



CIRCULAR 1 OF 2025

IA/ TESTS / EXAMINATION

25/11/25

**Ref: Meeting held on 22/11/25 attended by AH, GS , AM, NK, PM and internal tests held for SY s in Nov 25**

HACSE has been using fair practices in holding tests and exams. However, as one more step ahead towards improvement and a transparent system, following steps have been made mandatory while managing university exams and internal assessment.

1. Late entry during internal test: 10 minutes
2. Late entry during university exam: as per university norms
3. Avoid holding internal exam at 10 am or 10.30 am since that is the peak traffic time in collector colony. In general tests can be held between 11 to 3 pm
4. The decision about any deviation about late entry, washroom request, identified exam malpractice, mobile manners etc to be taken by exam superintendent for the university exam. Invigilator is expected to inform the superintendent and not take any independent decision.
5. The decision about any deviation about late entry, washroom request, identified exam malpractice, mobile manners etc to be taken by college highest authority on campus at the time of the incidence for internal test. Invigilator is expected to inform the head / in-charge and not take any independent decision.
6. Language / body language / tone / expressions while communicating with students who has found to have deviated from the norms or found to have involved in mal practice has to be firm but polite without compromising dignity of the students.
7. Everyone's' dignity is equally important – staff and students. But extra care may be taken by all while dealing with a member of marginalised group including person with disability.
8. It is the responsibility of all to avoid other students being part of undesirable situation over mal practice in examination.
9. Student compromising the dignity of the faculty will not be tolerated but at the time of an undesirable incidence the onus of staying calm and rational is more on the faculty than the students.
10. Linking fee default issue with any of the assessment (internal or external) is strictly prohibited. Using strong wordings and setting deadlines for fee collections by program coordinators and the Dean – student welfare is acceptable but in no circumstances class participation in learning and assessing be impacted by pending fees. Any earlier formal / informal discussion / conclusion / minutes suggesting this directly / indirectly stand cancelled.
11. Consistency is the key to success. Lets follow these in an uniform way.
12. In charge Diksharambh is expected to ensure sharing code of conduct, attendance policy and internal assessment policy with the new incoming batch.
13. AM to ensure that the revised versions of these documents are uploaded on the website.

We are really doing fantastic as a team in current difficult times. Yet, here is a reminder: learning is a life long process and we must keep learning managing new generation students in different situations. What worked with students 5 years down the line may not work today. Handling assessment in college is not exception.

Thanks

  
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