



Since 1969

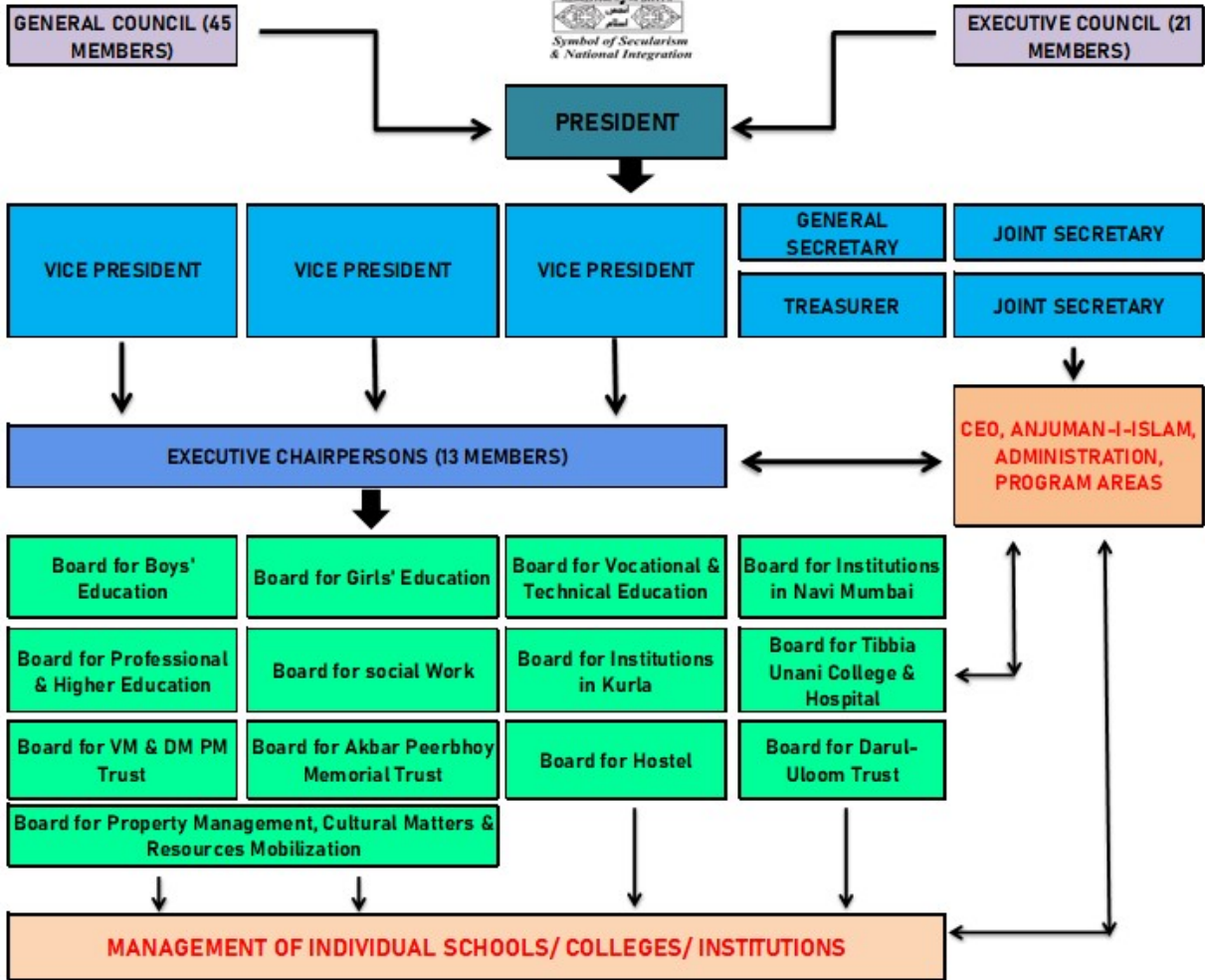
POLICY DOCUMENT

ANJUMAN-I-ISLAM



Governance

Structure



About the College

This College is the 'First Degree College by Anjuman-i-Islam' established in 1969, located on Maulana Shaukatali Road, Grant Road. It was originally named as 'Anjuman College of Commerce and Economics', later it was changed as "Anjuman-i-Islam's Akbar Peerbhoy College of Commerce and Economics" in the memory of late Mr. Akbar Peerbhoy, Former President - Anjuman-I-Islam, a noted Barrister, Philanthropist, educationist and founder of the College. It is now well known as Anjuman-i-Islam's Akbar Peerbhoy College of Commerce and Economics.

The Vision and Mission statements as given by the founders lay emphasis on providing education to those who are deprived access to the higher education and bring them out from the quagmire of poverty. The College aims at training students in the field of Commerce, Accountancy and Economics, Management, Mass Media and Information Technology and to make them useful global citizens who will contribute to make a prosperous and strong nation and to promote national integration by giving equal opportunity to all communities.

The College provides higher education to almost 3000 students every year right from Degree to Post Graduation courses like B.Com., BMS, B.Sc.(IT), B.Sc. Data Science) and BAMMC, M.Com. and M.Sc.(IT) affiliated to the University of Mumbai.

The College is now the Ph.D. Research Centre from the year 2014-15 to register Research Scholars for the Ph.D. Degree in Commerce. Presently 08 students have been registered at our College Centre.

The College conducts certificate courses in Computer Programming (Software) and Business Management. It is a center for Diploma / Certificate courses in Urdu and Arabic Language under National Council for Promotion of Urdu Language, MHRD, Govt. of India. Every year around 250 students of different religions including highly placed personnel from Police Dept., IT Dept., Doctors, Lawyers, Govt. Officials, IAS Officer, Film and Media Industry and other fields register for this course.



SOP

EXAMINATION



SOP FOR EXAMINATION

Transparency and redressal mechanism policies for internal examination

- At the college level, an examination committee is constituted, comprising of a senior Faculty member as Chairman Examination committee, other teaching faculty and non teaching staff as members for smooth conduction of end semester examination.
- The end semester examination is conducted by university, and the students appear at center allotted by the university.
- The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and end semester examinations.

For conducting the internal assessment test, a department level coordinator/committee is constituted for smooth conduction of internal assessment.

One internal assessment tests are conducted each semester at department level.

Before Examination

- a. Declare of date of examination 30 days prior to examination.
- b. Display the Time Table 20 days prior to the examination.
- c. Issue the notice requesting teachers to submit question papers 15 days before Examination.
- d. Issue the hall tickets (Supplementary / University Examination)
- e. Print the question papers
- f. Issue the duty slip / supervision slip to teachers.
- g. Prepare the seating arrangement / room allocation and display of same.

During Examination

- a. For proper conduction of internal test two invigilators are assigned in room
- b. Rules of entry and exit in exam hall are obeyed strictly so no point of grievance in this domain.
- c. For lab course Continuous assessment of every experiment is prepared by concern faculty member followed by viva voice and lab record.

After Examination

- a. Get the masking of answer books done after the examination session.
- b. Pack of the masked answer books in bundles with labels.
- c. Issue a notice regarding Centralised Assessment Program.
- d. Evaluation of answer sheet is done by concern subject faculty member within a week.

- e. Provide information of the unfair means cases to Unfair Means Inquiry Committee.
- f. Issue the notice for Chairperson of NSS, Sports, Cultural and DLLE to submit list of eligible students under O229.
- g. Issue the notice for submission of individual teacher's mark sheet after moderation, unmasking and verification.
- h. Collect names of the moderators from all Head of the Departments.
- i. Collect mark sheets from examiners after moderation along with verification form and remuneration form.
- j. Collect the documents required for result processing.
 - i. Photo copy the mark sheets submitted by the teachers.
 - ii. List of LD students.
 - iii. PRN number and Seat number of examination downloaded from University.
 - iv. O229 cases (NSS, Sports, Cultural and DLLE) for adding 0.1 in GPA in case of even semesters (II & IV – once in the year).

Transparency and redressal mechanism policies for internal examination

1. By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment
2. After preparing the assessments report by faculty it is shown to HoD and a copy is submitted by the concerned faculty to the department.
3. The assessment marks of the internal test uploaded on college ERP.
4. The final internal assessment marks calculated on the basis of attendance, marks of class
5. Any grievances related to university question paper like out of syllabus, repeated questions, improper split of marks, marks missed, wrong question number during semester exams are addressed to the chairman examination committee and the same reported to the principal.
6. Grievances handling mechanism is completely transparent. Starting of every semester all faculty members described the evaluation process of internal marks and external marks.
7. Immediately, after the unit test, the solution of the test along with question wise marking scheme is displayed on notice board within an hour after the test to maintain transparency and uniformity in the assessment of the internal tests.
8. The faculty evaluates the papers within a week of conduction of test.
9. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student.

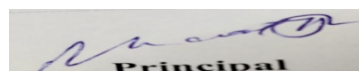
10. Internal examination grievances are cleared by showing the corrected answer sheet to student. He/she many times have grievance after comparison with fellow student's answer sheet. This is satisfied by Evaluator/concerned faculty member by explaining the reason for difference of marks.
11. Detailed list of students not appeared in exam is prepared with a common criteria, if any grievance is observed in it, is resolved for medical reasons/emergency.
12. Assignments: Faculty evaluates assignments based on the rubric which is also shared with the students. The rubric consists of criteria- timely submission, clarity, neatness, etc. The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned and to resolve grievances is any.
13. Lab experiments: The experiment performed in lab by the student is immediately evaluated by the faculty and the performance marks are assigned based on the lab rubric designed by the faculty.
14. The lab rubric is given in the lab manual which is shared with the students well in advance before the lab is conducted. The marks given by the faculty are available to the students immediately, this providing a transparent way for students to reflect on their strengths and areas of improvements.
15. Project evaluation: In a semester internal evaluations of the project is conducted in front of the panel consisting of group of faculties. The rubric is designed for these two presentations having criteria- quality of problem formulation, literature analysis, presentation, team work, etc.

With these systems in place, A.P.College, very well exhibits transparency in the mechanism of dealing with grievances related to the internal assessment

1. RECORDS

- ExamsTimeTable
- Result
- QuestionPapers
- DutyChart
- Rules&RegulationOfUniversity
- StudentsAttendanceRecords
- MedicalCertificates.




Principal