



Examination Grievances Policy

No candidate shall use unfair means or treat in disorderly conduct at or in connection with examinations. Examination means any examination as Unit Test, Mid term, End term, Practical that are conducted as part of assessment / evaluation by the instructor while awarding grades in a subject.

Unfair means shall include the following:

1. During examination time having in possession or access to any paper, book, notes or any other unauthorized material which has relevance to the syllabus of the examination paper concerned.
2. Mobile phones or any electronic gadget other than calculator, even in switch off mode, which can potentially be used for communication and copying. Anything written on any other instrument or any kind of furniture or any other substance, which may have relevance to the syllabus of the examination paper concerned. Anything written or signs made on the body of the candidate or his / her clothes / garments, handkerchief, etc. which may have relevance to the syllabus of the examination paper concerned.
3. Giving or receiving support in answering the question papers to or from any other candidate / person in the examination hall or outside during the examination hours.
4. Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours
5. Satirizing any candidate or getting impersonated by any person for taking examination.

Punishment:

A candidate found using unfair means or involved in disorderly conduct or disturbing other candidate, at or in connection with an examination shall be referred to unfair means committee. The committee after consideration of the case as referred to it by instructor / invigilator. The punishment awarded by this committee will be in addition to the punishment that may have been already awarded by the course coordinator with one or more of the following:



Navnirman Shikshan Sanstha's

S. P. Hegshetye College of Arts, Commerce & Science

(Affiliated to University of Mumbai & Reco. by Govt. of Maharashtra)

S. M. Joshi Vidyaniketan, P 63, MIDC, Mirjole, Ratnagiri 415 639

Phone: (02352) 228977 / 230812 / 9420250977 E-Mail: navnirmancollege@rediffmail.com

1. Cancellation of the examination of the paper in respect of which he has found to have been guilty.
2. Cancellation of the examination for which he was a candidate and/or debarring from examination.
3. Any other punishment estimated suitable by the committee.
4. Also some amount punished to student as a fine.

Date: 12/07/2018

Place: Ratnagiri



I/c Principal

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Mechanism to deal with internal / external examination assessment policy

The college has initiated continuous and comprehensive internal evaluation system as per the guidelines of the **University of Mumbai**. For UG classes Unit Tests are conducted in each semester.

The institution as a part of continuous evaluation conducts internal examinations. After the completion of prescribed topics Class Tests are conducted to judge the progress of the students. Every faculty communicates syllabus and pattern of the scheduled test as well as the schedules of students' presentations of projects as internal evaluation well in advance. The standard of the evaluation includes, tests, tutorials, behaviour, attendance, practical, field projects, assignments, seminars and the marks secured in the unit tests. The rules related to internal examination pattern are communicated to the students well in advance in classrooms. The Examination committee looks after effective monitoring and timely implementation of the internal examination and procedure of evaluation. The committee is headed by the senior faculty member. The result of all the internal examinations is declared within a week. After the assessment, the answer papers are given to the students along with instructions, suggestions provided with resolution of their queries. Students are assessed base on projects & viva.

Departments also conduct assignments. Post examination sessions are conducted and guidance is provided to students, which helps them improve their performance in University examinations. The concerned subject teachers immediately inform changes in schedules, patterns and methods (if any) to the students through the notice boards and whatsapp group. Examination Committee monitors standardization in internal evaluation mechanism. Thus, the transparent internal evaluation takes place. The process is carried on smoothly due to the strict adherence to procedures.

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