

NIRF ranking in the band of 100 to 150

NAAC Re-Accredited "A" Grade (3rd Cycle) with CGPA 3.53 on a Scale of 4 in 2015; and awarded Autonomy Status by UGC in 2019



College of Social Work (Empowered Autonomous), Nirmala Niketan

Exam Audit 2023-2024 & 2024 2025

External Audit Team

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NIRMALA NIKE

gima Prof. Saima Khan Controller of Examination, St. Xavier's College, Mumbai (Empowered Autonomous Institution)

Dr.Sunita Jadhav,

Associate Professor, Controller of Examination Sophia College for Women (Empowered Autonomous Institution)



N.A.A.C. Re-accredited with CGPA of 3.53 on four point scale at Grade 'A' 3rd Cycle (2015)

College of Social Work (Autonomous)

Nirmala Niketan Institute Affiliated to the University of Mumbai

EXAM AUDIT REPORT

An exam audit was conducted on March 20, 2025, to review and assess the examination process at College of Social work Nirmala Niketan (Empowered Autonomous) Mumbai. The audit was attended by Ms. Saima, Controller of Examinations, St. Xavier's College (Empowered Autonomous), and Ms. Sunita Jadhav, Controller of Examinations, Sophia College (Empowered Autonomous). The objective of the audit was to ensure that the examination process was conducted fairly, securely, and in adherence to the established guidelines. The audit covered various aspects, including question paper preparation, examination conduct, evaluation procedures, and result declaration. The findings were documented, and recommendations were provided to enhance the examination system's efficiency and integrity.

ŝ.	Audit Area	Compliance Status (Yes/No)	Remarks
	1. Pre-Examination Preparation		
a.	Exam timetable finalized and communicated	Tes	
b.	Examination policies and procedures documented	yes	
c.	Question papers reviewed for syllabus alignment and errors	yes	· · ·
d.	Sufficient copies of question papers securely stored	yes	
e.	Seating arrangement and exam hall setup procedures are duly followed	yes	
f.	Invigilators assigned and briefed on responsibilities. Policy is duly prepared for the invigilators	yes	
g.	Admit cards or student identification procedures in place	Yes	
h.	Special Provisions are made for students with special needs	yes	
i.	Attendance Policy is strictly complied in line with the policy specifications	yes	
	2. Examination Conduct		
a.	Exam started on time with clear instructions	Yes	
b.	Student identity verification conducted properly	yes	

CHECKLIST FOR EXAM AUDIT

38. New Marine Lines, Mumbai- 400 020. Tel: +91-22-2200 2615. 2206 7345 Email: colsocwk@gmail.com / nn@cswnn.edu.in Website: http://www.cswnn.edu.in

	Proper seating arrangement and monitoring by invigilators	yes	
d.		409.	10
e.	Policies are formulated for Invigilators and		
	adequate documents are maintained to record	yes	
	the process of conducting the exams		
	3. Post-Examination Procedures		
a.		705	
	evaluation	/	
b.	r		9
	specified timeline by providing specific dates	yes	
	for paper checking and Moderation	10	
с.	Moderation and rechecking procedures	205	
	followed where required	yes	
d.	Marks recorded accurately and cross-checked	yes	
e.	Final scores uploaded securely in the system	yes	
f.	Discrepancies and complaints addressed before	Yes	assessed papers can be
	result declaration	1	shown to students to minimice
g.	Providing Grace marks in line with the	Yes	cpoyle - review
	University specifications		1
	4. Result Declaration and Analysis	· · · · · · · · · · · · · · · · · · ·	
a.	Final marks compiled and verified for		
	accuracy	Yes	
b.	Results communicated to students in a timely		*
	manner	yes	
c.	Student grievances regarding exam results		34
	addressed	Yes	,
d.	Examination records archived securely for		
	future reference	yes	
	5. Compliance and Documentation	1	
a)	All exam-related documents are properly	SIDE	
	documented	yes	1
b)	Feedback collected from students and faculty	- 4	2
	on the exam process during the IQAC	yes	
	meetings		1
c)	Audit report prepared with findings and	2.05	l
	recommendations	yes	1
d)	Suggestions for improving the exam process	Yes	
	documented		

CHECK LIST FOR OBE COMPLIANCE

Audit Area	Compliance Status (Yes/No)	e Remarks
1. Program Outcome and Course Outcome Formulation Process	(200/200)	
a. Program Educational Objectives (PEOs) are clearly defined and aligned with institutional goals.	yes	а.
 b. Course Outcomes (COs) are specific, measurable, and aligned with Bloom's Taxonomy 	yes	
c. COs are mapped to POs to ensure coherence across the program.	753	
d. Learning outcomes are communicated to students in course materials	yes	
e. Course content is structured to cover all Course Outcomes (COs).	Yes	
f. Teaching strategies (lectures, discussions, case studies, practical's, etc.) align with COs.	yes	
g. Innovative pedagogies (e.g., flipped classroom, project-based learning) are incorporated	Yes	
h. Digital tools and resources (LMS, simulations, multimedia) are effectively used.	yes	•
 Active learning methods (group work, problem-solving activities) are implemented. 	yeg	
2. Faculty Development Programs		
a) Adequate Faculty Development Programs are organised for the Faculty members on Teaching / Learning and Assessment methodology	Yes	
3. Assessment Methods		
a. Direct assessments (tests, quizzes, assignments, presentations) are aligned with COs	yes	
b. Indirect assessments (student feedback, exit surveys, alumni feedback) are conducted	yes	
c. Rubrics are used for evaluating assignments, projects, and presentations	Yes	
d. Formative and summative assessments are systematically planned and implemented	yes	
e. Assessments measure various cognitive levels (remember, understand, apply, analyze, evaluate, create).	res	
4. Attainment Analysis & Continuous Improvement		
a. CO attainment levels are analyzed using assessment data	yes	

b.	PO attainment is computed based on aggregated CO attainment.	yes	· · · · ·
c.	Action plans are formulated for improving student learning outcomes		needs to document the action plan for improving affairment.
d.	Faculty review meetings discuss assessment results and course enhancements.		affainment.
e.	Curriculum is periodically revised based on attainment analysis and stakeholder feedback.	yes	
f.	Documentation and Accreditation Readiness	Suggestions	needs to improve to space
g.	Course files contain syllabus, lesson plans, CO- PO mapping, and assessment tools.	avegiver	needs to improve a space
h.	Attainment reports are systematically maintained and accessible	yes	

SUGGESTIONS & RECOMMENDATIONS BY THE AUDIT TEAM

Observation Recommendation Recommendations for improving the examination process and enhance the Accreditation preparedness. 1. Designated Exam control Room which is well equipped to manage exam related please check the guidlines related to the intrastructure requirement. 2. update the website - Exam tab. upload Exam calendar = 50 P3, Exam timetables Exam policy, co-pomapping policy related to unfair means cases, etc. 3. Student Feedback - on Exam process Consider Showing Studets the answer papers and discuss the feedback for improvements 4. Ensure confidentiality of the quenstion paper submission process General observations 1. Excellent - display of the various Exam processess. For the NAAC visit prepare a powe point presentation 2. 1 liked the compilation of the Research papers of the students 3. Impressive field work component. 4. overall good work Keep it up. Stadlow 20 103 28

External Audit Team

Name	Designation	Institution/Organization	Signature	Date
Dr. Saima	Controller of	St. Xavier's College		
	Examinations	(Empowered		
	-s.	Autonomous)		
Dr. Sunita Jadhav	Controller of	Sophias College For	- Ola	t lala
	Examinations	Women (Empowered	Seventhan	20/03/2025
	-	Autonomous)	2021	L I

Institution Representatives (Academic Staff)

Name	Designation	Institution	Signature	Date
Dr. Lidwin Dias	Principal	College of Social Work (Empowered Autonomous), Nirmala Niketan	d	20 3 25
Dr. Anita Machado	Controller of Examination / IQAC Coordinator	College of Social Work (Empowered Autonomous), Nirmala Niketan	Anik Machle	2613128
Dr. Sonia Rodrigues	Associate Professor/ Field Work Coordinator	College of Social Work (Empowered Autonomous), Nirmala Niketan	Chodrigues.	20 3 25
Dr. Renu Shah	Assistant Professor/ Research Coordinator	College of Social Work (Empowered Autonomous), Nirmala Niketan	Reny	20/3/25

Institution Representatives (Administrative Staff)

Name	Designation	Institution	Signature	Date
Ms. Sabeena	Administrator/	College of Social Work	1	
Gonsalves	Deputy	(Empowered Autonomous),	moren	2013125
	Controller of	Nirmala Niketan	12	deisi
	Examination		Λ	
Ms. Shweta	Office	College of Social Work		
Malvankar	Superintendent	(Empowered Autonomous),	Advantar	2013/25.
	/ Exam	Nirmala Niketan	Adult	131
	Committee		M	20
	Member			-
Ms. Swati	Assistant	College of Social Work		
Karekar	Administrator/	(Empowered Autonomous),	Sharchar	
	Exam	Nirmala Niketan	Anarche	20/3/25
	Committee		Di	
	Member			



College of Social Work (Autonomous)

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	Question papers reviewed for syllabus alignment and errors	^(es	
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e.	Seating arrangement and exam hall setup procedures are duly followed	Yes	
f.	Invigilators assigned and briefed on responsibilities. Policy is duly prepared for the invigilators	Yes	
g.	Admit cards or student identification procedures in place	Yes Yes	-
h.	Special Provisions are made for students with special needs	Yes.	
i.	Attendance Policy is strictly complied in line with the policy specifications	Yes	
	2. Examination Conduct		
a.	Exam started on time with clear instructions	Yes	
b.	Student identity verification conducted properly	Yes	·.

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	D (1 1 1 1		
c.	Proper seating arrangement and monitoring by invigilators	Yes	n' .
d.	Procedures are intact for Malpractice	Yes	<i><i>Y</i></i>
e.	Policies are formulated for Invigilators and adequate documents are maintained to record the process of conducting the exams	Yes	
0	3. Post-Examination Procedures		
a.	Answer scripts securely stored before evaluation	Yes.	
b.	Evaluation process completed within the specified timeline by providing specific dates for paper checking and Moderation	Yes	
c.	Moderation and rechecking procedures followed where required	Yes	
d.	Marks recorded accurately and cross-checked	Yes	
e.	Final scores uploaded securely in the system	Mes	
f.	Discrepancies and complaints addressed before result declaration	Tes	A dvisable to show answer sheets to students
g.	Providing Grace marks in line with the University specifications	Yes.	students
	4. Result Declaration and Analysis	-	
a.	Final marks compiled and verified for accuracy	Yes	
b.	Results communicated to students in a timely manner	Yes.	•
с.	Student grievances regarding exam results addressed		
d.	Examination records archived securely for future reference	Yes	
	5. Compliance and Documentation		
a)	All exam-related documents are properly documented	Yes	
b)	Feedback collected from students and faculty on the exam process during the IQAC meetings	Yes	
c)	Audit report prepared with findings and recommendations		
d)	Suggestions for improving the exam process documented	Yes Yes	

CHECK LIST FOR OBE COMPLIANCE

Audit Area	Compliance Status (Yes/No)	Remarks
1. Program Outcome and Course Outcome Formulation Process		
a. Program Educational Objectives (PEOs) are clearly defined and aligned with institutional goals.		
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c. COs are mapped to POs to ensure coherence across the program.	Yes.	
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problem-solving activities) are implemented.	. Yes.	
2. Faculty Development Programs		
a) Adequate Faculty Development Programs are organised for the Faculty members on Teaching / Learning and Assessment methodology	re Yes.	
3. Assessment Methods		
a. Direct assessments (tests, quizzes, assignmen presentations) are aligned with COs	its, Yes	
 b. Indirect assessments (student feedback, exit surveys, alumni feedback) are conducted c. Bubrics are used for evaluating assignments 		
 c. Rubrics are used for evaluating assignments, projects, and presentations d. Formative and summative assessments are 	No	
systematically planned and implemented	Yes	-
e. Assessments measure various cognitive level (remember, understand, apply, analyze, evaluate, create).	ls Yes	
4. Attainment Analysis & Continuous Improvement		×
a. CO attainment levels are analyzed using assessment data	Yes	

	· · · · · · · · · · · · · · · · · · ·	
PO attainment is computed based on	Nee	(D*)
	les.	× •
Action plans are formulated for improving		Proposed
student learning outcomes	-	Since 035
Faculty review meetings discuss assessment		implementation
results and course enhancements.		implementation has just begun
Curriculum is periodically revised based on	80 - 80	Just regue
attainment analysis and stakeholder feedback.	_	
	×	8
Documentation and Accreditation Readiness		
Course files contain syllabus, lesson plans, CO-	× 1	•
PO mapping, and assessment tools.	Tes,	
Attainment reports are systematically		
maintained and accessible	Yes	
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SUGGESTIONS & RECOMMENDATIONS BY THE AUDIT TEAM

Observation Recommendation It is advisable to have Question papers a single location for are printed all enam related work and stored away from right from question paper the exam printing & storing, to answer room. paper handling to etc. Display of answer scripts Answer scripts to students after assesment are not shown to to ensure transporency students and accuracy.

External Audit Team

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Dr. Saima Sheikh	Controller of	St. Xavier's College	A . " A	
Khan	Examinations	(Empowered	Anima	20/3/25
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Malvankar	Superintendent	(Empowered Autonomous),	Val	10125
	/ Exam	Nirmala Niketan	Telunital	2013125
	Committee		CUL	
	Member	ана страна с Страна страна с		
Ms. Swati	Assistant	College of Social Work		
Karekar	Administrator/	(Empowered Autonomous),	Warehow	20/3/25
	Exam	Nirmala Niketan	Mai	- (-
	Committee		V	
	Member			