

Mechanism to deal with examination-related grievances is transparent, time-bound and efficient

Response:

Careful monitoring and analysis of grievances filed by the students is carried out by the Examination Department in an efficient and timely manner. Being an active member in deciding quality policy and making strategic plan of the institute, the Principal is responsible for timely and systematic completion of academic & evaluation events.

For internal evaluation, the Principal is the final decision making authority to settle the grievances of internal evaluation. In case of grievances of evaluation of University examination, the aggrieved is directed to make proper representation to University authority through the Principal.

Institute level:

Internal assessment is a completely transparent process. The criterion adopted is as per the norms of University. All the students are familiar with the transparency of internal assessment. After assessment of answer books, these are shown to students by subject teachers and they are given a chance to clarify, if they have any doubt regarding the allotment of marks. Further, subject teachers prepare the final mark sheets and students sign the same. Subsequently, these mark sheets are submitted to Examination Dept. The evaluation process for the course is followed as per the guidelines of University of Mumbai. The institute has established an examination committee for the smooth conduct of internal and external examination. The institute has established examination committee and assigns their duties as per the norms of University of Mumbai. Examination in-charge has responsibility to co-ordinate with University of Mumbai for the smooth conductance of university semester theory, practical and periodic examination.

The institute follows the University of Mumbai guidelines for the conduct of examination. To prevent malpractices during examinations, the invigilator (teaching faculty) are exclusively in charge for the invigilation of students during internal periodic as well as university semester exam. The examination committee is responsible for conductance and monitoring the students during the examination. Invigilation checks students before entering exam hall so as to avoid any malpractices and insist not to use any of the unfair means during the examination. Institute has taken additional measure to avoid malpractices during examination by fixing CCTV in each examination hall, footage of which is under continuous supervision of Examination in charge.

Malpractice cases are dealt at Institute as well as university level as per the guidelines of University of Mumbai

University level:

At university level, due to computerization of examination department students grievances are resolved effectively. The students can demand for the photocopies of the answer books of any subject. University provides photocopies to such applicant students within prescribed time limit. On analyzing the photocopies and taking opinion of their subject teachers, if the students feel that after re-evaluation their marks could increase, the students are free to apply for re-evaluation

in theory subjects to the Director, Board of Evaluation & Examination, University of Mumbai on payment of prescribed fee. On receipt of such applications, University gets the answer books re-evaluated by competent subject teachers of other institutes. However, if there is no improvement in marks in the re-evaluation process, earlier allotted marks are retained and informed to the institute in a time bound manner.