

St. Xavier's Institute of Education (Autonomous)

Affiliated to the University of Mumbai -N.C.T.E. Recognised

40-A, New Marine Lines, Opp. State Bank, Churchgate Branch, Mumbai - 400 020.

Tel. : 022 2201 4666 Fax: 022 2209 4178 Email: sxieinfo@gmail.com Website : www.sxie.info

NAAC Reaccredited 'A' (2016)



EXAMINATION AUDIT REPORT

ACADEMIC YEAR 2022-2023

Members of the Examination Audit Team

Sr. No	Name	Institution	Designation
1	Dr. Andrea Coutinho	St. Xavier's Institute of Education, Autonomous	Principal and Chief Controller of Examination
2	Dr. Sunita Jadhav	Sophia College (Autonomous)	Controller of Examination
3	Ms. Anita Machado	College of Social Work Nirmala Niketan	Controller of Examinations
4	Dr. Elvina Pereira	St. Xavier's Institute of Education, Autonomous	Controller of Examination
5	Dr. Shadab Paloji	St. Xavier's Institute of Education, Autonomous	Deputy Controller of Examination

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Report

Introduction

In determining the development of higher education institution nationally and globally the quality of education act as a fundamental factor. In this regard ensuring the quality of higher education in line with the new trends of internal and external assessment at higher education institutions has become topmost priority. Examination audit inspects the accuracy and integrity of the various aspects of conduct of examination. It also helps in identifying the areas of improvement which can be streamlined and strengthened and provide recommendations for the effective operations of various processes. Examination audit promotes transparency and demonstrates the institution's commitment and accountability for constant upgradation.

St. Xavier's Institute of Education (Autonomous) has a well-established structure of the examination department. It has two systems of examinations: Internal Assessment for all the four semesters in specified courses and External (Semester End Examination for all the four semesters) for FY and SY B.Ed. Students. The duration of each semester and the schedule of internal and external examination is prepared based on admissions.

Process

The execution of entire examination is divided into pre-exam activity, process of examination and post-exam activity.

Pre examination activity involves guiding students to fill the university examination forms. It comprises of the approval of names of question paper setters, sending request for question paper setting to approved question paper setters, moderation of the question paper, printing and packing of question papers for distribution on the day of examination. There is absolute confidentiality maintained to prevent any possibility of malpractice.

The process involves conduction of examination as scheduled and implement it in the rightful manner with all the code of conduct being followed. Students are guided to fill in the preliminary details as per the requirement. Entry in the examination hall is allowed 10 minutes before the commencement of exam. On the day of exam, it is mandatory for the students to carry their college ID card as well as the Exam hall ticket. Supervisors are positioned as scheduled with a reliever for 15 minutes for each supervisor. Special arrangements of chairs are done for students writing with left hand. A peon is assigned for all the administrative work to be done on the day of examination.

The Post examination activity relates to collection of answer scripts, depositing the answer scripts to the controller of examination, ensuring the assessment is done as per the allotment of the faculty members in their respective courses, collation of marks, computing and scrutinising and finally declaration of results. Once the result is declared the preparation and distribution of marksheets is done. In case of any applications for re-evaluation of scripts, similar post examination activity is undertaken again.

The Examination Reforms at SXIE

1. The examination reforms were undertaken for Autonomy, and they are as follows;
2. Changes in the Credit structure (one credit = 15 hours; Number of Credits per course)
3. Changes in the Components as well as Credits of the Project Based Course
4. Inclusion of Mandatory Credits along with the Program credits
5. Internal Assessment components of each Course were modified to ensure better fulfilment of the Course outcomes and their alignment with the Program outcomes methods of teaching and assessment.
6. The components of Course-wise Internal Assessment include Assignment, MCQ, Open Book Assignment, Classroom Task and Class Test.
7. Drawing up Course Codes and designing relevant stationery for the examinations.
8. Designing relevant templates for mark-sheets and manuscripts
9. The Institute set up an Examination Room with requisite equipment for the smooth conduct of the examinations.
10. The Institute adopted the examination software from Qualsoft Solutions Pvt. Ltd. for data entry and processing of marks, result generation.
11. The aforementioned aspects were discussed at the Exam Board meeting wherein the I/c Director of Examinations was present. The examination templates and also the arrangement of Semesters was approved at the meeting.
12. The students were oriented about the examination reforms and the internal assessment pattern. They were given orientation to the CO-PO (Course Outcomes and Program Outcomes) and shown how the Course is aligned to fulfil the outcomes.
13. Tutorials were conducted in each Course to prepare student teachers for the internal as well as external examinations.
14. Library time and preparation time was provided for Open Book Assignments as well as Classroom Task.
15. Examinations were conducted following the regulations of the University and the experts were placed on the panel for paper-setting and moderation.
16. A Vigilance Squad was constituted for monitoring the Semester-end Examinations.
17. Corrections were completed in time and the results were declared within 30 days of the last examination.

Duties and Responsibilities of Examination Committee

1. To prepare the arrangement of terms for the academic year, internal assessment schedule and term end examination timetable
2. Semester Wise term arrangement, internal assessment schedule and term end examination dates make available to the students at the start of the semester.
3. To release the final timetable for the examination at least two weeks before the date of the examination
4. To ensure sanity and integrity of the examination by preparing the seating arrangement of students in a manner that will not compromise the examination.
5. To prepare the attendance sheets to be used for each internal and external examination.

6. Orient the invigilators and attendants about the procedure of the examination and various stationary used for the examination.
7. To prepare a schedule of invigilation for Chief Invigilators, Invigilators and Attendants.
8. To document all cases of examination malpractices and forward same to the Examination Committee.
9. To oversee the preparation of the examination reports
10. To carry out all the duties related to examinations as may be assigned and expected.
11. To ensure that all the answer booklets from each examination are retrieved back to the Controller of Examination on the day of the examination.
12. To instruct the academic staff to keep inventory of examination stationary.
13. Provide suggestions to solve any problems that may occur during examination.
14. To make sure that all internal and external examinations are held in accordance with the regulations of the University.

Expected Exam Audit Outcomes

- Improved learning outcomes
- Enhancement of teaching deliveries and competency
- Encouraging collaborative learning
- Making conducive academic environment

Assessment Committee and Visit Schedule

Sr. No	Name	Address of External Experts	Date	Time
1	Dr. Sunita Jadhav	Controller of Examinations Sophia College (Autonomous), Mumbai, 400026.	22 nd December, 2023	2:00 p.m.
2	Ms. Anita Machado	Controller of Examinations College of Social Work Nirmala Niketan (Autonomous) Mumbai, 400020		

1. Assessment Procedure		
Sr. No	Particulars	Response
i.	Continuous Internal Evaluation (CIE) of student learning is in place in the institution	Yes, the internal Evaluation of the students are done in the following manner. <ol style="list-style-type: none"> 1. Open Book 2. Essays 3. Classroom Task 4. Assignments 5. MCQs 6. Class Test
ii.	Mechanism of internal evaluation is transparent and robust and time bound; Institution adopts certain protocols in internal evaluation	Internal assessment is transparent. Students are provided with the range for grading and post exam grades with constructive feedback. The following pattern is followed. <ol style="list-style-type: none"> 1. Faculty members submit internal assessment marks before the term end examination. 2. Timely feedback on individual/group performance 3. Provision of improvement opportunities 4. Access to tutorial/remedial support 5. Communication of Evaluation methods to the students and other stakeholders 6. Progress of the students is monitored
iii.	The institution adheres to the academic calendar for the conduct of Internal Evaluation	Yes, the academic calendar is in place and uploaded on the website. Students are encouraged to plan according to the academic calendar as well as internal assessment schedule

2. Grievance Redressal Mechanism		
Sr. No	Particulars	Response
i.	Mechanisms for grievance redressal related to examinations are operationally effective.	Grievance Redressal Cell is an active cell in the institution wherein suggestions from the students are welcomed before the finalization of the internal assessment schedule. Grievances of students regarding assessment and results are addressed as soon as possible in a given time period.

3. Student Performance and Learning Outcomes		
Sr. No	Particulars	Response
i.	The teaching learning process of the institution is aligned with the stated PLOs and CLOs.	PLO and CLO are discussed and assessed, so that the curriculum can resonate the academic trends, market, and industry requirements.
ii.	The progressive performance of students and attainment of professional and personal attributes in line with the PLOs and CLOs is monitored and used for further improvements.	The PLO and CLO are emphasized, and it ensures that there are adequate learning opportunities to support the acquisition of the learning outcomes.

Observations:

Recommendations & Suggestions :

Names of External Auditor

Dr. Sunita Jadhav,
Controller of Examinations ,
Sophia College (Autonomous), Mumbai,

Ms. Anita Machado
Controller of Examinations
College of Social Work Nirmala Niketan
(Autonomous), Mumbai

Signature of External Auditor

Signature of External Auditor

Dr. Andrea Coutinho
Principal

Date – 22/12/23
Time: 2:00 PM



CHECK LIST

Sr. No	Areas	Particulars
I.	Examination Cell -Human Resource	<input checked="" type="checkbox"/> Formation of Examination Cell as per the norms <input checked="" type="checkbox"/> Regular meetings of the Examination Cell <input checked="" type="checkbox"/> List of Examination Committee members <input checked="" type="checkbox"/> Examination Committee displayed in examination cell <input checked="" type="checkbox"/> Adequate technical support is provided <input checked="" type="checkbox"/> Adequate clerical staff is appointed <input checked="" type="checkbox"/> Adequate support staff is deputed <input checked="" type="checkbox"/> Staff are trained with necessary skills <input checked="" type="checkbox"/> Minutes of the Examination Cell meetings
II.	Infrastructure	<input checked="" type="checkbox"/> Exam Board Room <input checked="" type="checkbox"/> Total 9 desktops <input checked="" type="checkbox"/> 2 heavy-duty Printers / Copier Machine <input checked="" type="checkbox"/> Qualsoft Software and Software Maintenance available <input checked="" type="checkbox"/> Security of Data and Information available <input checked="" type="checkbox"/> Adequate Furniture available <input checked="" type="checkbox"/> Availability of CAP room, Strong room, Proof reading and Printing area <input checked="" type="checkbox"/> Arrangements to keep hard copies of records <input checked="" type="checkbox"/> Provision for various stationary needed for the conduct of the examination <input checked="" type="checkbox"/> Quality and availability of printed material like question papers, answer sheets etc. <input type="checkbox"/> Fire safety and overall safety of exam cell <input checked="" type="checkbox"/> Availability of notice boards
III.	Rules and Regulation of Examination <i>Recommended 20 days</i>	<input checked="" type="checkbox"/> AT KT (Allowed To Keep Terms) rules <input checked="" type="checkbox"/> Grace marks rules - <i>may have internal gracing policy if required</i> <input checked="" type="checkbox"/> Eligibility rules <input checked="" type="checkbox"/> Grade table <input checked="" type="checkbox"/> Unfair means rules <input checked="" type="checkbox"/> Remedial teaching and supplementary examination <input checked="" type="checkbox"/> Availability of examination calendar <input type="checkbox"/> Minimum time for result declaration <i>30 days</i> <input checked="" type="checkbox"/> Re-verification and re-assessment system - grievances handling <input checked="" type="checkbox"/> Digital payment facility for examination fees



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Sr. No	Areas	Particulars
IV.	Server and IT Infrastructure	<ul style="list-style-type: none">✓ Website link of exam cell and its updating / intranet information management✓ S/IE Academic Handbook 2022-23✓ Academic Calendar 2022-23 (s/ie.info)✓ Arrangement of Semesters (s/ie.info)✓ F.Y.B.Ed. Semester End Examination Results - Date 25th May 2023 (s/ie.info)✓ PO-CO Orientation (s/ie.info)✓ University of Mumbai : Arrangement of Term 2022-23 (s/ie.info)✓ Students' grievance (uzo.gov.in)✓ St. Xavier's Institute of Education - Examination Announcement (s/ie.info)
V.	Grievance Redressal Cell	<ul style="list-style-type: none">✓ Internal Assessment schedule signed by the student council.✓ Mentoring documents✓ Staff meeting minutes
VI.	PLO & CLO Alignment	✓ PO & CO elaborate attainment with Matrix

Sgjedha
22-12-2023
Name & Signature of External Auditors
Dr. Sunita Jadhav,
Controller of Examinations,
Sophia College (Autonomous), Mumbai,
400026.

Name & Signature of External Auditors
Ms. Anita Machado
Controller of Examinations
College of Social Work Nirmala Niketan
(Autonomous), Mumbai, 400020

Strengths: 1. Student's involvement in planning IA and Exam Schedules.

2. 100% Results

3. Mapping of POs & COs done effectively

Recommendations: 1. Can explore onscreen assessment/moderation

Dr. Andrea Coutinho
Principal

Date - 22/12/23
Time: 2:00 PM

2. Learner with disability - provision may be incorporated in the Exam Policy.
3. May consider use of plagiarism checker for assessing assignment:

Overall a very organised and systematic way all tasks related to exams are conducted.

Sgjedha
22-12-2023

Date: 22-12-2023

LMS - Google Classroom

Drillbeat - plagiarism software

Strengths:

* Students participation in the framing of Exam schedules & IA Schedules

* 100% result

* Teacher shadowing, co-teaching

* Remedial teaching &

* PLO & CLO Alignment - po & CO mapping is done.

Recommendations:

1. Provision for person with disability
2. OSM can be used for moderation
3. ~~plagiarism~~ checker for assignments



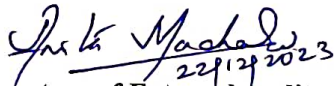
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Ms. Anita Machado
Controller of Examinations
College of Social Work Nirmala Niketan
(Autonomous), Mumbai, 400020

The Examination Unit has a well Structured. Process. The Infrastructure, the policies and the Rules and Regulations are adequately formulated to ensure the program / course outcomes are duly met. No duly placed on record the meticulous functioning of the Examination Unit.

Dr. Andrea Coutinho
Principal

Date – 22/12/23
Time: 2:00 PM