



**EXAMINATIONS AND EVALUATIONS**

**EXAMINATION  
MANUAL  
PROCESS AND  
REFORMS**



**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS AND MANAGEMENT  
STUDIES AND  
SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE**

**Accredited by NAAC with 'A' Grade Status  
ISO 9001:2015 Certified  
(Autonomous)**

**MANUAL**

**ON**

**EXAMINATION AND EVALUATION SYSTEM**

**w. e. f A.Y 2016 – 2017 Implemented Progressively**

## Table of Contents

- 1. Preface**
- 2. Vision, Purpose and Scope**
- 3. Guidelines for Formation of Examination Committee**
  - 3.1 UGC Guidelines
  - 3.2 Powers and Duties of the Examination Committee.
- 4. Examination Committee of NKC-CAM**
  - 4.1 Structure of Examination Committee
  - 4.2 The Roles & Responsibilities of Examination Committee NKC-CAM
- 5. Examination Section Infrastructures**
  - 5.1 Printing Units, Strong Room
  - 5.2 Central Assessment Room
  - 5.3 Computer and Server
  - 5.4 Telephone and Internet
  - 5.5 Stationary, Notice Boards etc
  - 5.6 CCTV surveillance
- 6. Tentative examination schedule semester wise**
  - 6.1 Semester I / III / V
  - 6.2 Semester II / IV / VI
- 7. Question Paper Setting and Audit**
  - 7.1 Appointment of Paper Setters and Examiners:
  - 7.2 Guidelines to Paper Setter for Setting Question Papers
    - 7.2.1 Appointment letter to the question paper setter is as under
    - 7.2.2 Instructions to be followed by the Question Paper Setter
  - 7.3 Question Paper Setting & Synoptic:
  - 7.4 Audit of Question Paper and Answer Books
- 8. Procedure for Conducting Examinations UG & PG Programmes**
  - 8.1 Mid-Semester Evaluation (MSE)
  - 8.2 Semester End Examinations – Rules and Regulations
  - 8.3 Guidelines to Invigilators for Conducting Semester Examinations
  - 8.4 Central Assessment
  - 8.5 Assessment Procedure
  - 8.6 Preservation of Answer Books
  - 8.7 Result Compilation and Grading
    - 8.7.1 Examination Ordinances
  - 8.8 Declaration of Results
  - 8.9 Amendment of Results due to errors
  - 8.10 A.T.K.T (A learner shall be Allowed To Keep Term)
- 9. An overview on Choice Based Credit System**
- 10. General Guidelines for dealing with Unfair Means/Malpractice at Examination:**
- 11. Frame Rules for Conduct of Examination and Exam Reforms.**
- 12. Table of Autonomy Additional Credits.**
- 13. List of Formats Used in Examination Section.**
- 14. Schematic Representation of Examination Process.**

## **1. Preface**

Nagindas Khandwala College is a Government Aided Autonomous Certified, NAAC accredited with 'A' grade and ISO 9001:2015 Institute functions according to the vision statement of being a pacesetter by executing the examination calendar accurately, declaring results on time and having a complete transparency in conducting the examinations and also declaring results.

Being an autonomous institute the examination section plays a very important role in branding the institute and smooth conduct of all activities. Examination calendar is uploaded semester wise in the first week of the commencement of the academic year. The examination calendar is followed strictly and no changes are made unless unexpected events occurred. This helps students to plan their industrial visits and internships well in advance. Further, students get sufficient time for the preparation of competitive examinations such as GRE, CAT, UPSC, MPSC and CSE. Academic excellence is achieved by continuous evaluation and transparent examination system. The Appointment letters to faculty is sent along with the schedule for exams from time to time. There are two exams being conducted semester wise by the examination section. Class Test-I is scheduled after 6 weeks of teaching learning and Semester End Examination at the end of each semester after the completion of 90 working days. There is also Additional Examination for the students who remained absent on genuine grounds, which is conducted after 15 days of last paper held. Examination section follows a transparent policy by showing the answer books to students along with the synoptic submitted by the paper setter. Any changes are to be given to examination section with an explanation by the faculty for the reasons for changes.

The examination has its own rules and regulations which have been approved by academic council from time to time.

Every semester a general audit shall be conducted for the purpose of quality checks on Question Paper and evaluation.

Degree Award Ceremony is conducted by the Institute. The **parent university (University of Mumbai)** award degrees to the students evaluated and recommended by our college. The degree certificates depict a common format devised by the university. The degree certificate mention name of the college with specification 'Affiliated to University of Mumbai'.

## **2. VISION**

We are committed to be recognized as an institution that is a pace setter for following the examination calendar, declaring results in time and also committed to expanding the horizon and inspiring young minds towards academic excellence.

### **PURPOSE**

- To conduct Semester End Examinations and Internal Assessment Tests on behalf of the University of Mumbai.
- To declare results of the students on behalf of the university of Mumbai.
- To assess students and conduct overall evaluations as per the norms & regulations of 'University of Mumbai' as a statutory requirement.

### **SCOPE**

- Applicable for Degree College Under Graduate and Post Graduate Courses.
- Continuous Evaluation of students' progress Semester wise.

## **3. Guidelines for Formation of Examination Committee**

### **3.1 UGC Guidelines**

1. Autonomous College shall have an Examination Cell headed by Controller of Examinations who will be a permanent faculty nominated by the Principal on the basis of potential of the person. The Principal of the college shall be the Chief Controller, Examinations.
2. The Controller of Examinations will create his / her own team with the approval of the Principal of the College. The team shall consist of at least one faculty from each department

and 3 assistant clerks, the number of persons to be nominated shall depend on the quantum of work in the Examination Cell. Teachers working in the college shall be nominated in the Examination Cell for tenure of 3 years. They will continue doing their teaching work as scheduled by the college.

3. There shall be a team of Office Assistants, Computer Programmers, Data Entry Operators and other helpers in the Autonomous Cell.
4. Examination Cell will have appropriate printing unit also for printing of question papers and other relevant confidential material.
5. All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from usual work. Such honoraria shall be proposed by the Finance Committee and shall be approved by the Governing Body.
6. Governing Body may also approve appointment of full time office staff in the examination cell on contractual basis on the recommendation of Finance Committee. The salary of such staff will also be decided by the same mechanism. There shall be continuous, comprehensive evaluation of students through internal and external examination.
7. In order to motivate students to be free of rote learning, various mechanism of internal evaluation should be adopted such as group discussion, paper reading, home assignments and viva voce.
8. Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body. In no case it should be less than that paid by the parent University.
9. The **parent university will award degrees** to the students evaluated and recommended by autonomous colleges. The degree certificates will be in a common format devised by the University. The name of the college will be mentioned in the degree certificate, if so desired.
10. The Autonomous College / Recognized Institution / University Department / University Institution shall conduct the examinations at specified period (s) as it may determine and notify. The examinations and evaluation systems shall be as may be determined by the competent authorities of the Autonomous College / Recognized Institution / University Department / University Institution as the case may be. The examination and evaluation shall be carried out in such a manner as to enhance the faith and the credibility in the minds of the students and the society by being fair and rational.
11. The students passing the examinations conducted according to the standards set by the Autonomous College / Recognized Institution / University Department / University Institution shall be awarded Degree / Diploma / Certificate. As the case may be, as per the provisions of the Act.

### **3.2 Powers and Duties of the Examination Committee.**

- a) The Examination Committee shall –
  - i. The Examination Committee shall ensure proper organization of examinations and test including moderation, tabulation and declaration of the results.
  - ii. The Examination Committee shall appoint examiners, moderators, paper-setters from amongst the persons included in the panels prepared by the respective Subject Boards.
  - iii. The Examination Committee shall undertake exercise and experiment in examination reforms.
  - iv. The Examination Committee shall obtain three sets of question papers in sealed covers in the respective subject. The Principal / Controller of Examination / Head shall draw at random one of such sealed covers containing question papers. This sealed cover with seal intact shall then be sent to the press.
- b) The Committee shall prepare the time schedule of examinations and dates of declaration of their results at the beginning of the term and notify the same.
- c) The assessment of answer books for all examinations shall be done centrally through Central Assessment System. All answer books of an examination shall be masked and then coded.

The coded answer books shall then be handed over to the examiners for assessment. After the assessment, all answer books shall be decoded and de masked and the result sheet will be prepared by the moderator.

- d) In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations, the Committee shall constitute a subcommittee called as Redressal Committee of which Principal should be the chairman.
- e) The recommendations of the Sub-Committee shall be placed before the Examination Committee, which takes the disciplinary action in the matter as it deems shall fit.
- f) The Committee shall arrange for strict vigilance during the conduct of the examination so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.
- g). Two-third members shall constitute a quorum. If the meeting is adjourned for want of quorum, then no quorum shall be required for such meeting.
- h) The Committee shall meet twice during the academic year and such other times as may be required.
- i) The Committee shall perform such other duties and responsibilities which are assigned to it from time to time by the Board of Management.

#### **4. Examination Committee of NKC-CAM**

##### **4.1 Structure of Examination Committee**

NKC - CAM being an Autonomous Institute shall have an Examination Committee based on UGC Guidelines and University of Mumbai Guidelines. The Committee shall consist of

1. The Principal - as a Chairperson
2. A permanent faculty nominated by the Principal on the basis of potential of the person as Controller of Examinations.
3. A teaching faculty with 10 years of teaching experience from each department, nominated by the Principal - as a Department Controller.
4. Controller of Examination of University of Mumbai or his nominee.
5. One expert as an external evaluator to be nominated by the Principal - as Invitee.
6. One teaching faculty as Deputy Controller from Self Finance Section.
7. Dean Academics- as Invitee.

In addition, Chairman, Examination Committee will appoint a Redressal Committee as and when required.

##### **Office Staff:-**

- a) 1 Office Superintendent    b) 1 Sr. Clerk    c) 3 Data Entry Operators    d) 2 Peons

##### **4.2 The Roles & Responsibilities of Examination Committee NKC-CAM**

1. The Examination Committee shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
2. The examination Committee shall prepare the detailed time table of examinations for every semester and upload it on website with prior approval of Chairman, Examination Committee.
3. The Examination Committee shall ensure smooth and organized conduct of examination by following means:
  - i) The Examination Committee shall prepare the detailed time table of examinations for every semester and upload it on website with prior approval of Chairman.

- ii) Appointing paper setters and evaluators for all exams including theory as well as practical well in advance.
  - iii) Strict vigilance during exam.
  - iv) In case of any complaint regarding exam, the disciplinary actions recommended by Redressal Committee will be endorsed by examination committee.
4. The Examination Committee shall prepare the exam budget for every academic year.
  5. The members of Examination Committee shall meet at least 4 times during the academic year and at other times as and when necessary.
  6. For any meeting of Examination Committee, one-third members shall constitute a quorum. However, the same meeting shall be held after 30 minutes of the scheduled time, for which, no quorum shall be applicable.
  7. The various formats shall be prepared by Examination Committee for record keeping and monitoring all examination related activities.
  8. The Examination Committee shall take into account reforms approved by subject board and Board of Governors of the institute.
  9. Controller of Examinations (COE) and Department coordinators with Head of Departments carry out the following activities during Test - I, Test - II and Semester End Examinations.
    - i. Issuing Appointment Letters for Paper Setting, Assessment of paper setting and Printing
    - ii. Conducting Theory Examinations
    - iii. Issuing Appointment Letters for (Practical, Project/Dissertation, seminar)
    - iv. Coordination of assessment of answer books
    - v. Preparation and declaration of provisional grades
    - vi. Preparation and declaration of final results
    - vii. Issue of transcripts, provisional passing certificate, mark list, preparation of exam calendar, appointments of examiners.

## **5. Examination Section Infrastructures**

### **Description of Area**

1. Cap Room: It is used for central assessment of all answer books of Unit Test – I, Unit Test – II, Semester End Examination and Additional / Supplementary Examination.
2. Strong Room: All stationary required for examination, printing of question papers as well as storage of examination gazettes is done in strong room.
3. Working Area: Area for working of exam related staff along with control room during Unit Test – I, Unit Test – II, Semester End Examination and Additional / Supplementary Examination.

### **5.1 Printing Units, Strong Room:**

1. Examination Section consists of two copy printers with a capacity of printing 60 pages in one minute and PHOTO COPIER Machine one Black & white and two printers with two scanners and relevant material for examination.
2. Examination Section has strong room used for storage of stationary and printing of question papers as well as storage of examination gadgets.

### **5.2 Central Assessment Room:**

CAP room has a seating capacity of 25 people is centrally air-conditioned and is used for Unit Test – I, Unit Test – II, End Semester and Re-Examination assessment. It is mandatory for faculty to assess answer books in the CAP room.

Two computer labs with a capacity of around 30 PCs are used for assessment through OSM. Faculties are also given facility to assess from home with security measures.

### **5.3 Computer and Server:**

Examination Section is having one server room with 5 computers, two projectors with licensed copies of Microsoft, Windows 7 and MS-Office 2010.

### **5.4 Telephone and Internet**

Examination Section is well connected with internet lines of 8 Mbps speed, telephone facility with intercom.

### **5.5 Stationary, Notice Boards etc...**

1. Examination Section prints their stationary like answer books, supplements, graph papers, drawing sheets, grade sheets, and provisional certificates for an academic year. Answer books and supplements are serially numbered and the usage is recorded.
2. There are 4 dedicated notice boards for examination section which displays grade gazette, time-table and examination related notice from time to time along with uploading Examination calendar, time-table and notice regularly on college website. [www.nkc.ac.in](http://www.nkc.ac.in)
3. Also there are four dedicated PC's exclusively for examination related work

### **5.6 CCTV surveillance**

1. Examination Section is also furnished with CCTV cameras, 1 in strong room, 1 in CAP room and 2 in exam office.
2. Also we have CCTV cameras in classrooms.

## **6. Tentative Examination Schedule Semester wise.**

Semester wise Tentative Examination Schedule is circulated for students and faculties well in advance for Regular / A.T.K.T (Internal / External) Examinations (Semester – I to VI).

Detailed time schedule of examinations is displayed on the students' notice board and uploaded on college website at least 20 days prior to the commencement of examinations.

Examination hall tickets are made available on students' portal, which include exam seat number, examination schedule and other details. Student can download his/her hall ticket three days before the commencement of respective semester examination, using GR number as user name and password.

### **6.1 Semester I / III / V**

Internal assessment procedure for odd semesters is usually held in the month of August and semester examinations are kept in the month of October and the result is declared within 30 days.

### **6.2 Semester II / IV / VI**

Internal assessment procedure for even semesters is usually held in the month of January and semester examinations are kept in the month of March/April and the result is declared within 30 days.

## **7. Question Paper Setting and Audit**

### **7.1 Appointment of Paper Setters and Examiners:**

1. The appointment of paper setters and examiners will be based on the panel list sent by the respective Chairman BOS & Department Heads.
2. The paper setters shall follow question paper pattern and syllabus prescribed by the respective subject board revised from time to time.
3. If the direct relative / family member of any faculty is enrolled as examinee, the concerned faculty member will be exempted from duty of paper setting and examiner.

### **7.2 Guidelines to Paper Setter for Setting Question Papers**

- i. The Question paper should be set based on the course outcomes defined in the curriculum and ensured that all the outcomes are addressed through appropriate questions.
- ii. Questions paper should try to address the different levels of learning i.e. Knowledge / Remembering, Understanding, Applying, Analyzing, Evaluating and Creating.



- iii. The questions in the End Semester & Re-examination should cover the entire syllabus. Units mentioned in the course should be covered with appropriate weightage.
- iv. The degree of difficulty of the question paper should be such that a student who has engaged himself in the continuous learning process should be able to clear with ease. However, for scoring further his all-round knowledge and skills should be tested.
- v. A question paper carrying 75 marks should have Five questions each carrying 15 marks. Each Question comprises of maximum 4 sub-questions.
- vi. The question paper should be precise and should be designed such that the questions:
  - a) are unambiguous
  - b) are asked for appropriate marks
  - c) The questions should be serially numbered as 01, 02, 03, 04 & 05 etc.
  - d) Sub-questions, if any, shall be numbered as a, b, c, d ... etc.
  - e) It must be ensured that all questions are from within the prescribed syllabus
  - f) The paper setters should **specify whether any** Charts, Graphs, Tables, Codes, Books etc. are to be provided to the students. The use of which shall be permitted during the actual conduct of the examination.

**7.2.1 Appointment letter to the question paper setter is as under**



**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS AND  
MANAGEMENT STUDIES (AUTONOMOUS)**

**/Exam Section/**

**CONFIDENTIAL**

**FIRST/SECOND**

**HALF**

**To,**

Department of \_\_\_\_\_

**Dear Sir/Madam,**

I am pleased to inform you that the Board of Examination has appointed you as a Paper Setter and examiner in the following subjects for Semester End Examinations of UG/PG programmes which will commence from \_\_\_\_\_ with reference to the panel list received from the department.

<b>Sr. No</b>	<b>Programme and Semester (REG / A.T.K.T)</b>	<b>Name of the subject</b>	<b>No. of Sets</b>

The paper setter shall adhere to the following instructions:-

- Semester End Examination (Regular & ATKT) – 60/75 Marks
- You are requested to take utmost care to maintain confidentiality of the question paper and ascertain that there is no erratum in the question paper. In view of this, please do not send the question paper via e-mail.
- Ensure that questions are uniformly distributed over the entire syllabus.
- You are requested to prepare and submit the synoptic answer immediately after the conduct of Examination.
- Please report to the Central Assessment Program from the next day of conduct of the aforesaid subject examination and complete the assessment work within the stipulated time given.

**You are requested to submit typed question paper as per the Pro forma given below:**

**Q.P CODE:**

**Max. Marks:** \_\_\_\_\_

**Duration:** \_\_\_\_\_ Hrs

**Note: i)**

**ii)**

**iii)**

Paper Size: **A4**      Format of Page No: **Page no. 1 of 3, Page no. 2 of 3 and Page no. 3 of 3**

Font Type: **Times New Roman,**      Font Size: **12**

The caption '**Q.P CODE:**' must be present on all pages, so put it using '**Header**' option

Last date of submission:

**Date:**

**Controller of Examination**

### **7.2.2 Instructions to be followed by the Question Paper Setter**

- All the faculty members are requested to set the Question Papers for any examination to be conducted under ‘**University of Mumbai**’, only on specially arranged computers or department laptops situated in Examination Section within stipulated time period.
- A specific format in the form of soft copy is sent by the COE to each paper setter so that uniformity in the appearance is maintained. Each selected paper is coded by the COE before the required number of copies are printed.
- Auxiliary input devices such as pen drives are not allowed while setting the question paper.
- Paper Setters should follow the question paper format as provided by the examination department.
- Paper Setters should follow the question paper pattern as approved by the respective subject board, in the subject board meetings for the same.
- Use of Mobile Phone is not allowed during paper setting
- After thorough reading of the soft copy, hard copies are to be taken (using the assigned printer) in the presence of Director of Examination / Examination in charge and the soft copy is to be deleted permanently from the computer.
- Hard copies of question papers are to be submitted in sealed envelopes provided by the examination department.

### **7.3 Question Paper Setting & Synoptic:**

1. The faculty member, who is given the appointment shall set the question papers along with synoptic answers with scheme of marking, for each of the examinations held in that semester (Class Tests and Semester End Examinations & Re- Examinations) as per the academic schedule. We upload the synoptic answer along with the respective question paper on students’ portal as well.
2. He / She shall maintain secrecy of the question paper and shall be responsible for the same.
3. He / She shall follow all paper setting guidelines as per BOS.
4. Faculty is requested to ensure that the Questions are within the prescribed syllabus.
5. The set of Question papers along with Synoptic Answers should be submitted in hard copy only to the Examination office duly sealed in the prescribed format.
6. External examiners shall be provided with scheme of evaluation, syllabus etc.

### **7.4 Audit of Question Paper and Answer Books**

1. Every semester a general audit shall be conducted for the purpose of quality checks on Question Paper and evaluation.
2. The audit committee shall be constituted by the Head of Departments/ senior faculty in the respective subject.
3. The appointed committee shall submit the anomalies if any to Controller of Examinations and further it shall be forwarded to the Head of the Institution.

### **8. Procedure for Conducting Examinations and Result Declaration**

The various examinations for U.G./ P.G. Programmes shall be conducted in accordance with the Academic Rules and Regulations for U.G. and P.G. courses respectively and also as per the Examination Calendar.

The evaluation of a student for each semester shall be as per the marking scheme given by the respective subject board.

## 8.1 Mid-Semester Evaluation (MSE)

- i. Mid-Semester Evaluation is based on student's performance in **class tests/ assignments/ tutorials/ practical/ viva-voce/ quizzes/field work/ seminars** etc.(as approved by BOS of respective subject) conducted by the course faculty during the semester. The mode of Mid-Semester Evaluation (MSE) is decided and announced by the course faculty at the beginning of the course.
- ii. The Mid-Semester Evaluation marks shall be sent to the Examination Section at the end of the term before the commencement of Semester End Examination.

Internal Assessment component includes

A) Any one of the following: **(20 Marks / 40 Marks)**

- 1) One class test
- 2) Project Work
- 3) Assignments
- 4) presentations
- 5) Field Visit Reports
- 6) Book Review

B) Active Participation and Overall Conduct carrying **5 marks**.

**Question Paper Pattern for Periodical Class Test will be as per decision taken in respective board of studies.**

## 8.2 Semester End Examinations - Rules and Regulations

- i. There shall be one semester end examination in each semester for every theory course and shall be conducted centrally as per the schedule indicated in the academic calendar.
- ii. Seating arrangement shall be prepared centrally by examination cell (Office Superintendent / Sr. clerk) taking into considerations the total number of students appearing for the examination and infrastructure available.
- iii. The appointment of the required number of invigilators shall be done by Controller of Examinations as per the examination schedule. The invigilators shall be from among the faculty. It is mandatory for the course faculty to be available for invigilation during the exam of concerned course. On the day of examination, the Controller of Examinations/Department Controllers shall bring the set of question papers 10 minutes prior the commencement of the examination to the examination hall.
- iv. The invigilators assigned duty for an examination shall report to the Examination Section 30 minutes prior to the commencement of the examination. He / She shall sign their attendance, and pick a chit for random allotment of examination block. The invigilator shall count the number of answer books provided and check against number of students allotted to the block. He/she shall also note down the code numbers of answer books provided to him/her by the Examination Section.
- v. Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the examination, and question papers at beginning of the examination. He/she shall check the Identity Cards of the students', check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on front page of answer books and then shall sign on the answer books of the students. He shall then obtain the signature of the students on the attendance Performa and maintain the record of the absent students of his/her block.
- vi. Invigilator shall check the general discipline in the block during the conduct of examination and report the cases of indiscipline, misbehaviour and copying to the Controller of Examinations for further necessary action.
- vii. At the end of the examination, invigilator shall collect the answer books from the students and arrange them sequentially as per examination seat numbers of the students, separately for each course, and hand it over to Examination Section.
- viii. Students are allowed in examination hall up to 20 minutes after commencement of

- examinations.
- ix) In case of any emergency, the Chairman, Examination Committee is empowered to reschedule any examination.
- x) Controller of Examinations & Deputy Controllers shall be responsible for smooth and proper conduct of examination in the Institute.  
Controllers shall -a) Plan for smooth conduct of examination.  
b) Supervising the plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the institute.  
c) Get the examination schedule prepared for the entire programme and send the copy of the same to Chairperson and Head of Departments.  
d) Receive the cases of misbehaviour, malpractices and copy cases from invigilators or assessors and forward the same to Redressal Committee for further necessary action.  
e) Receive the list of external examiners (for conducting practical/viva-voce examinations) for various courses from Department Controllers / Chairman BOS for record purpose.
- xi. Controller of Examinations shall assign examination duties as per following structure  
a) Invigilator: Teaching faculty can be appointed for invigilation and reliving duties of examination. One invigilator for a block of 30-40 students shall be allotted.  
b) Reliever: One reliever per five to six blocks  
Examination Peon: as per requirement  
c) Sweeper: as per requirement.
- xii. On each day of examination, Controller of Examinations/Department Controllers shall open the required number of packets of question papers up to 30 minutes before the start of examination. Prior to opening, however, he/she shall sign on all the packets indicating the date and time of opening the packets. The packets shall be opened in the presence of two bonafide students appearing for the examination and any two of the following  
a) Chairman / Controller of Examination (CoE)  
b) Deputy Controller of examination  
c) Invigilator.  
Controller of Examinations/Deputy Controllers shall fill in the packet opening report and then take out the required number of question papers from the packets and arrange to distribute them in required quantity to the invigilators.
- xiii. Chairman/ Controller of Examinations/ Deputy Controller/ Convener of unfair means inquiry committee shall take rounds in different examination blocks to ensure that overall discipline is being maintained during examination.
- xiv. Controller of Examinations shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to Unfair Means Inquiry Committee.
- xv. If any examinee is not in a position to write at all, or write as fluently as normal student, on account of physical disability or injury due to an accident just before the examination and produces a medical certificate from the registered medical practitioner to that effect, then **a writer** shall be allowed to such examinee.
- xvi. Such a writer shall neither be a student or a degree holder of any programme / course of this institute or any other Institute in which the examinee is appearing for the respective examination. The examinee shall, however, require applying in a prescribed Performa to Controller of Examinations asking for permission to allow for such a writer. Controller of Examinations shall then verify the medical certificate and give a permission letter to the examinee for using the writer. Controller of Examinations shall then take the undertaking from the writer in a prescribed Performa. Such examinee shall produce the permission letter from Controller of Examinations for using writer to the invigilator.
- xvii. In case of **physically challenged/Learning Disable examinee**, he/she may be allowed

- an extra time of **30 minutes** for writing the examination for all the courses, provided he/she seeks permission from convener examination for extra writing time on account of his/her disability by producing medical certificate from competent authority to this effect.
- xviii. After receiving the answers books from invigilators, Examination section staff shall check them as per the attendance record submitted by the invigilators and in case of multiple course if external are conducted in the same hall / block, the exam section staff check if the answer books of each course are sorted out separately.
  - xix. Controller of Examinations/ Deputy Controllers shall direct the Examination section staff to tie the bundles of answer books of each course separately along with one copy of question paper, copy of attendance sheet and pack them.
  - xx. Examination Section staff shall maintain the account of answers books and supplements received and consumed for the examination. The examination section shall also prepare the bills of remuneration of all staff involved in the examination work.
  - xxi. Students are allowed to enter in the Examination Hall up to 30 minutes after Commencement of Examinations for End Semester and Re - examinations.
  - xxii. Any student who remained absent in MSE on genuine grounds which is up to the satisfaction of the head of the institution shall be given one more chance to reappear of that Course in the respective semester.

**Semester End Examination** carrying **75 marks** shall be of **2 ½ Hours** duration.

Theory Question Paper Pattern is as follows:

- There shall be **Five** questions with internal option each of **15 Marks** or as per the decision of the respective subject board and academic council.
- All questions shall be compulsory with internal choice within the questions.
- Questions may be subdivided into sub-questions a, b, c,... and the allocation of marks depends on the weightage of the topic.

### **8.3 Guidelines to Invigilators for Conducting Semester Examinations**

Invigilators are requested to follow the Guidelines given below:

- i. Please adhere to the Dates and Sessions allotted for Invigilation.
- ii. Please report at Exam section at 30 minutes before the start of Exam.
- iii. Do not use Mobile Phones in the Examination hall.
- iv. Please be present in Examination Hall for the entire duration of the examination.
- v. Do not allow candidate without Admit Card to appear exam.
- vi. Do not permit the candidates to possess programmable Calculators/programmable Wrist Watches/Cell Phones inside the exam hall. If found, report as Malpractice.
- vii. Please ensure that strict silence is maintained by candidates inside the exam hall. They should not talk to each other inside the exam hall.
- viii. Candidates possessing any bit of papers or other incriminating materials inside the examination hall shall be reported as Malpractice.
- ix. Be alert during invigilating and see that the candidates do not indulge in any Malpractice.
- x. Please make initials on the top left hand side of first page of additional sheets, graph sheets etc., at the time of issuing them to candidates in the exam hall.
- xi. No candidate will be permitted to enter examination hall after 30 minutes from the commencement of exam, whatsoever the reasons may be.
- xii. If any Malpractice is noticed, inform to Controller of Examinations immediately.
- xiii. If any query in the question papers raised by the students, convey the same to Controller of Examinations.
- xiv. Do not allow any candidate to leave the exam hall before 45 minutes from the time of commencement of exam.
- xv. Please adhere the time schedule prescribed.
- xvi. Instructions given to candidates may all be read and implemented.

## Guidelines for 'University Examination' Supervision under autonomy

1. On the first day, supervisors are requested to report at the Examination Centre half an hour prior to the commencement of the examination and twenty five minutes before commencement on the rest of the days. No Casual Leave will be sanctioned to supervisors on examination days.
2. After the warning bell, the supervisors should immediately go to their designated examination halls along with the answer books and make sure that the candidates are seated according to the seating arrangement.
3. Supervisors must take rounds vigilantly in the examination hall and not perform any unnecessary tasks. They are expected to keep their cell phones in silent mode and use it only in case of an emergency.
4. Supervisors should check candidates suspected of malpractice and if found guilty, they should be reported immediately to the senior supervisor.
5. Supervisors should instruct the candidates not to keep any forbidden material, pages of books or electronic gadgets with them. They should be instructed to carry only transparent examination boards and scales (if necessary).
6. Candidates should be given answer books only after they are seated in their place and must be told to check whether the pages are in order and then to carefully fill in the required information in the spaces provided.
7. Supervisors should carefully check the Hall Ticket and I-Card of the candidates and ensure that they have filled up everything correctly in the answer book before signing the answer book.
8. Supervisors should take signatures of all candidates in the candidates' signature sheet and if any candidate remains absent, mark 'ABSENT' (in red ink) in that cell.
9. Candidates must be instructed to write their exam seat numbers on the question paper immediately after receiving it and to check their question papers to ensure that all pages are intact.
10. Supervisors must announce the 'Question Paper Code' to the candidates, which is always unique in nature and they must ensure that the students write it in the answer book.
11. If any discrepancy is found in any question paper, the same should be immediately intimated to any of the senior supervisors deputed.
12. Graph papers or maps are to be tagged inside the answer book and not to be signed by the supervisor. Also exam seat numbers should not to be written on them by the candidate.
13. Supervisors should give supplements to the candidate at their seat. Until the main answer book is completed, the candidate must not be given any supplement.
14. Once the warning bell is rung, students should not be allowed to leave the class room. After the final bell, candidates must be allowed to leave the examination hall only after the supervisor has verified that all of them have submitted the answer books.
15. Answer books should be submitted to the senior supervisor/ relieving supervisor in the examination section. The number of answer books should exactly tally with the junior supervisor's report.

### **8.4 Central Assessment**

It shall be mandatory for every faculty of 'Nagindas khandwala College', Mumbai to assess the answer books of his/her course or answer books of other courses as instructed by the Controller of Examinations/concerned Head of Departments/ Senior Faculty, within stipulated time and only in the CAP Centre.

### **8.5 Assessment Procedure**

- i. CAP in charge shall issue answer books to the concerned faculty. He/ She will maintain a register with number of papers issued to and received from the faculty each day.

- ii. The concerned faculty shall assess and submit the assessed answer books to the CAP in charge.
- iii. The assessed answer books shall be scrutinized further by concerned faculty member. "Scrutiny" shall include checking for un-assessed answers, totaling of marks, and transfer of marks to main page, blank pages scratched etc.
- iv. After the Semester End Examination theory assessment and marks entry in prescribed format, the faculty shall submit the Semester End Examination mark list.

**New development in evaluation system.**

**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 for faculties and students as well. Also students can apply for photocopy of answer books and revaluation **online**, if required. Examiners and moderators can assess the answer papers allotted to them from home, with security measures.

**Moderation criteria**

1. Moderation Criteria for First Year / Second Year U.G  
About 20% of answer scripts out of the total number of students appeared shall be moderated.
2. Moderation criteria for T.Y

Marks scored	No. of Ans. Books
0 – 20	10%
21 – 29	ALL
30 - 44	20%
45 and Above	ALL

3. Internal Assessment marks are announced for all classes.
4. For F.Y and S.Y classes, a learner can apply for photocopy/revaluation of answer books in any course, without any condition.
5. For all T.Y classes, in order to make it more transparent, answer books will be shown to all students with proper arrangement and they are allowed to apply for revaluation, if required.
6. For PG programs (60 – 40 pattern), Internal Assessment (40%) is applicable for all courses; this includes Class Tests, Research Projects, Presentation and Viva, Assignments and Viva, Book Review and Group Discussion etc.
7. For P.G programs, double evaluation procedure started from this academic year.  
If there is a difference of 15% of total marks appeared between two evaluators, then third evaluation is applicable. The average between two nearest marks will be awarded to student.
8. Gracing procedure and ordinances: As per the university norms and regulations.  
It is decided that the A.T.K.T / Repeaters examination for all semesters shall be conducted in the month of June instead of October henceforth. This would help many students to seek admission to the next class without losing a year.

**8.6 Preservation of Answer Books:**

All assessed answer books for End Semester Examination and Re-Examinations shall be preserved for two years in examination section from the date of examination as suggested by the academic board. It is mandatory to submit the internal assessment marks for all courses (Regular and A.T.K.T) to the Examination Section one week prior to the commencement of Semester End Examination.

As per the new system, scanned copy of answer book is available online. Student can see their answer script online or they can get a photo copy of the same and they can compare their answer



with the synoptic answer. Students' grievances if any are addressed through verification or reevaluation, if required.

### 8.7 Result Compilation and Grading

- i. The institute adopts mixed grading system
- ii. The concerned faculty shall use CIE and Semester End Examination marks to get the total marks. If the total has a fractional part then the faculty shall round the total to the immediate next integer if the fractional part is  $\geq 0.5$ . If the fractional part is  $< 0.5$ , it shall be rounded to immediate lower integer.

### REVISED CREDIT BASED EVALUATION SYSTEM (Scheme of Examination & Passing Standard)

#### 1. For the courses with Mixed Grading Scheme (Default grading system):

At the end of every semester, a student will be awarded a grade based on his/her performance in examination and/or assignments in every course registered by him/her. The end Semester Examination grades are described by the letters O, A+, A, B+, B, C, D (Pass), F and their numerical equivalent (Grade Points GP) as given below in Table 3. Minimum passing marks for UG course is 40% and for PG courses is 50%.

- Revised Scheme of Evaluation under Choice Based Credit and Grading System (CBCS) for UG programs is applicable from the A.Y. 2016-2017 progressively.
- Continuous Evaluation of students' progress Semester wise is involved in this system.

#### The performance of each learner will be evaluated in two components.

For UG programs:

I) Internal Assessment (25%)

II) Semester End Examination (75%).

For PG programs:

I) Internal Assessment (40%)

II) Semester End Examination (60%).

### 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.

Minimum Marks to Pass		
	UG	PG
Internal	10	16
Semester End Examination	30	24
Total	40	40

i.e. a minimum of 10 Out of 25 in the Internal Assessment and a minimum of 30 Out of 75 in Semester End Examination to pass a course in that semester, a minimum 40/100 shall be obtained.

**Ten Point Grading System: –**  
**Applicable to all UG / PG programmes w. e. from 2016 – 2017**

<b>MARKS</b>	<b>GRADE</b>	<b>GRADE POINTS</b>	<b>Position</b>	<b>SGPA or CGPA</b>
<b>80 &amp; Above</b>	<b>O</b>	<b>10</b>	<b>Outstanding</b>	<b>10</b>
<b>70 to 79.99</b>	<b>A+</b>	<b>9</b>	<b>Excellent</b>	<b>9 – 9.99</b>
<b>60 to 69.99</b>	<b>A</b>	<b>8</b>	<b>Very Good</b>	<b>8 – 8.99</b>
<b>55 to 59.99</b>	<b>B+</b>	<b>7</b>	<b>Good</b>	<b>7 – 7.99</b>
<b>50 to 54.99</b>	<b>B</b>	<b>6</b>	<b>Above Average</b>	<b>6 – 6.99</b>
<b>45 to 49.99</b>	<b>C</b>	<b>5</b>	<b>Average</b>	<b>5 – 5.99</b>
<b>40 to 44.99</b>	<b>D</b>	<b>4</b>	<b>Pass</b>	<b>4 – 4.99</b>
<b>Less than 40</b>	<b>F</b>	<b>0</b>	<b>Fail</b>	<b>NA</b>

**Result of each Semester End Examination is declared online within 30 days from the last paper held.**

**Computation of SGPA and CGPA**

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student,  
i.e. **SGPA (Si) =  $\Sigma(C_i \times G_i) / \Sigma C_i$**   
Where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.
- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme,

i.e.  $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$

Where  $S_i$  is the SGPA of the  $I^{th}$  semester and  $C_i$  is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

**Illustration of Computation of SGPA and CGPA**

**Illustration of SGPA**

Course	Credit (C)	Grade letter	Grade Point (G)	Credit Point (C×G)
Course 1	3	A	8	3x8=24
Course 2	4	B+	7	4x7=28
Course 3	3	B	6	3x6=18
Course 4	3	O	10	3x10=30
Course 5	3	C	5	3x5=15
Course 6	4	B	6	4x6=24
Total	20			139

Thus,  $SGPA = 139/20$

$= 6.95$ , therefore Grade for that semester is ‘B+’

**Illustration of CGPA**

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit:20 SGPA:6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0	Credit: 26 SGPA: 6.3	Credit: 25 SGPA: 8.25

Thus  $CGPA = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.25}{144} = 6.75$

**For Diploma Courses (Passing Standard)**

Percentage of Marks Scored.	Class
75 % and above	Distinction
60% TO 74.99%	First
50% TO 59.99%	Second
40% TO 49.99%	Pass
Below 40%	Fails

**Learning Disability**

LD cases if any, certified by **Competent Authority** from medical field should be reported to Examination In charge along with application and authentic certificates, at least **30 days** prior to the commencement of examination.

**8.7.1 Examination Ordinances**

**ORDINANCE O.5042 – A: - Grace Marks passing in each course/ head of passing (Theory/**

**Practical/ Oral/ Sessional / TW/ External / Semester End Exam / Internal Assessment)**

The examinee shall be given the benefit of grace marks only for passing in each course / head of

passing (Theory / Practical / Oral / Sessional / TW) in External / Semester End Examination or

Internal Examination Assessment as follows:

<b>Head of Passing</b>	<b>Grace Marks</b>
Up to - 50	2
51 - 100	3
101 - 150	4
151 - 200	5
201 - 250	6
251 - 300	7
301 - 350	8
351 - 400	9
And 401 and above	10

Provided that the benefit of such gracing marks given in different courses/ head of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of marks under this Ordinance, shall be applicable only if the candidate passes the entire examination of semester / year.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE, UGC etc.

**ORDINANCE O. 5043-A: - Grace Marks for getting Higher Class / Grade**

A candidate/learners who passes in all the subjects / courses and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class / Higher Second Class/ First Class or next Higher Grade by marks not more 1% of the aggregate marks of that examination or up to 10 marks, which ever is less, shall be given the required marks to get the next higher or grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate course / head of passing also, if prescribed, in the examination concerned.

Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of Class / Grade has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

**ORDINANCE O.5044-A: - Grace Marks for getting distinction / Grade 'O' in the subject / course only**

A candidate/learners who passes in all the Courses or Subjects/ Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the courses/ subject/s falls short by not more than three marks for getting Grade 'O'/ distinction in the courses / subject/s respected shall be given necessary grace marks up to three (03) in maximum two subjects, courses subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

Provided that benefits of above mentioned grace marks shall not be given to the candidate only for such examination/s for which provision for distinction in a course / subject has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

#### **ORDINANCE O. 5045-A: - Condonation**

If a candidate/learners fails in only one course/ head of passing, having passed in all other courses/ heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that course / head of passing in which he/she is failing, whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

Condonation of deficiency of marks is shown in the Grade Card/ Statement of Marks in the form of asterisk and Ordinance number.

Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

#### **ORDINANCE O. 5046-A: - Moderation**

1. The Moderation System shall be application to all the faculties for Under Graduate and Post Graduate Semester End Examination / External Theory Examination.
2. 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that course / paper.
3. In case of professional faculties / courses, 100% moderation shall be carried out in case of candidates obtaining 70% and above marks or Grade 'O'. For non-professional faculties / courses 100% moderation shall be carried out in case of candidates obtaining First Class Grade 'A' and above marks.
4. The moderation of answer books of at least 5% of total number of candidates obtaining marks between Grade 'E' / minimum passing marks and marks required for Grade 'A' and above First Class/ distinction shall be carried out on random sample basis.
5. One moderator shall be appointed per five examiners. However Chairman, Board of paper setters will act as the moderator, where there are less than five examiners.
6. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAPs.
7. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.
8. Each University shall formulate detailed scheme of moderation on the basis of guidelines given above.

#### **ORDINANCE O.5047-A: - Vigilance Squad**

1. The Vigilance Squad/s of not less than three and not more than four members shall be appointed by the Vice Chancellor to visit the Centres of University Examinations to:
  - i. Ensure that the University Examinations are conducted as per norms laid down.

#### **ORDINANCE O. 5048-A: - Amendments of Results**

In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such result in such manner as shall be in

accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice Chancellor / Pro Vice Chancellor, provided the errors are reported / detected within 6 months from the date declaration of results. Errors detected thereafter shall be placed before the Board of Examinations.

**Error means: -**

- i) Error in computer/data entry, printing or programming and the like.
- ii) Clerical error, manual or machine, in totalling or entering of marks on ledger/register
- iii) Error due to negligence or oversight of examiner or any other person connected with Evaluation, Moderation and Result Preparation.

**ORDINANCE 5049: Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examination etc.**

- i. No person can claim appointment as paper setter / examiner / or any other Examination work as a matter of right. Appointments of persons as paper setters / Examiners shall be ordinarily made at the time of Test 1, Test 2 and Semester end examination/start of the semester.
- ii. The paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the examination section, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that assignment is accepted by the paper setter / examiner.
- iii. Normally the pattern of the final semester examination will be 5 out of 7 questions with total score of 100 marks precaution to be taken that full syllabus should be covered.
- iv. The Controller of Examinations (COE) shall be the Chief Conductor for all the examinations. Whenever substitute arrangement is required it shall be done only by prior permission of the Principal.
- v. Chief conductor shall ensure that the stationery required for the conduct of examinations, question papers, etc. are received at the examination centre. He / She shall also ensure that the packets of question papers are intact and duly sealed and are opened in his/her presence 30 minutes before the start of the examinations.
- vi. Invigilator shall ensure that the students are not resorting to unfair means / practices. In case incidences occur, he/she shall immediately report the cases of unfair means to the Controller of Examinations along with his report.
- vii. Immediately after the examination is over, the answer books should be dispatched to the CAP centre.
- viii. The Controller of Examinations (COE) shall receive the bundles of answer books.
- ix. The Controller of Examinations (COE) shall arrange for the assessment of the answer books centrally as per central assessment programme prescribed by the college authorities.
- x. The examiners shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions received by the college authorities from time to time.
- xi. As soon as the mark lists are received in the examination section they should be processed immediately for preparation of result.
- xii. The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed in the examination calendar of the institute and the result along with the statement of grades will be distributed to the concerned students.
- xiii. The answer papers of examinations shall be preserved for a period of at least 6 months from the date of declaration of result of the concerned examinations.

## **ORDINANCE 5050: Ordinance regarding unfair means reported to by the Student**

- i. On receipt of a report regarding use of unfair means by any student at any College examination, including breach of any of the rules laid down by the college authorities, for proper conduct of examination, Principal shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from the college examination or from any University course in a College either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship to him/her or by cancellation of the award of any University prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.
- ii. On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the Colleges or Recognized Institution including breach of the rules laid down for proper conduct of examination, Principal shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper – setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or any two or more of the aforesaid ways.

### **8.8 Declaration of Results**

- i. All results shall be declared as per the examination calendar.
- ii. The examination section shall prepare the grade cards and statistics of the result.
- iii. The results shall be declared after obtaining endorsement from Examination Committee.
- iv. In case of any discrepancies observed or reported in assessment and in grade moderation process, Controller of Examinations shall forward the matter to the Redressal committee. The recommendations of the committee will be endorsed by the exam committee after approval by the chairman and the result shall be updated within 30 days.

### **8.9 Amendment of Results due to errors**

- i. In case it is found that the result of an examination has been affected by errors, the Controller of Examinations shall amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary within 30 days subject to endorsement by examination committee.
- ii. A report listing such amendments shall be submitted by the Controller of Examinations to Examination Committee. The amended result shall be endorsed by Examination Committee before its declaration.
- iii. The error means
  - a) error in computer/data entry, printing or programming
  - b) clerical error, manual or machine error, in totaling or entering of marks on ledger /register.
  - c) Error due to negligence or oversight of examiner or any other person connected with evaluation, and result tabulation.

## **Verification and/or Revaluation of Answer Books**

### **(Only for Semester End Exam)**

Students' Grievances related to assessment of answer books (if any), are addressed through

- i) Verification of marks scored
- ii) Photocopy of Answer Books
- iii) Reassessment, if required.

### **Eligibility Condition to appear for Additional Examination of any Semester**

(Applicable only for Regular Semester End Examinations)

A learner who remains absent in some or all the subjects on medical grounds or for representing the College or University in NSS, NCC, Sports or Cultural Activities which is reported to the examination section, by producing necessary documents and testimonials within seven days and is considered valid and to the satisfaction of the Principal or the Head of the Institute, will be allowed to appear for the Additional Semester End Examination. *This is not applicable for any A.T.K.T / REP Examinations.*

### **8.10 A.T.K.T (A learner shall be Allowed To Keep Term)**

- i) A learner shall be Allowed To Keep Term (A.T.K.T) for Semester – II irrespective of number of subjects failed in Semester – I.
- ii) A learner shall be allowed to take **Admission to Semester – III** if he/she passes both Semester – I and Semester – II

OR

A learner shall be allowed to take **Admission to Semester III** and Keep Terms, if he/she fails in not more than four courses of Semester – I and Semester – II taken together with not more than two courses each in Semester – I and Semester – II.

- iii) A learner shall be allowed to take **Admission to Semester-V** and Keep Terms if he/she Passes in all Semester-I and Semester-II and failed in not more than four courses of Semester – III and Semester – IV taken together with not more than two courses each in Semester – III and Semester – IV.

OR

Passes in all Semester-III and Semester-IV and failed in not more than four courses of Semester – I and Semester – II taken together with not more than two courses each in Semester – I and Semester – II.

- iv) A learner shall be Allowed To Keep Term (ATKT) for Semester – VI irrespective of number of subjects failed in Semester – V.

The result of Semester-VI shall be withheld by the University till the learner passes all the Semesters from I – V.

A learner who fails in some or all the courses can appear for A.T.K.T/REP Examination which will be conducted only in the months of September/October and March/April of every year.

i.e. Semester I , II , III & IV.

Under autonomy, a supplementary ATKT examination is kept in the month of June for all semesters, that helps students to clear their backlogs and which in turn helps them to seek admission to the next class without losing the year is possible.

## **9. An overview on Choice Based Credit System**

### **What is a Credit System?**

- A credit system is a systematic way of describing an educational programme by attaching credits to its components.
- The definition of credits in higher education systems may be based on different parameters such as student workload, learning outcomes, entrepreneurship skills, contact hours, innovation and Creativity talents, etc.



- Revised Scheme of Evaluation under Choice Based Credit and Grading System (CBCS) for UG programmes is implemented progressively from the academic year 2016-2017.
- Continuous Evaluation of students' progress Semester wise is involved in this system.

### **What is Choice Based Credit System (CBCS)?**

- A “cafeteria” type approach in which the students can
  - Take courses of their choice,
  - Learn at their own pace,
  - Undergo additional courses,
  - Acquire more than the required credits, and
  - Adopt an interdisciplinary approach to learning.
- Transformation from the traditional teacher-centered education to a student-centered education.
- CBCS provides greater flexibility with multiple exits, multiple pathways and vertical mobility.

### **Why CBCS?**

- The main objectives of CBCS are:
  - To provide broad based education;
  - To provide students with greater flexibility in choice of courses;
  - To provide students multi-disciplinary curriculum;
  - To enable students to choose courses at basic/advanced level/inter-disciplinary;
  - To enable students to acquire job oriented skills;
  - To enable students to progress at their own pace;
  - To enable highly motivated students gain extra credits; and to Bridge the gap between professional and social exposure to provide a holistic education.



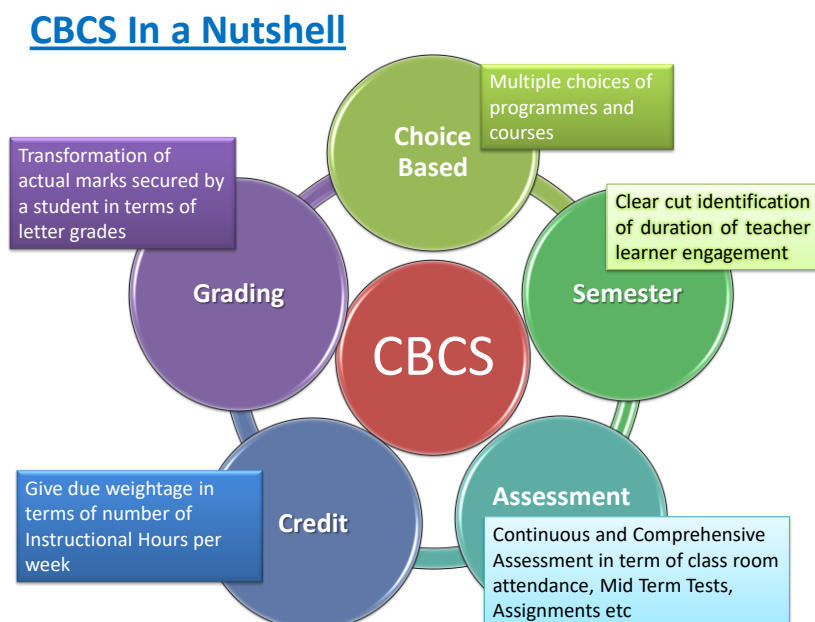
### **Importance of CBCS in the Process of Learning**

- Choice enables a learner to pursue any area of knowledge domain depending upon his / her interest.
- Choice also widens the horizon of learner's intellectual insight.

- Rigidity of present system does not allow pursuit of areas of interest as well as widening the educational horizon of the learner, and
- Provision of choice is an essential condition for broad-based learner's profile across areas of knowledge.

### Definitions of Key Words

1. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).
2. **Course:** All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials / laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
3. **Credit Point:** It is the product of grade point and number of credits for a course.
4. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point
5. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, D and F.



### Types of Courses: Courses in a programme may be of three kinds: Core, Elective and Foundation

1. **Core Course:** There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.
2. **Elective Course:-**

Elective course is a course which can be chosen from a pool of papers. It may be:

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing student's proficiency/skill.

An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" or may be chosen from an unrelated discipline. It may be called an "Open Elective."

**Foundation Course:** The Foundation Courses may be of two kinds: **Compulsory Foundation and Elective foundation.**

"Compulsory Foundation" courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all disciplines.

"Elective Foundation" courses are value-based and are aimed at man-making education.

#### **10. General Guidelines for dealing with Unfair Means/Malpractice at Examination:**

Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982, providing prevention against Malpractices at the University/College/Board Examinations. Under the section of this act, use of unfair means of any kind by an examinee/ any person/person related to examination during the conduct of examination is a cognizable and non-bail able offence. For implementation of the act following procedure shall be adopted.

##### **Competent Authority:**

On receipt of a report regarding use of unfair means by any student/person at examination, including breach of any rules laid down by institute authorities for proper conduct of examination, the Chairman, Examination Committee shall be the competent authority to institute Redressal Committee. This Redressal committee shall be the competent authority to investigate, recommend and take appropriate disciplinary action against the student/person/s using, attempting to use, aiding, abating, instigating or allowing unfair means at examinations.

The Redressal Committee for Examinations related issues / problems / unfair means / malpractice shall consist of the following member appointed by Chairman:

- a) Controller of Examinations
- b) Respective Department Head
- c) Deputy Controller/s
- d) Invited Members
- e) Concerned Faculty / Subject Teacher / Invigilator (Invitees)

There is 'Unfair Means Enquiry Committee' to initiate actions against those who commit any kind of unfair activities during the examination are entitled to be punished as per the norms prescribed by 'University of Mumbai'. **Mobile Phones** are strictly **banned** inside the examination hall and if at all any one brings, it has to be kept **outside the exam hall at their own risk**. The college will not be **responsible** for the **loss or theft** of valuables brought during the examinations

##### **Guidelines to Redressal Committee**

- i. The Redressal Committee shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means as per the norms. However depending on the situation, committee may quantify the severity of the disciplinary action.
- ii. In case of teaching faculty or other staff related with conduct of examination and involved in unfair means at examination, Redressal Committee shall investigate into the matter and forward the facts and findings of inquiry to Chairman, Examination

- Committee along with recommendation/s.
- iii. As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges levelled against him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defence. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
  - iv. After issuing show cause notice if the implicated examinee fails to appear before committee on the day at specified time and venue fixed for the meeting, the committee shall take decision in his/her case in absentia, on the basis of available evidence/documents, which shall be binding on the examinee concerned.
  - v. In disciplinary action against concerned implicated student/examinee/person, committee shall have rights to cancel institutional scholarship/s or awards or prizes or medals etc. achieved by him/her during the course of study.
  - vi. The Redressal Committee shall then issue final order/s with regard to the disciplinary action to be taken against the implicated examinee/persons.
  - vii. The committee shall dispose off the case within 15 days, from the last date of examination and in no case later than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to the Principal, Controller of Examinations and the person through whom the case was initiated. Further, based on the outcome of the redressal committee, the decision shall be communicated to the student. Student shall abide to the decision of redressal committee.
  - viii. For Paper Setter/Examiner/Faculty/Any Other Person Involved in Unfair Means with Conduct of Examination: If a Paper Setter/Examiner/Faculty member or any other person related with conduct/assessment of examination is suspected to be involved with unfair means or practices by a complaint launched by anybody either in written or oral or by any other means, the examination Controller shall submit the report to the chairman who shall forward it to Redressal Committee. The concerned person through whom the case was originated shall present the case before Redressal Committee and shall deal with the case till it is finally disposed of.
  - ix. For unfair means in conduct of examination:
    - a) The implicated person shall be informed in writing of the act of malpractices used and/or lapses committed by him/her at the examination and shall ask him/her to be present before the committee on a particular day and date at time and venue fixed for this meeting.
    - b) The documents pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity including oral hearing shall be given to the concerned person in his/her defence before the committee. The reply/explanation given by the concerned person shall also be considered by the committee before making final report/ recommendation.
    - c) The committee shall follow the procedure in the spirit of natural justice.
    - d) If the concerned person fails to appear before committee on the specified day at the time and venue fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidence/documents available to the committee. The same shall be binding on concerned implicated person.
    - e) The committee shall submit its report to the Examination Committee along with its recommendations regarding disciplinary action to be inflicted on the concerned person or otherwise.
    - f) After receiving the report along with the recommendations from Redressal Committee regarding punishment, the Examination Committee shall pass such orders as it deems

fit including granting the implicated person benefit of doubt, issuing warning, or exonerating him/her from charges and shall impose any one or more of punishment taking into consideration.

- x. In cases such as violence or any other serious matter where it is felt necessary to take severe action, Chairman/ Controller of Examinations shall refer the case to the Redressal Committee and/or police if necessary.

### **Procedure for Dealing with Cases of Unfair Means at Examination Hall (Ordinance 5050)**

In case of unfair means at examination hall, Controller of Examinations and Deputy Controller/s shall adhere to the following procedure:

- i. The student shall be called upon to surrender the material found in his /her possession, if any, and his/her answer book to Controller of Examinations/ Deputy Controller/s.
- ii. Signature with date and time of the concerned examinee shall be obtained on the relevant material and list thereof. Concerned invigilator shall also sign with date and time on all the relevant material/s.
- iii. The answer book of the concerned examinee shall be confiscated along with unfair means material. This shall be marked as “Suspected Unfair Means Case”. A Statement of the examinee in prescribed form shall be obtained and he/she shall be issued a fresh answer book, if necessary, duly marked as “Second Answer Book” shall be issued to the examinee.
- iv. An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her. He/ She shall then be allowed to continue with his/her examinations.
- v. Statement of the concerned invigilator in prescribed form shall be obtained by examination in charge that subsequently shall make forwarding remarks in the same format. If examinee refuses to make statement or to give undertaking, the concerned invigilator and coordinator examination shall record accordingly on the same form.
- vi. Show-cause notice shall be issued to the examinee in prescribed form instructing him/her to appear before Redressal Committee.
- vii. In the case of impersonation or violence, the concerned examinee shall be expelled by Controller of Examinations/ Deputy Controllers from the examination and shall not be allowed to appear for remaining examinations of that semester. A report to this effect with the action taken shall be sent to the Examination Committee.
- viii. All the materials, statement and undertaking of examinee and statement of Invigilator along with the forwarding remarks of the invigilator shall be forwarded by Controller of Examinations/ Department Controllers in separate and confidential sealed envelope marked with “Unfair Means Case” to Redressal Committee.
- ix. In case of unfair means of oral type, invigilator and/or concerned authorized person shall record the facts in writing and report the same through Department Controllers to Controller of Examinations.
- x. Controller of Examinations after finding the prima-facie of the case of malpractice received from invigilator/ Department Controllers shall send it to Redressal Committee. Controller of Examinations or his/her representative shall present the case of malpractice before Redressal Committee and shall deal with the case till it is finally disposed of.

### **Procedure for Dealing with Unfair Means at Assessment Centre**

- i. During the assessment of answer books, if examiner suspects that there is prima-facie

evidence that the examinee/s, whose answer book/s the examiner is assessing, appear/s to have resorted to unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the Controller of Examinations who shall then forward the case in separate sealed envelope marked with "Suspected Unfair Means Case" to Redressal Committee.

- ii. If any staff is found involved in any type of malpractice/unfair means, Controller of Examinations shall report the case to Chairman, Examination Committee for further action.
- iii. Controller of Examinations or his/her representative shall present the case of malpractice before Chairman, Examination Committee and shall deal with the case till it is finally disposed of.

#### **Procedure for Dealing with Unfair Means at Paper Setting/Printing:**

- i. If any staff/any person/s related with paper setting and or printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, Controller of Examinations shall report the case to Redressal Committee for further action.
- ii. Controller of Examinations or his/her representative shall present the case of malpractice before Redressal Committee and shall deal with the case till it is finally disposed of.

#### **11. Frame Rules for Conduct of Examination**

- 1) Academic calendar is prepared at the beginning of the academic year.
- 2) Tentative exam schedule is prepared semester wise within one month of reopening of college by the BOE.
- 3) Time Table for each examination is prepared and displayed on students' notice board and also uploaded on college website as well, 25 days prior to the commencement of examination.
- 4) Examination Seat Numbers are generated for each program, after sorting the entire student data surname wise. Hall tickets are prepared and given to students.
- 5) Change in syllabus under autonomy is implemented for each course approved by the BOS and passed in academic council of the college.
- 6) Course codes are assigned to all courses under autonomy
- 7) Notice for number of question sets to be prepared, dates for submission of question paper sets and general format is circulated for faculty members.
- 8) Departmental meeting are kept to fix the paper setters panel. The paper pattern passed in the respective subject board meetings is given to the paper setters.
- 9) Instructions to the paper setters are given by the Controller of examinations.
- 10) Three question paper sets for each course (Regular & Atkt separately) to be submitted to the examination committee within stipulated time period.
- 11) Out of three sets one set is selected by COE, code is assigned to it and copies are printed in examination section (required number) under CCTV surveillance. These printed copies are packed and sealed which is kept in safe custody of COE.
- 12) On the day of examination respective question paper packets are opened half an hour before the commencement of each examination.
- 13) Appointment letters are issued by the Controller of Examinations to all the question paper setters. This letter includes general instructions to be followed by the paper setter to maintain uniformity and confidentiality of question papers.
- 14) Instructions are given to the examiners and they have to complete the paper assessment within the given time period.

- 15) The paper setter of the selected question paper has to submit the synoptic answer with marking scheme to the examination in-charge. The copy of synoptic answers is given to all examiners of that course.
- 16) Mark sheets are prepared and consolidated.
- 17) Examination committee takes the initiative to do the result compilation work.
- 18) Result of every examination is declared within 30 working days.
- 19) Subject wise and overall Result Analysis is done semester wise.
- 20) Results are uploaded on the Students Portal.

## EXAMINATION REFORMS UNDER AUTONOMY

### REFORMS – EXAMINATION & EVALUATION

#### (A.Y 2016- 2017)

- Choice based grading and credit system introduced.
- A learner's performance shall be evaluated under two major components
  - i) Continuous Internal Evaluation (25%) is applicable for all courses, This includes class tests, research projects, assignments, book review, group discussion etc.
  - ii) Semester End Examination (75%)
- Ten-point scale credit-based grading system introduced.
- Online / Short Term courses introduced attain a total of 8 additional credits.
- Change in syllabus is implemented for some courses approved by the respective BOS and passed in academic council.
- Course codes have been revised for all courses under autonomy.
- General instructions to be followed by the paper setters are issued by the controller of examinations to all the question paper setters in order to maintain uniformity and confidentiality.
- Tentative Examination Schedule for the Academic Year is prepared on the basis of university norms and regulations and the same is circulated as well as uploaded on the college website well in advance
- Internalization of Printing of Question Papers and Grade Cards.
- Question Papers are coded and student detail on answer books are masked as well as coded to maintain confidentiality.
- Grade Cards have been modified with Mumbai University Logo, College Logo, Provision for additional credits earned, new course codes etc.
- Assessment through CAP for all the examinations.
- Examination related circulars, exam schedule etc. for students and faculties are uploaded on the college website from time to time.
- Declaration of Results Online within 30 days.
- Result Analysis program wise as well as department wise.

#### (A.Y 2017 - 2018)

In addition to above reforms:

- Answer books with bar coding system were introduced.
- Two units of photo copier purchased for faster printing of question papers.
- Grade cards modified with four distinct security measures and larger in size to accommodate additional credits for online / short term courses.
- A learner can apply for photocopy/revaluation of answer books in any course, without any condition.
- For P.G programs, double evaluation procedure started from this academic year.
- If there is a difference of 15% of total marks obtained between two evaluators, then third evaluation is applicable. The average between two nearest marks will be awarded to student.
- Gracing procedure and ordinances: As per the university norms and regulations.

#### (A.Y 2018 - 2019)

- **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 for faculties and students as well. Also, students can apply for photocopy of answer books and revaluation **online**, if required.

- Moderation Criteria for First Year / Second Year U.G
- 20% of total number of students appeared shall be sorted out for moderation.
- Moderation criteria for T.Y

Marks	No. of Ans. Books
0 – 20	10%
21 – 29	ALL
30 - 44	20%
45 and Above	ALL

- Internal assessment marks are announced for all students, that helps them to understand where they stand and improve themselves, wherever required.
- For F.Y and S.Y classes, a learner can apply for photocopy/revaluation of answer books in any course, without any condition.
- For all T.Y classes, in order to make it more transparent, answer books will be shown to all students with proper arrangement and they are allowed to apply for revaluation, if required.
- For PG programs (60 – 40 pattern), Internal Assessment (40%) is applicable for all courses; this includes Class Tests, Research Projects, Presentation and Viva, Assignments and Viva, Book Review and Group Discussion etc.
- For P.G programs, double evaluation procedure started from this academic year.
  - If there is a difference of 15% of total marks appeared between two evaluators, then third evaluation is applicable. The average between two nearest marks will be awarded to student.
- Gracing procedure and ordinances: As per the university norms and regulations.

It is decided that the backlog / repeaters examination for all semesters shall be conducted in the month of June instead of October henceforth. This would help many students to seek admission to the next class without losing a year.

#### **(A.Y 2019 - 2020)**

- Students can download their Examination Hall Ticket from students' portal three days prior to the commencement of respective semester end examination.
- After the execution of examination, Question Paper and respective Model Answer for each course (Semester wise) are uploaded on college website for students' reference.
- Short term courses such as Advanced Excel, Tally etc. introduced for securing additional credits.
- During the pandemic situation (second half of the A.Y), all the examinations are conducted on 'online' platforms such as Google, Kahoot, MS Teams, Moodle etc. with proper security measures.
- Faculties were asked to prepare question banks in their subjects, module wise (objective as well as descriptive type) and the same were made available for students, in their online class rooms for reference and practice.
- Change in course codes with respect to change in syllabus, which would help the faculties to keep track on setting questions according to the change in syllabi and academic year as well.

**(A.Y 2020 - 2021)**

- For all UG programs 60:40 pattern of evaluation introduced progressively.
- Continuous Internal Evaluation – Module wise evaluation techniques are adopted using online platforms to evaluate students’ performance semester wise.
- In ONLINE internal and semester examinations, descriptive type questions are also included to measure certain components according to Blooms Taxonomy.
- Entrepreneurial programs have been introduced under autonomy to develop innovation culture amongst student fraternity.
- During pandemic scenario, ‘Coursera Campus’ short-term courses for students of our campus are introduced in order to secure additional credits in their credit bank.
- Remedial lectures are taken for academically poor students, prior to the commencement of semester end examinations.
- Attainment of course outcomes as well as program outcomes are measured through result analysis for all existing programs.

**(A.Y 2021 - 2022)**

- Improvised Grade Card added with security features with Colour Prints and Student photograph.
- Hall ticket distributed to students through the CIMS student portal for Offline Exams
- Offline Exams students provided with question bank and mock tests
- Online Exam students provided with question bank and mock tests
- Value Added Credits included in Grade Cards under Autonomy
- Exam grievance cases if any, addressed by the chaired committee
- ‘Blooms Taxonomy’ measures-based Evaluation
- Remedial lectures for slow learners after Attainment Level evaluated course wise
- Course Codes and Programme codes for each programme updated by the Examination Committee and passed to the Academic committees.

**12. Table for Additional Autonomy Credits**

<b>Table for Autonomy Credits</b>						
	Semester	Component	Duration	No. of Courses	Credit/Course	Total Credits
<b>A. Ability Enhancement Compulsory Course (AECC)</b>						
	3	<b>AECC I</b> Environment Science	1Sem	1	2	2
	4	<b>AECC II</b> Tally ERP 9 and Excel/ Advanced GIS/ Swayam/ Coursera/Add on Diploma Course	60 Hrs. (1 Sem)	1	4	4
<b>B. Skill Enhancement Course (SEC)</b>						
	1-5	<b>SEC I</b> (Short Term Courses)	30 hrs (Table – 1)	--	2	2
					<b>Total</b>	<b>8</b>

Students graduating from Nagindas Khandwala College will earn 8 (Eight) additional credits under autonomy. It is compulsory for every student to earn these credits for grant of a degree.

The scheme of credits is explained below.

**Course on Environmental Science (EVS)**

This course is offered in sem. III for 2 credits. It is compulsory for all students to complete this course.

**Short Term Courses (STC)**

**Table – 1**

**List of Short Term Courses Offered SemesterWise From 2019-20**

Sr. No.	STC offered in Semester 3 & 5	STC offered in Semester 2 & 4
1	Basic Course in Brahmavidya - ₹ 1,500	Add On Certificate course on Child Care & Child Development ₹2,500
2	Pranic Healing - ₹ 3,300	Add On Certificate course on Travel & Tourism Management ₹2,500
3	Understanding Mental Health - ₹ 5,000	Add On Certificate course on Computer Application ₹2,500
4	Certificate in IFRS ₹ 3,750	Add On Certificate course on Functional English ₹2,500
5	Certificate in QGIS ₹ 3,000	Certificate Course in Gandhian Studies ₹2,000
6	Finding an ‘Entrepreneur’ in you - ₹2,500	Certificate in GIS ₹3,000
7	Working with Vectors (COREL DRAW) – ₹ 4,000	Tie and Dye ₹ 3,000
8	Certificate in Visual Merchandising – ₹ 3,000	Jewellery Making ₹ 3,000
9	Certificate Course in Indian Embroidery - ₹ 3,000	Working with Bitmap (Photoshop) ₹ 5,000
10	Certificate in Stylization - ₹ 3,000	Grooming and Personality Development ₹ 3,000
11	CASI New York Certification - ₹ 3,540	Mind your Money - ₹ 2,000
12	Certificate in Photography - ₹3,540	Certificate Course in Banking - ₹2,500
13	Volunteering Community Services CASI ₹ 300	Understanding Pollution through Mobile Application ₹ 500
14	Certificate in Spanish Language ₹ 2,000	Digital Marketing ₹7,000
15	Fundamental of Capital Market and Derivatives ₹ 4,000	Certificate in Mandarin ₹ 2,000
16	Equity Trading Bootcamp ₹ 4,000	Certificate for introduction Beauty ₹ 7,500
17	Financial Statement Analysis ₹ 1,500	Certificate for introduction to Hair Dressing ₹ 7,500
18	Certificate in Finance ₹ 3,540	Certificate course on music ₹ 5,000
19	Certificate in Methods of Quantitative techniques – ₹ 3,000	Certificate Course in Sports Management ₹ 4,500
20	Mastering Aptitude Skills - ₹2,500	Mastering Analytical Skills ₹ 2,500
21	Enhancing Communication Skills - ₹2,500	Financial Services basics ₹ 2,500
22		Certificate Course in Mobile Journalism ₹ 10,000

**Note: -**

Khandwala College offers 43 Short Term Courses. These courses are divided in even and odd semesters and are organized in vacations. Students have to do any **ONE** Short Term Course in any one of the semesters between 2 to 5. Courses offered in Sem. 3 & 5 are organized during the Diwali break and courses offered in Sem. 2 & 4 are organized in the month of April.

**Course on Tally ERP 9 and Excel**

This is a compulsory course offered to all students of B.Com., B-Section (BAF, BBI, BFM) and BMS (Finance) during their second year. This course is for 4 credits. Students will learn Tally – Professional Level and Excel – Basic Level.

All other second year students of Khandwala College (SYBA, SYBMM, SYBSc - IT,CS, SYBMS-Marketing) will get a choice to study either Advanced GIS, or an add on diploma course offered at Khandwala College or students can study an course online from Swayam (<https://swayam.gov.in/courses/public>) or Coursera (<https://www.coursera.org>) and on successful completion will be awarded 4 credits.

**Exemptions from STC**

Students satisfying any one of the criteria listed below will be granted exemption from registering for a short-term course. 2 credits under autonomy will be granted to students who have :-

1. Passed IPCC examination; either one group or both groups; conducted by Institute of Chartered Accountants of India. (ICAI)
2. Passed Executive level of examination conducted by Institute of Company Secretaries of India (ICSI)
3. Passed Intermediate level of examination conducted by Institute of Cost and Works Accountants of India (ICWAI)
4. Passed all Knowledge level papers F1 to F4 at the examination conducted by ACCA after registering from our college
5. Passed basic level of examination conducted by CIMA after registering from our college
6. Passed a certificate course examination on Foreign Trade conducted by Indian Merchants' Chamber (IMC)
7. Registered with NSS unit of Khandwala College, who have completed 120 hours with participation at the rural camp, and authorities in charge of NSS at college level have recommended their name for exemption.
8. Won prizes at University, State , National or International level in any sports activity- individual or team - and their name has been recommended by authorities in charge of Gymkhana at college level.
9. Enrolled for NCC unit of Khandwala College, have completed mandatory hours of training and have attended all programs of NCC at Khandwala College and their name has been recommended by authorities in charge of NCC at college level.
10. Represented Khandwala College at any University Cultural Festival and have won prize will be entitled to exemption on recommendation of their name by the Students Council in charge.

**Guidelines for Project Work  
(For all UG Courses)**

**(These guidelines are applicable for all the projects, presentations, assignment, book review and Surveys assigned to the students in lieu of Class Test w.e.f. Academic Year 2018-19)**

Following guidelines discussed and accepted at the meeting of Curriculum Enrichment Committee are applicable for all the projects, presentations, book reviews, assignments and surveys, henceforth referred to as project work, assigned to the students in lieu of Class Test w.e.f. Academic Year 2018-19.

1. Topic of Projects must be approved by the teacher guide.
2. Group Projects should be encouraged.
3. Group can have Max. 5 members.
4. Project assignment should also involve Viva voce (minimum 15 Minutes) / written submission (Minimum 5 pages).
5. Group should be encouraged to make PPT presentation (minimum 15 Minutes)
6. All members of the group must participate in the presentation /viva voce.
7. Group should also give a soft copy/printout of PPT presentation, which will be preserved by the concerned teacher guide for a period of six months.
8. Criterion for Allotting marks (out of 20) for presentation are (any 4)
  - a. Contents (5 Marks)
  - b. Skills of Presentation (5 Marks)
  - c. Creativity (5 Marks)
  - d. Utilisation of Time Limit (5 Marks)
  - e. Quality of Questionnaire (5 Marks)
  - f. Quality of Analysis (5 Marks)
  - g. Innovative Ideas (5 Marks)
9. Marks will be generally allotted group wise, however in deserving and exceptional cases marks may be allotted for some member separately.
10. Schedule for conducting project work will be discussed with the time table committee and a copy will be handed over to the exam committee.
11. Mark Sheet should show the bifurcation of total marks according to criterion applied.

**13. List of Formats Used in Examination Section**

13.1 Appointment of Question Paper Setter

SUB: Appointment of Paper Setter and Examiner

Dear Sir/Madam,

This is to inform you that you are appointed as a paper setter / examiner in the following subjects for Test-I, Test-II, End Semester and Re-examination with reference to the panel list received from the department.

<b>Examination</b>	
<b>Subject</b>	
Submission of Question Paper	
<b>Test-I commencement date</b>	
Submission of Mark sheet	
Submission of Question Paper	

<b>Test-II commencement date</b>	
Submission of Mark sheet	
Submission of Question Paper	
<b>End Semester Commencement date</b>	
Submission of First Mark sheet	
<b>Submission of Final Mark sheet, Grade Sheet &amp; Grievance report</b>	
Submission of Question Paper	
<b>Re-Examination Commencement date</b>	
Submission of Mark sheet	
Submission of TW/Practical/Lab Work Marks	

You are requested to send typed question paper (Times New Roman Font Size 12) as per proforma attached herewith. The examination question paper shall be set as follows:-

- Class Test-I – 20 Marks
- Class Test-II – 20 Marks
- End Semester (Regular & ATKT) - 75 Marks
- A . T . K . T / R E P ( O l d P a t t e r n ) - 100 Marks

**Note** – You are requested to submit the synoptic along with the question papers for End Semester and Re-Examination.

- You are requested to take utmost care to maintain confidentiality of the question paper and ascertain that there is no erratum in the question paper. In view of this, please do not send the question paper via e-mail.
- Questions should be uniformly distributed over the entire syllabus.
- Please report to the Central Assessment Program from the next day of conduct of the aforesaid subject examination and complete the assessment work in the stipulated time given.
- Please submit question paper in a sealed envelope duly signed by you.

**Controller of Examinations**

### 13.2 Application form for Re-Examination

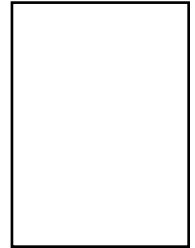
**Nagindas Khandwala College of Commerce Arts & Management Studies, Shantaben  
Nagindas Khandwala College of Science and The Bombay Suburban Grain Dealers  
Jr.College of Commerce,Arts and Science**  
Bhavishya Bharat Campus, Gate No. 5, S. V. Road, Malad (West),  
Mumbai - 400064, M.S.(INDIA)

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Application form for Section and Program \_\_\_\_\_

#### INSTRUCTIONS :

1. Attach attested copy/copies of statement of previous examinations.
2. Write the marks obtained in the previous examination against the respective course.
3. Affix a recent colour photograph (3.5 cm X 4.5 cm & with Red Backdrop) in the space provided along with one more photograph.
4. Write clearly, the word "APP" against the respective course column for the course in which you wish to appear.



#### LEARNER'S DETAIL

1. Full Name : \_\_\_\_\_  
Mr./Ms.
- |  | SURNAME | FIRST NAME | FATHER'S NAME |
|--|---------|------------|---------------|
|--|---------|------------|---------------|
2. Mother's Name : \_\_\_\_\_
3. Address : \_\_\_\_\_  
\_\_\_\_\_
- Contact Info :(Mobile-Self) : \_\_\_\_\_ (Mobile-Parent) : \_\_\_\_\_
- E-mail ID of learner : \_\_\_\_\_
4. Roll No. \_\_\_\_\_ Exam Seat No. \_\_\_\_\_ CI No. \_\_\_\_\_

5. I am/was a regular learner of B.Com 1 SEMESTER in the academic year 2015-2016.

Sr. No	Name Of the Course	Marks Obtained		Appearing for	
		IA	EA	IA	EA
1	ACCOUNTANCY AND FINANCIAL MANAGEMENT - I				
2	COMMERCE - I (INTRODUCTION TO BUSINESS)				
3	BUSINESS ECONOMICS - I				
4	BUSINESS COMMUNICATION - I				
5	ENVIRONMENTAL STUDIES - I				
6	MATHEMATICAL AND STATISTICAL TECHNIQUES				
7	FOUNDATION COURSE - I				

IA-Internal Assessment  
EA-External Assessment

EX-Exempted

Remark:

---

Date : \_\_\_\_\_

Learner's Signature :





**NAGINDAS KHANDWALA COLLEGE OF COMMERCE,  
ARTS AND MANAGEMENT STUDIES  
AUTONOMOUS**

21-22-02/Exam Section/L-1

**CONFIDENTIAL**

**FIRST HALF** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Letter of Appointment letter as Question Paper Setter / Examiner / Moderator**

Department:

Dear Madam/ Sir,

I am pleased to inform to the faculties of the above department that the Board of Examination under autonomy has appointed the following members with reference to the panel list received from your Department as Question Paper Setter / Examiner / Moderator in the following courses for the First Year Semester I/II Examinations of UG Programmes which shall commence from \_\_\_\_\_

<b>Sr. No</b>	<b>Class and Semester</b>	<b>Name of the Course</b>	<b>Faculty Name</b>	<b>Signature</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**You are requested to submit the typed question paper as per the Proforma attached herewith.**

The paper setter shall adhere to the following instructions: -

- Semester End Examination (Regular & ATKT) - 75 Marks / 60 Marks
- Paper Size: **A4**
- Font Type: **Times New Roman**, Font Size: **12**

- **‘Q.P Code’ must be present on all pages, so put it using ‘Header’ option.**
- You are requested to take utmost care to maintain confidentiality of the question paper and ascertain that there is no erratum in the question paper. Therefore, please do not send the question paper via e-mail.
- Ensure that the questions are uniformly distributed over the entire syllabus.
- You are requested to prepare and submit the synoptic answers with course outcomes mapped and also the scheme of marking, immediately after the conduct of the Examination.
- Please report to the Central Assessment Programme from the next day of conduct of the aforesaid subject examination and complete the assessment work within the stipulated time given.

\* Please submit the hard copies of Question Papers in sealed envelopes to the examination department through HOD or respective Coordinator on or before \_\_\_\_\_.

**Controller of Examinations**  
**N.K College**

### 13 .3 Format for Setting Class Test Question Paper

#### **CLASS TEST OF SEMESTER – I / III / V**

**(20 Marks, 30 Minutes Duration)**

Heads of department and faculties concerned in various subjects are requested to submit **THREE** separate question paper sets (**SET A, SET B and SET C**) in their subject for the **Mid Semester Class Test** to be held in August, 2016 as per any one of the following formats.

#### **Format – I (If Answer Book not required)**

If questions including space for answering comprise maximum **two pages in size**, please follow **Format – I** as below. Also mention the class and respective subject name in the space provided.

-----  
**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS AND  
MANAGEMENT STUDIES**

#### **CLASS TEST OF SEMESTER – I / III / V, AUGUST – 2016**

**SET – A**

<b>Time : 30 Min</b>	<b>Max. Marks : 20</b>	<b>Div &amp; Roll No.</b>	
<b>Class</b>		<b>Jr. Supervisor's Name &amp; Sign</b>	
<b>Subject</b>		<b>Marks Obtained</b>	<b>/ 20</b>
<b>Date</b>		<b>Examiner's Name &amp; Sign</b>	

(Type questions **with space** for answering from here)

---

#### **Format – II (If separate Answer Book required)**

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS AND  
MANAGEMENT STUDIES  
CLASS TEST OF SEMESTER – I / III / V**

**SET – A**

<b>Name of Examination</b>	<b>Class Test – August 2015</b>	<b>Max. Marks</b>	<b>20</b>	<b>Duration</b>	<b>30 Min.</b>
<b>Class</b>		<b>Subject</b>			

**Note:** (Type questions without space for answering from here)

Faculties are further requested to apply the following Page Layout.

Paper Size: **A4**

Font: **Times New Roman**

Font Size : **12**

1) Page Number Format: **Page 1 of 3, Page 2 of 3, Page 3 of 3**

**Header as SET A or SET B or SET C should appear at right hand side top corner on all pages of Question Paper.**

**Two envelopes will be provided for each subject. One for SET A and SET B together (to be stapled separately) and the other for SET C only.**

**9.4 Format for Setting Semester End Question Paper**

**General Format**

**Max. Marks: 75**

**Duration: 2 ½ Hrs**

**Instructions**

- i) In all there will be Five Main Questions from Q.1 to Q.5, where Q.1 is objective type only and other questions would be subjective, module wise.
- ii) Each main question should have sub questions with internal choice
- iii) Final decision shall be as per the guide lines from respective BOS.

**FORM OF UNDERTAKING**

Full Name of the Candidate : \_\_\_\_\_

Permanent/Local Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To,

The Controller of Examinations,  
University of Mumbai,  
M. J. Phule Bhavan,  
Vidyanagari,  
Santacruz (East),  
Mumbai—400 098.

Sir,

I, the undersigned, student of \_\_\_\_\_ College/Institution  
appearing for \_\_\_\_\_ Examination at the  
\_\_\_\_\_ College (Centre) do hereby state, on solemn affirmation as under :—

I understand that I am involved in respect of an alleged use of Unfair Means in the Examination Hall and therefore, a case against me is being reported to the University.

That inspite of the registration of a case of Unfair Means against me I request the University authorities to allow me to appear in the present paper and the papers to be set subsequently and/or at the University Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the University authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation the said case, my performance at the examination to which I have been permitted to apply provisionally, consequent upon my special request, is liable to be treated as *null and void*.

I witness whereof I set my hand to this undertaking.

\_\_\_\_\_  
Signature of the Candidate

Before me

Date : \_\_\_\_\_

\_\_\_\_\_  
Chief Coductor of the Centre,  
and Rubber Stamp of the College/Institution/University.

Date : \_\_\_\_\_

**UNIVERSITY OF MUMBAI****Report of the Jr. Supervisor/Sr. Supervisor/Chief Conductor**

Block No. :

Examination :

Subject :

Date :

To,

The Controller of Examinations,  
University of Mumbai,  
M. J. Phule Bhavan,  
Vidyanagari,  
Santacruz (East),  
Mumbai—400 098.

Sir,

I, the undersigned Jr. Supervisor appointed on the above-mentioned Block at the \_\_\_\_\_ examination held at \_\_\_\_\_ college (centre), am hereby making report against Candidate No. \_\_\_\_\_ Shri /Kum. \_\_\_\_\_ at the examinations, as follows :—

Yours faithfully,

\_\_\_\_\_  
(Jr. Supervisor)

Date :

Time :

Name and Address of the Junior Supervisor

\_\_\_\_\_  
\_\_\_\_\_

On the basis of the report made by the Jr. Supervisor, I am of the opinion that there is a *prima facie* case of Unfair Means resorted to by the aforesaid Candidate No. \_\_\_\_\_ and therefore the case be forwarded to the University for investigation.

\_\_\_\_\_  
Signature of Sr. Supervisor

Name :

Date :

Forwarded to the Controller of Examinations, University of University of Mumbai, M. J. Phule Bhavan, Examination Section, Vidyanagari, Santacruz (East), Mumbai—400 098 for necessary action.

**Seal of the College/Institute/University (centre)**

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Encl. : \_\_\_\_\_

\_\_\_\_\_  
Signature of Chief Conductor

(N.B. : Kindly enclose a copy of the relevant question paper)

**PROFORMA 'B'**

**Proforma for submission of the Information regarding prosecution of Candidates appeared at the Centre**

Centre No.	Examination	Name and Seat No. of the Candidate prosecuted	Date of Prosecution	Report of which the candidate was found malpractising and nature of malpractice in brief	Name of the Person who detected the malpractice	Signature of the Sr. Supervisor	Signature of the Jr. Supervisor	Signature of the Sr. Supervisor	Signature of the Chief Conductor	Remarks
1	2	3	4	5	6	7	8	9	10	



**NAGINDAS KHANDWALA COLLEGE (AUTONOMOUS)  
FORM FOR CLAIMING CAP DA & T.A. ALLOWANCES**

Name of the Moderator/Examiner : \_\_\_\_\_  
Address of the Moderator/Examiner : \_\_\_\_\_  
(Residential)

Name of bank & branch : \_\_\_\_\_  
Account no. : \_\_\_\_\_ IFSC Code \_\_\_\_\_  
Address (Professional) : \_\_\_\_\_

Examination: \_\_\_\_\_ Subject: \_\_\_\_\_ Month/Year: \_\_\_\_\_

Sr. No.	Working Date	No. of Ans. Books/ Section Assessed	No. of Ans. Books / Section Moderated	C.A.P & T.A Allowance	Recipients Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>TOTAL</b>					
<b>Grand Total (CAP &amp; T.A.)</b>					

I hereby state that, I have assessed/ moderated \_\_\_\_\_ answer books as stated above and received Rs. \_\_\_\_\_.

Signature of Examiner/ Moderator

I have verified the above furnished information, found correct and CERTIFIED FOR PAYMENT

Signature of Jr. Clerk

Signature of HOD

Controller of Examinations





**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS &  
MANAGEMENT  
STUDIES & SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE  
(RE-ACCREDITED BY NAAC WITH 'A' GRADE)  
ISO 9001:2015 Certified Institution  
AUTONOMOUS  
SENIOR SUPERVISOR'S REPORT**

**Day :** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Subject :** \_\_\_\_\_

**Name of the Examination:** \_\_\_\_\_  
\_\_\_\_\_

**Total number of students:** \_\_\_\_\_  
\_\_\_\_\_

**Number of students absent (Class wise):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vacant Numbers:**

\_\_\_\_\_  
\_\_\_\_\_

**Total Number of Students Present:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Information about absentees and late comers among supervisors:**

\_\_\_\_\_  
\_\_\_\_\_

**Information about copying cases or malpractices, if any:**

\_\_\_\_\_

**Any other observation:**

\_\_\_\_\_

**SENIOR SUPERVISOR**



University of Mumbai  
MALAD KANDIVLI EDUCATION SOCIETY'S  
NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS &  
MANAGEMENT STUDIES  
AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE  
(Autonomous)



Exam Seat No: 17MC4-3275  
GR No.: 50001

This is to certify that

/ THAR HETALI PARAG BHAVNA

has cleared the

M.COM (SEM – IV) (CBSGS) EXAMINATION

held by Nagindas Khandwala College in the month of

APRIL 2018 and was Placed in GRADE ‘ B+ ‘

/ - FEMALE  
MAY 18, 2018

DIRECTOR:

EXAMINATIONS AND EVALUATION

PRINCIPAL

## **BEST PRACTICES**

1. Tentative Examination Schedule for the Academic Year is prepared on the basis of University norms and regulations and the same is circulated as well as uploaded on the college website well in advance.
2. Examination seat numbers are allotted to students and hall tickets with exam schedule is given to them for each semester.
3. Continuous Internal Evaluation (25%) in the form of Class Tests, Project Presentation, Book Review etc. is involved for each course semester wise.
4. OSM introduced for evaluation, moderation, photocopy, revaluation of answer books and preparation of result, w.e.f A.Y 2018 – 19.
5. Exam software is customised as per requirements under autonomy from time to time.
6. Question sets are prepared in uniform format and they are coded. Internalization of Printing of Question Papers, Result Compilation and Printing of Grade Cards.
7. Course wise and overall result analysis is done and the same is given to each department.
8. Online Result Declaration on college website within 30 days.
9. Model Answer for each course (Semester wise) is uploaded on college website for students' reference.
10. For P.G programs, double evaluation procedure started from academic year 2017-2018. If there is a difference of 15% of total marks obtained between two evaluators, then third evaluation is applicable. The average between two nearest marks will be awarded to student in that course.
11. Even semesters' ATKT examinations are kept in the month of June instead of October. This will help the students to clear the back logs, which in turn helps them to save the year.

## 14. Schematic Representation of Examination Process

### A. Sources of input

1. CONTROLLER OF EXAM,
2. EXAM COMMITTEE MEMBERS, FACULTY MEMBERS,
3. NON-TEACHING STAFF & COMPUTERS FOR STORAGE & PROCESSING OF DATA

### B. Inputs

1. SCHEDULE OF EXAMS,
2. SYLLABUS
3. QUESTION PAPER SETTERS 3.INSTRUCTIONS TO QUESTION PAPER SETTERS

### C. Activities

1. APPOINTING PAPER SETTERS
2. COLLECTING QUESTION PAPER SETS,
3. DISTRIBUTING HALL TICKETS
4. COMMENCEMENT OF EXAMS,
5. ASSESSMEMENT & MODERATION THROUGH CAP,
6. COMPILATION OF RESULTS, 7- REVALUATION IF APPLIED

### D. Outputs

1. CONSOLIDATED RESULT
2. DECLARATION OF RESULTS,
- 3 - GRADE CARD,
- 4- RESULT ANALYSIS

### E. Receivers

1. STUDENTS
2. DEPARTMENTS
3. IQAC
4. UNIVERSITY

### F. Control under COE

- 1.TIMELY INSTRUCTIONS & NOTIFICATIONS
- 2.ACCEPTING, CODING & PRINTING OF QUESTION PAPERS,
- 3-ALLOCATION OF ASSESSMENT,
- 4-MONITORING ASSESSMENT & MODERATION,
- 5-TIME BOUND COMPILATION OF RESULTS

### Process Performance Indicator (PPI)

1. Timely declaration of commencement dates of examinations.
2. Timely intimation to faculty for question paper setting and submission.
3. Conduct of examinations as per the schedule.
4. Assessment and moderation of answer books on time.
5. Declaration of results and distribution of grade cards on time.

### Risks and Opportunities

- Clash in exam dates when students may appear for different semester exams (if they failed in some subjects of previous semester/s).
- Leakage of question paper.
- Postponement of examination due to unavoidable circumstances.
- On some days a variety of question sets are required for the same exam session, selecting and dispatching the right set for the right block/room/student.
- Printing copies of question sets and distribution to different blocks may be delayed due to emergencies (like power outage, repairs, printer overload etc.).

## **Action Plan**

- Clash in exam dates when students may appear for different semester exams (if they failed in some subjects of previous semester/s).

Time table dates are finalised after considering possibilities of clashes in the dates. Exam is conducted in two sessions/ alternate days.

- Leakage of question paper.

Paper setters submit the papers in sealed envelopes, which are opened only in the exam room. Question paper selection and coding is done by the COE & printing is under the supervision of COE / Exam In-Charge. This is in a place earmarked for this purpose only with CCTV coverage. One member from non-teaching appointed specifically for printing of papers.

- Postponement of examination due to unavoidable circumstances (undeclared holidays, floods, train cancelation etc).

Two / three days are kept free after the last paper, so that if needed exams can be scheduled on these days.

- On some days a variety of question sets are required for the same exam session, selecting and dispatching the right set for the right block/room/student.

Paper setters are instructed to submit papers according to the academic year along-with detailed information in the format provided on the envelope.

- Printing copies of question sets and distribution to different blocks may be delayed due to emergencies (printer overload).

A high speed spare printer is installed.

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