

**Internal Quality Assurance Cell (IQAC)**

**EXAM CELL AUDIT 2020 – 2023**

<b>I</b>	<b>INFRASTRUCTURE OF EXAM CELL</b>	<b>YES /NO</b>	<b>REMARK</b>
1.	Desktops (18)	Yes	
2.	Printers (2)	Yes	
3.	Copier Machine (3)	Yes	
4.	Software and its Maintenance	Yes	
5.	CAP Room	Yes	
6.	Server and IT	Yes	
7.	Digital storage	Yes	
8.	Hard copies storage	Yes	
9.	Fire safety	Yes	
10.	Notice boards	Yes	
11.	Website data	Yes	

<b>II</b>	<b>EXAMINATION RULES &amp; REGULATIONS</b>	<b>YES / NO</b>	<b>REMARK</b>
1.	Examination Rules	Yes	
2.	Grace marks	Yes	
3.	Unfair means Committee	Yes	
4.	Additional Exams	Yes	
5.	Examination Calendar	Yes	
6.	Declaration of results	Yes	
7.	Re-verification/ reassessment	Yes	

8.	Examination Squad	Yes	
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<b>III</b>	<b>EXAM CELL FUNCTIONING &amp; MEETINGS</b>	<b>YES / NO</b>	<b>REMARK</b>
1.	EC formation as per norms	Yes	
2.	Regularity of meetings	Yes	
3.	Record of resolutions	Yes	

<b>IV</b>	<b>DISPLAY OF EXAMINATION SCHEME</b>	<b>YES / NO</b>	<b>REMARK</b>
1.	Exam schemes available in Exam Cell	Yes	
2.	Tabulation of credit and exam scheme	Yes	
3.	Reflection of credits on mark sheets	Yes	

<b>V</b>	<b>EXAM TIME TABLE PREPARATION</b>	<b>YES / NO</b>	<b>REMARK</b>
1.	Time Table display – Regular Exams and ATKT exams	Yes	
2.	Exam Schedule and Time Table display on Website and Notice Boards	Yes	
3.	Documentation of Exam Time Tables	Yes	
4.	Exam Schedule Reflecting on Academic Calendar	Yes	

<b>VI</b>	<b>EXAMINERS AND MODERATORS</b>	<b>YES / NO</b>	<b>REMARK</b>
1.	Proposed dates of QP submissions	Yes	
2.	Template of appointment letters	Yes	
3.	Monitoring system of QP	Yes	
4.	System of paper selection –confidentiality and transparency	Yes	

5.	Payment Details of External Examiner and Moderator	Yes	
6.	Payment of paper Assessment and Moderation as per University Norms	Yes	
7.	Remuneration of Examiner and Moderator on time	Yes	
8.	Remuneration for internal Examiner and Admin Staff	Yes	

<b>VII</b>	<b>EXAM CONDUCTION SYSTEM</b>	<b>YES / NO</b>	<b>REMARK</b>
1.	Block allotment	Yes	
2.	Display of seating arrangement and instructions to students	Yes	

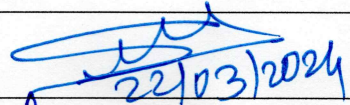
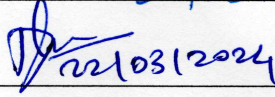
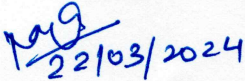
<b>VIII</b>	<b>CONDUCTION OF EXAMS LD CANDIDATE</b>	<b>YES / NO</b>	<b>REMARK</b>
1.	Provision of Extra time for students with special needs	Yes	
2.	Arrangements for writer	Yes	
3.	Mode of examination	Yes (Offline)	
4.	Any other provisions	Yes	Reader for some of special students

<b>IX</b>	<b>RESULT DECLARATION</b>	<b>YES / NO</b>	<b>REMARK</b>
1.	Result preparation process – marks entry and verification	Yes	
2.	Analysis of results	Yes	
3.	Display of Results on website	Yes	
4.	Result declaration within 30 Working Days	Yes	
5.	Unfair means records	Yes	

X	VERIFICATION & REASSESSMENT	YES / NO	REMARK
1.	Verification, Photocopy and Revaluation Notice	Yes	
2.	Final result declaration Verification, Photocopy and Revaluation	Yes	
3.	Paper shredding Machine	Yes	

**Observations/Suggestions:**

1. All the records are properly maintained.
2. Availability of provisional result for students
3. OSM can be implemented in larger scale.
4. Auto-generation of Question Paper

Sr. No.	Name of the Committee Member	Signature with date
1.	Prof. (Dr.) Subhash Unhale (COE, CKT College, Panvel, Navi Mumbai)	 22/03/2024
2.	Dr. Dhanorkar Gajanan (Deputy COE, KBP College, Vashi, Navi Mumbai)	 22/03/2024
3.	Mrs. Minal Dive (Assistant COE, S K Somaiya College, Somaiya Vidyavihar University)	 22/03/2024

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**Date: 22<sup>nd</sup> March 2024**

**Place: Mumbai**