



St. Xavier's Institute of Education (Autonomous)

Affiliated to the University of Mumbai -N.C.T.E. Recognised
40-A, New Marine Lines, Opp. State Bank, Churchgate Branch, Mumbai - 400 020.
Tel. : 022 2201 4666 Fax: 022 22094178 Email: sxieinfo@gmail.com Website : www.sxie.info
NAAC Reaccredited 'A' (2016)

The Minutes of the Examination Audit conducted on 26th November, 2025 for the Academic Year 2024-2025

Institution: St. Xavier's Institute of Education (Autonomous), Mumbai

Examination Audit Period: 2024-2025

Examination Audit Date: Wednesday, 26th November 2025

Venue: SXIE(A), 5th Floor, Examination Control Room

Time: 2:00 PM to 4:30 PM

Examination Audit Committee Members

1. Dr. Fr. Francis Swamy, Manager, St. Xavier's Institute of Education (Autonomous), Mumbai.
2. Dr. Andrea Coutinho, Professor-Designate Principal & Chief Controller of Examination,, St. Xavier's Institute of Education (Autonomous), Mumbai.
3. Dr. Sangeeta Parab, Professor & Controller of Examination,, Jai Hind College (Empowered Autonomous), Mumbai.
4. Mr. Michael D'souza, Associate Professor & Controller of Examination,, Wilson College (Autonomous), Mumbai.
5. Dr. Elvina Pereira, Associate Professor & Controller of Examination,, St. Xavier's Institute of Education (Autonomous), Mumbai.
6. Dr. Shadab Paloji, Professor & Deputy Controller of Examination,, St. Xavier's Institute of Education (Autonomous), Mumbai
7. Mr. Sachin Urade Administrative Staff Member, St. Xavier's Institute of Education (Autonomous), Mumbai.
8. Mr. Deepak Jadhav Administrative Staff Member, St. Xavier's Institute of Education (Autonomous), Mumbai.

The Examination Audit Overview:

The Examination Audit for the Academic Year 2024-2025 commenced with a welcome of the Examination Auditors: Professor Dr. Sangeeta Parab (CoE of Jai Hind College (Empowered Autonomous), Mumbai) and Mr. Michael D'Souza (CoE of Wilson College (Autonomous), Mumbai); by the Principal Dr. Andrea Coutinho (Chief Controller of Examinations, St. Xavier's Institute of Education (Autonomous), Mumbai).

The Exam Audit presentation emphasising the procedures, practices, and the initiatives in the Examination systems at SXIE(A) was presented by Dr. Elvina Pereira (Controller of Examinations, St. Xavier's Institute of Education (Autonomous), Mumbai). The presentation was interactive as the Examination Auditors asked questions about various areas of conduct of the examination like setting of the question papers, audit of the question papers, appointment of the paper setters and DTP and other procedures with respect to question papers. Some of the points which were also discussed were about the assignment submission methods, and management of surplus sets of the Semester End Examination question papers.

The Key Areas Audited by the Examination Auditors:

1. **The Examination Time Table:** Preparation of the examination time table and the information about the same on College website and students notice boards.
2. **The Question Paper Audit:** Procedures for setting question papers were explained, including blueprint analysis and answer key verification. A checklist ensures quality and compliance, with a protocol requiring at least 3 out of 8 questions to be application-based. The weightage given to the units per course and its indication in the blue print.
3. **The Unfair Means during Semester-End Examinations and its protocol and feedback from the students:** The auditors checked the procedure about handling unfair means and the feedback taken from the students.
4. Queries about the passing percentage and the employability of the students were also discussed.
5. **The Examination Policy & Calendar:** The institution's Examination Policy, Academic Calendar, and Term Arrangements Calendar, were reviewed for adequacy and transparency.

The Observations of the Examination Auditors:

1. Practice of showing assessed and moderated answer books was appreciated
2. Internal Assessment like assignments submissions was discussed
3. Management of surplus question paper and overall shredding procedures was discussed.
4. Examination Policy was checked and the observance of University norms were also examined.
5. Preparation of the academic year wise term arrangement calendar and academic calendar with examination information, its approval by the statutory bodies and its systematic dissemination to the students, faculty and through website was recognized.

The Recommendations of the Examination Auditors:

1. **Documentation of Examination related initiatives:** It was suggested that examination related initiatives like showing assessed and moderated answer scripts maintain a record of queries raised by the students by providing students printed receipts where they fill the necessary information as a record where the concerned faculty will sign with date and time. Keep these records in the custody of the examination room to the Controller of Examination (CoE).
2. **Syllabus Analysis & Difficulty Level:** Conduct a thorough analysis of the syllabus and increase the difficulty level of the questions asked in the various courses if 100 % results are achieved.
3. **Unfair Means & Exam Grievance Cell:** The Examination Department should establish a separate cell for unfair means and exam grievances, distinct from the general grievance cell and mentoring. The faculty who is not a member of the examination committee can be the chairperson of this cell.
4. **Assignment Submission:** For internal assessment only online submission can be made mandatory. This will help in minimizing paper usage and generation of records in hard copy.

 Mr. Michael D'Souza Associate Professor Controller of Examinations Wilson College (Autonomous) Chowpatty Seaface Road, Mumbai, Maharashtra 400 007.	 Prof. Dr. Sangeeta Parab, Professor Controller of Examinations, Jai Hind College (Empowered Autonomous), "A" Road, Churchgate, Mumbai, Maharashtra 400 020.
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Date: 26th November 2025
Time: 4:00 p.m.

Place: Examination Control Room,
SXIE (Autonomous), Mumbai.



EXAMINATION AUDIT CERTIFICATE

This certificate is awarded to:

**ST. XAVIER'S INSTITUTE OF
EDUCATION (AUTONOMOUS), MUMBAI**

This acknowledges your successful completion of the
Examination Audit as per the NAAC guidelines for the
Academic Year 2024 - 2025

External Audit Team

Dr. Sangeeta Parab

Associate Professor and
Controller of Examinations
Jai Hind College (Empowered
Autonomous), Mumbai

Mr. Michael D'Souza

Associate Professor and
Controller of Examinations
Wilson College (Autonomous), Mumbai

Dr. Andrea Coutinho

Professor-Designate
Principal,

St. Xavier's Institute of Education (Autonomous)
Churchgate, Mumbai.

Wednesday, 26 November 2025



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Auditors CHECK LIST for the Examination Audit of 2024-2025

No.	Areas	Particulars
I.	Examination Cell Human Resource	☒ Formation of Examination Cell as per the norms ☒ Regular meetings of the Examination Cell ☒ List of Examination Committee members ☒ Examination Committee displayed in examination cell ☒ Adequate technical support is provided ☒ Adequate clerical staff is appointed ☒ Adequate support staff is deputed ☒ Staff are trained with necessary skills ☒ Minutes of the Examination Cell meetings
II.	Infrastructure	☒ Exam Board Room ☒ Total 9 desktops ☒ 2 heavy-duty Printers / Copier Machine ☒ Qualsoft Software and Software Maintenance available ☒ Security of Data and Information available Adequate Furniture available ☒ Availability of CAP room, Strong room, ☒ Proof reading and Printing area ☒ Arrangements to keep hard copies of records ☒ Provision for various stationary needed for the conduct of the examination ☒ Quality and availability of printed material, question papers, answer sheets etc. ☒ Fire safety and overall safety of exam cell ☒ Availability of notice boards
III.	Rules and Regulation of Examination	☒ ATKT (Allowed To Keep Terms) rules ☒ Grace marks rules ☒ Eligibility rules ☒ Grade table ☒ Unfair means rules ☒ Remedial teaching and supplementary examination ☒ Availability of examination calendar ☒ Minimum time for result declaration ☒ Re-verification and re-assessment system – grievances handling ☒ Digital payment facility for examination fees
IV.		☒ Audit document for Question papers ☒ Audit document for Answer-Keys ☒ Audit document for Invigilation of Internal Assessment / Semester End Exams ☒ Audit document for Examination Calendar



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V.	Server and IT Infrastructure	SXIE(A) Website links of exam cell and its updating / intranet information management ☒ Examination Policy ☒ Examination Process ☒ PO-CO Process ☒ Notice: Semester 4 Exam Result ☒ S.Y.B.ED. SEM IV Exam Result 2024-25 ☒ S Y B.Ed. Sem IV 2024-25 Term End Examination Time Table ☒ F.Y.B.ED. Semester I Term End Examination 2024-2025 ☒ S.Y.B.ED. SEMESTER III, SEMESTER END EXAMINATION TIME TABLE ☒ ACADEMIC HANDBOOK 2024-25 ☒ CO in the Syllabus ☒ Graduation Day ☒ https://ww2.sxie.info/sxie-academics/courses/b-ed-course/program-and-course-outcomes
VI.	Grievance Redressal Cell	☒ Internal Assessment schedule signed by the student council. ☒ Mentoring documents ☒ Staff meeting minutes

Names & Signature of External Auditors

 Mr. Michael D'Souza Associate Professor Controller of Examinations Wilson College (Autonomous) Chowpatty Seaface Road, Mumbai, Maharashtra 400 007.	 Dr. Sangeeta Parab, Associate Professor Controller of Examinations, Jai Hind College (Empowered Autonomous), "A" Road, Churchgate, Mumbai, Maharashtra 400 020.
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26th November, 2025

ANNUAL EXAMINATION AUDIT 2024-2025 held on 26th November, 2025

Time: 2:00 p.m. onwards

Venue: Examination Control Room,
Fifth Floor, St. Xavier's Institute of Education (Autonomous), Mumbai.

No.	Examination Audit Committee Members	Signature
1.	Dr. Fr. Francis Swamy SJ Manager St. Xavier's Institute of Education Society, Mumbai.	<i>(Fr. Francis Swamy SJ)</i>
2.	Dr. Andrea Coutinho Professor Designate Chief Controller of Examinations, St. Xavier's Institute of Education (Autonomous), Mumbai.	<i>Andrea Coutinho</i>
3.	Dr. Sangeeta Parab Associate Professor, Controller of Examinations, Jaihind College (Empowered Autonomous), Mumbai.	<i>S. Parab</i>
4.	Mr. Michael D'Souza Associate Professor Controller of Examinations, Wilson College (Autonomous), Mumbai.	<i>M. D'Souza</i>
5.	Dr. Elvina Pereira Associate Professor Controller of Examinations, St. Xavier's Institute of Education (Autonomous), Mumbai.	<i>Elvina Pereira</i>
6.	Prof. Dr. Shadab Paloji Professor Deputy Controller of Examinations, St. Xavier's Institute of Education (Autonomous), Mumbai.	<i>Shadab Paloji</i>
7.	Mr. Sachin Urade Administrative Officer, St. Xavier's Institute of Education (Autonomous), Mumbai.	<i>S. Urade</i>
8.	Mr. Deepak Jadhav Junior Clerk, St. Xavier's Institute of Education (Autonomous), Mumbai.	<i>Deepak Jadhav</i>