

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, timebound and efficient

College always follows the rules of the Internal/External Examination of University of Mumbai.

The internal evaluation is carried out as per guidelines of the University of Mumbai at two levels: Postgraduate and Undergraduate.

All the postgraduate departments conduct Continuous Internal Evaluation for 40% marks for every paper in each semester. This system of evaluation includes a variety of test-types such as class tests, presentations, assignments, projects, viva, etc. Teachers inform the students about the pattern of the internal examinations well in advance.

For undergraduate students, internal assessment comprises term end examinations and practicals or assignments. Practical are conducted regularly and according to a well-planned and properly communicated schedule. All prescribed practicals are conducted and the students are given sufficient training in carrying them out. Thus, students are prepared to perform well in the practical examinations. Term-end examinations are held at the end of the first term. Term-wise syllabus as prescribed by the affiliating university, is completed in each term. The internal examinations are conducted following the same model as the final examinations. The college internal assessment simultaneously across all streams to maintain uniformity and transparency. Every teacher does fair evaluation as per university norms. After evaluation process, moderation process is done as per university norms.

The student can approach to concerned Professor/Exam Committee to clarify related grievances as per his/her requirement.

For External Examination the evaluation work is done by the college examination committee.

After result declaration, students who are not satisfied with their marks can demand for photocopy of their related subject answer sheet. The student can apply for Rechecking/ Revaluation by filling up the Rechecking/ Revaluation forms by paying the university fees within given tentative dates after declaration of result. For college level exams, Exam committee appoints a subject expert for revaluation of the subject. Then the revaluation result of that student is evaluated and displayed within time.