

Examination Policy

Rationale: To ensure a free and fair evaluation process for the satisfaction of students.

R.D. & S.H. National College, 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.

All Internal assessments of UG and PG, all External semester examinations of Semester I, II, III and IV at the first year and second year level of UG exams are conducted by the College on behalf of the University.

The college has fully automated MIS with ERP 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.

- The Exam committee shall make an Examination Calendar in the beginning of every academic year and same be circulated to all stakeholders as part of the Institutional academic calendar.
- Notices regarding the registration for Exams, schedule of Exams, revaluation and photocopy of answer books and malpractices dealing mechanism for Regular, Additional (NSS, 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.
- 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.
- Question paper for the exams shall be randomly selected by the Chief Conductor to maintain confidentiality.
- Question papers shall be printed under tight security in the Exam Room with due verification by a Senior Teacher.
- On the Exam Day, distribution of Question papers shall be done by the senior supervisors before the commencement of Exams.
- The Hall tickets, seating arrangement along with the supervision chart shall be prepared by Exam department and issued to all stakeholders in advance.
- The Centralized Assessment Process (CAP) 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.
- The answer books shall be moderated by external evaluators, where the number of students is more than 100, according to university guidelines.

- The processing of results including application of gracing (NSS, Sports or Medical grounds) is done by the Exam department.
- 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 get the results in the Students App managed by the College.
- Printing of Grade cards and the distribution of the same shall be the responsibility of Examination Dept.
- 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.
- 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.
- The disposal of results of unfair means cases shall be done within a week after the submission of recommendation report.