



## PUNE VIDYARTHI GRIHA's COLLEGE OF SCIENCE & TECHNOLOGY

Affiliated to University of Mumbai

CTS. NO.218, Br. Nath Pai Nagar, Ghatkopar (East), Mumbai – 400077. Tel: 2506 9118

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### 2.5.1 Mechanism of internal / external assessment is transparent and the grievance redressal system is time-bound and efficient.

The Examination and Evaluation Process is carried out as per 'Ordinances and Regulations' with respect to Credit Based Semester and Grading System (CBGS) by the University of Mumbai

#### **Conduct of Internal Assessment (IA), Practical, Viva, Assignment:**

College follows the procedure of Examination( SEM I,II,III,IV ) as per mumbai university under the guidance of the Principal and Exam Coordinator.

#### **Internal /Practical Examination:**

- An Internal Examination(25 Marks) and the Practical Examination(50 Marks) is Conducted in each Semester by respective Subject Teachers.
- First internal exam (25 Marks) is scheduled after the completion of 40% of the syllabus and Second First internal exam (25 Marks) is scheduled after the completion of 70% of the syllabus.
- Marks of Internal Examination(25 Marks) and the Practical Examination(50 Marks) are considered for semester examination.
- Time table is shared with the students through the WhatsApp group.
- Assignments are given unit wise.
- Internal Question paper (25 marks) is prepared by individual faculty/ faculty members teaching the same subject.
- There are two sets of External question papers (75 Marks - SEM I,II,III,IV) which are prepared by the subject teacher per subject with reference to old question paper/question bank/book followed by faculty members..
- Quality of question papers are checked and finalised by the Exam cell Co-ordinator/HOD.
- For assessment of laboratory courses and practical viva conducted by respective faculty members at the time of practical exam.
- Also college conducts ATKT Exam for (SEM I., II, III, IV) in each semester.



### Assessment Process:

- Theory exam (FY/SY) dates are decided by the cluster head (Principal of S.M Shetty college, Pawoi) ASSIGNED
- For a group of some college Exam Cluster Head is assigned to control Exam related work.
- Answer sheets of Internal Examination (25 Marks) and External Exam (75 Marks) are checked by Asst. Prof as per model answer key.
- For Internal Examination (25 Marks) 20 marks for written test and 5 marks are for assignments given to the students at the time of lectures.
- Moderation process takes place when the student's strength is more than 100.
- Result analysis is discussed by the Principal with concern HODs.
- Results are displayed on the notice board after the 15 days of the completion of the exam.
- Revaluation of the paper takes place after the seven days of the results displayed.
- Answer sheets are evaluated and checked answer sheets again with the request of revaluation of students.
- Answer sheet is shown to the students in case of a photocopy request.
- Our college maintains complete transparency in this process. The Head of the Department supervises the evaluation process to make sure that evaluation should be completed within a stipulated time frame and with no bias approach.
- Consolidated Mark list of the marks will be displayed on the notice board and the same will be uploaded on the University portal.
- Assessment and Revaluation Process are same for ATKT Examination for (SEM I., II, III, IV)

### University Exam:

- College has prepared a separate examination room for university examination work (sem-5/sem-6) with PC, printer and xerox machine.
- The college has a CAP centre with a PC having the face lock system for the university Question Paper download.
- Each faculty member who teaches the subjects in TY is provided with an ID and password for OSM which is confidential.

### Mechanism to deal with marks related grievances:

- The faculty evaluates the papers within 15 days after the exam.
- Any grievance related to marks by the student can apply for revaluation.  
For this the students need to apply within 7 days.
- The College takes up all such applications and re-values the scripts by competent subject teachers other than subject teacher. However, if there is no improvement earlier marks will be retained.
- After revaluation the all-semester marks are displayed on the notice board.



- During the pandemic the results are posted in the student WhatsApp group by the departmental HOD.
- Students should apply within seven days for revaluation or photocopy.
- Notice of result declaration sent to students via What's App.

*Atchike*

PRINCIPAL  
I/C Principal  
Pune Vidyarthi Griha's  
College of Science & Technology