



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

Matunga, Mumbai-19

Controller of Examination Report

2021-22

Prof. Vinita Pimpale

Controller of Examination

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The Office of the Examinations has taken several initiatives to ensure fair and transparent Examination.

All precautions are being taken to minimize any error during paper-setting, moderation and printing of question paper, conduct of examination, coding-decoding and assessment, posting of marks on the answer books, award lists, result processing and declaration, issue of statements of marks and various certificates. High level of confidentiality is maintained during the entire examination process.

Members of the Examination Committee for 2021-2022

1. Principal Dr. Shobana Vasudevan, Chief Controller of Examination
2. Vice Principal Kavita Jajoo
3. Prof. Vinita Pimpale, Controller of Examination
4. Manjusha Sawant
5. 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 evaluate 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 Objective is 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	117
PG	MCom Part-I	8	24
	MCom Part-II	14	42
Total			561

Even semester all exam were conducted in an online mode.

Odd semester – Online mode.

UG FY – offline mode SY – Online mode TY – Online mode PG – all exam
offline mode

Number of exams held

Odd semester - 33 examination

UG: 03 programs x 03 classes x 03 exams (Regular + Additional + Supplementary) = 27 exams

PG: 01 program x 02 classes (Accountancy and Business Mgt.) x 03 exams (Regular + Additional + Supplementary) = 6 exams

Even semester – 33 examination

UG: 03 programs x 03 classes x 03 exams (Regular + Additional + Supplementary) = 27 exams

PG: 01 program x 02 classes (Accountancy and Business Mgt.) x 03 exams (Regular + Additional + Supplementary) = 6 exams

Conduct of exam (offline)

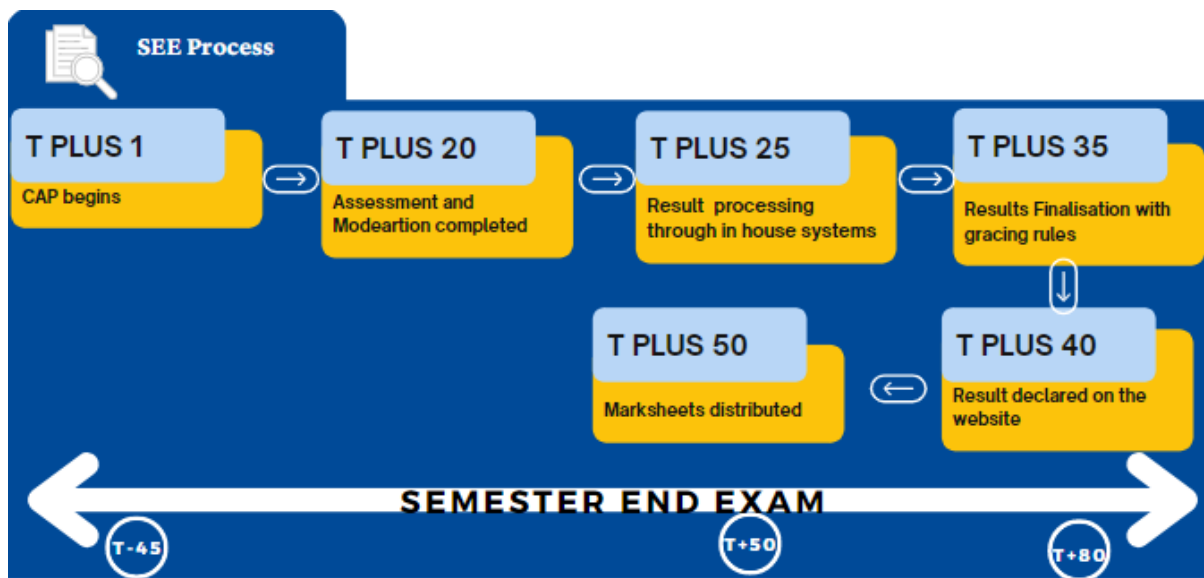
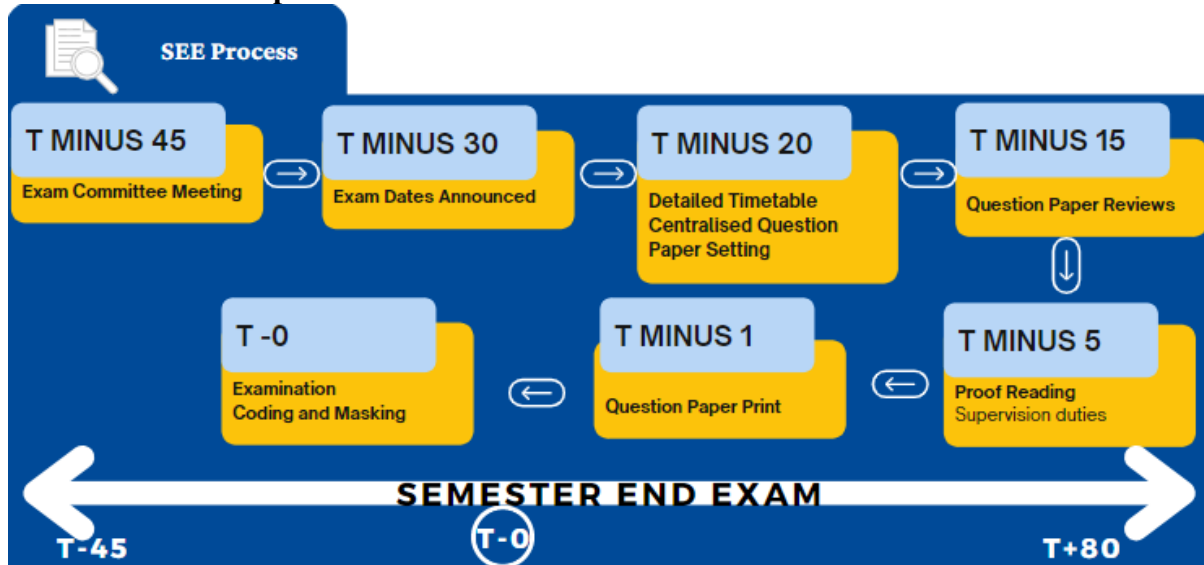
1. There shall be one semester end examination in each semester for every theory course and shall be conducted centrally as per the schedule indicated in the academic calendar.
2. Seating arrangement shall be prepared centrally by examination cell (Office Superintendent / Sr. clerk) taking into considerations 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 misbehavior, 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

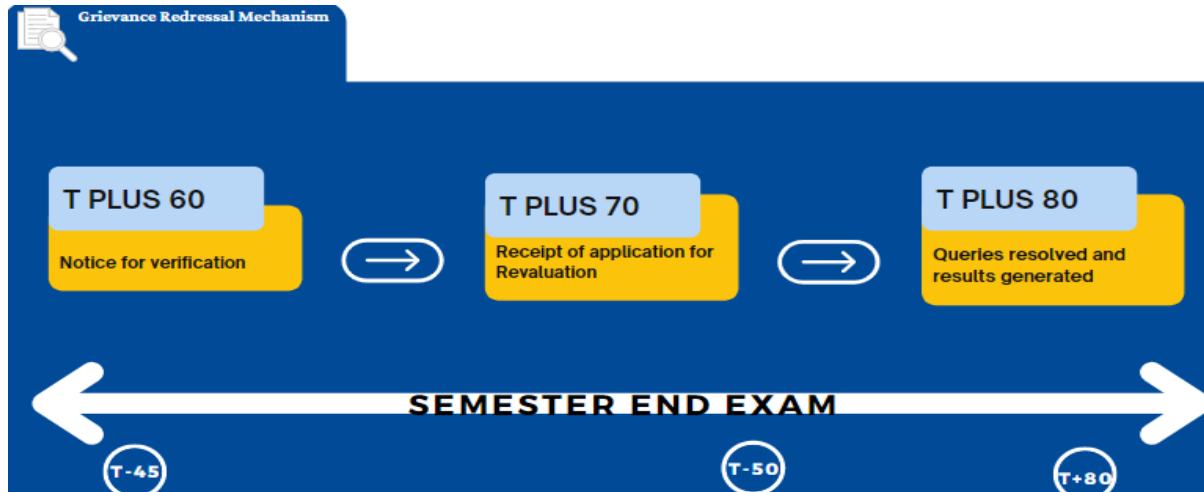
and produces a medical certificate from the registered medical practitioner to that effect, then a writer shall be allowed to such examinee.

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



Online examination guidelines (For AY-2020-21 and 2021-22)



S.P.MANDALI'S
R. A. PODAR COLLEGE OF COMMERCE & ECONOMICS (AUTONOMOUS)
(Affiliated to University of Mumbai)
MATUNGA, MUMBAI - 400019.

Date: 14-03-2022

TYBCom Semester- end online examination guidelines 2021-22

Guidelines for the Supervisor:

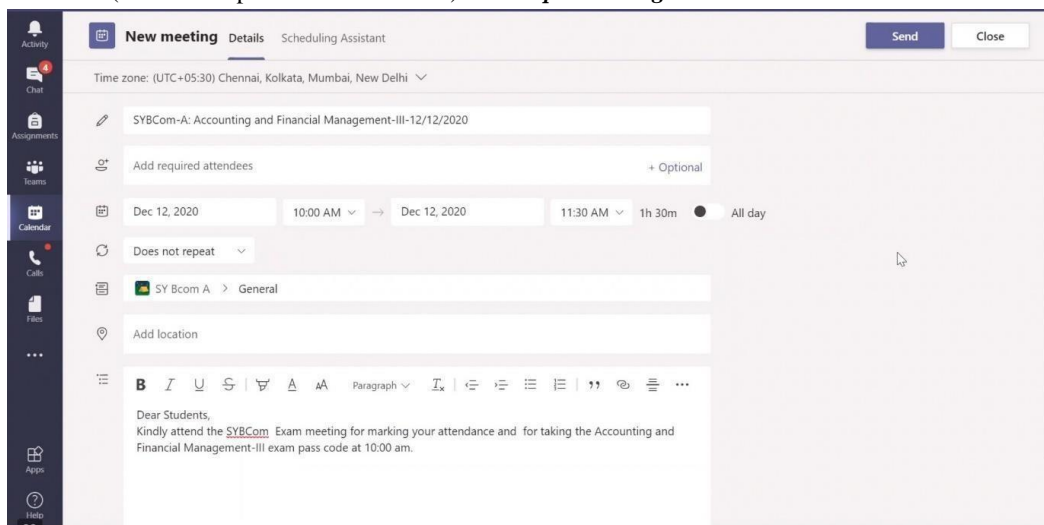
1. The Supervisor is required to schedule meetings as per the timetable and class and division assigned. The meeting needs to be scheduled on the General Channel of the MS Teams Classroom. Kindly include Vice Principal Kavita Jajoo, COE Dr Vinita Pimpale and TYBCom Facilitator Ms. Sudarshana Saikia in each of the scheduled class.

The meeting title should be in this order: <Class>-<Division>: <Name of the Subject><Date of the Exam>

In the description write:

Dear Students,

Kindly attend the <Class> Exam meeting for marking attendance and for taking the <Subject Name> exam pass code at <time (30 minutes prior to start of exam)> ***A sample meeting schedule is shown below:***



2. The meeting scheduled should be of a duration of 1.5 hours, which includes 30 minutes prior to the start of the exam and 60 minutes of the actual exam. As a good practice, the supervisors are requested to leave the MS Teams meeting 10 minutes after the end of the exam, to facilitate any queries the students may have.
3. The passcodes shall be shared with the Supervisors on email at least 30 minutes prior to the exam.
4. Supervisors are required to download the online attendance of students on MS Teams prior to sharing the examination code with the students. The downloaded attendance file needs to be submitted within 45 minutes of downloading the same through the following link: <https://forms.gle/PeQ2bgSGj7eYNnLc6>
5. Supervisors can contact COE, Dr Vinita Pimpale (# 9820621140) for any help required.



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NOTICE

Guidelines for F.Y.B. Com students for Registration on SAFE IITB APP (2021-22)

All F. Y. B. Com students are hereby informed that they are required to register on the SAFE IITB app for appearing for the examination of academic year 2021-22. A student training and query regarding registration session has been scheduled on MS TEAMS as per the schedule displayed below. **It is compulsory for all students to attend the session.**

Division	Day and Date	Timing	Teacher in charge
A	Tue,28/09/2021	7:50 am to 8:38 am	Manjusha Sawant
B	Thurs,30/09/2021	7:50 am to 8:38 am	Dr Asif Shaikh
C	Thurs,30/09/2021	9:26 am to 10:14 am	Dr Suresh Hiremath
D	Wed,29/09/2021	8:38 am to 9:26 am	Dr Asif Shaikh
E	Fri,01/10/2021	10:34 am to 11:22 am	Manjusha Sawant
F	Fri,01/10/2021	8:38 am to 9:26 am	Dr Asif Shaikh
G	Fri,01/10/2021	7:50 am to 8:38 am	Manjusha Sawant

Process for Registration on SAFE IITB APP -

- Install the SAFE app from Play store or Apple app store (search for "SAFE IITB", look for the green lock icon )
- Login to Safe IIT B app using your personal email-id. **(DO NOT USE MICROSOFT TEAMS EMAIL)**
- Enter the passcode mailed to you by Safe App (Please save this email for further reference)
- Once registered on SAFE IITB you are required to register for a new course with the registration code given below.
- Go to Options (Top left of the Safe app and click on profile and enter your Full Name, Roll Number and check your email id. (For eg- Profile details -Name: RESHMA MANOHAR DALVI Roll Number: 523)

Class wise registration code is as follows:

Class	Course code	Course name	Registration code
FYBCOM	FYREG2122	FYBCOM REG21-22	CV44MLKI

Examination preparation guidelines:

- STUDENTS WILL NEED TO COME TO MSTEAMS 15 MINUTES before the examination and mark their attendance and note down the exam code and passcode which will be provided by the supervisors.
- Once you download the quiz that would be visible on your SAFE dashboard. Click on the start button, enter the passcode given to begin the exam. (the exams are programmed and will begin and end at the scheduled time, even if you enter the password 5 minutes early, the exam will not begin)
- Please check the examination timetable given.
- Please **update the app** before the examination and **uninstall the other app** which you may not use for examination. (to ensure prevention of app crashing)
- Before the examination fully charge your mobile (100% charge)
- Be equipped with data card as well as Wifi connection.
- Keep simple calculator, paper and pen for calculation.
- **Network disconnection:** nothing to do, students to stay calm and continue
- **Touching the "--:--" will show time remaining if the student wants to see**
- **Server overload: nothing to do, stay calm and continue**
- **App crash:** student should stay calm and restart the same quiz in-app
 - ✓ App crash happens rarely (< 1/1000), and SAFE is designed to be robust to this
 - ✓ Just restarting the quiz and report this issue to podarexam2019@gmail.com after completion of the exam.
- **Question rendering issue:** press prev/next 1-2 times

Sd/-

Dr Vinita Pimpale

Controller of Examination

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

Examination Schedule for 2021-22

Programme Name	Prog Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination	number of days from the date of last semester-end examination till the declaration of results
FYBCOM	1	I / 2021-22	28-12-2021	20-01-2022	18
		II/ 2021-22	13-04-2022	30-04-2022	13
SYBCOM		III/ 2021-22	29-10-2021	22-11-2021	17
		IV / 2021-22	22-03-2022	30-03-2022	7
TYBCOM		V / 2021-22	21-10-2021	17-11-2021	20
		VI / 2021-22	29-03-2022	15-04-2022	14
FYBMS	2	I / 2021-22	24-12-2021	20-01-2022	20
		II/ 2021-22	13-04-2022	30-04-2022	13
SYBMS		III/ 2021-22	27-10-2021	22-11-2021	19
		IV / 2021-22	22-03-2022	30-03-2022	7
TYBMS		V / 2021-22	26-10-2021	17-11-2021	17
		VI / 2021-22	01-04-2022	15-04-2022	11
FYBAS	3	I / 2021-22	24-12-2021	20-01-2022	20
		II/ 2021-22	13-04-2022	30-04-2022	13
SYBAS		III/ 2021-22	27-10-2021	22-11-2021	19
		IV / 2021-22	22-03-2022	30-03-2022	7
TYBAS		V / 2021-22	25-10-2021	17-11-2021	18
		VI / 2021-22	01-04-2021	15-04-2022	11
MCOM Part I	11	I / 2021-22	23-12-2021	05-01-2022	10
		II/ 2021-22	13-04-2022	26-04-2022	10
MCOM Part II		III/ 2021-22	17-11-2021	29-11-2021	9
		IV / 2021-22	12-04-2022	22-04-2022	9

Mode of examination

Under Graduation (Aided & Self Finance) Program	Even Semester	Odd Semester
FY	Offline	Online
SY	Online	Online
TY	Online	Online

Post – Graduation Program	Even Semester	Odd Semester
FY	Offline	Online
SY	Online	Online

Result analysis


Sr.No	Program	Semester	Registered	Appeared	Cleared	Pass %
1	BCOM	SEM I	806	789	649	82.26
2		SEM II	806	789	665	84.28
3		SEM III	767	765	745	97.39
4		SEM IV	767	764	760	99.48
5		SEM V	726	725	688	94.90
6		SEM VI	726	726	716	98.62
7	BMS	SEM I	118	118	118	100.00
8		SEM II	118	117	116	99.15
9		SEM III	117	116	116	100.00
10		SEM IV	117	116	116	100.00
11		SEM V	114	112	112	100.00
12		SEM VI	114	113	113	100.00
13	BAS	SEM I	34	34	33	97.06
14		SEM II	34	33	33	100.00
15		SEM III	16	16	16	100.00
16		SEM IV	16	16	16	100.00
17		SEM V	13	13	13	100.00
18		SEM VI	13	13	13	100.00
17	M.COM (ACC & BM)	SEM I	152	147	143	97.28
18		SEM II	152	134	115	85.82
19		SEM III	133	131	127	96.95
20		SEM IV	133	129	126	97.67

Pass Percentage of Final Year Student in the Academic Year 2019-20 is 99.07 %.

Revaluation cases:

Aided & Self Finance	Total No. of student Appearing for the exam	No. of Revaluation applied for	% applied for Revaluation
FY	809	Nil	0
SY	768	Nil	0
TY	726	Nil	0
PG	286	Nil	0
Self-Finance BMS/BAS	413	Nil	0

CO attainment analysis




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 Website : www.rapodar.ac.in


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CO ATTAINMENT ANALYSIS FOR ACADEMIC YEAR 2021-2022.

CLASS	SUB	INT/EXT	TOTAL COUNT	GREATER THAN 60%	E=EXT I=INT	% OF D4 60/100*(E)	EXT 40/100*(I)	INT 40/100*(I)	TOTAL % 60/100*(E) +40/100*(I)
TYBCOM	FINANCIAL ACCOUNTING	EXT	629	545	E	86.65	51.99		90.27
		INT	629	602	I	95.71		38.28	
	COST ACCOUNTING	EXT	629	526	E	83.62	50.17		88.71
		INT	629	606	I	96.34		38.54	
	COMMERCE -VI	EXT	725	718	E	99.03	59.42		97.66
		INT	725	693	I	95.59		38.23	
	BUSINESS ECONOMICS - VI	EXT	725	696	E	96.00	57.60		92.86
		INT	725	639	I	88.14		35.26	
	PSYCHOLOGY OF HUMAN BEHAVIOUR AT WORK - II	EXT	513	507	E	98.83	59.30		97.35
		INT	513	488	I	95.13		38.05	
	COMPUTER SYSTEM & APPLICATION PAPER - II	EXT	343	335	E	97.67	58.60		96.97
		INT	343	329	I	95.92		38.37	
	ELEMENTS OF OPERATIONS RESEARCH - II	EXT	19	19	E	100.00	60.00		100.00
		INT	19	19	I	100.00		40.00	
	DIRECT & INDIRECT TAXATION PAPER - II	EXT	269	268	E	99.63	59.78		99.18
		INT	269	265	I	98.51		39.41	
	EXPORT MARKETING PAPER - II	EXT	193	168	E	87.05	52.23		89.33
		INT	193	179	I	92.75		37.10	
	MARKETING RESEARCH PAPER - II	EXT	113	78	E	69.03	41.42		80.71
		INT	113	111	I	98.23		39.29	
BUSINESS MANAGEMENT PAPER - IV	EXT	96	93	E	96.88	58.13		95.21	
	INT	96	89	I	92.71		37.08		
BUSINESS MANAGEMENT PAPER - VI	EXT	96	81	E	84.38	50.63		86.88	
	INT	96	87	I	90.63		36.25		
AVERAGE									92.93



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CO ATTAINMENT ANALYSIS FOR ACADEMIC YEAR 2021-2022.

CLASS	SUB	INT/ EXT	TOTAL COUNT	GREATER THAN 60%	E=EXT	%	EXT	INT	TOTAL %
					I=INT	% OF D4	60/100* (E)	40/100* (I)	60/100*E +40/100* I
TYBMS	INTERNATIONAL FINANCE	EXT	59	59	E	100.00	60.00		100.00
		INT	59	59	I	100.00		40.00	
	INNOVATIVE FINANCIAL SERVICES	EXT	59	59	E	100.00	60.00		100.00
		INT	59	59	I	100.00		40.00	
	PROJECT MANAGEMENT	EXT	113	58	E	51.33	30.80		51.68
		INT	113	59	I	52.21		20.88	
	STRATEGIC FINANCIAL MANAGEMENT	EXT	59	58	E	98.31	58.98		95.59
		INT	59	54	I	91.53		36.61	
	BRAND MANAGEMENT	EXT	48	46	E	95.83	57.50		96.67
		INT	48	47	I	97.92		39.17	
	RETAIL MANAGEMENT	EXT	48	47	E	97.92	58.75		97.08
		INT	48	46	I	95.83		38.33	
	INTERNATIONAL MARKETING	EXT	48	44	E	91.67	55.00		94.17
		INT	48	47	I	97.92		39.17	
	MEDIA PLANNING AND MANAGEMENT	EXT	48	46	E	95.83	57.50		96.67
		INT	48	47	I	97.92		39.17	
	HRM IN GLOBAL PERSPECTIVE	EXT	6	6	E	100.00	60.00		100.00
		INT	6	6	I	100.00		40.00	
	ORGANIZATIONAL DEVELOPMENT	EXT	6	5	E	83.33	50.00		90.00
		INT	6	6	I	100.00		40.00	
HRM IN SERVICE SECTOR MANAGEMENT	EXT	6	6	E	100.00	60.00		100.00	
	INT	6	6	I	100.00		40.00		
INDIAN ETHOS IN MANAGEMENT	EXT	48	44	E	91.67	55.00		94.17	
	INT	48	47	I	97.92		39.17		
OPERATIONS RESEARCH	EXT	113	113	E	100.00	60.00		91.50	
	INT	113	89	I	78.76		31.50		
PROJECT WORK	EXT	113	108	E	95.58	57.35		97.35	
	INT	113	113	I	100.00		40.00		
								AVERAGE	93.21


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CO ATTAINMENT ANALYSIS FOR ACADEMIC YEAR 2021-2022.

CLASS	SUB	INT/ EXT	TOTAL COUNT	GREATER THAN 60%	E=EXT	%	EXT	INT	TOTAL %	
					I=INT	% OF D4	60/100* (E)	40/100* (I)	60/100*E +40/100*I	
TYBAS	ADVANCED FINANCIAL MATHEMATICS - II	EXT	13	13	E	100.00	60.00		100.00	
		INT	13	13	I	100.00		40.00		
	INVESTMENT ANALYSIS - II	EXT	13	13	E	100.00	60.00		100.00	
		INT	13	13	I	100.00		40.00		
	BUSINESS COMMUNICATION IN GERMAN - II	EXT	13	11	E	84.62	50.77		87.69	
		INT	13	12	I	92.31		36.92		
	LIFE CONTINGENCIES - II	EXT	13	12	E	92.31	55.38		95.38	
		INT	13	13	I	100.00		40.00		
	CUSTOMER RELATIONSHIP MANAGEMENT - II	EXT	13	13	E	100.00	60.00		100.00	
		INT	13	13	I	100.00		40.00		
	PROJECT WORK-II	EXT	13	13	E	100.00	60.00		100.00	
		INT	13	13	I	100.00		40.00		
	AVERAGE									97.18

A/B

Controller of Examination



Podar : Nurturing Intellect, Creating Personalities.

Reforms initiated in 2021-22

Supplementary examination reforms – The Examination Committee resolved and passed that for all classes even and odd semester supplementary examination will be held in the month of June and the learner would be given an extra chance to appear for the unsuccessful courses. This could make the learner eligible for admission to the next class and support them from losing a year.

For all learners under Autonomy, the Examination Committee decided on preparing a Comprehensive marksheet for the sixth semester results. The comprehensive marksheet includes

- (a) Marks, grades, SGPA and CGPA of the academic core courses
- (b) Grades of the credit courses the learners completed during the three years
- (c) Grades of the mandatory 2 non-academic credits.

These mark sheets are comprehension, informative, and synthesizing skills of the students acquired in the 3 years degree program.

For offline examination conducted in the College during the year, following protocols were followed:

Sl. 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 papers are printed in the college itself
4	Preparation of detailed Model answer and marking scheme of evaluation by internal course Teacher
5	Appointment of Facilitators for each class to monitor the semester end examinations as well as handle the entire examination work of their class
6	Establishment of Centralised Assessment centre
7	Masking and Encoding and decoding of answer booklets
8	The Internal Evaluation marks and the semester end evaluation marks are integrated and printing on Marksheets
9	Revaluation system
10	Additional examinations and timely publication of results & issuing mark sheet on time
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.

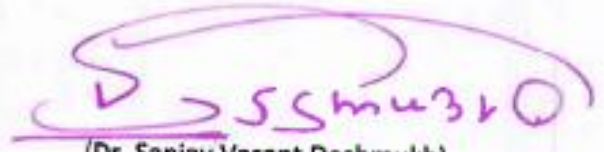
2.3 Removal of difficulties :

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.

Mumbai-400 098

Dated : 24th July, 2017

A handwritten signature in purple ink, consisting of a stylized 'S' followed by 'S S M U 3 1 0'.

(Dr. Sanjay Vasant Deshmukh)

Vice-Chancellor

CHAPTER 2**Revised Rates of Remuneration to the Teaching
And Non-Teaching Staff Engaged in Examination Work****2.1. 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)
For Under Graduate Courses - Rate per answer book				
Assessment	Rs. 18	Rs. 16	Rs. 12	Rs. 08
Moderation	Rs. 20	Rs. 20	Rs. 15	Rs. 10
For Post Graduate Courses - Rate per answer book				
Assessment	Rs. 20	Rs. 20	Rs. 15	Rs. 10
Moderation	Rs. 24	Rs. 24	Rs. 18	Rs. 12
Minimum A/E's to be assessed for obtaining full Cap Allowance				
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
Notes :				
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/Es 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 CAP 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	Peon	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	250
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.03/-
			External Examiner	Rs.06/-
		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's (PG)	75	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	
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 %

Remuneration circular for online examination

University of Mumbai



Director, Board of Examinations & Evaluation
Vidyanagari, Santacruz (E), Mumbai 40098

No. DBoEE/ICC/2021-22/09

Date - 26th July, 2021

Sub.: Remuneration Structure for Online Examinations

CIRCULAR

The Heads / Directors of the various Departments of the University, Principals / Directors of the affiliated / conducted / autonomous Colleges / Institutions in Arts, Science, Commerce, Technology, Pharmacy, Architecture, Education, Law and Management, Directors / Coordinators of University Sub Campuses Ratnagiri, Thane and Kalyan and all concerned are hereby informed that due to the serious prevailing COVID-19 pandemic, all Under graduate and Post graduate examinations are conducted Online. Many requests from Principals and teachers of the Department and affiliated colleges were received with regard to remuneration to be paid to teaching and non teaching staff engaged in online examination work. Accordingly, an item was placed before the members of BOEE at its meeting held 3rd July, 2021 vide item No. 3 and it was resolved that Remuneration to the teaching and non teaching staff engaged in ONLINE examination work be paid as per the structure given below.

Remuneration structure for online examinations only

Paper Setting Remuneration	
MCQ/Short Answer question (per question)	Rs. 7/-
Answer Key (Per question)	Rs. 2/-
Translation (per question)	Rs. 7/-
Proof reading (per question paper)	Rs. 100/-
Uploading of question paper (per question paper)	Rs. 150/-
Exam Committee Remuneration	
Exam committee for entire examination per programme (per student)	Rs. 10/-
Chief Conductor (per day)	Rs. 400/-
Jt. Chief Conductor (per day)	Rs. 250/-
IT support Remuneration	
IT exam co-ordinator (per day)	Rs. 200/-
staff for Helpdesk per member (per day)	Rs. 100/-
Office staff (doing Exam work) per entire exam (per student)	Rs. 3/-
Lead college Principals, honorarium per anum	Rs. 12000/-

The existing Circular No.UG/253 of 2016-17 dated 7th March, 2017 regarding revised remuneration to the teaching and non teaching staff engaged in offline examination work will continue as and when the offline examinations commences.

Dr. Vinod Patil
Director

Board of Examinations and Evaluation

To,

The Heads / Directors of the various Departments of the University, Principals / Directors of the affiliated / conducted / autonomous Colleges / Institutions in Arts, Science, Commerce, Technology, Pharmacy, Architecture, Education, Law and Management, Directors / Coordinators of University Sub Campuses Ratnagiri, Thane and Kalyan and all concerned.

Copy forwarded for information and necessary action to:-

- 1) All Deputy Registrars/Assistant Registrars, Examination Section
- 2) Assistant Registrars, Sub Campuses Ratnagiri, Thane and Kalyan
- 3) Deputy Registrar, Accounts Section (Vidyanagari and Fort)

Copy forwarded for information to:-

- 1) P.A. to Vice-Chancellor, P.A. to Pro Vice-Chancellor, P.A. to Registrar, P.A. to Finance and Accounts Officer