

Estd 1969

Koyana Education Society's

BALASAHEB DESAI COLLEGE , PATAN

Arts, Commerce, Science (UG & PG), B.C.A., B. Com. IT, Junior & Vocational

बाळासाहेब देसाई कॉलेज, पाटण

कला , वाणिज्य, विज्ञान (पदवी व पदव्युत्तर) , बी.बी.ए. , बी.कॉम आय.टी. कनिष्ठ आणि व्यवसाय अभ्यासक्रम

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NAAC 'A+' 'Grade' (CGPA 3.35), DST-FIST (O Level), DBT STAR College



Principal
Dr. S.D. Pawar
(M.A. Ph.D.)

Ref No: /2023-24

Date: 16/03/2024

EXAMINATION PLANNING AND QUALITY ASSURANCE COMMITTEE

EXAMINATION POLICY



Objective

To help ensure the smooth and orderly conduct of examinations in the Institute as per guidelines issued by the Shivaji University Kolhapur from time to time.

The Scheme of Examination:

The performance of the learners shall be evaluated in two components: Internal Assessment with per paper 10 marks by way of continuous evaluation and 40 Marks by conducting the theory examination.

Responsibilities and Functions:

1. The examination planning and quality assurance committee shall hold pre-exam Meetings to brief the members of faculty with regard to the examination procedures
2. The Examination Committee will make policies regarding holding of different Examinations and shall make Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
3. To conduct the Internal/ External/ Practical Examinations for all the programs offered in the College.
4. To prepare Time Table for the above-mentioned examinations in advance and inform the students about the same.
5. To appoint Internal and external (if needed) Senior Supervisor

20. Committee plans meeting with cluster college representative and decide Internal and External Senior Supervisor faculty name list and upload these names to university portal for appointment letter.

21. As per norms downloaded Question Paper (S.R.P.D.) within time and handover to senior supervisor before examination

20. Question Papers setting:

1. In advance the question papers and answer scripts shall be set by the teacher, teaching the course. If the course is taught by more than one teacher, the question paper shall preferably be set jointly and assessment of the sections / questions shall be done by the respective teacher.

2. The College authorities may request the teachers from other institutes teaching the course to set the question paper and/or assess the answer papers. However for such actions the university authorities may seek proper reasons and justifications from the concerned Head of the Institute.

3. The question paper set by the college in different courses shall be uploaded to the University portal within 3 days after the examination for being placed before the respective Board of Studies, which shall report their observations for further action

21. Assessment: college worked as answer paper assessment Centre. The head of committee plan and conduct the CAP Centre to ensure smooth, efficient and effective conduct of CAP and Completion of the Assessment. The entire work of assessment of the answer papers at the Semester End Examinations shall be centralized within the premises of college as per the provisions of the University Act and shall be open to inspection by the examination quality checking committee(University Level).

22. Moderation:

The norms for moderation shall be as per the existing ordinances of the Shivaji University Kolhapur in force were followed.



6. Allot the exam halls for all the examinations conducted in the College.
7. To enable the learners covered under the PWD (Persons with Disability) category, and
Sports students aware of the benefits given to them at the time of examination.
8. To inform students to complete courses/activities to earn extra credits promptly and these forwarded credits earned by students in extra credit courses at UG and PG level.
9. To organize meeting and workshops for the awareness and conduct transparencies of the examination system.
10. The records of internal assessment are kept in the respective departments.
11. Important orders/circulars and notices regarding the examination are displayed on the college notice board and also circulated in class.
12. The college examination committee is always alert and careful to handle examination related grievances of students if any.
13. Guide the External and Internal Senior supervisor to conduct the University/College exams smoothly as per the regulations by the University.
14. The execution of the work related to various circulars received from the University within the time limit.
15. To guide the students appearing for University exams.
16. Monitoring the exam stationeries received from the university and records of its uses and submits the report of the same to University.
17. To guide and monitor the conduction of practical and theory exams as per the schedule of University exams.
18. To monitor the financial support received from the university and the expenditure incurred thereof and to submit the audited report to the University time to time.
19. To ensure that the entire exam related documents reach the university in time.



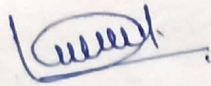
23. Procedure of Photocopy, Verification and Revaluation and Re-verification of Answer books:

Shall be as per the existing ordinances and regulation of the University.(After declaration of result if doubt to students then they have to apply university in online mode before 15 days for verification, Photocopy and 7 days for re-verification .College observe demand list and submit the Answer book to CAP)

24. To address the grievances/ complaints of the students and staff concerning exam-related issues. And we Report the malpractices during the examination if any to the University.

25. Grievances- To solve grievances university level examination quality verification committee giving visit to college for verification of Examination related documents for maintenance of standard of examination. Committe submit their report to Director Examination and Assessment board of University and solves the grievances or if needed change the methodology/improve the mechanism.

25. Remuneration to Paper Setters / Examiners / Teaching and Non-Teaching Staff: The remuneration payable to the teaching and non-teaching staff appointed for the conduct of the examinations will be as per the rates prescribed by the Shivaji University, Kolhapur. The remuneration paid by online mode after completion of examination related work within 8 days. And after the end of each examination the Committee will have to submit the audited accounts to the principal.



(Mr. D. D. Thorat)

Head
Examination Planning and Quality Assurance Committee

Balasaheb Desai College
Patan, Dist: **Satara**



(Dr. S. D. Pawar)
Principal

Balasaheb Desai College, Patan
Tal.- Patan, Dist.- Satara

