



SREE NARAYANA GURU COLLEGE OF COMMERCE

(LINGUISTIC MINORITY INSTITUTION)

RE-ACCREDITED BY NAAC (GRADE-'B'-CGPA 2.45) [2019-2024]

AFFILIATED TO UNIVERSITY OF MUMBAI & RECOGNISED BY UGC-u/s 2(f)&12B

MANAGED BY SREE NARAYANA MANDIRA SAMITI (REGD.)

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EXAMINATION POLICY

Policy Statement

Sree Narayana Guru College of Commerce is committed to ensuring that all examinations are conducted with the highest standards of fairness, transparency, and integrity. The examination process is designed to accurately evaluate student performance in alignment with the guidelines set by the University of Mumbai.

1. Objectives

The examination policy aims to:

- Ensure the timely and systematic conduct of examinations.
- Maintain the confidentiality and security of examination materials.
- Provide clear guidelines for the preparation, administration, and evaluation of exams.
- Ensure the fair and unbiased assessment of student performance.

2. Examination Calendar

- The Examination Committee will prepare an annual examination calendar at the beginning of the academic year, detailing all examination dates, including Internal and external examinations.
- The calendar will be shared with all stakeholders and followed strictly, unless unexpected circumstances require changes.

3. Notices and Announcements

- Examination Committee is issuing all examination-related notices including exam registration, Exam schedules, seating arrangements, results, revaluation and important instructions.
- All information will be displayed on College website, Notice board and communicated to stakeholders in advance.

4. Question Paper Preparation

- Faculty members are responsible for preparing question papers that align with the syllabus and learning objectives of their courses.
- 03 sets of question paper for all First Year and Second Year courses will be prepared by subject teacher, verified by Programme In charges and submitted to the Examination Committee in a sealed format.



5. Examination Confidentiality Protocols

- All examination personnel must follow strict confidentiality protocols, ensuring exam papers and materials are securely stored with access restricted to authorized staff only.
- The printing of examination papers will be conducted in a confidential room, with measures in place to prevent unauthorized access.
- Examination Question papers sealed will be opened in front of senior supervisors and distributed to examination blocks shortly before the start of the exam.

6. Seating Arrangement and Supervision duty

- A seating plan will be prepared by Examination committee in advance for all stakeholders.
- Supervision duty chart will be prepared by Examination committee and informed to stakeholders in advance and appointment letter also issued to all supervisors.

7. Assessment and Moderation

- Faculty members must follow these guidelines strictly during the evaluation process.
- Assessment of answer books immediately starts after the commencement of examination.
- To ensure impartiality, external moderators may be appointed to review examination papers and results.

8. Result Processing and Declaration

- As per university circular, results are to be declared within 45 days from the date of completion of examinations as per examination calendar.
- The Examination Committee will oversee the processing of results to ensure accuracy and fairness.
- Results will be compiled and verified before being submitted for approval.
- Students will be notified of their results through official college website and notice boards.

9. Grade Card Printing and Distribution

- Grade cards will be printed by examination committee after the declaration of results.
- Students will be notified when their grade cards are ready for collection, and distribution will be carried out in an organized manner.

10. Revaluation and Photocopy Process

- The Exam Grievance & Redressal Committee handles exam-related issues separately. After distributing marksheets, the committee will issue a notice inviting applications for revaluation and photocopies.
- Students may apply for revaluation or request a photocopy of their answer scripts within a designated period after the results are declared.
- A nominal fee will be charged for these services, and the process will be completed within a stipulated timeframe.



11. Unfair Means Inquiry

- The Unfair Means Enquiry Committee will promptly conduct inquiries after the examinations and submit a report with recommendations to the principal within a week.
- The committee will gather evidence and provide a fair hearing to the accused students before making a decision.



A handwritten signature in blue ink, consisting of a stylized 'S' followed by a horizontal line and a small flourish.

Principal
Sree Narayana Guru
College of Commerce
P. L. Lokhande Marg,
Chembur, Mumbai - 400 089.