

Controller of Examinations Report Academic Year: 2024 – 2025

In accordance with NEP 2020, the Examination Cell implemented several reforms to make assessment more flexible and student-centric. The evaluation pattern was shifted to a Choice Based Credit System with 40% weightage to continuous internal assessment through assignments, projects, and presentations. Question papers were redesigned to include competency-based and application-oriented questions. The cell also adopted digital processes for result declaration, introduced multiple entry-exit options through Academic Bank of Credits, and ensured proper training for faculty. Coordination with SNDT Women's University was maintained for timely processing of results and degrees. These steps have helped in aligning examinations with NEP 2020 goals of holistic and multidisciplinary education.

Duties Undertaken During 2024-25

A. Examination Scheduling & Coordination

- Prepared and published internal exam timetable for all UG/PG programs in line with the academic calendar
- Ensured completion of 90 teaching days before commencement of end-semester examinations in both the odd and even semesters

B. Conduct of ATKT Examinations

- Scheduled and conducted ATKT examinations for Sem I to VI for all streams
- Processed ATKT examination forms, verified eligibility
- Ensured fair conduct with proper seating, invigilation, and adherence to university norms
- Generation of ATKT results

C. Student Queries & Grievance Redressal

- Addressed student queries regarding exam forms, hall tickets, timetable and results
- Handled grievances related to internal marks, revaluation, rechecking and photocopy of answer books
- Guided students on ATKT procedures, revaluation deadlines and verification process
- Maintained transparent communication through notices and circulars
- Maintained records of results, ATKT data, and unfair means cases

D. Degree Award Ceremony

- Co-ordinated the annual Degree Award Ceremony in collaboration with the university and college administration. For the academic year 2023-24, prepared the list of eligible graduates for the award of degrees after verifying the final semester results. Ensured all dues were cleared, and coordinated with SNDT Women's University to receive the degree certificates on time. Being the Controller of Examinations, was the Core Committee member organizing the Degree Award ceremony.



Dr. Darshana Buch
Controller of Examinations