

# **EXAMINATION & CERTIFICATION PROCESS**

## 1.0 PURPOSE

- 1.1. To implement the Examination Processes of Sasmira's Institute of Commerce & Science (SICS).
- 1.2. To establish and maintain documentation of EXAMINATION processes at Sasmira's Institute of Commerce & Science (SICS) that meets the requirements of all the stakeholders and to continually improve the quality of the processes.

## 2.0 INTERESTED PARTIES

- Faculty
- Staff
- Students
- Parents/Relatives
- University of Mumbai

## 3.0 SCOPE

This procedure covers

- Examination processes relating to faculty and students
- Internal and external Assessment processes
- Results
- Certification process

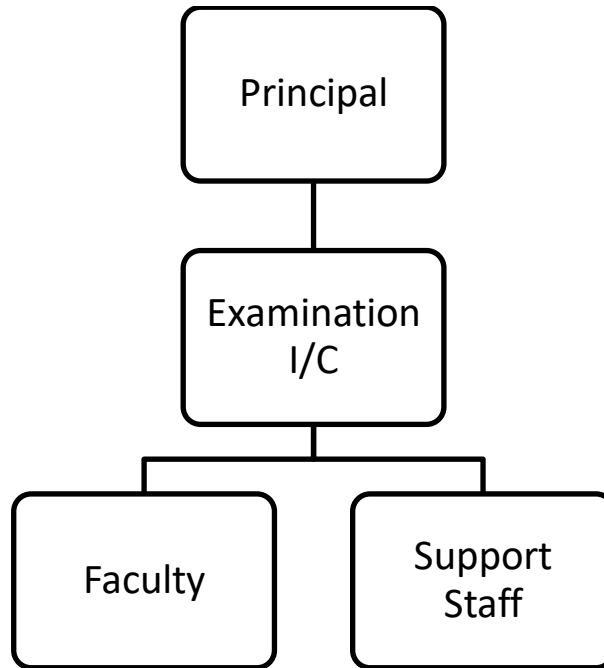
## 4.0 PROCESS OBJECTIVES

Sr. No.	OBJECTIVES	QUANTIFIED PARAMETERS
1	To ensure smooth and transparent examination process for students and faculty as per the defined criteria of UGC and accreditation requirements	Positive feedback for a continual period of one year.(At least 65% favorable)
2	To maintain pertinent records	To ensure the safe keeping of the records and results for the prescribed & predetermined time.
3	To identify, record and manage areas of risk concerning the various operations and impacting the Examination process tasks	Documentation and maintenance of risk related information with periodic review.

## 5.0 DEFINITIONS / ACRONYMS

- Faculty : Includes Full time and Visiting / Guest Faculties
- MR : Management Representative
- MRM : Management Review Meeting
- Prof. : Professor
- QMS : Quality Management System
- SICS : Sasmira's Institute of commerce & Science (SICS)
- UGC : University Grant Commission

## 6.0 FUNCTIONAL CHART



## **8.0 ROLES, RESPONSIBILITIES AND AUTHORITIES**

### **8.1 Principal**

- Makes overall decisions concerning the Examination and student certification process of SICS.
- Assigns resources and monitors application as required for smooth operations.
- Communicates with concerned persons, relevant information concerning Examination and student certification related activities.
- Authorizes implementation decisions and seeks performance reports and feedback concerning all Examination and student certification activities.
- Monitors and reviews progress of Examination and student certification process operations and outputs as per requirements.
- Continually, ensures improvements in efficiency and effectiveness of the Examination and student certification process so as to achieve objectives of SICS.

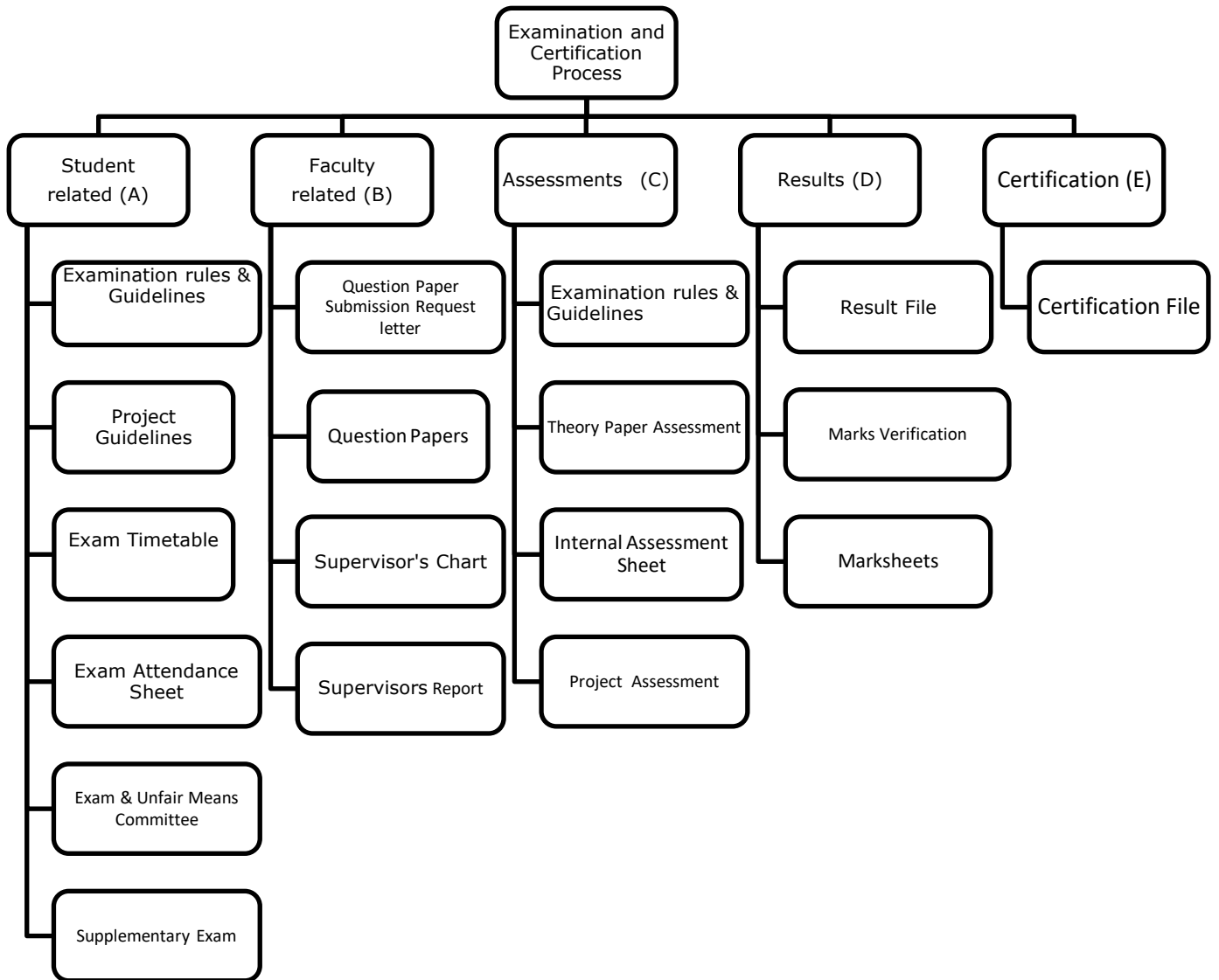
### **8.2 Examination I/C**

- Responsible for the planning and implementation of Examination and student certification activities to meet the requirements of the statutory bodies and SICS.
- Communicate and provide all relevant information concerning Examination, assessment and student certification procedures to the students, faculty and all concerned persons as per the guidelines of the UGC.
- Ensuring the smooth functioning and regular availability of the resources required by the Students, faculty and Staff of SICS.
- Facilitate and control examination and certification related communication using Notice board/ Display board and other media
- Liaising with the faculty, UGC for Examination and student certification and results related activities.
- Plan and maintain all relevant documents and information concerning examination and certification process.
- Obtain performance feedback from students, faculty and staff concerning examination and certification processes through suggestion box / grievance register.

### **8.3 Faculty and Support Staff**

- Perform tasks allocated to them by the Examination I/C and the Principal.

## 9.0 Functional Process Flow Chart for Examination and Certification Process



## **10.0 Examination and Certification Process**

At the end of each semester, post the completion of the syllabus, SICS conducts an examination based on the rules and guidelines of SICS.

### **10.1 Student Related**

Prepare Exam Time table with approval from the Principal and ensure communication to the students.

- Conduct Examination as per the scheduled timetable and maintain student attendance record.
- Retain copies of the Examination Question Paper for future records and one copy to be sent to the Library for student reference.
- Failed student to appear for Supplementary exams after depositing supplementary exam fees.
- Conduct supplementary exam as per the timetable decided by the Principal and Examination I/C.

#### **Procedure for Unfair Means Committee**

- Committee to be formed under the guidance and approval of the principal.
- Plan and co-ordinate the activities of the Unfair Means Committee and maintain records of the same.
- Supervise and control unfair practices through Unfair Means Committee as per the guidelines.

### **10.2 Faculty Related**

- Communicate Exam Time table and obtain approval from the Principal.
- Inform faculty to submit two sets of question papers
- Assign, Prepare and communicate the Supervisors chart .
- Supervisors to submit Supervisor's Report to Examination I/C.

### **10.3 Assessments**

- Provide answer books, attendance sheet and blank mark-sheets along with copy of the question paper and a covering letter to the respective faculty in a sealed envelope for evaluation.
- Ensure timely submission of evaluated answer sheets as per covering letter Conduct evaluation of supplementary answer books and receive supplementary mark sheet of each student.
- Co-ordinate of assessment of student projects.
- Supervise and control unfair practices through Unfair Means Committee as per the guidelines

### **10.4 Results**

Create permanent records of the mark list

- Display final results with the approval of the Director.
- Submit student mark sheet to administrative office to distribute to the students.
- Receive requests for verification of marks through Marks Verification form

### **10.5 Certification Process**

Plan and co-ordinate all activities related to the Student Certification process.