

Audit Key Steps

- Review of the Previous Audit Report/s, if any
- Inspecting the Documentation as suggested by the Previous Audit
- Study the Current Process of the System
- Look for Deviation in the Process
- Audit Report with Suggestions or Recommendation

Composition of Audit and Evaluation Team

Sr No.	Audit and Evaluation Team Members
1	Ms. Remya Madan Gopal
2	Ms. Priyanka Sorte
3	Mr. Shravan Kamble

Prepared by the Audit and Evaluation Team

Acknowledgments

The team responsible for this audit, under the supervision and direction of Dr. Lata Menon, Principal, Pillai HOC College of Arts, Science and Commerce, would like to thank those individuals who contributed to this project, and particularly, employees who provided insights and comments as part of this audit.

Original signed by

Remya Madan Gopal

Chief Audit Executive

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1.0 Executive Summary

In accordance with the norms of the institution, Pillai HOC College of Arts, Science and Commerce, Rasayani, Exam Cell Audit was conducted by the Internal Audit team in the academic year 2017-18. Teaching and evaluation are the two sides of a coin. Examination cell plays a key role in evaluation part. The Exam Cell is headed by the Chief Conductor of Examinations and Exam Cell Coordinator with exam cell members. The Prime responsibility of Examination Cell is conducting of all examinations (Both Internal and External Exams) in fair and systematic manner under the directions of the Chief Superintendent of Examinations.

The purpose of the audit was to ensure that the exam procedures followed in the campus are in accordance with the Academic Policy adopted by the institution. With this in mind, the specific objectives of the audit were to evaluate the adequacy of the management control framework and exam cell as well as the extent to which the Departments are in amenableness with the already adopted rules and policies.

During the initial planning of the audit, an analysis was conducted on the methodologies of the academic exam policies. The analysis was based upon overview of the policies, preservation and access of important data and its further analysis, and on the results of preliminary queries with personnel concerned with the exam cell management in the campus. The methodology used included physical inspection of the campus, review of the relevant documentation, and interviews.

2.0 Statement of Assurance

This audit has been conducted in accordance with the standards for the Professional Practice of Internal Auditing. In our professional judgement, sufficient and appropriate

audit procedures were completed and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

3.0 Summary of Findings

The main findings of the audit show that, in general, all the departments are aware about the need for Examination policies at a general level. On detailed review, it was observed that, as the college has started implementing the reforms suggested by the previous Audit Report, many of the practices followed in the institution which was earlier not in complete compliance with the Set norms of the institution, and the applicable standards. They have improved manifold in their efficiency, fairness and consistency.

4.0 Background to the Study

Examinations play an important role in imparting education and knowledge to students. Examination is an instrument to evaluate the knowledge, understanding and learning of students. For teachers, Examinations provides feedback to evolve their way of teaching.

In the last couple of decades, higher education has witnessed tremendous growth in terms of number of students enrolled, number of courses offered, reach of institutes etc. As a result of this growth, the examination system at College has become quite complex and complicated. One of the major problems faced by any college is to conduct infallible examinations and provide tamper proof certificates.

A committee of the representatives across all the courses, under the chairmanship of Principal, has been constituted. The committee has been mandated to ensure smooth and proper conduction of examination and to implement the laid down procedures end-to-end.

5.0 Members of the Committee

1. Ms. Prajakta Shirke, Exam Cell Convener
2. Mr. Binit Kumar, Chief Conductor of Examinations
3. Mr. Swapnil Patil, Member
4. Mr. Deepesh Jagdale, Member
5. Ms. Rewati Soman, Member
6. Ms. Sindhuja Joshi, Member
7. Ms. Anu Abhilash, Member
8. Mr. Darshan Patil, Member

The Exam cell has also defined the duties and responsibilities of active branching committees and its composition like Flying Squad and Unfair Means Committee along with initiation of Internal Exam and Preliminary Exam Committee during the academic year of 2017-18.

6.0 Observations and Recommendations

We have audited the Examination Cell, on April 25, 2018 and put forward the following observations for further actions.

The primary responsibility of the Cell is to take all necessary steps in the conduct of examinations of the various UG programmes and to take expeditious steps to publish the result on time as per the examination manual.

Document Verification

The following documents, registers and files were verified.

1. Examination Manual
2. List of Programmes
3. Syllabi
4. Notifications File
5. Files regarding Registration of students and issue of hall tickets

6. Inward/ Outward Registers

7. Stock Register

Following the audit, several observations and recommendations were made to the Exam Cell

- The Exam Cell has incorporated all the changes suggested by the previous Auditors.
- The Exam Cell Procedures, Access Rights, Security Rights are well defined and are followed to the T.
- The Documentation and Data Storage is accurate.
- To reduce the number of cases reported Under Unfair Means Mechanism, Exam Cell Members can include the practice of writing their UID nos. on the Question Papers as well before the commencement of exam. This would reduce embezzlement via Question papers.
- The Online Registration Portal which has already been developed for the students may be initiated at the earliest for all the courses.
- Based on all the Sets of Question Papers received by the respective faculty member, Question Bank could be generated for each subject course wise

7.0 Objectives and Scope

This audit was conducted for the Examination Cell of Pillai HOC College of Arts, Science and Commerce, Rasayani. The process was initiated to improve and make the procedures of exam conduction immaculate and for proper organisation and arrangement of the documents and secure preservation of critical and significant data.

8.0 Methodology

In order to meet its objectives, this audit combined physical inspection with a review of relevant documentation and interviews with various stakeholders.

Review of the Documentation

For the purpose of this audit the Examination Procedure of the institute was reviewed.

Interviews

Interviews were conducted with the Exam Cell Convener and other faculty members concerned with the exam cell were also conducted.

Physical Inspection

The audit team has physically inspected the campus to conduct the audit.

9.0 Declaration

I agree with all the recommendation and observation mentioned in this report.

Original signed by

Principal with Seal

