

K. J. Somaiya College of Engineering, Mumbai-77
(Autonomous College Affiliated to University of Mumbai)

Exam System Audit (2018-19)

Examination System Audit for the academic year 2018-19 was conducted on Wednesday 13th March 2019. The audit began with welcoming of External members by IQAC Co-ordinator . Followed by this Principal briefed about the academic development of college, achievements of students and about the Evaluation methods. She informed that K J Somaiya College of Engineering has become autonomous since 2014-15 and all the regular examinations of students from FY B.TECH and M.TECH were conducted by the college. Further she said that since examination is one of the ways of assessing the quality of teaching-learning and it is bearing of autonomy, it has been decided to conduct an external audit of the examination system which may help for further improvement.

Then Controller of Examination presented an overview of Examination and Evaluation Process in which she focussed on examination reforms made under autonomy, salient features of examination system , special provisions made for conduction of examinations of PWD Students and the entire examination process of the autonomous KJSCE schema.

Then Committee members interacted with COE, ACOE, Vice Principal to understand various policies , rules and regulations followed for the examination in detail .

The committee did evaluation of some of the important parameters / processes which are bench mark for exam cell administration and verified the documentation of various examination processes. Committee members gone through the Infrastructure facilities , arrangement in the Exam Cell.

Committee members have appreciated some of the practices run by the college for examinations also have given suggestions on few points.

The committee members finally submitted the report with the appropriate remarks and suggestions.

The valuable suggestions and remarks given by external experts will be useful for the examination section to further develop and strengthen the system.

Full day activity ended with vote of thanks extended by ACOE .

Following committee members visited for Examination System Audit.

Sr. No.	Name and affiliation	Telephone No. and email id	Name of the Department visited as expert
1.	Dr. Vahida Attar , Controller of Examinations COEP, Pune	exam_controller@coep.ac.in	Exam Cell
2.	Dr. V.K. Rathod , Controller of examinations , ICT , Mumbai	Exam.controller@ictmumbai.edu.in	Exam Cell

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Schedule of Visit

Sr. No.	Time	Activity	Who will present /coordinate/ discuss	Venue	<u>Who will attend / escort Committee</u>
1.	10.00 am	Welcome	IQAC Co-ordinator	Exam Cell	Principal/VPs/HODs/DEAN(AP) /EC Members/ Exam cell staff
2.	10.05 to 10.20 am	Address by Principal	Principal	Exam Cell	Principal/VPs/HODs/DEAN(AP)/EC Members/ Exam cell staff/ IQAC-Co-ordinator
3.	10.20 to 10.45 am	Presentation by COE: Overview of Exam Cell	COE	Exam Cell	Principal/VPs/HODs/DEAN(AP)/EC Members/ Exam cell staff/IQAC
4.	10.45 to 1.00 pm	Exam cell audit: document verification	COE and Experts	Exam Cell	ACOE/EC Members/Exam cell staff
5.	1.00 -1.45 pm	Lunch (Venue: Exam Cell) Principal/VPs/Dean(AP)//COE/ ACOE/EC Members/ HODs/IQAC Co-ordinator /Exam cell staff will join lunch along with experts			
6.	1.45 to 3.00 pm	Exam cell audit: document verification	COE and Experts	Exam Cell	ACOE/EC Members/Exam cell staff/ DEC members (1 per each dept)
7.	3.00 to 4.00 pm	Exam cell audit: Report preparation	COE and Experts	Exam Cell	ACOE/EC Members/Exam cell staff
8.	4.00 to 4.30 pm	Concluding comments by experts	Experts	Exam Cell	Principal/VPs/HODs/DEAN(AP) /EC Members/ Exam cell staff/ IQAC co-ordinator
9.	4.30 to 4.40 pm	Vote of thanks: ACOE	ACOE	Exam Cell	Principal/VCs/HODs/DEAN(AP) /IQAC co-ordinator /EC Members/ Exam cell staff

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