- After 30 minutes the students will be allowed to leave examination room if she wishes.
- Every day student has to check seating arrangement before going to examination room.
- Answer sheet and supplement to have be returned to the Jr. Supervisor either filled or blank by the students once final bell is given.
- Supplements would not be issued once warning bell is given before fifteen minutes of completion of examination.
- Students should not carry any material that is susceptible for copy case during examination

## **5. Instructions for Staff**

- Paper setters have to ensure that question paper should cover the syllabus and paper format outlined by the University of Mumbai.
- All the Junior Supervisors must report to the examination room 20 minutes before the examination.
- In case, if any supervisor wishes to exchange supervision duty, he/she has to bring other invigilator for the exchange and inform the Examination committee.
- Junior Supervisors are advised to refrain from using mobiles during invigilation except in urgent situations and circumstances.
- The teachers who have completed 24 years of service / convener would be eligible as Senior Supervisors.
- Previous conveners and members of Examination committee will be given invigilation duty if they have not completed the required number of services
- If any candidate is caught using unfair means or copying, then it is the duty of Junior supervisor to fill the prescribed form.
- The Examination Committee will submit the report of the Unfair Means cases to the Unfair Means Committee.
- Assessment of the answer sheets should be completed within four /five days after the completion of examination.
- Results should be declared within the stipulated time of 40 days after the completion of examination.

## 6. Procedure:




## 7. Record:

- The Examination Committee shall maintain all records of the examination conducted with them
- The Examination Committee will also share the records as when required by higher authorities

## 8. Feedback:

- Students to provide feedback through online feedback mechanism for the smooth conduct of examination

  
**PRINCIPAL**  
K.M.E. Society's G.M. Momin  
Women's College Bhiwandi.