



# **Nirmala Memorial Foundation College of Commerce and Science**

**Permanently Affiliated to University of Mumbai  
Accredited by NAAC, ISO 9001-2015 Certified  
Recognised under section 2(f) & 12(B) of the UGC Act 1956**

---

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai – 400 101. Tel.: 022 69436400

---

2.5

## **Evaluation Process and Reforms**



# **Nirmala Memorial Foundation College of Commerce and Science**

**Permanently Affiliated to University of Mumbai  
Accredited by NAAC, ISO 9001-2015 Certified  
Recognised under section 2(f) & 12(B) of the UGC Act 1956**

---

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai – 400 101. Tel.: 022 69436400

---

## **2.5.1**

**Mechanism of internal/ external  
assessment is transparent and the  
grievance redressal system is time-  
bound and efficient**



# **Nirmala Memorial Foundation College of Commerce and Science**

**Permanently Affiliated to University of Mumbai  
Accredited by NAAC, ISO 9001-2015 Certified  
Recognised under section 2(f) & 12(B) of the UGC Act 1956**

---

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai – 400 101. Tel.: 022 69436400

---

## **2.5.1. Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

### **Answer:**

The HEI being affiliated with University of Mumbai strictly follow the University rules regarding Internal and external Assessment. It gives 25 percent weightage in internal assessment and 75 percent weightage is the external assessment.

### **Internal / External Assessment is transparent**

The college has implemented a transparent and reliable internal evaluation system. Students and their parents are informed of the internal examination norms, regulations, and evaluation methods through prospectuses and orientation programmes. At the PTA meeting, parents are given copies of the examination rules and regulations. The rules can be seen on the college website as well. Internal evaluation is done through class tests, projects, practicals, and presentations, as well as attendance and performance, which are worth 25 points for UG courses and 40 points for PG courses, respectively.

All exam-related timings and announcements are posted on the college bulletin board/website and communicated to students in class.

### **Grievances Related To Continuous Internal Assessment (CIA)**

College Examination Cell monitors internal evaluation process. The students are given the opportunity to redress their grievances concerning internal marks if any. If grievance is related to revaluation of marks, students are supposed to fill a revaluation form available in the college office. Students get a photocopy of the answer sheet of the concerned paper. After studying answer sheets, student can apply for verification and revaluation of answer sheet. The result of revaluation is given by the college within 7 days of the application.



# **Nirmala Memorial Foundation College of Commerce and Science**

**Permanently Affiliated to University of Mumbai  
Accredited by NAAC, ISO 9001-2015 Certified  
Recognised under section 2(f) & 12(B) of the UGC Act 1956**

---

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai – 400 101. Tel.: 022 69436400

---

## **External Assessment:**

Semester wise exams are being conducted as per the norms of University as an external assessment component. The schedule of exams is being communicated with students and parents both well in advance. Semester wise marks are uploaded on the college website. Differently abled students are given extra attention through distinct seating arrangements, extra time, the use of a writer, as directed by the University.

## **Grievances Related To End Semester Examination (ESE)**

The grievances related to problem in submission of examination forms and queries related to mistakes in hall tickets and mark sheets regarding name, course name, and programme name are resolved promptly by the Examination Committee by communicating with Principal. If grievance is related to revaluation of marks, students are supposed to fill a revaluation form available in the college office. Students get a photocopy of the answer sheet of the concerned paper. After studying answer sheets, student can apply for verification and revaluation of answer sheet. The result of revaluation is given by the college within 7 days of the application.

## **The grievance redressal system:**

### **Grievance Redressal Committee**

As per the UGC/ University of Mumbai Notification the Grievance Redressal Committee is constituted with the objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances. The college has a set of mechanisms followed to address these grievances related to examination. The unfair means committee.