

EXAMINATION AUDIT REPORT

Academic Year: 2024-25

PART A – INSTITUTION PROFILE		
1	Name of College	Malad Kandivli Education Society's Nagindas Khandwala College of Commerce, Arts & Management Studies and Shantaben Nagindas Khandwala College of Science. (Empowered Autonomous)
2	Academic Year	2024-2025
3	Number of Programmes	UG – 31 PG – 14 Ph.D. – 04
4	Date of Visit of Committee	15 th April 2026

Result Analysis:

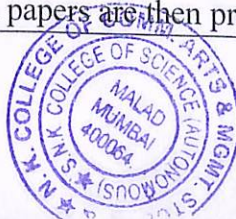
OCT / NOV 2024 EXAMINATION SESSION		
	UNDER GRADUATE PROGRAMS	POST GRADUATE PROGRAMS
SEM I	70%	92%
SEM III	78%	94%
SEM V	80%	--

MAR / APR 2025 EXAMINATION SESSION		
	UNDER GRADUATE PROGRAMS	POST GRADUATE PROGRAMS
SEM II	75%	96%
SEM IV	83%	95%
SEM VI	87%	--

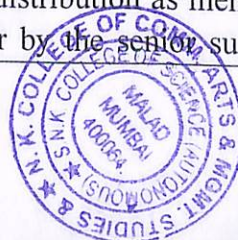


Observation:

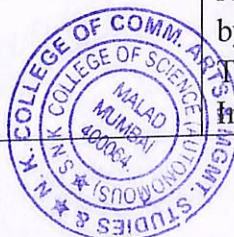
Description	Observations
1. Framework and Planning	
<ul style="list-style-type: none"> Examination Manual/SOP: Defining grading scales, roles, and regulations 	Examination Manual/ SOP documented defined as per NEP guidelines
<ul style="list-style-type: none"> Exam Committee Composition 	Examination Committee composition is defined at the start of the academic year and notified to all members of the institution.
<ul style="list-style-type: none"> Academic Calendar: Proof that exams followed the predefined schedule 	Examination schedules are clearly included in the Academic calendar as defined by the IQAC. Examination schedules also are displayed regularly through the College Website, which includes a dedicated Examination tab
<ul style="list-style-type: none"> BOE (Board of Examination) minutes 	The Board of Examination (BOE) meeting is duly conducted every semester. The agenda for the meet is notified in advance to the members and the minutes of the BOE meeting are duly maintained
<ul style="list-style-type: none"> Syllabus Mapping: Proof that exams cover the approved curriculum 	Question paper Audits are conducted for each Regular examination session by the Moderators to validate that the said examination question papers cover the approved curriculum
<ul style="list-style-type: none"> Examination Rubrics 	Examiners ensure that question papers are set to include the approved syllabus. Also, the synoptic answer key is mapped to the applicable Bloom's taxonomy levels as defined in the respective courses. This is also validated by the respective moderators during the Question paper audit
<ul style="list-style-type: none"> Attainment level policy 	Attainment levels are defined satisfactorily for Programs and Courses. Attainment levels are calculated and the respective reports are maintained. Suitable suggestions are given and duly followed for courses in case the attainments levels are not attained
2. Examination Logistics	
<ul style="list-style-type: none"> Appointment of Paper-setters, Examiners, and Moderators 	Paper setters, Examiners and Moderators are appointed as per applicable guidelines and the appointment letters are maintained at respective Department levels by the respective Exam Incharges
<ul style="list-style-type: none"> Selection and photocopy of Question Paper 	Random selection any one question paper for each course is done by the Controller of examinations. The selected question papers are then processed for suitable number of



	photocopies which is done by the respective Prof. Incharges of respective programs. The photocopies are done in the Examination Dept only.
<ul style="list-style-type: none"> Publish Examination Timetable 	Examination schedules are displayed regularly atleast 15 day prior to the examination schedule through the College Website, which includes a dedicated Examination tab. The link for the same is notified to all the classes through the respective class mentors. The timetables are also displayed on the notice boards
<ul style="list-style-type: none"> List of students eligible to appear for the exam 	List of enrolled Students for each respective class as received from the CMS portal is prepared by the Exam Dept and notified to the respective HODs/Coordinators. The same is also informed to each faculty Similarly for each semester, a list of students who are non-eligible/debarred from examinations (due to attendance default and as notified by the attendance committee) is notified to all stakeholders
<ul style="list-style-type: none"> Collection of examination fees and fines 	Assigning of applicable fees and late fines related to examination is done the admin team of the Exam Dept. The verification/ approval for the same is done by respective exam incharges/ COE The collection of examination fees and fines is done through the common CMS portal.
<ul style="list-style-type: none"> Issue of Hall Tickets 	Examination Hall tickets for each examination session are processed and verified by the respective program HODs/Coordinators/Committee members. The Hall tickets are then published on the common CMS portal. Students can download the same using their respective login credentials
<ul style="list-style-type: none"> Seating arrangements and Room-wise distribution records 	Seating arrangements and Room-wise distribution records are prepared well in advance by the exam incharges and displayed on multiple notice boards in the College. The same is also notified to all students via the respective class groups though the HODs/Coordinators.
<ul style="list-style-type: none"> Appointment of Senior Supervisors, Junior Supervisors, and Under-study clerks 	Appointment of Senior Supervisors for each examination session is done with the approval of the Principal. Appointment of Junior Supervisors and Under-study clerks and the consequent list of supervision duty charts are prepared by the respective Exam incharges for each program and finalised by the COE
3. Conduct of Examination	
<ul style="list-style-type: none"> Issue of blank Answer papers 	Blank answer sheets are bundled suitably in advance on the day of each exam by the administrative staff as per the room-wise distribution as mentioned above. The same is handed over by the senior supervisors to the respective



	junior supervisors as per the junior supervisor duty charts as mentioned above
<ul style="list-style-type: none"> • Issue of Attendance Sheets and Supervisors report 	Student attendance sheets are bundled along with the answer sheets bundles suitably in advance on the day of each exam by the administrative staff as per the room-wise distribution as mentioned above. The same is handed over by the senior supervisors to the respective junior supervisors as per the junior supervisor duty charts as mentioned above
<ul style="list-style-type: none"> • Attendance Sheets: Signed records of students present during exams 	The signatures of the students present during each exam is taken by the junior supervisors after every verifying each student data during the exams. Students who are absent on the day of exams are duly marked absent in the junior supervisor report and the same is verified by the senior supervisors
<ul style="list-style-type: none"> • Reporting of alleged Unfair means 	<p>Students who are found to be using unfair means during examinations are duly reported by the respective junior supervisor. The same is marked in the junior supervisor report also.</p> <p>The student is notified by the unfair means committee to be present along with their respective parent/s on a pre decided date. The reported material used for unfair means is handed over to the convener of the Unfair means committee after the side exam</p>
<ul style="list-style-type: none"> • Custody of Answer papers after the conduct of the exam 	<p>After the completion of each exam the bundled answer sheet are kept in the exam dept and later handed over to the OSM team by the respective CAP In charges.</p> <p>Acknowledgement of the OSM team is taken by the CAP Incharges for the handed over answer sheet bundles</p>
4. Assessment and Result Processing	
<ul style="list-style-type: none"> • Centralized Assessment and Moderation 	<p>For Sem End Regular exams: OSM (On Screen Marking) introduced for Evaluation / Moderation / Revaluation of answer books with proper security measures. There is provision for uploading question papers and respective model answers</p> <p>The vendor is intimated by the COE approximately 8-10 days prior to the commencement of Regular Sem End Exams, sharing relevant Exam data</p> <p>The vendor suitably sets up the required infrastructure in a dedicated room provided by the institute. Backup resources, required if any, are intimated well in advance by both parties</p> <p>The scanning process starts immediately after the CAP Incharges handover the answer sheets to the Team from</p>



	<p>the vendor. The scanned papers are assigned within 1-2 working days to the respective examiners via individual logins on the platform, as per the details shared by the CAP Incharges through the COE. Reports for monitoring the evaluations was generated from the platform</p> <p>For ATKT Exams The assessment of ATKT exams is done offline by the respective examiners under the supervision of the session CAP Incharges</p>
<ul style="list-style-type: none"> • CIE/ Practical exam marksheets 	<p>The marksheets of the Continuous Internal Evaluations (CIE) and practical exams, conducted each semester by the respective course faculties as per the term wise teaching plans and rubrics, are submitted to the Exam dept through the respective HODs/Coordinators before the commencement of the semester End Examinations.</p>
<ul style="list-style-type: none"> • Data entry of marks and Result processing 	<p>After all the assessments are completed, result data is shared by the vendor to the COE, which is then passed on to the Technical team for result processing</p> <p>The assessment data is downloaded from OSM portal in suitable format and uploaded to the examination result processing system</p>
<ul style="list-style-type: none"> • Checking and Display of Result 	<p>Once the assessment data is processed on the examination result processing system the uploaded results are verified by the exam dept by setting up teams to verify the results of each programme under the respective Exam Incharges. The verification of results involves checking of correctly entered marks, grades, and also whether suitable gracing and ordinances have been applied</p> <p>Once these results are verified, they are signed by the respective exam in charges and approved for publishing by the controller of examination</p> <p>These approved results are then published on the CMS portal where the student login and check their respective results</p>
<ul style="list-style-type: none"> • Issue of Statement of Marks 	<p>The printed marksheets for each exam are processed within 10 to 15 days after the declaration of the results and are verified by the exam committee and suitable teams for marks, grades, and applicable gracing/ ordinances. Signatures of the verifying member, the COE and Principal are then done on each marksheet</p> <p>Once this process is done the marksheets are distributed to the students through the class mentors as per pre decided schedule</p>



	Acknowledgement signatures are taken from the students when they collect their respective marksheets Undistributed marksheets are returned to the custody of the exam department
• Result Analysis	Consolidated results Programme Wise as well as coursewise are notified to each HOD/ Coordinator for analysis
• Exam remuneration	Exam remuneration bills are made by the Senior supervisors along with the understudy in consultation with the Exam incharges. The rates for remuneration are as per the University guidelines. The remuneration bills are duly signed by the examination incharges, the COE, the Vice Principal and the Principal and sent to the Accounts dept for processing. The remunerations are usually made within 30 days of processing
5. Student Services and Grievances	
• Application for re-verification and re-evaluation and photocopy of answer book	Post the declaration of results, Notices are issued to all classes for students who want to apply for re-verification and revaluation and photocopy of their answer sheets in case they are not satisfied with the results The applicable fees are collected through the CMS portal Photocopies are distributed to the students within 15 days of application The process of revaluation remains the same as the assessment procedure mentioned above
• Application for repeater examination	Post the declaration of results, Notices are issued to all classes for students who want to apply for repeater (ATKT) exams. The applicable fees are collected through the CMS portal
• Procedure and Issue of Duplicate Marksheet	Students who want to apply for a duplicate marksheet submit an application for the same in the administrative office along with supporting documents like a copy of the Police NC/ FIR or an affidavit. The application is verified from the records and if found genuine a duplicate mark sheet is processed print and verified by the exam committee. The verified marksheet is then duly sign as in the original marksheet and handed over to the student
• Students Grievance Record	Student Grievances are collected through an application form wherein the student submits details of their respective grievances. All such grievances are then handed to the grievance committee which then convenes and discusses if the grievances are genuine.



	If needed the respective course faculty may also be called to discuss the issue. If the grievance is found to be genuine the applicable corrections to the student result are made
<ul style="list-style-type: none"> • Unfair means enquiry 	<p>The unfair means committee was conveyed the pre-decided date and all the students notified for using unfair means during the examination sessions were called and their case was discussed on a one-to-one basis</p> <p>The unfair means committee then handed over their report to the exam department for all the applicable verdicts</p> <p>The verdict of the unfair means committee was then incorporated in the consolidated marks of the applicable students</p>
6. Documentation	
<ul style="list-style-type: none"> • User access controls 	<p>Access for the OSM portal is at different levels</p> <p>The Admin access is only with the Principal and the Controller of Examinations</p> <p>User access is given to each faculty as well as external examiners/ moderators for their respective courses for each examination session</p> <p>Rights to edit any user access is with the Admin access, i.e. the Principal/COE</p>
<ul style="list-style-type: none"> • Data backup, security, and integrity 	<p>Along with the above-mentioned points for security, access to download college related reports from the exam portal is given through the Admin access. Hence any such report can be accessed at the college end</p> <p>Back up of all exam related data, including scanned answer sheets, process result data, etc. are downloaded on a hard drive and stored.</p> <p>Also access to any older data is also made available by the vendor on intimation by the Principal or the COE</p>
<p>Old Records Preservation System</p> <ul style="list-style-type: none"> • Records of stationery/ answer booklets • Previous Results/ degree certificates 	All such stationary, answer sheets (both unused and those from the conducted exam sessions), as well as previously non distributed marksheets and degree certificates are stored in separately envelopes/ bundles for each exam session and academic year. These are labelled properly quick access at any later date
<ul style="list-style-type: none"> • Public Information: Display of Exam Manuals, Notices, and Results on websites 	All such notices, documents are duly displayed and uploaded on the College website
7. Quality Feedback	
<ul style="list-style-type: none"> • From students 	Feedback is taken from the students for their learning process via multiple feedback forms indicating their learning evaluation process. The said feedbacks are consolidated by the IQAC and notified as applicable



<ul style="list-style-type: none"> • From External Examiners 	<p>External examiners are encouraged to provide feedback related to uploaded question paper, model answer paper to the respective CAP incharges, senior supervisor.</p> <p>They also have access to report any discrepancy, inaccurate/unclear scanned answer sheet during the Online assessment process</p>
<ul style="list-style-type: none"> • From Moderators 	<p>Moderators are encouraged to provide feedback related to uploaded question paper, model answer paper to the respective CAP incharges, senior supervisor.</p> <p>They also have access to report any discrepancy, inaccurate/unclear scanned answer sheet during the Online assessment process</p>

Recommendations

1. Examination link on the College Website to be preferably highlighted prominently on the Home page along with a menu bar tab. Also, under the examination tab the related notices, information to be separated as per academic year
2. Student grievance form can be modified to make it brief and also cover applicable information
3. Students can be notified more strictly before each exam session regarding seriousness and consequences of Unfair means practices

Name and Signature of Members:

Prof. Dr. Moushumi Datta

Principal

M Datta

Dr. Vinita Pimpale

Chairperson

VJP
15/4/2026

Prof. Dr. Mona Mehta

Vice Principal &
IQAC Coordinator

Mona

Prof. Dr. Harmeet Kaur Bhasin

Member

HKB
15/4/2026

Dr. Preeti Tripathi

Vice Principal

P Tripathi

Dr. Sadhana Venkatesh

Member

S Venkatesh
15/04/26

Mr. Furqan Shaikh

Controller of Examination

F Shaikh

Mrs. Anupama Bali

Member

A Bali

