



**Vishnu Waman Thakur Charitable Trust's
Bhaskar Waman Thakur College of Science,
Yashvant Keshav Patil College of Commerce,
Vidhya Dayanand Patil College of Arts,
VIVA College**

(Affiliated to University of Mumbai) NAAC ACCREDITED WITH "B" GRADE (CGPA 2.69)

Shri Hitendra V. Thakur
President

Ms. Aparna P. Thakur
Secretary

Dr. V.S. Adigal
Principal

Ref. No. :

Date :

Examination SOP

Offline 2023 Onwards

To ensure a free and fair evaluation process for the satisfaction of students. Vishnu Waman Thakur Charitable Trust's Bhaskar Waman Thakur College of Science, Yashvant Keshav Patil College of Commerce, Vidhya Dayanand Patil College of Arts, affiliated to University of Mumbai, follows all the rules and regulations of Internal and External examinations for UG and PG programmes as laid down by the University. In the current Choice Based Credit System, the College has Three-Year Graduation Programmes (BA/BAMMC/FTNMP/Culinary Arts/ BSc. (Chem.)/BSc. (Physics)/BSc. (Maths)/BSc. (Bio-Tech)/ BSc. (Bio-Chemistry)/BSc. (IT)/ BSc. (CS)/ BSc. (DS)/ BSc. (HS)/ BCom/ BAF/BBI/ BFM/BIM/BEME/BMS/BFMg.) divided into six semesters and two-year Post-Graduation programmes, MA / MSc (Chem. Organic, Analytical)/MSc. (Physics)/MSc (Analytical Science)/ MSc (EVS)/ MSc (Bio-Tech)/ MSc (IT)/ MSe (CS)/ M. Com (Accountancy)/ M. Com (Banking and Finance)/ M. Com (Business Management) divided into four semesters.

All Internal examinations of UG and PG, all External semester examinations of Semester I, II, III and IV of FY and SY level of UG exams are conducted by the on behalf of the University. The college has fully automated VIVA SOFTWARE SOLUTION software for managing the examination including result processing. The semester V and VI exams of UG and all semester exams of PG are directly managed by the University.

Guidelines: -

1) The Exam committee shall make an Examination Calendar in the beginning of every academic year and same be circulated to all stakeholders. and uploaded on the college websites.



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- 2) Notices regarding the Registration for Exams, Schedule of Exams, Revaluation and Photocopy of answer books and malpractices dealing mechanism for Regular, Additional (NCC, NSS, DLLE, Sports or Medical grounds) and ATKT exams shall be made by the Exam Committee and displayed in the College Website and also circulated to all stakeholders well in advance.
- 3) Multiple sets of question Papers for all courses shall be prepared by the teachers and verified by HODs/In-charges, and submitted to Exam Committee Chairperson in sealed envelopes.
- 4) Question paper for the exams shall be selected by the Examination Department in the presence of principal, vice-principal and examination convener and also coded by them to maintain confidentiality.
- 5) Question papers shall be printed under tight security in the Exam Room with due verification by a Senior Teacher.
- 6) On the Exam day, distribution of Question papers shall be done by the senior supervisors before the commencement of Exams.
- 7) The seating arrangement along with the supervision chart shall be prepared by Exam Dept. and issued to all stakeholders in advance.
- 8) The assessment shall start immediately after the exam of a particular Course is over, and the instructions for assessment shall be given to teachers sufficiently in advance.
- 9) First year and Second year answer books shall be moderated by moderator appointed by the principal, where the number of students is more than 100, according to University guidelines or 10% of the student strength in consultation with HODs of respective department.
- 10) The processing of results including application of gracing (NCC, NSS, DLLE, Sports or Medical grounds) is done by the Exam department through software.
- 11) Declaration of Results shall be done within 45 days from the last date of examination and the results shall be published in the College website. The students shall see the results on college website by login to Students Portal managed by the College.



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12) Printing of Grade cards and the distribution of the same shall be the responsibility of Examination Department and should be certified by examination committee member and examination convener.

13) Students shall apply for Revaluation and/ photocopies of answer books within a week time from the day of declaration of result. The revaluation and the issue of photocopy shall be completed within a week. The students taking only photocopies of answer books if not satisfied with original assessment, shall be given a week's time for application of revaluation. The declaration of revaluation results shall be done with another week's time by the Examination Dept.

14) Additional Exam shall be conducted as per university circular.

15) The Unfair Means Enquiry committee shall conduct proper inquiry immediately after the examinations, and submit its report with recommendations within a week to the Principal.

16) The disposal of results of unfair means cases shall be done within a week after the submission of recommendation report.

Kalpita Vartak
(Drafted By)
Exam Committee
Member

Kajal Purav
In-Charge
Exam Department

Dr. Rohan Gavankar
Exam Convener

Dr. V. S. Adigal
Principal

