



**R.A. Podar College of Commerce and Economics (Autonomous)**

**Matunga, Mumbai-19**

**Controller of Examination Report**

**2022-23**

**Prof. Vinita Pimpale**

**Controller of Examination**

**Flow of the Report:**

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## Members of the Examination Committee for 2022-2023

1. Principal Dr. Shobana Vasudevan CCOE
2. Vice Principal Kavita Jajoo
3. Prof. Vinita Pimpale, COE
4. Manjusha Sawant
5. Mr. Kapildeo Indurkar
6. Sudarshana Saikia
7. Divya Lalwani
8. Mr. Sunil Shankhadarwar(External member)

## Pattern – CBCS – Choice Based Credit System

### • Continuous Internal Evaluation – 40 marks

A process that evaluates the learner and covers all features of learner growth and development.

Two-fold Objectives –

- Continuous evaluation and assessment of broad – based learning
- Identify the behaviour outcome (growth & development of learner)

Techniques used for internal evaluation for various courses are as follows:

Quiz / Case Study / PPT Presentation / Assignments / Test / Project / Reviews / Debates & Discussion

### • Semester end examination – 60 Marks

(Question Paper Setting as decided by the Board of Studies)

Semester End Examination carrying 60 marks shall be of 2 Hours duration. Theory Question Paper Pattern is as per the decision of the respective Board of Studies and approved by the Academic Council.

- All questions shall be compulsory with internal choice within the questions.
- Questions may be subdivided into sub-questions a, b, c,... and the allocation of marks depends on the weightage of the topic.

## Process

Question Paper (3 sets) - Question paper review committee.

The Objectives - to assess whether the entire syllabus is covered and thoroughly review and strengthen the question paper setting process.

No of question paper sets for which exams are held per semester

UG	Program	Courses	Total Question paper sets (each course 3 sets)
	BCom	60	180
	BMS	66	198
	BCom (Actuarial Studies)	39	42
	BSc(Data Science and Analytics)	10	30
	BBA (Shipping and Logistics Management)	14	42
	BCom (Financial Markets)	14	42
PG	MCom Part-I	41	123
	MCom Part-II	14	42
<b>Total</b>			<b>735</b>

### **Number of exam held**

Odd semester - 84 examination

UG: 06 programs x 03 classes x 03 exams (Regular + Additional + Supplementary) = 54 exams

PG: 05 program x 02 classes x 03 exams (Regular + Additional + Supplementary) = 30 exams

Even semester – 84 examination

UG: 06 programs x 03 classes x 03 exams (Regular + Additional + Supplementary) = 54 exams

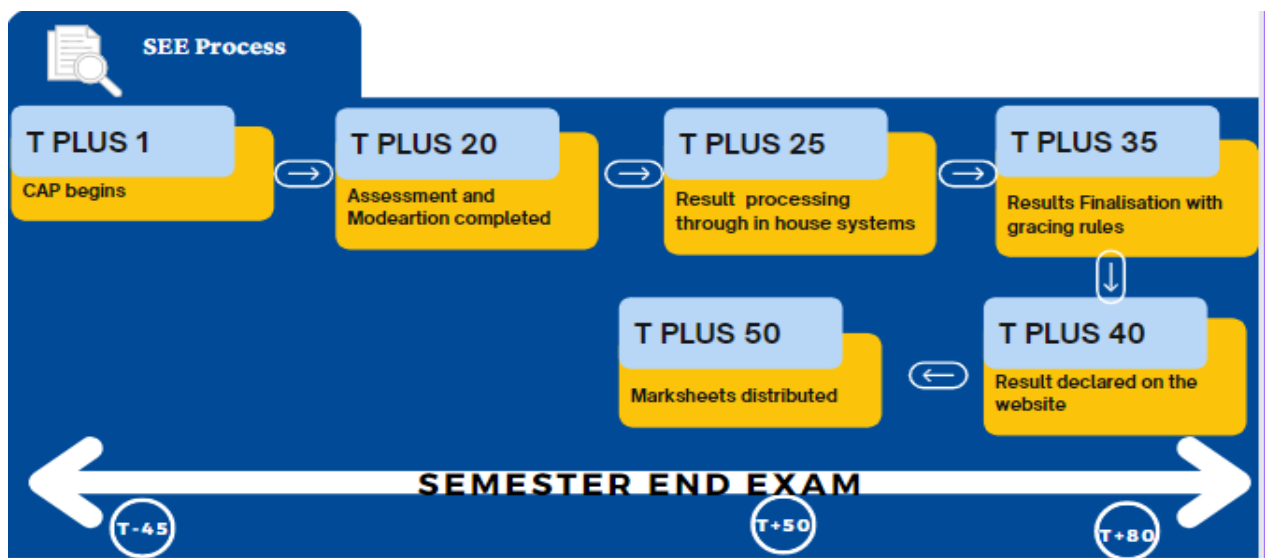
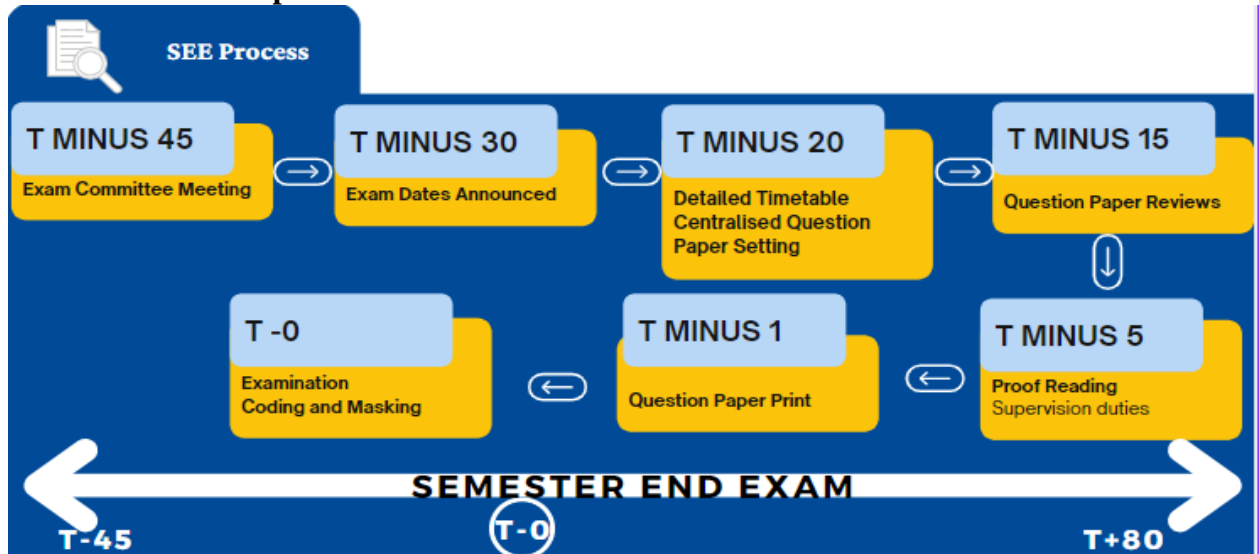
PG: 05 program x 02 classes x 03 exams (Regular + Additional + Supplementary) = 30 exams

### **Conduct of exam**

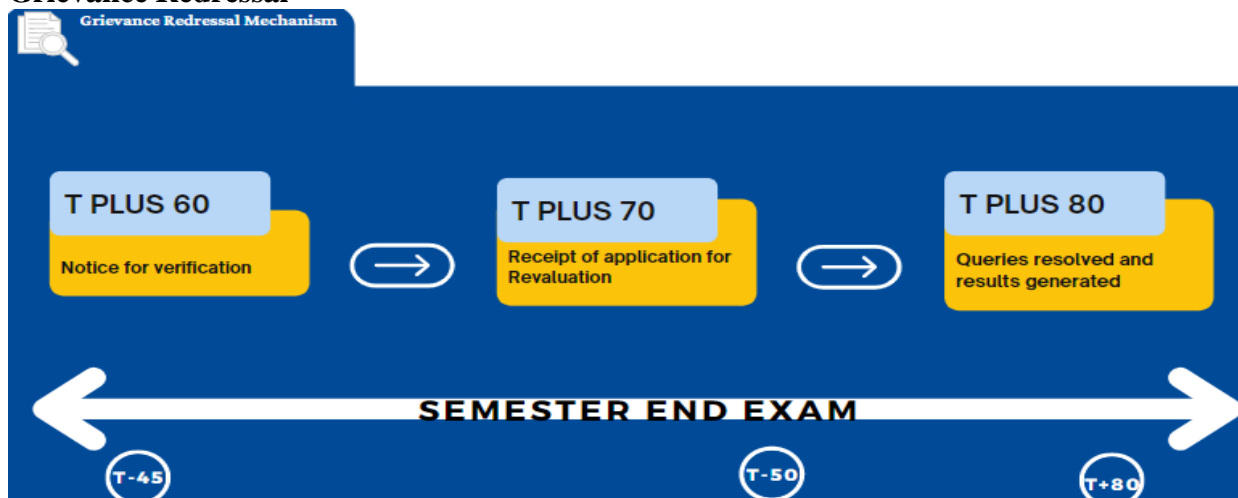
1. There shall be one semester end examination in each semester for every theory course and shall be conducted centrally as per the schedule indicated in the academic calendar.
2. Seating arrangement shall be prepared centrally by examination cell (Office Superintendent / Sr. clerk) taking into considerations the total number of students appearing for the examination and infrastructure available.
3. The appointment of the required number of invigilators shall be done by Examinations section as per the examination schedule. The invigilators shall be from among the faculty. It is mandatory for the course faculty to be available for invigilation during the exam of concerned course. On the day of examination, the examination members shall bring the set of question papers 10 minutes prior the commencement of the examination to the examination hall.
4. The invigilators assigned duty for an examination shall report to the Examination Section 30 minutes prior to the commencement of the examination.
5. Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the examination, and question papers at beginning of the examination. He/she shall check the Identity Cards of the students', check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on front page of answer books and then shall sign on the answer books of the students. He shall then obtain the signature of the students on the attendance Performa and maintain the record of the absent students of his/her block.
6. Invigilator shall check the general discipline in the block during the conduct of examination and report the cases of indiscipline, misbehaviour and copying to the Controller of Examinations for further necessary action.
7. At the end of the examination, invigilator shall collect the answer books from the students and arrange them sequentially as per examination seat numbers of the students, separately for each course, and hand it over to Examination Section.
8. Students are allowed in examination hall up to 20 minutes after commencement of the examinations.
9. Controller of Examinations & Deputy Controllers shall be responsible for smooth and proper conduct of examination in the Institute. Controllers shall –
  - a) Plan for smooth conduct of examination.
  - b) Supervising the plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the institute.
  - c) Get the examination schedule prepared for the entire programme and send the copy of the same to Chairperson and Head of Departments.
  - d) Receive the cases of misbehaviour, malpractices and copy cases from invigilators or assessors and forward the same to Redressal Committee for further necessary action.

- e) Receive the list of external examiners (for conducting practical/viva-voce examinations) for various courses from Department Controllers / Chairman BOS for record purpose.
10. Controller of Examinations shall assign examination duties as per following structure
    - a) Invigilator: Teaching faculty can be appointed for invigilation and reliving duties of examination. One invigilator for a block of 30-40 students shall be allotted.
    - b) Reliever: as per requirement
    - d) Examination Peon: as per requirement
    - c) Support staff: as per requirement.
  11. On each day of examination, Controller of Examinations/Department Controllers shall open the required number of packets of question papers up to 30 minutes before the start of examination. Prior to opening, however, he/she shall sign on all the packets indicating the date and time of opening the packets. Chairman/ Controller of Examinations/ Deputy Controller shall take rounds in different examination blocks to ensure that overall discipline is being maintained during examination.
  12. Controller of Examinations shall forward the cases of misbehaviour, indiscipline, malpractices, attempt to copy, copying cases to Unfair Means Inquiry Committee.
  13. If any examinee is not in a position to write at all, or write as fluently as normal student, on account of physical disability or injury due to an accident just before the examination and produces a medical certificate from the registered medical practitioner to that effect, then a writer shall be allowed to such examinee.
  14. Such a writer shall neither be a student or a degree holder of any programme / course of this institute or any other Institute in which the examinee is appearing for the respective examination. The examinee shall, however, require applying in a prescribed Performa to Controller of Examinations asking for permission to allow for such a writer. Controller of Examinations shall then verify the medical certificate and give a permission letter to the examinee for using the writer. Controller of Examinations shall then take the undertaking from the writer in a prescribed Performa. Such examinee shall produce the permission letter from Controller of Examinations for using writer to the invigilator.
  15. In case of physically challenged/Learning Disable examinee, he/she may be allowed an extra time of 30 minutes for writing the examination for all the courses, provided he/she seeks permission from convener examination for extra writing time on account of his/her disability by producing medical certificate from competent authority to this effect.
  16. After receiving the answers books from invigilators, Examination section staff shall check them as per the attendance record submitted by the invigilators and in case of multiple course if external are conducted in the same hall / block, the exam section staff check if the answer books of each course are sorted out separately.
  17. Controller of Examinations/ Deputy Controllers shall direct the Examination section staff to tie the bundles of answer books of each course separately along with one copy of question paper, copy of attendance sheet and pack them.
  18. Examination Section staff shall maintain the account of answers books and supplements received and consumed for the examination. The examination section shall also prepare the bills of remuneration of all staff involved in the examination work.
  19. Students are allowed to enter in the Examination Hall up to 30 minutes after Commencement of Examinations for End Semester and Re - examinations.
  20. Any student who remained absent in MSE on genuine grounds which is up to the satisfaction of the head of the institution shall be given one more chance to reappear of that Course in the respective semester.

## Conduct of exam – process



## Grievance Redressal



### Examination schedule

Programme Name	Prog Code	Semester/ year	Start date of the last semester-end/ year- end examination	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
FYBCOM	1	I / 2022-23	26/11/2022	3/12/2022	29/12/2022
		II/ 2022-23	31/03/2023	10/4/2023	02/05/2023
SYBCOM		III/ 2022-23	04/10/2022	20/10/2022	14/11/2022
		IV / 2022-23	06/03/2023	24/03/2023	20/04/2023
TYBCOM		V / 2022-23	03/10/2022	21/10/2022	12/11/2022
		VI / 2022-23	10/03/2023	28/03/2023	21/04/2023
FYBMS	2	I / 2022-23	05/12/2022	12/12/2022	29/12/2022
		II/ 2022-23	06/04/2023	15/04/2023	02/05/2023
SYBMS		III/ 2022-23	12/10/2022	19/10/2022	14/11/2022
		IV / 2022-23	20/03/2023	28/03/2023	20/04/2023
TYBMS		V / 2022-23	12/10/2022	18/10/2022	12/11/2022
		VI / 2022-23	20/03/2023	25/03/2023	21/04/2023
FYBAS	3	I / 2022-23	05/12/2022	12/12/2022	29/12/2022
		II/ 2022-23	06/04/2023	15/04/2023	02/05/2023
SYBAS		III/ 2022-23	12/10/2022	19/10/2022	14/11/2022
		IV / 2022-23	20/03/2023	28/03/2023	20/04/2023
TYBAS		V / 2022-23	12/10/2022	18/10/2022	12/11/2022
		VI / 2022-23	20/03/2023	25/03/2023	21/04/2023
FYBFM	4	I / 2022-23	13/12/2022	20/12/2022	29/12/2022
		II/ 2022-23	06/04/2023	15/04/2023	02/05/2023
FYBSc	5	I / 2022-23	13/12/2022	17/12/2022	29/12/2022
		II/ 2022-23	06/04/2023	12/04/2023	02/05/2023
FYBBA	6	I / 2022-23	13/12/2022	20/12/2022	29/12/2022

		II/ 2022-23	06/04/2023	15/04/2023	02/05/2023
MCOM Part I (Accountancy)	11	I / 2022-23	09/12/2022	13/12/2022	26/12/2022
		II/ 2022-23	11/04/2023	15/04/2023	26/04/2023
MCOM Part II (Accountancy)		III/ 2022-23	17/10/2022	21/10/2022	03/11/2022
		IV / 2022-23	01/04/2023	08/04/2023	20/04/2023
MCOM Part I (Business Management)	11	I / 2022-23	09/12/2022	13/12/2022	26/12/2022
		II/ 2022-23	11/04/2023	15/04/2023	26/04/2023
MCOM Part II (Business Management)		III/ 2022-23	17/10/2022	21/10/2022	03/11/2022
		IV / 2022-23	01/04/2023	08/04/2023	20/04/2023
MCOM Part I (Business Analytcs)	12	I / 2022-23	09/12/2022	14/12/2022	26/12/2022
		II/ 2022-23	15/04/2023	19/04/2023	26/04/2023
MCOM Part I (International Business)	13	I / 2022-23	09/12/2022	13/12/2022	26/12/2022
		II/ 2022-23	15/04/2023	19/04/2023	26/04/2023
MCOM Part I (Behavioural Finance)	14	I / 2022-23	09/12/2022	13/12/2022	26/12/2022
		II/ 2022-23	15/04/2023	19/04/2023	26/04/2023

**Mode of examination:**

All examinations were conducted in the college premises in offline mode.

**Result analysis**

Sr.No	Program	Semester	Registered	Appeared	Cleared	Pass %
1	BCOM	SEM I	798	776	562	72.42
2		SEM II	798	767	597	77.84
3		SEM III	786	784	443	56.51
4		SEM IV	786	771	595	77.17
5		SEM V	786	780	549	70.38
6		SEM VI	786	774	729	94.19
7	BMS	SEM I	118	112	89	79.46
8		SEM II	118	112	105	93.75
9		SEM III	120	119	104	87.39
10		SEM IV	120	120	114	95.00
11		SEM V	116	115	115	100.00
12		SEM VI	116	116	115	99.13
13	BAS	SEM I	26	26	24	92.31

14		SEM II	26	26	24	92.31
15		SEM III	33	32	31	96.88
16		SEM IV	33	33	32	96.97
17		SEM V	16	16	16	100.00
18		SEM VI	16	16	16	100.00
13	BFM	SEM I	41	40	34	85.00
14		SEM II	41	40	35	87.50
13	BBA	SEM I	51	51	44	86.27
14		SEM II	51	51	51	100.00
13	BSC	SEM I	53	53	42	79.25
14		SEM II	53	53	45	84.91
17	M.COM (ACC)	SEM I	67	57	49	85.96
18		SEM II	67	57	46	80.70
19		SEM III	67	65	50	76.92
20		SEM IV	67	66	59	89.39
17	M.COM (BM)	SEM I	74	69	51	73.91
18		SEM II	74	73	32	43.84
19		SEM III	63	61	56	91.80
20		SEM IV	63	61	59	96.72
13	M.COM (BA)	SEM I	23	23	22	95.65
14		SEM II	23	21	21	100.00
13	M.COM (BF)	SEM I	13	12	9	75.00
14		SEM II	13	11	10	90.91
13	M.COM (IB)	SEM I	9	9	8	88.89
14		SEM II	9	9	8	88.89

**Pass Percentage of Final Year Student in the Academic Year 2022-23 is 94.68 %.**

**Revaluation**

Programme name	Semester	No. of Complaints Received	No. of cases where change happened	Number of students appeared in the examinations
FYBCOM	I	0	0	790
	II	3	0	790
SYBCOM	III	10	7	798
	IV	5	1	797
TYBCOM	V	12	2	787
	VI	19	3	779
FYBMS	I	0	0	117
	II	0	0	117
SYBMS	III	0	0	120
	IV	0	0	120
TYBMS	V	0	0	116



	VI	0	0	116
FYBAS	I	0	0	26
	II	0	0	26
SYBAS	III	0	0	33
	IV	0	0	33
TYBAS	V	0	0	16
	VI	0	0	16
FYBFM	I	0	0	41
	II	0	0	41
FYBSc (DS & A)	I	0	0	54
	II	0	0	54
FYBBA	I	0	0	51
	II	0	0	51
M.COM-I ACCT	I	0	0	69
	II	0	0	69
M.COM-II ACCT	III	0	0	68
	IV	0	0	68
M.COM-I MGMT	I	0	0	75
	II	0	0	75
M.COM-II MGMT	III	0	0	63
	IV	0	0	63
M.COM-I BUSINESS ANALYTICS	I	0	0	23
	II	0	0	23
M.COM-I INTERNATIONAL BUSINESS	I	0	0	9
	II	0	0	9
M.COM-I(BEH FIN)	I	0	0	13
	II	0	0	13

## CO Attainment Analysis



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### CO ATTAINMENT ANALYSIS FOR ACADEMIC YEAR 2022-2023.

CLASS	SUB	INT/ EXT	TOT AL COU NT	GREAT ER THAN 60%	E=EX T		%	EXT	INT	TOTAL %	Threshold Limit
					I=INT	% OF D4					
TY BCOM	FINANCIAL ACCOUNTING-	EXT	685	442	E	64.53	38.72			75.91	1
		INT	685	637	I	92.99		37.20			
	COST ACCOUNTING	EXT	685	421	E	61.46	36.88			74.36	1
		INT	685	642	I	93.72		37.49			
	COMMERCE -VI	EXT	786	516	E	65.65	39.39			75.62	1
		INT	786	712	I	90.59		36.23			
	BUSINESS ECONOMICS - VI	EXT	786	143	E	18.19	10.92			44.71	3
		INT	786	664	I	84.48		33.79			
	PSYCHOLOGY OF HUMAN BEHAVIOUR AT WORK - II	EXT	575	425	E	73.91	44.35			81.01	1
		INT	575	527	I	91.65		36.66			
	COMPUTER SYSTEM & APPLICATION PAPER - II	EXT	362	243	E	67.13	40.28			72.54	1
		INT	362	292	I	80.66		32.27			
	ELEMENTS OF OPERATIONS RESEARCH - II	EXT	21	19	E	90.48	54.29			94.29	1
		INT	21	21	I	100.00		40.00			
	DIRECT & INDIRECT TAXATION PAPER - II	EXT	271	175	E	64.58	38.75			74.91	1
		INT	271	245	I	90.41		36.16			
	EXPORT MARKETING PAPER - II	EXT	193	108	E	55.96	33.58			68.60	1
		INT	193	169	I	87.56		35.03			
	MARKETING RESEARCH PAPER - II	EXT	150	90	E	60.00	36.00			75.47	1
		INT	150	148	I	98.67		39.47			
BUSINESS MANAGEMENT PAPER - IV	EXT	101	73	E	72.28	43.37			82.18	1	
	INT	101	98	I	97.03		38.81				
BUSINESS MANAGEMENT PAPER - VI	EXT	101	69	E	68.32	40.99			80.20	1	
	INT	101	99	I	98.02		39.21				
<b>AVERAGE</b>										<b>74.98</b>	

*Podar : Nurturing Intellect, Creating Personalities.*



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Attainment of CO and PO with reference to Defined Threshold  
Limit

Defined Threshold Limit for CO and PO

PO	Threshold Limit
>=60	1
60 to 50	2
<50	3

**Controller of Examination**



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**CO ATTAINMENT ANALYSIS FOR ACADEMIC YEAR 2022-2023.**

CLASS	SUB	INT/ EXT	TOTAL COUNT	GREATER THAN 60%	E=EXT		% % OF D4	EXT 60/100*(E)	INT 40/100*(I)	TOTAL % 60/100*E +40/100*I	Threshold Limit
					I=INT						
TYBMS	INTERNATIONAL FINANCE	EXT	59	55	E		93.22	55.93		95.93	1
		INT	59	59	I		100.00		40.00		
	INNOVATIVE FINANCIAL SERVICES	EXT	59	56	E		94.92	56.95		96.95	1
		INT	59	59	I		100.00		40.00		
	PROJECT MANAGEMENT	EXT	59	46	E		77.97	46.78		86.78	1
		INT	59	59	I		100.00		40.00		
	STRATEGIC FINANCIAL MANAGEMENT	EXT	59	42	E		71.19	42.71		82.71	1
		INT	59	59	I		100.00		40.00		
	BRAND MANAGEMENT	EXT	52	44	E		84.62	50.77		90.00	1
		INT	52	51	I		98.08		39.23		
	RETAIL MANAGEMENT	EXT	52	41	E		78.85	47.31		84.23	1
		INT	52	48	I		92.31		36.92		
	INTERNATIONAL MARKETING	EXT	52	33	E		63.46	38.08		77.31	1
		INT	52	51	I		98.08		39.23		
	MEDIA PLANNING & MANAGEMENT	EXT	52	46	E		88.46	53.08		89.23	1
		INT	52	47	I		90.38		36.15		
	HRM IN GLOBAL PERSPECTIVE	EXT	5	5	E		100.00	60.00		100.00	1
		INT	5	5	I		100.00		40.00		
	ORGANIZATIONAL DEVELOPMENT	EXT	5	5	E		100.00	60.00		100.00	1
		INT	5	5	I		100.00		40.00		
HRM IN SERVICE SECTOR MANAGEMENT	EXT	5	4	E		80.00	48.00		88.00	1	
	INT	5	5	I		100.00		40.00			
INDIAN ETHOS IN MANAGEMENT	EXT	5	5	E		100.00	60.00		100.00	1	
	INT	5	5	I		100.00		40.00			
OPERATIONS RESEARCH	EXT	116	88	E		75.86	45.52		84.14	1	
	INT	116	112	I		96.55		38.62			
PROJECT WORK	EXT	116	115	E		99.14	59.48		99.14	1	
	INT	116	115	I		99.14		39.66			
<b>AVERAGE</b>										<b>91.03</b>	

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Attainment of CO and PO with reference to Defined Threshold  
Limit

Defined Threshold Limit for CO and PO

PO	Threshold Limit
$\geq 60$	1
60 to 50	2
$< 50$	3

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**CO ATTAINMENT ANALYSIS FOR ACADEMIC YEAR 2022-2023.**

CLASS	SUB	INT/ EXT	TOTAL COUN T	GREAT ER THAN 60%	E=EX T	%	EXT	INT	TOTAL %	Threshold Limit	
					I=INT	% OF D4	60/10 0* (E)	40/100* (I)	60/100* E +40/100 *I		
TYBAS	ADVANCED FINANCIAL MATHEMATICS - II	EXT	16	12	E	75.00	45.00		85.00	1	
		INT	16	16	I	100.00		40.00			
	INVESTMENT ANALYSIS - II	EXT	16	13	E	81.25	48.75		88.75	1	
		INT	16	16	I	100.00		40.00			
	BUSINESS COMMUNICATION IN GERMAN - II	EXT	16	8	E	50.00	30.00		70.00	1	
		INT	16	16	I	100.00		40.00			
	LIFE CONTINGENCIES - II	EXT	16	14	E	87.50	52.50		92.50	1	
		INT	16	16	I	100.00		40.00			
	CUSTOMER RELATIONSHIP MANAGEMENT - II	EXT	16	12	E	75.00	45.00		85.00	1	
		INT	16	16	I	100.00		40.00			
	PROJECT WORK-II	EXT	16	16	E	100.00	60.00		100.00	1	
		INT	16	16	I	100.00		40.00			
	<b>AVERAGE</b>									<b>86.88</b>	

Attainment of CO and PO with reference to Defined Threshold Limit

Defined Threshold Limit for CO and PO

PO	Threshold Limit
>=60	1
60 to 50	2
<50	3

Controller of Examination



*Podar : Nurturing Intellect, Creating Personalities.*

### Learner centric initiatives introduced in 2022-23

- Additional 15 minutes writing time were granted to all the learners during the odd semester exam.
- A pledge of ethical behaviour was taken by each learner before each exam to adhere to the rules and regulations at the examination hall.
- Technological support was provided to the visually challenged student.
- The exam process in 2022-23 has been automated through the ERP system introduced during the year and formative assessments were conducted through SAFE IITB app.
- In addition to the above reforms, the examination committee continued with the following for the effective conduct of the examination:

S.No	Initiatives
1	3 sets of question papers are set for each course semester wise
2	Setting the question papers from all the units
3	Question paper review panel is prepared from external senior faculties to evaluate all question papers.
4	Question papers are printed in college itself
5	Preparation of detailed Model answer and marking scheme of evaluation by internal course Teacher
6	Appointment of Facilitators for each class to monitor the semester end examinations as well as handle the entire examination work of the class responsible for.
7	Centralised Assessment centre
8	Masking, Encoding and decoding of answer booklets
9	Automation of Examination Management System through ERP
10	Revaluation system
11	Addition of security features in mark sheets.
12	The Learning disability learner concessions on production of relevant proof/documents.

**Controller of Examination**

**Principal & Chief Controller of Examination**

## Remuneration circular for Offline examination

### University of Mumbai



No. Exam.VCD/DBOEE/ICD/2017-18/325

WHEREAS the rates for the remuneration for the teachers and non-teaching staff engaged in Examination Work Conducted by the University need to be revised.

**AND**

WHEREAS there is a demand for the revised rates for the teachers and non-teaching staff who are engaged in the Examination Work and whereas the statute 483A & 483B has not been revised since long time.

**AND**

WHEREAS considering the importance and urgency of the matter, it is necessary to pay the amount to all the teachers and non-teaching staff who engaged in Examination Work urgently.

**AND**

WHEREAS Committee of all Deans was constituted and the draft proposal for the revised Rates of Remuneration to the teaching and non-teaching Staff engaged in Examination Work was prepared.

**AND**

WHEREAS the same was approved in the meeting of Management Council Resolution dated 18.01.2016 vide item No. 30 "Resolved that the proposal for Revision in Examination fees and remuneration to the Faculty and Staff Engaged in Examination work to be accepted & that in accordance therewith, the Rules & Regulations to such effect as per Annexure be accepted. It is further resolved that, the Statute 483-A and 483-B be repealed".

**AND**

WHEREAS there is no time available to approach the Competent Authority for implementing resolution passed by the Management Council vide item No. 30 dated 18.1.2016.



..2..

**AND**

WHEREAS the assessment of the Examinations conducted in the first half of year 2017 is in progress.

**AND**

WHEREAS the said process of On Screen Marking (OSM) is putting place for the first time and whereas it is necessary to implement revised rates of remuneration as resolution by the Management Council vide item No. 30 dated 18.1.2016 expeditiously.

**AND**

Therefore I Dr. Sanjay Deshmukh Vice-Chancellor, University of Mumbai in exercise of the powers conferred upon me under sub section (8) of section 12 of the Maharashtra Public Universities Act, 2016, hereby issue the revised in the forms of the rules mention hereunder which shall come into force forthwith.

**AND**

#### **CHAPTER – 1**

##### **2.1 Short Title, Commencement, application & Definitions :**

- a) These rules may be called as Rules of Remuneration to the Teaching and Non-Teaching Staff Engaged in Examination Work.
- b) They shall come into force immediately
- c) They shall apply to all the –
  - (i) University Departments, Schools, Institutes and Conducted colleges.
  - (ii) Affiliated colleges, autonomous colleges & recognized institutes.

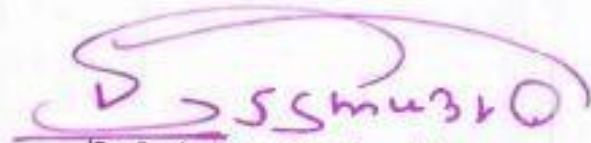
##### **2.2 Definitions :**

In these rules unless the context requires otherwise, the terms defined but used in these rules shall have the same means as assigned to them in the Maharashtra Public Universities Act, 2016.

##### **2.3 Removal of difficulties :**

If any difficulty arises in giving effect to the provisions of this Rules, Vice-Chancellor, by his order, direct the appropriate decision, not inconsistent with the objects and purpose of these Rules, which appears to it necessary for the purpose of removing the difficulties.

This VCD shall come into force with immediate effect i.e. from the examination of First Half 2017 and shall remain in force till new rules and regulations in pursuant to the subject matters dealt with in this VCD are made by the appropriate authorities.



(Dr. Sanjay Vasant Deshmukh)

Vice-Chancellor

Mumbai-400 098

Dated : 24<sup>th</sup> July, 2017

**CHAPTER 3****Revised Rates of Remuneration to the Teaching  
And Non-Teaching Staff Engaged in Examination Work****3.1. Remuneration for all University and College Examinations ( All Faculties )****A) Remuneration for Conduct of Examination & other related work (Theory papers)**

Sr. No.	Particulars	Quantum	Rates / Day (Rs.)
1	Chief Conductor	One per center	200
2	Joint Chief Conductor	One per center	150
3	Senior Supervisor	One per center	150
4	Understudy Supervisor	One per 10 Blocks	100
5	Junior Supervisor	One per Block	100
6	Peon / Water-man	Two per center	40
6	Peon cum Bell-boy / Liftman / Hamal / Sweeper / Watchman/ Pasting / other arrangement & any other allied work assigned by Chief Conductor.	Three up to 500 examinees. One each for every additional group of 200 examinees.	30

**B) Remuneration for Paper Setting and other various related work of Theory papers.**

Sr. No.	Particulars	Rates / Paper ( Rs. )	
		UG and PG	M. Phil. & PET
1	Paper Setting	400	500
2	Translation	250	300
3	Proof Correction	100	150
4	Preparation of Model Answer and Scheme of Marking	300	400

**C) Remuneration for Referee of M. Phil. / Ph.D./ D. Lit / D. Sc. & other related work.**

Sr. No.	Particulars	Rates in ( Rs. )		
		M. Phil.	Ph.D.	D. Lit / D. Sc
1	External Referee ( Assessment of Thesis )	1000	1500	2000
2	Internal Referee ( Assessment of Thesis )	1000	1500	2000
3	Chair Person ( Open Defense Viva )	1000	1500	2000
4	External Referee ( Open Defense / Viva )	1000	1500	2000
5	Internal Referee ( Open Defense / Viva )	1000	1500	2000



University of Mumbai

**D) The Remuneration rates for Assessment, Moderation & Revaluations (UG & PG)**

Particulars	For 100 marks Paper duration ( 3 hours )	For 75/80 marks Paper duration ( 3 hours )	For 75/80 marks Paper duration ( 2 to 2½ hours )	For 40/50/60 marks Paper duration (2 hours )
<b>For Under Graduate Courses - Rate per answer book</b>				
Assessment	Rs. 18	Rs. 16	Rs. 12	Rs. 08
Moderation	Rs. 20	Rs. 20	Rs. 15	Rs. 10
<b>For Post Graduate Courses - Rate per answer book</b>				
Assessment	Rs. 20	Rs. 20	Rs. 15	Rs. 10
Moderation	Rs. 24	Rs. 24	Rs. 18	Rs. 12
<b>Minimum A/E's to be assessed for obtaining full Cap Allowance</b>				
CAP Allowance	Rs. 175	Rs. 175	Rs. 175	Rs. 175
UG & PG	Minimum 25 answer books	Minimum 25 answer books	Minimum 30 answer books	Minimum 40 answer books
<b>Notes :</b>				
1) Papers with lesser marks but having duration of 3 hours or 2.5 hours or 2 hours, the payment is to be made as per their respective duration & not as per marks.				
2) The minimum remuneration is to be paid, even the duration / marks are less.				
3) The CAP allowance is not applicable if requisite A/Bs are not assessed in a Day.				
4) If a person works for more than 2 days the average can be taken for the purpose of calculating the GAP allowance.				
Internal assessment for UG / PG programs - Rs.4 per examinee				
Revaluations of all UG / PG programs - Rs.25 per A/B				
Project & Viva Voce: Internal & External Examiner - Rs.150 each per Project				

**E. Remuneration for CAP Co-ordination work (for University Examinations)**

Sr. No.	Particulars	Rates in ( Rs. )
1	CAP Director / Principal	Rs.2.00per Answer Book
2	CAP Co-ordinators	Rs.1.50 per Answer Book
3	Cashier cum Accountant	Rs.1.00per Answer Book
4	Clerk	Rs.1.00per Answer Book
5	Paon	Rs.0.50 per Answer Book
6	Contingency and Administrative	Rs.0.50per Answer Book
7	Local Travel allowance will not be applicable for the University Teachers and Teachers working at same college, where, CAP center is allotted.	

**3.2. Remuneration for Digital Examination Paper Delivery System ( DEPDS ),**  
( For University Examinations)

Sr. No.	Particulars	Rates	Examination
1	Principal	Rs.05 per examinee	For entire examination
2	IT Co-ordinators	Rs.05 per examinee	For entire examination
3	Peon	Rs.02 per examinee	For entire examination
4	Printing Charges	Rs.50 per examinee	For entire examination

**3.3. Travelling & Meeting Allowance for attending University Examination work.**

Sr. No.	Particulars	Designated as	Rates (Rs.)
1	Travelling Allowance ( Local travel )	All Members	200 per day
2	Meeting Allowance ( for Examination work )	All Members	250 per day

**3.4. The Remuneration rates for Assessment of PET Examination work.**

Sr. No.	Particulars	Rates Rs.
1	Assessment of Theory Paper / Descriptive Answer Paper	Rs.25 per A/b
2	Moderation of Theory Paper / Descriptive Answer Paper	Rs.30 per A/b
3	Travelling Allowance ( Local Travel )	Rs.200 per day
4	CAP Allowance will be as per theory papers ( 25 A/Bs )	Rs.175 per day
5	Local Travel allowance will not be applicable for the University Teachers and Teachers working at such colleges, where, CAP center is allotted,	
6	The TA/DA for outstation Examiners will be as per University rules.	

**3.5. Remuneration for Finalization of Results to be paid by colleges.**  
( For Examinations conducted by colleges on behalf of University )

Sr. No.	Honorarium / Remuneration to	Rate
1	Principal / Director of college / Institute	Rs.5000 per session of Examination
2	Chairman Examination Committee	Rs.3000 per session of Examination
3	Examination Committee	Rs.10 per Examinee per Examination ( distributed amongst themselves )



University of Mumbai

**3.6. Remuneration for Conduct of Practical Examinations—Science Faculty**  
Applicable for Practical Examinations of Sem. V & Sem. VI conducted by colleges  
on behalf of University - UG & PG)

Sr. No.	Particulars	Proposed Rates ( Rs. )	
		UG	PG
1	Paper Setter ( Practical Examinations)	400	400
2	Preparation (Per Day / Per Person)	200	250
3	Remuneration of Examiner ( per Candidate )	20	25
4	Expert (Per Day)	150	200
5	Laboratory Supervisor (Per Day)	200	280
6	Laboratory Assistant (Per Day)	100	150
7	Field Collector (Per Day)	100	150
8	Laboratory Attendant (Per Day)	50	75
9	Peon (Per Day)	50	75
Project and Viva Voce ( Per Project )			
10	Internal Examination	120	150
11	External Examination	120	150

**3.7. Remuneration for Conduct of Practical Examinations in Science Faculty.**  
( to be paid to the colleges )

A. For the Subjects other than Mathematics / Statistics						
2 Units		3 Units		6 Units		
Practical	Rate ( Rs. )	Practical	Rate ( Rs. )	Practical	Rate ( Rs. )	
02	80	02	100	04	150	
B. For Mathematics / Statistics subjects						
Subjects / Units	2 Units		3 Units		6 Units	
	Details	Rate ( Rs. )	Details	Rate ( Rs. )	Details	Rate ( Rs. )
Mathematics	02	50	03	50	03	75
Statistics	02	80	03	100	04	200
C. Remuneration for Practical Examination in Home Science in each subject where practical examination is prescribed :						
(i) For FY - Rs.50 per subject / Examinee.						
(ii) For SY and TY - Rs.100 per subject / Examinee.						

**3.8. Remuneration for Technology Faculty,  
( Term Work / Oral / Practical / Internal Assessments )**

A. For Engineering courses( F.E. to B.E. )				
Sr.No	Title	Marks	Rates / Per Student	
1	Term Work – UG	25	Internal Examiner	Rs.06/-
		50	External Examiner	Rs.10/-
2	Oral – UG	25	Internal Examiner	Rs.09/-
			External Examiner	Rs.08/-
		50	Internal Examiner	Rs.10/-
			External Examiner	Rs.10/-
3	Oral with Practical or Only Practical - UG	25	Internal Examiner	Rs.10/-
			External Examiner	Rs.10/-
		50	Internal Examiner	Rs.20/-
			External Examiner	Rs.20/-
4	Term Test - UG ( Internal Assessment )	20	Internal Examiner	Rs.04/-

B. For Post Graduate Engineering( M.E. ) and M.C.A courses				
1	Term Work – PG	25	Internal Examiner	Rs.15/-
2	Oral – PG	25	External Examiner	Rs.20/-
			Internal Examiner	Rs.20/-
		50	External Examiner	Rs.25/-
			Internal Examiner	Rs.25/-
3	Oral + Practical ( PG )	25	External Examiner	Rs.25/-
			Internal Examiner	Rs.25/-
		50	External Examiner	Rs.30/-
			Internal Examiner	Rs.30/-

C. For Pharmacy courses.				
Sr.No.	Title	Marks	Rates/Per Student	
1	Practical and Oral ( First, second & third year )	35	Internal Examiner	Rs. 10
			External Examiner	Rs. 10
2	Practical and Oral ( Final Year – UG )	35	Internal Examiner	Rs. 14
			External Examiner	Rs. 14
3	Practical and Oral ( PG )	25	Internal Examiner	Rs.30
			External Examiner	Rs. 30

**3.9. Remuneration for M.E. / MCA / M. Pharmacy courses.**

A. For Engineering Courses				
Sr.No	Title	Marks	Rates / Per Student	
1	Seminar Term Work	50	Internal Examiner	Rs.100/-
2	Seminar Oral	50	External Examiner	Rs.100/-
			Internal Examiner	Rs.100/-
3	Dissertation Term Work	100	Internal Examiner	Rs.200/-
4	Dissertation Oral	100	External Examiner	Rs.1000/-
			Internal Examiner	Rs.500/-
B. For Master of Computer Applications				
5	Project Term Work	25	Internal Examiner	Rs.50
		50	Internal Examiner	Rs.100
6	Project Oral and Demo	100	Internal Examiner	Rs.400/-
			External Examiner	Rs.500/-
7	Mini Project	50	Internal Examiner	Rs.100/-
			External Examiner	Rs.100/-
C. For Master of Pharmacy				
8	Thesis Viva-voce	100	External Examiner	Rs. 1000/-
			Internal Examiner	Rs. 500/-

**3.10. Remuneration for Ph. D. ( Engineering / Architecture / M.C.A. / Pharmacy )**

Sr.No	Title	Rates/	
1	Course work	Paper Setting	Rs. 400/-
		Assessment Per student	Rs.20/-
2	Each Stage Presentation	Internal Examiner	Rs.300/-
		External Examiner	Rs.400/-
3	Thesis Oral	Internal Examiner: (Assessment of Thesis / open defense viva)	Rs.2000/-
		External Examiner: (Assessment of Thesis / open defense viva)	Rs.2000/-
		Chairperson for open defense viva	Rs.2000/-



**3.11. Remuneration for Project, Term Work & Oral / Viva Voce**

**A. For Engineering / M.C.A.**

Sr. No.	Title	Marks	Rates / Per Student	
			Particular	Rate
1	Project Term Work (Per Student)	25	Internal Examiner	Rs.15/-
		50	Internal Examiner	Rs.20/-
		100	Internal Examiner	Rs.25/-
2	Project Oral (Per Project Group)	25	External Examiner	Rs.150/-
			Internal Examiner	Rs.150/-
		50	External Examiner	Rs.200/-
			Internal Examiner	Rs.200/-
		100	External Examiner	Rs.300/-
			Internal Examiner	Rs.300/-
3	Seminar / Mini-Project / Term Work (Per student)	50	Internal Examiner	Rs. 20/-
		25	Internal Examiner	Rs. 15/-
4	Seminar / Oral/ Mini - Project	50 (Per Project Group)	External Examiner	Rs.200/-
			Internal Examiner	Rs.200/-
		25 ( Per Seminar Group )	External Examiner	Rs.150/-
			Internal Examiner	Rs.150/-

**B. Bachelor of Architecture ( B. Arch.)**

Sr. No.	Title	Remuneration (Per Student)	
		Particular	Rate
1	B. Arch. ( Architectural Design – Viva ) ( to be shared by two external examiners)	External Examiner	Rs.50/-
2	B. Arch. ( Third / Fourth Year ) Technical Courses - Viva	External Examiner	Rs. 25/-
3	B. Arch. ( Fourth/ Final Year ) Professional Practice - Viva	External Examiner	Rs. 100/-
4	Final Year B. Arch. ( Design Dissertation Viva ) (to be shared by two external examiners)	External Examiner	Rs.120/-
5	Final Year B. Arch. Technical Courses Viva	External Examiner	Rs.50/-

**C. Master of Architecture ( M. Arch.)**

Sr. No.	Title	Remuneration(Per Student)	
		Particular	Rate
1	M. Arch. Semester IV Viva	( All streams )	Rs. 200/-
2	M. Arch. (by Research, partly by papers) Semester I, II, III Viva	( shared by two external examiners )	Rs. 200/-
3	M. Arch. ( by Research ) Semester IV Viva	( All streams )	Rs. 1000/-

**3.12. Remuneration for Practical Examination / Laboratory Setup & Other Work**  
( For Engineering / Architecture / M.C.A. / Pharmacy ( UG & PG ) )

Sr. No.	Designation	Particulars	Rates ( Per day )
1	Expert Assistant	Per day	Rs.100/-
2	Laboratory Assistant	Per day	Rs.80/-
3	Attendant	Per day	Rs.50/-
4	Peon	Per day	Rs.40/-

**3.13. Remuneration for Teaching & Non Teaching Staff engaged in University work**  
( For LICs & other special purpose committees )

Sr. No.	Designation	Particulars	Rates ( Per visit )
1	Chair-Person of the Committee	Per Person	Rs.2,500/-
2	Member(s) of the Committee	Per Person	Rs.2,000/-
3	To be paid to the persons those who perform the duties at places other than University campus / sub center.		

**3.14. Remuneration for Teaching & Non Teaching Staff engaged in University work**  
( for PET / NET / SET, M. Phil/ Ph.D./ D. Sc. / D. Lit. courses )

Sr. No.	Examinations	Fees( Rs. )	Particulars
1	Chief Observer ( One per examination )	Rs.2,000	Dy. Registrar
2	Center Observer ( One per center )	Rs.1,000	DR / AR
3	Center in-charge ( One per center )	Rs.1,000	Principal / Director
4	Sr. Supervisor ( One per center )	Rs.500	College Teacher
5	Jr. Supervisor ( One per Block )	Rs.200	College Staff
6	Clerk / Accountant ( One per center )	Rs.150	College Staff
7	Peon / Bell Boy ( One per center )	Rs.100	College Staff
8	Waterman ( One per center )	Rs.100	College Staff



University of Mumbai

**3.15. Examinations Fees ( for UG & PG courses to be paid by students / examinees )**

Sr. No.	Examinations	Fees( Rs.)	Particulars
1	Certificate Examinations ( Post SSC & HSC )	600	Per Semester
2	Diploma Examinations ( Post SSC & HSC )	800	Per Semester
3	Certificate Examinations ( Post Graduate )	700	Per Semester
4	Diploma Examinations ( Post Graduate )	800	Per Semester
5	UG Examinations – All Faculties	1,000	Per Semester
6	PG Examinations – All Faculties	1,500	Per Semester
7	Only in case of the Yearly pattern syllabi and wherever examinations are conducted on yearly basis instead of semester-wise examinations, the Examination fee will be applicable once in a year, on yearly basis.		

**3.16. Examinations Fees ( for PET / NET / SET )**

Sr. No.	Examinations	Fees( Rs.)	Particulars
1	Ph. D / M. Phil Entrance Test ( PET )	Rs.2,000	Per Examination
2	Masters Degree by Research – All Faculties ( Only by Research / Partly by Papers )	Rs.10,000	Per Examination
3	M. Phil. Examinations / Viva – All Faculties	Rs.5,000	Per Examination
4	Ph.D. Examinations / Viva – All Faculties	Rs.10,000	Per Examination
5	D. Sc. & D. Litt. By Evaluations / Viva	Rs.25,000	Per Examination
6	Synopsis Submission Fee ( PG )	Rs.5,000	Per Examination
7	Synopsis Submission Fee ( M. Phil / Ph.D. )	Rs.10,000	Per Examination
8	Synopsis Submission Fee ( D. Sc. & D. Litt. )	Rs.15,000	Per Examination
9	Other related fees will be prescribed and circulated in due course.		

**3.17. Distribution of Examinations Fees**

Sr. No.	Particulars	University Share	College Share
1	Examinations conducted by the University	75 %	25 %
2	Examinations conducted by the Colleges on behalf of the University	25 %	75 %