

University of Mumbai



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NAAC : A++ Grade (CGPA 3.65)

Category-I University Status awarded by UGC, 2023

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CIRCULAR

Subject: Conduct of Examination Centre Audit for Winter 2026 Examinations –through Lead and Cluster Colleges Mechanism

All Principals / Heads of Lead Colleges and Cluster Colleges affiliated, autonomous colleges to the University of Mumbai, The University of Mumbai is undertaking an Examination Centre Audit in preparation for the smooth, efficient and transparent conduct of the Winter 2026 University Examinations. Under this initiative, the designated Lead Colleges shall visit the Cluster Colleges/examination centres under them and undertake a physical assessment of the preparedness of the examination centres using the prescribed audit checklist.

The audit is intended to identify and address any deficiencies **before commencement of the examinations** and to ensure that all examination centres have adequate infrastructure, security, manpower, technology and other essential facilities.

1. Coverage of Institutions

The inspection process shall cover:

- All designated Lead Colleges;
- All Cluster Colleges under the respective Lead Colleges; and
- Autonomous Colleges, wherever included in the examination-centre/cluster framework of the University.

All concerned institutions shall extend full cooperation to the inspection teams.

2. Areas to be Verified

The Lead College Audit Team shall broadly verify:

- Control room, CCTV surveillance and security arrangements, Computer, printer, Photocopy machine and internet facilities, Electricity and power backup

- Appointment of Chief Conductor, Invigilators, Sr. Supervisor, Jr. Supervisor, IT coordinator, & Supporting Staff.
- Secure storage and handling arrangements for examination material
- Availability of answer books and examination stationery
- Chief Conductor, Invigilators and supporting staff
- Examination halls and seating capacity seating arrangements and examination room facilities
- Student facilities, including drinking water and toilets Arrangements for Divyang/special-needs students
- Fire safety and emergency arrangements, Cleanliness and general preparedness of the examination centre
- Any other requirement prescribed by the University for the conduct of examinations

3. Role of Lead Colleges: All Lead Colleges are instructed to-

1. Constitute an appropriate inspection/audit team. Each Lead College shall constitute an **Inspection Core Committee of approximately 10–12 members**, comprising suitable members such as: i) Principals ii) Professors; iii) Associate Professors; iv) Exam Controllers v) IT-coordinators, Other appropriate faculty members from the **Lead College and its Cluster Colleges**. From the Core Committee, **sub-teams of three members each** shall be constituted for undertaking the inspection of the assigned examination centres.
2. The Lead College shall ensure that the inspection teams are constituted in such a manner that the inspection is conducted objectively and without any conflict of interest.
3. Prepare a schedule for visiting the Cluster Colleges under them. The three-member inspection teams constituted by the Lead College shall visit the respective Cluster Colleges assigned to them and verify the preparedness of the examination centres using the **prescribed Examination Centre Audit Checklist/Inspection Proforma**.
4. Conflict of Interest – Own College Shall Not Be Inspected. No member of the Cluster College shall be assigned to inspect his/her own college. The Lead College shall ensure that no member of an inspection team is involved in the inspection of the institution in which he/she is working. The inspection shall therefore be carried out by members from other institutions of the cluster to maintain **objectivity, transparency and impartiality**.
5. Communicate the date and time of inspection to the concerned Cluster Colleges in advance.
6. Conduct the physical audit using the University templates & checklist.
7. Record deficiencies, if any, clearly and objectively.
8. Identify **Critical, Major and Minor deficiencies** requiring corrective action.
9. Verify compliance/rectification wherever required.
10. Submit the consolidated audit report to the University within the prescribed timeline on **Audit Portal**. Hard copy of the report to be kept in lead college and scanned copy of the report shall be uploaded on the Audit Portal.

11. All the lead colleges shall be given the login credentials of **Audit Portal on registered email id.**
12. Link of the portal : will be shared on registered email I'd / lead group.
13. A separate report of each cluster college shall be uploaded on the portal
14. The lead college principal shall ensure completion of audits of all the cluster colleges under the lead college.

4. Role of Cluster Colleges: All Cluster Colleges are instructed to extend **full cooperation and coordination** to the Lead College Audit Team.

The concerned Principal/Head of Institution shall:

- Ensure the availability of the concerned exam/administrative staff during the visit.
- Keep relevant examination-centre records and information ready. Provide information/documents sought by the Audit Team.
- Facilitate physical inspection of examination halls and other facilities.
- Provide access to CCTV, IT, power backup and other facilities for verification.
- Immediately initiate corrective action for deficiencies identified during the audit.
- Ensure that all essential facilities are maintained in working condition throughout the examination period.

5. Important Instructions

The audit shall be treated as a **pre-examination preparedness and quality-assurance exercise**. All Lead Colleges and Cluster Colleges are therefore requested to undertake the process in a spirit of **coordination, cooperation and mutual support**. The Lead College Audit Team shall record its observations objectively. Any deficiency identified during the audit should be communicated to the concerned Cluster College so that corrective measures can be taken within the stipulated period. Cluster Colleges shall ensure that deficiencies affecting the **security, safety, confidentiality or smooth conduct of examinations** are given immediate priority.

6. Timeline

The Lead Colleges shall complete the physical audit of all assigned Cluster Colleges within the timeline as given below.

Activity	Responsibility	Timeline
Formation of Audit Team	Lead College	On the day of notice (2/9/2026)
Preparation of visit schedule	Lead College	Within 2 days of notice
Completion of physical audit	Lead College	Within 7 days of notice
Rectification of deficiencies	Cluster College	Within 8 days of notice
Verification of compliance	Lead College	Within 2 days thereafter
Submission of final report	Lead College	12 th September 2026

The detailed **Examination Centre Audit Checklist and Reporting Proforma** shall be used uniformly by all Lead Colleges.

All Principals/Heads of Institutions are requested to give this activity a **high priority** and ensure timely cooperation so that the University of Mumbai Winter 2026 Examinations are conducted in a **smooth, secure, disciplined and student-friendly manner**.



(Dr. Pooja Raundale)

Director

Board of Examinations and Evaluation

Copy to:

1. **All Principals of Lead Colleges**
2. **The Registrar, University of Mumbai**
3. **The Director, DICT, University of Mumbai**
4. **All Deputy Registrars, Board of Examinations and Evaluation (BOEE)**
5. **The Deputy Registrar, Finance & Accounts Section, Fort and Kalina Campuses**
6. **PA to the Hon'ble Vice-Chancellor**
7. **PA to the Hon'ble Pro-Vice-Chancellor**
8. **All Principals of Cluster Colleges**
9. **University Website – for uploading the Circular on the University Website**