

GENERAL GUIDELINES /POLICIES

RULES AND REGULATIONS OF INTERNAL/EXTERNAL EXAMINATIONS

The Examination Cell of Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science headed by College Exam Officer nominated by the Principal on the basis of potential of the person. The Principal of the college shall be the Chief conductor of Examinations. The College Exam Officer will create his/her own team with the approval of the Principal of the College. The team shall consist of Senior Supervisor; the number of persons to be nominated shall depend on the quantum of work in the Examination Cell. An Office Assistant will be deputed by the Principal to the examination cell who will be under the Coordinators to carry out the work related to internal and external examinations (preparation of invigilators list, time table, notices, seating arrangement, exam hall preparation etc.)

General guidelines

- a) Follow only the typical question paper format with common instructions printed as per the University Rules. The nature of question paper should be precise. Paper setter should design question paper such that the questions:
 - i) are unambiguous
 - ii) Are written in simple and meaningful words.
 - iii) are asked for appropriate marks
 - iv) Cover the entire Modules prescribed for the Exam.
- b) Marks allotted to a question or sub-question shall and indicated on the right side of that question or sub-question.
- c) Appointment of Paper Setters and Examiners shall be done normally by the concerned faculty who is teaching the course.
- d) If multiple faculty members are teaching a single course, then they together shall setup the question paper and inform the department exam coordinators about the same.
- e) The concerned faculty who is teaching a course shall forward the question paper to Internal Quality Assurance Cell for ensuring the quality.
- f) If the concerned teacher is not available due to some reason or unable to set the question paper or cannot be given the work of paper setting, the HOD shall arrange for alternative faculty who shall do the paper setting and all related work.
- g) The concerned faculty shall maintain secrecy of the question paper and shall be responsible for the same.
- h) The exam cell should take printout of question paper and kept in sealed packet. The coordinator shall keep all packets in the exam cell and use each packet as per the examination schedule.

Conduct of Examination

The examinations for U.G. Programmes shall be conducted in accordance with the Academic Rules and Regulations for U.G. courses respectively and also as per the Examination Schemes for the various Programmes as per academic calendar of Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science and University of Mumbai.