



Mumbai Pradesh Arya Vidya Sabha's

Gurukul College of Commerce

(Affiliated to University of Mumbai)

ISO CERTIFIED: 21001/14001/50001

Tilak Road, Ghatkopar (East). Mumbai-400077

EXAMINATION

POLICY

1. The Committee shall prepare relevant time tables for internal as well as external semester end examination, to be incorporated in the annual academic calendar.
2. The Exam committee shall put up notice inviting ATKT students to fill exam form along with fee remittance in due time.
3. The Examination Committee shall prepare hall ticket for external semester end examination and distributed to the students before the commencement of examination.
4. The Examination Committee shall make the Block and Seating Arrangement, Supervisory chart and display them on the concerned Notice Board/Website and Blocks.
5. The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice.
6. The Chief conductor issue supervisory letter to the Sr. Supervisor, Jr. Supervisor and IT Co-Ordinator for the smooth conduct of examination.
7. The Exam Committee shall ensure that adequate stationery, like answer sheets, graph paper, maps, threads, water bottles etc. are made available.
8. The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role.
9. The Exam committee shall ensure that the evaluation and moderation process is completed on time.
10. All the results (First Year to Final Year) shall be displayed on the respective student Notice.
11. Distribution of college level exam marks lists to the students shall be done after the results of various examinations.
12. Distribution of Final Year marks lists to the students shall be done after the results of various examinations and received from the University.
13. Co-ordination with the authorities of the university, college and the concerned departments to ensure smooth conduct of examination shall be done.
14. It shall be ensured that the entire exam related documents reach the university in time.

15. All necessary steps shall be taken to ensure smooth, and transparent conduct of examination (U.G. & P.G.) with desired credibility and uniformity.
16. Any Circular, Guideline, Office Order, Notification received from the University shall be dispatched or circulates to the concerned Departments with Principal's signature.
17. Record of all pre and post examination activities along with the batch-wise, faculty-wise result and analysis thereof. (Paper setting, moderation, Revaluation & timely declaration of the result) shall be maintained.
18. Encouraging and training the students to follow the examination code of conduct and disciplinary & sanctity of the examination system shall be done.
19. To conduct various notified examinations carefully following the schedule as laid down in the policy guidelines.
20. Examination fee collection from students as per university rules.
21. Three sets of question papers collected from concerned faculty members for each subject and one will be released in the examination with the consultation of Chief Conductor. (Principal)
22. Supervision chart is prepared well in advance and the same is informed to respective faculties.
23. External supervisors are arranged as per university norms.
24. Identify the examination halls.
25. To arrange for printing of question papers. Copier machines, Printer, computer check up from concerned team. One week before the examinations, Xerox/Copier machines should be examined by the technician.
26. Room wise seating plan & arrangements, Exam Hall wise seating plan should be displayed beside the examination hall, examination cell notice boards and also keep same at security office near entry gate.
27. Examination section should issue supervisory letter to the concerned faculties.
28. During the examination if any malpractice cases are registered, strictly follow the malpractice guidelines as per university norms.

29. To arrange to get performance of the candidates at the examinations properly assessed and process the result.
30. To ensure that the result is declared as per the schedule and is uploaded on the official website.
31. To make efforts for continuous quality enhancement with the help of ICT.