

**College of Social Work
(Empowered Autonomous), Nirmala Niketan**

**Exam Audit
2023-2024 & 2024 2025**

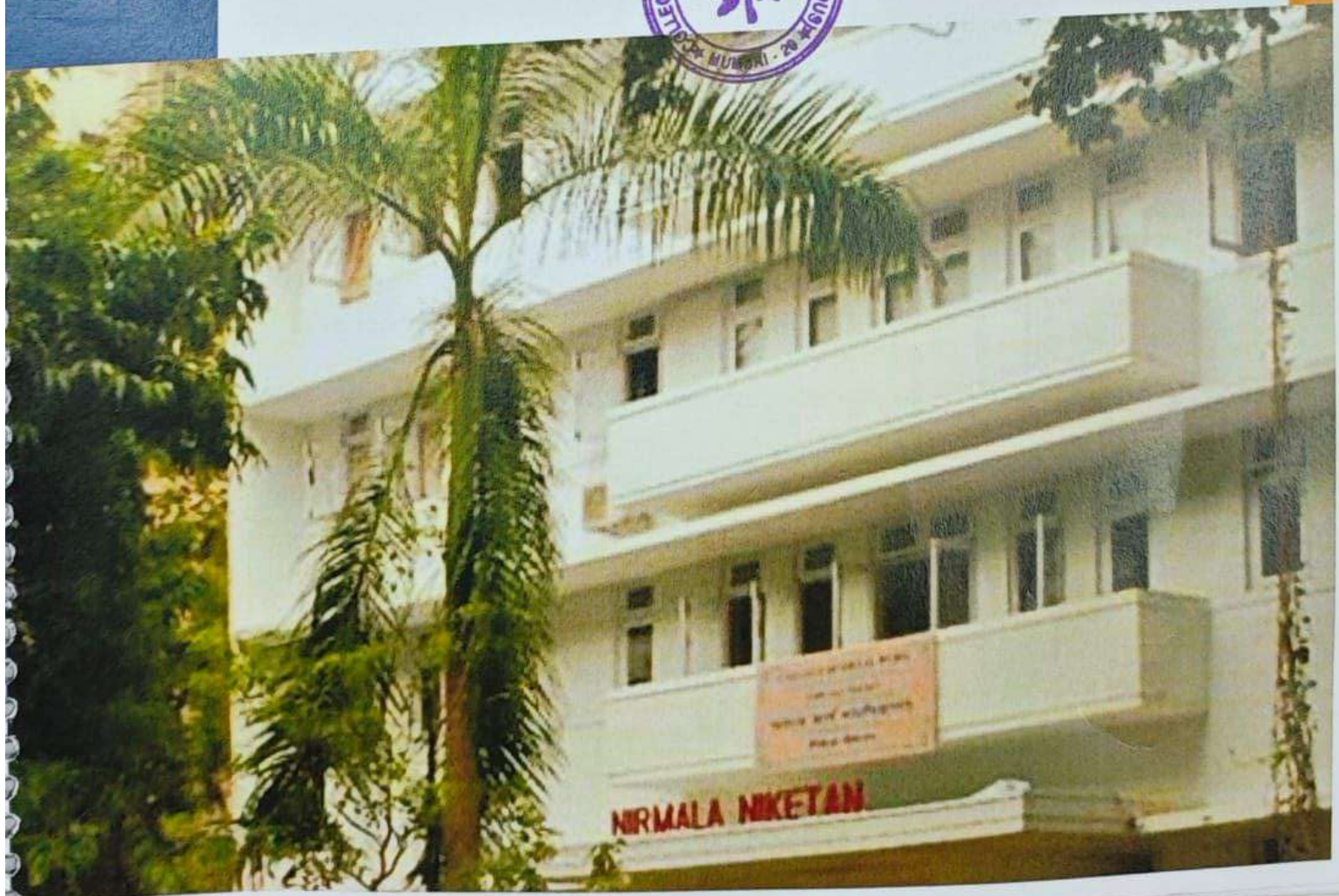
External Audit Team

Saima

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

Sunita Jadhav

**Dr. Sunita Jadhav,
Associate Professor,
Controller of Examination
Sophia College for Women
(Empowered Autonomous Institution)**





College of Social Work (Autonomous)

Nirmala Niketan Institute

Affiliated to the University of Mumbai

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

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.

CHECKLIST FOR EXAM AUDIT

Audit Area	Compliance Status (Yes/No)	Remarks
1. Pre-Examination Preparation		
a. Exam timetable finalized and communicated	yes	
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	

c. Proper seating arrangement and monitoring by invigilators	yes	
d. Procedures are intact for Malpractice	yes	
e. Policies are formulated for Invigilators and adequate documents are maintained to record the process of conducting the exams	yes	
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	yes	
f. Discrepancies and complaints addressed before result declaration	yes	assessed papers can be shown to students to minimise grievances
g. Providing Grace marks in line with the University specifications	yes	
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 addressed	yes	
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	yes	
d) Suggestions for improving the exam process documented	yes	

CHECK LIST FOR OBE COMPLIANCE

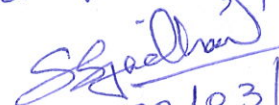
Audit Area	Compliance Status (Yes/No)	Remarks
1. Program Outcome and Course Outcome Formulation Process		
a. Program Educational Objectives (PEOs) are clearly defined and aligned with institutional goals.	yes	
b. Course Outcomes (COs) are specific, measurable, and aligned with Bloom's Taxonomy	yes	
c. COs are mapped to POs to ensure coherence across the program.	yes	
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	
i. Active learning methods (group work, 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	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).	yes	
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 attainment.
d. Faculty review meetings discuss assessment results and course enhancements.		
e. Curriculum is periodically revised based on attainment analysis and stakeholder feedback.	yes	
f. Documentation and Accreditation Readiness	suggestions are given	needs to improve designated space
g. Course files contain syllabus, lesson plans, CO-PO mapping, and assessment tools.		for control room
h. Attainment reports are systematically maintained and accessible	yes	

SUGGESTIONS & RECOMMENDATIONS BY THE AUDIT TEAM

Observation	Recommendation
	<p>Recommendations for improving the examination process and enhance the Accreditation preparedness.</p> <ol style="list-style-type: none"> 1. <u>Designated Exam control Room</u> which is well equipped to manage exam related tasks. please check the guidelines related to the infrastructure requirement. 2. <u>update the website</u> - Exam tab. upload Exam calendar, SOPs, Exam timetables, Exam policy, Co-PO mapping policy related to unfair means cases, etc. 3. <u>Student Feedback</u> - on Exam process. Consider showing students the answer papers and discuss the feedback for improvements. 4. <u>Ensure confidentiality</u> of the question paper submission process. <p><u>General observations :</u></p> <ol style="list-style-type: none"> 1. Excellent display of the various Exam processes. For the NAAC visit prepare a power point presentation. 2. I liked the compilation of the Research papers of the students.


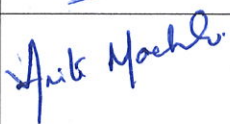


3. Impressive field Work component.
4. Overall good work, keep it up.


 20/03/25


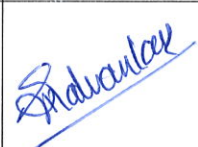

External Audit Team

Name	Designation	Institution/Organization	Signature	Date
Dr. Saima	Controller of Examinations	St. Xavier's College (Empowered Autonomous)		
Dr. Sunita Jadhav	Controller of Examinations	Sophias College For Women (Empowered Autonomous)		20/03/2025

Institution Representatives (Academic Staff)

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

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Name	Designation	Institution	Signature	Date
Ms. Sabeena Gonsalves	Administrator/ Deputy Controller of Examination	College of Social Work (Empowered Autonomous), Nirmala Niketan		20/3/25
Ms. Shweta Malvankar	Office Superintendent / Exam Committee Member	College of Social Work (Empowered Autonomous), Nirmala Niketan		20/3/25
Ms. Swati Karekar	Assistant Administrator/ Exam Committee Member	College of Social Work (Empowered Autonomous), Nirmala Niketan		20/3/25



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d. Marks recorded accurately and cross-checked	Yes	
e. Final scores uploaded securely in the system	Yes	
f. Discrepancies and complaints addressed before result declaration	Yes	Advisable to show answer sheets to students.
g. Providing Grace marks in line with the University specifications	Yes.	
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 addressed		
d. Examination records archived securely for future reference	Yes	
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e. Assessments measure various cognitive levels (remember, understand, apply, analyze, evaluate, create).	Yes.	
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	-	Proposed Since OBE implementation has just begun.
d. Faculty review meetings discuss assessment results and course enhancements.	-	
e. Curriculum is periodically revised based on attainment analysis and stakeholder feedback.	-	
f. Documentation and Accreditation Readiness		
g. Course files contain syllabus, lesson plans, CO-PO mapping, and assessment tools.	Yes.	
h. Attainment reports are systematically maintained and accessible	Yes	


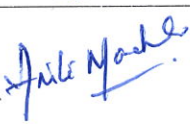


SUGGESTIONS & RECOMMENDATIONS BY THE AUDIT TEAM

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




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