



कोकण उन्नती मित्र मंडळाचे  
वसंतराव नाईक कला व वाणिज्य महाविद्यालय  
KOKAN UNNATI MITRA MANDAL'S  
VASANTRAO NAIK COLLEGE OF ARTS & COMMERCE

• Affiliated to University of Mumbai • NAAC Re-accredited college • UGC-2(f) & 12(B) status

**Founder President**  
**Late Barrister A.R. Antulay**  
Ex. Chief Minister, Maharashtra  
Ex. Central Cabinet Minister  
Govt. of India

**President**  
**Mushtaq Antulay**

Barrister A. R. Antulay Campus, Murud Janjira, Dist. Raigad 402401. Ph. 02144-276484  
• Email : vrnaikcollege@gmail.com • Website : www.vncmj.edu.in

The Institute has an Examination Committee for smooth conduction of Common Unit Tests, Terminal Examinations, Class Tests, Subject Knowledge Tests, Seminars, Home Assignments and Project etc. The exams are conducted strictly under CCTV Surveillances. The results are declared immediately on the notice boards and the students are given the evaluated answer sheets to be the impartial part of evaluation process. They are free to discuss their queries with the concern teacher The Principal also takes fortnightly review of the progress in the meeting of HOD. This gives rise to impartial evaluation method. Thus, they are full prepared to appear final examinations because of reforms in CIE. As a result, it helps them to secure good marks in the University Examination. In fact, the earnest efforts are being made to bring reforms in Continuous Internal Evaluation (CIE) system at the Institutional Level.

Grievance Redressal Cell is formed to maintain discipline in the college. The regular meetings of the members are scheduled and the serious issues regarding the examinations and others are discussed the cell also works to deal with Examination related grievances from the students. The committee acts abiding by the college internal examination and assessment system is concerned, the committee takes impartial initiatives for transparent justification on the grievance of the students. It calls meetings on examination related serious issues of the students, as and when required. The committee takes decision on the applications of the students.



  
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### **Examination Grievance cell-Internal Examination**

The college has a well-structured and dynamic Internal Examination Grievance Cell, linking students with the faculty in the continuous evaluation process. The cell follows the guidelines of the affiliated university for conducting internal examination and redressing grievances.

#### **Description**

- 1) Internal examination for every semester is conducted prior to the university examination.
- 2) Time table is prepared after consulting with the Principal.
- 3) Proper seating arrangement for each class is made.
- 4) All the necessary steps are taken to avoid malpractices in the examination hall
- 5) Answer sheet is handed over to the faculty through HOD.

#### **Objectives:**

- 1) Monitor the internal examination process.
- 2) To solve the student's grievances related to internal examination
- 3) To solve the teacher's grievances related to internal examination
- 4) Timely conduction of retest for the needy based on the guidelines from affiliated university.

Procedure for Grievance Redressal.

Institution declares time frame to resolve grievances of students regarding their Results. The methodology is as follows.

- 1) Students have to approach Internal Examination In-charge.
- 2) Examination Committee accepts grievances in written format.
- 3) Having gone through the application, the exam department will forward it to the Principal.
- 4) Issues such as change in name, present status subject change, Photo an ID of Student resolved as soon as possible after verification.

- 5) Student gets photocopy of answer book on demand after paying fees.
  - 6) Institute facilitates final year students about their grievances about University examination
  - 7) The Principal in consultation with the concerned faculty will examine it in detail; make a remark on the application before sending it back to the examination department.
  - 8) The process is completely transparent.
  - 9) Result are declared.
  - 10) Student gets their Scorecard.
- All those process carried out in robust and transparent manner.



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## Examination Notice

### Unit Test 2022-2023

All students hereby inform that Unit Test for Semester — I/II/V will be held on 19<sup>th</sup> to 21<sup>th</sup> September, 2022. The detailed time table will be conveyed in due time. Students should note the same.

Date — 15/09/2022



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## Examination Notice

### Unit Test 2022-2023

All students hereby inform that Unit Test for academic year 2022-2023 (Semester — II/IV/V1) will be held on 20<sup>th</sup> to 22<sup>th</sup> February, 2023. The detailed time table will be conveyed in due time. Students should note the same.

Date - 06/02/2023



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## Semester Credit & Grading Scheme Examination 2022-23

B.A/B.Com./ M.A. / M.Com

### Central Assessment Programme

As per the University circular No. UG/344 of 2002 dated 17.08.2002 Rule No., VII, the entire work of evaluation at the Semester Credit & Grade scheme Examination shall be centralized within the premises of the concerned college. As per Rule VI Random moderation of 100% of the answer books assessed by the Examiners at both term examinations shall be carried out, so as to ensure uniformity and objectivity in assessment. However, there may be no moderation wherever total number of answer books in a paper is less than 100. Therefore, the members of the staff are requested to extend their co-operation in carrying out the assessment moderation work.

1. The assessment work will start in second half October, 2022 to November, 2022 and March, 2023 to April, 2023 at 9.00 a.m. to 5.00 p.m. (No Cap on Holidays)
2. The Examiner is expected to assess at least 40 answer books per day.
3. The Relevant Mark lists are to be submitted along with the assessed answer books.
4. Examiners shall enter the marks legibly on their answer-scripts in red ink and make such entries at the end of each answer.
5. Fractional marks should not be assigned to individual question.
6. CAP is to be completed along with moderation work on or before first half of academic year. For any other difficulties Examiners and the HODs are requested to see the Chairman of the Examination Committee.
7. The meeting concluded with a thanks by the Prof. Dr. Mhatre.S.L.

1	Dr. Mhatre S.L.	Exam Head	
2	Dr. Vedpathak M.R.	Member	
3	Dr. Seema Nahid	Member	
4	Mr. Dandekar Sandesh	Member	



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### MINUTES OF EXAMINATION COMMITTEE MEETING 2022-23

The Meeting of Examination Committee along with the college teaching staff was held on 10<sup>th</sup> January, 2023 at 11.30 am in Principal Cabin.

- 1) Members are asked to instruct the faculty, mention the date and time of examination at the top of Question papers.
- 2) The Principal instructed that the question papers submitted to the committee one week before the scheduled date of examination.
- 3) Internal Examination for upcoming Semester will be held from 15<sup>th</sup> to 18<sup>th</sup> February, 2023.
- 4) The Committee members shall prepare relevant time tables for their department based on the Examination Time Table.
- 5) The Examination Committee members shall make the Block and Seating Arrangement and display them on the concerned Notice Board.
- 6) Committee members should submit their department Mark statement to the committee.
- 7) Semester V and VI (Regular and ATKT) Examination will be conducted as and when scheduled by the University.
- 8) The meeting was concluded after vote of thanks proposed by Dr. Subhash Mhatre

#### Members Name & Signature:

1	Dr. Mhatre S.L.	Exam Head	
2	Dr. Vedpathak M.R.	Member	
3	Dr. Seema Nahid	Member	
4	Mr. Dandekar Sandesh	Member	



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## Examination Notice

### UNIT TEST RESULT DECLARATION

**2022-2023**

All students are hereby informed that the result of unit test examination will be declared on 28/02/2023 at 01.30 p.m. Students should check their result on notice board.

Date:-25/02/2023



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