

AC – /0 /2018

Item No.



**Rayat Shikshan Sanstha's
KARMAVEER BHAURAO PATIL COLLEGE, VASHI.
NAVI MUMBAI**

(AUTONOMOUS COLLEGE)

Sector-15- A, Vashi, Navi Mumbai - 400 703

Manual

on

Examination and Evaluation System

for

Faculty of Arts, Commerce and Science

***Under Autonomous status with
Credit-Based Semester and Grading System***

(With effect from the academic year 2018-2019)

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1. Examination Committee

We follow the UGC Guidelines of pre-examination, the conduct of examination and post-examination processes.

1. Structure of Examination Committee

The College, being an Autonomous Institute will have an Examination Committee based on UGC as well as University of Mumbai Guidelines. The Committee will consist of

- a. The Principal - as a Chief Controller of Examinations.
 - b. One of the senior faculty, nominated by the Principal based on the potential of the person – as a Deputy Controller of Examinations.
 - c. A teacher with 10 years of teaching experience from the departments, nominated by the Principal.
 - d. Controller of Examination of University of Mumbai or his nominee.
 - e. One expert as an external evaluator to be nominated by the Principal - as an Invitee.
 - f. Dean Academics- as an Invitee.
 - g. Controller of Examinations will be assisted by the Deputy Controller of Examinations along with other office support.
2. There is a team of Office Assistants, Computer Programmers, Data Entry Operators and other supporting staff.
 3. Examination Cell has an appropriate printing unit also for printing of question papers and other relevant confidential material.
 4. To motivate learners to be free of rote learning, various mechanism of internal evaluation are adopted such as group discussion, book review, home assignments, open-book examination, online test, MOOCs courses, Seminars, social survey, Industrial visits and the report writing, internships, viva voce etc.
 6. Remuneration for examination work is as per the Mumbai University norms and approved by the Board of examination, Finance Committee and by the Governing Body.
 7. The parent university awards degrees to the students evaluated and recommended by the college. The degree certificates are in a common format devised by the University. The name of the college will be mentioned in the degree certificate.

2. Powers and Duties of the Examination Committee.

1. The Examination Committee will ensure proper organization of examinations and test including Invigilation, Assessment, moderation, revaluation and declaration of the results.
2. Respective Subject Boards approves examiners, moderators, paper-setters and the Examination Committee gives appointments to such examiners, moderators, paper-setters.
3. The Examination Committee will undertake exercise and experiment in examination reforms.
4. The Examination Committee will obtain two sets of question papers in sealed packets. The Principal /Chairman of Examination will draw at random one of such sealed packet containing question papers. This sealed cover with seal intact after writing the number of copies will then be sent for printing.
5. The Committee will prepare the schedule of examinations and dates of declaration of their results at the beginning of the term and notify the same.
6. The assessment of answer books for all examinations will be done centrally through the Central Assessment System. All answer books of an examination after the assessment will be moderated as per the University norms of moderation. Examiner, as well as moderator, prepares the result sheet. For the revaluation of papers, answer sheets will be masked and then coded. The coded answer books will then be handed over to the examiners for assessment. After the assessment, all answer books will be decoded and de masked and then result sheet will be prepared by the respective revaluator.
7. To investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations, the Committee will constitute a subcommittee called as Unfair means Committee.
8. The recommendations of the Sub-Committee will be placed before the Examination Committee, which takes disciplinary action.
9. The Committee will arrange for strict vigilance during the conduct of the examination to avoid the use of unfair means by the students, teachers, invigilators, supervisors,
10. The Examination Committee will prepare the exam budget for every academic year.

11. Two-third members will constitute a quorum. If the meeting is adjourned for want of quorum, then no quorum will be required for such a meeting.
12. The Committee will meet twice during the academic year and such other times as may be required.
13. The College will conduct the examinations at a specified period (s) as it may schedule and notify. The examinations and evaluation systems will be as may be determined by the authorities of the College. The examination and evaluation will be carried out in such a manner as to enhance the sanctity, faith and credibility in the minds of the students and the society at large by being fair and rational.
14. The learners passing the examinations conducted according to the standards set by the The college will be awarded Degree / Certificate as the case may be, as per the provisions of the Act.
15. The various formats will be prepared by the Examination Committee for record-keeping and monitoring all examination related activities.
16. The Examination Committee will take into account reforms approved by the subject board and Board of Governors of the institute.
17. Controller of Examinations (COE) and Department coordinators (Head of Departments) carry out the following activities during Internal Test and Semester End Examinations.
 - i. Issuing Appointment Letters for Paper Setting, Assessment of paper setting and Printing
 - ii. Conducting Theory Examinations
 - iii. Issuing Appointment Letters for (Practical, Project/Dissertation, seminar)
 - iv. Coordination of assessment of answer books
 - v. Preparation and declaration of final results
 - vi. Issue of transcripts, provisional passing certificate, mark list, preparation of exam calendar, appointments of examiners.
18. As and when required examination committee co-ordinate with departments for the pre-examination process, the conduct of examination and post-examination process.

3. The infrastructure of the Examination Section

Description of Area

1. Central Assessment Room (CAP): It is used for central assessment of all answer books of Semester End Examinations and Re – Examinations.
2. Strong Room: All stationery required for examination, the printing of question papers as well as storage of examination gazettes is done in the strong room.
3. Working Area: Area for working of examination related staff along with control room during Class Tests, Semester End Examinations and Re-Examinations.

Central Assessment Room:

We have a CAP room having a seating capacity of 30 and is used for assessment and moderation of answer books of Semester End Examinations and Re-Examinations. It is made mandatory that faculty assess answer books in the CAP room only.

Printing Unit, Strong Room:

1. Examination Section has a printing unit having two copy printers with a capacity of printing 60 pages in one minute, photocopier machine, three printers black & white with two scanner and relevant material for examinations.
2. Examination Section has a strong room used for storage of stationery and printing of question papers as well as storage of examination gadgets.

Server and Computers:

Examination Section is having its server with 05 computers, with licensed copies of Microsoft, Windows 7 and MS-Office 2007.

Telephone and Internet

Examination Section is well connected with internet lines of 10 Mbps speed, telephone facility with intercom.

Stationary, Notice Boards etc...

1. Examination Section prints grade sheets, and passing certificates for an academic year. Answer books and supplements are serially numbered and the usage is recorded.
2. There are 5 dedicated notice boards for examination section which displays grade gazette, time-table and examination related notices from time to time along with uploading

Examination calendar, time-table and notice regularly on the college website.

3. Also, there are four dedicated PC's exclusively for examination related work.

CCTV surveillance

Examination Section is also furnished with CCTV cameras CAP room. Also, we have CCTV cameras in classrooms used for examination blocks

4. THE SCHEME OF EXAMINATION

a. Summative examination – (60 Marks)

- There shall be examinations at the end of each semester of 60 marks ordinarily during November/ December for odd semesters and during March /April for even semesters.
- **Duration** – These examinations shall be of **2 hours** duration.
- **Question Paper Pattern:-**
 1. There shall be four questions each of 15 marks or five questions each of 12 marks
 2. All questions shall be compulsory with internal choice within the questions.
 3. The question may be subdivided into sub-questions a, b, c... and the

allocation of marks depends on the weightage of the topic.

b. Formative examination – (40 Marks)

Marks for internal assessment shall be awarded based on seminars, fieldwork, tests, assignments, open-book examination, review etc. as determined by the Board of Studies in the respective subject.

The internal assessment marks shall be notified on the department/ college notice board for information of the students and it shall be communicated to the examination centre before the commencement of the SEE examinations.,

The board of examination shall have access to the records of such internal assessment evaluations.

c. Standard of Passing-

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain a minimum of 40%marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass the course and minimum of Grade E in each course wherever applicable to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

5. INSTRUCTIONS TO STUDENTS DURING EXAMINATION

1. Arrive 20 minutes before the start of your exam
2. Check the seating arrangement on display and then enter the examination hall
3. Mobile Phones are not allowed in the examination hall
4. Mobile Phones cannot be used as calculators.
5. Under unfavourable circumstances, candidates will be admitted to the Examination Hall not more than twenty minutes after the commencement of the examination.
6. If you arrive late, you **will not** be allowed extra time.
7. students must place all materials that are not specifically designated “permissible materials in examination hall ” in the front of the classroom, including but not limited to, backpacks, computer bags, cell phones, notebooks, texts, papers, electronic devices, iPods, headphones, purses, and bags.
8. You may take into an exam room any pens, pencils, erasers, rulers, pencil sharpeners and permitted technical drawing equipment (such as protractors and compasses). However, these must be placed in a clear plastic bag. You must not bring in any pencil case or box for these items.
9. Exchange of examination material will not be allowed during the examination
10. You **must not** have any unauthorised material with you at your exam desk or on your person whilst under examination conditions, including books, manuscripts, calculator cases, or mobile phone or any other electronic data storage device. You **must not** take into an exam room any blank paper; all rough work **must** be done in the exam booklets which are provided.
11. It is the responsibility of each candidate to ensure that they are answering the correct paper.
12. Each candidate must check the title of the paper and complete the candidate details on the front of the answer sheet
13. Read the instructions carefully before commencing an answer.
14. Any queries should be brought to the attention of the invigilator immediately.
15. Any irregularities of conduct within the Examination Hall will be reported and a candidate who is disruptive to the proper conduct of the examination for other examinees, in the opinion of the Invigilator, may be required to leave the Examination Hall.

16. Any type of Copy / Cheating/talking with another student during the examination will be forwarded as copy case to unfair means committee
17. Checks for unauthorized material will be carried out during the examinations – you may be asked to empty your pockets.
18. If you have a disability and need adjustments made to your exam arrangements, you **should** seek advice as early as possible before the exams from the Disability Advice and Guidance Team
19. The supervisors won't allow you to leave until one hour after the exam has started and during the last ten minutes.
20. The supervisors will give a warning ten minutes before the end of the exam. They will also announce when your exam has ended. You must stop writing when instructed to do so. If you continue to write, you may be reported to your faculty and face disciplinary procedures. Stay in your seat until the supervisor announces you to leave the exam room
21. Candidates who wish to leave the Examination Hall before the final twenty minutes of the examination period must call an invigilator and hand over their answer books to the invigilator.
22. At the end of the examination period, candidates must remain in their seats until all answer books have been collected. Answer books must be handed up immediately on request to the invigilator.
23. If you are sitting a paper-based exam, your handwriting must be legible. Number all answers and complete cover pages during the time allowed for writing
24. If you are sitting an online exam, your work is auto-saved after every 30 seconds and your exam will be automatically saved and submitted at the scheduled end time.

6. INSTRUCTIONS TO INVIGILATORS DURING EXAMINATION

1. Please implement the code of conduct for students during the examination.
2. Examination duty is compulsory. In case of emergency, an alternative arrangement to be made.
3. All invigilators must report within time to Examination Section and must reach to respective examination hall before 15 minutes of the examination schedule time.
4. Question papers will be made available by the respective examination committee member in

each examination hall before 10 minutes of the examination schedule.

5. All invigilators must maintain silence in the examination hall.
6. Your mobile phone will be in silent mode. Use it only in examination related to emergency cases.
7. Please check the students have occupied their respective seats according to the seating plan.
8. Distribute the answer books to the students before 10 minutes of the examination and ask them to fill all the details in the answer book.
9. Distribute the question paper to the students before 5 minutes of the examination.
10. Verify the admit card / I card of the students in the examination hall.
11. Take the signature of the students on the attendance sheet and maintain an attendance record of the examination hall.
12. Invigilators must watch the students continuously and should be vigilant.
13. Please move in the examination hall to prevent indiscipline/copying.
14. Should not leave the examination hall during the examination period. In case of urgency, may be allowed for a maximum 15 minutes with permission from the controller of examination/examination committee member after the alternative arrangement made
15. In case of **physically challenged/Learning Disable examinee**, he/she may be allowed an extra time of **30 minutes** for writing the examination for all the courses, provided he/she seeks permission from the controller of examination for extra writing time on account of his/her disability by producing a medical certificate from competent authority to this effect.
16. Other invigilators/faculty are not allowed to enter into other examination halls without consent of concerned Hall invigilator.
17. Distribute the supplement answer books/graph sheets to the students when requested by students.
18. Request the students to tie their supplement answer books before 5 minutes of the end of the examination time.
19. Invigilators must be vigilant, prevent unfair means and will report unfair means cases if any, without any discrimination to the examination committee.
20. If any student is resorting to Unfair means/ malpractice at any point of time, it should be reported the CE with written complaint mentioning the incident and handover the student to the CE along with the answer booklet, question paper and the forbidden material if any.

21. Disclose to the Controller of Examinations, well in advance, any conflicts of interest (e.g. immediate family member/close relative is a candidate for the exam) in doing a particular examination duty. This is essential to maintain transparency in the Examination system.
22. Once the examination is completed, collect the answer books serially and submit along with student's signature report and attendance report to examination committee members, ask them to sign on your reports after the verification.
23. Never leave the room or exam materials unattended.
24. Collect unused exam booklets and return them to the examination centre.

7. INSTRUCTIONS FOR PAPER SETTERS

1. The appointment of the board of paper setters and examiners will be based on the panel empanelled by the respective BOS.
2. The board of paper setters for each course/paper shall include
 - i. Chairman BOS of the respective department.
 - ii. Concerned faculty who is teaching the course or paper.
 - iii. External paper setter.
3. Paper Setter shall maintain the secrecy of the question paper and shall be responsible for the same.
4. Two sets of question papers to be possessed for each course.
5. Examination papers must be typed under secure conditions
Papers should be typed/printed in the format as Paper size: A4; Font style: Times New Roman; Font size: 12; Line spacing: 1; all margins: 1; Header portion should be in font size 14 with bold and capital letters.
6. The print should be sufficiently dark and clear to produce good quality photocopies.
7. Each page must be numbered clearly. (e.g.) Page 1 of 2, at the middle bottom of the page.
8. Use only one side of the paper when printing the examination paper.
9. 'Instructions to the examinee' should be correctly specified on the first page of the question paper.
10. Before setting a question paper, every paper setter should put himself or herself in the shoes of the examinee and then frame the type, level and duration of the questions.
11. The toughness level of the question paper should be such that 50% of question paper can be attempted by even an average student, 70% by good students and the 100% by intelligent students.
The question paper should be fairly distributed over the whole syllabus prescribed for the course during the academic semester. No question or part thereof should be out of the prescribed syllabus.
12. While setting the questions see the following attributes of a good question –

- (i) Question is relevant. It focuses on recall and aligns well with the overall learning objectives.
 - (ii) Question is framed in a clear, easily understandable language, without any vagueness.
 - (iii) Question is crisp and concise which will omit any unnecessary information that requires students to spend time understanding it correctly.
 - (iv) Question is purposefully asked which will help to evaluate the question against some set benchmarks.
 - (v) The question is guiding the learners towards understanding the concept
 - (vi) The question stimulates the thinking
 - (vii) The question is one dimensional. The multi-dimensional question can be divided into distinct questions to facilitate easier and better recall.
13. The Question paper should be set based on the course outcomes defined in the curriculum and ensured that all the outcomes are addressed through appropriate questions.
 14. The following factors are to be considered when assigning relative weights to each learning outcome and each content area.
 - (i) the importance of each area in the total learning experience
 - (ii) the time devoted to each area during the learning experience
 - (iii) which outcomes have greater retention and transfer value
 15. Questions paper should try to address the different levels of learning i.e. Knowledge / Remembering, Understanding, Applying, Analyzing, Evaluating and Creating.
 16. Repetition of a question must be avoided.
 17. As far as possible avoid splitting of question/sub-question across two pages, it should appear on the same page
 18. A serial number of question should be given on the left-hand margin and marks allotted to each question should be mentioned on the right-hand side of the paper. Where a question is divided into parts, the marks assigned to each part should also be indicated on the right side of the paper.
 19. Graphs, diagrams, maps, tables etc. must be originals and suitable for photocopying. They must either be incorporated in the typed script OR if they are to appear as separate sheets, they must be in A4 format and bear the paper number and must identify the question to which it refers.
 20. The name of examination, subject and subject code as given in the heading should be carefully checked from the syllabus.
 21. Abbreviation of all kinds should be avoided, except those in special subjects.
 22. Ensure that the question paper does not contain any objectionable/unlawful contents/questions of politically or religiously sensitive issues.
- 15 Please type 'END OF PAPER' immediately after the last question.
 - 16 Please ensure that question paper manuscripts are placed into a sealed envelope

- 17 On the manuscript envelope, the required information should be written clearly
- 18 Question paper manuscripts should be submitted before or on the date of submission.
- 19 If the direct relative/family member of any faculty is enrolled as examinee, the concerned faculty member will be exempted from the duty of paper setting
- 20 Every semester, a general audit should be conducted for the purpose of quality checks on Question Paper and evaluation.
- 21 Paper setter should give the following undertaking while submitting the question paper

UNDERTAKING

1. I----- hereby certify that the question paper was typed by me and I have not retained any copy of the same in any form.
2. I hereby certify that I have taken sufficient care to destroy the draft copy used and have deleted the relevant files from my computer taking care to ensure it is not retrievable by any means.
3. I hereby certify that I have taken the utmost care to maintain confidentiality.
4. I am certifying that none of my relatives is either studying in or appearing for the examination for which question paper has been set by me.

Date:

Signature of Paper Setter

22. Paper setter have to submit the Scheme of marking and model answers for the question paper in the following format while submitting the question paper to the examination section.

Marking Scheme & Model Answers

Month and Year of Examination:		Semester -
Branch -	Course Name -	Course code-
Name of Paper Setter :		
Institution -		Signature and Date :

Question Number	Solutions	Marks

8. ASSESSMENT PROCEDURE

1. It shall be mandatory for every faculty to assess the answer books of his/her course or answer books of other courses as instructed by the Controller of Examinations/concerned Head of Departments within the stipulated time and only in the CAP Centre/Room.
2. CAP In-charge shall issue answer books to the concerned faculty. He/ She will maintain a register with a number of papers issued to and received from the faculty each day.
3. The concerned faculty shall assess and submit the assessed answer books to the CAP In charge.
4. After the Semester End Examination theory assessment and marks the entry in prescribed format, the faculty shall submit the Semester End Examination mark list.

9. EVALUATION OF ANSWER SCRIPTS

The institute adopts the system of Central evaluation of the answer scripts. Coordinator for central evaluation will be nominated for the controller of Examination.

1. Each written course/paper shall be valued by one internal examiner and one external examiner (Moderator) from the panel of examiners prepared by the concerned B.O.S and approved by the Academic Council.
2. The Examiner shall have a minimum of 3 years of teaching experience and he/she must have taught the subject of valuation at least once. However, teachers with 2 years experience may also be considered for scarce specializations.
3. Each practical examination shall be jointly conducted and evaluated by one/ two internal examiner and one/two external examiner or two external examiners if there are no internal examiners.
4. A dissertation/ project report/ internship report/ Viva-voce shall be evaluated by one (External examiner) /two examiners (one external and one internal) from the panel of examiners prepared by the concerned B.O.S and approved by the Academic Council.
5. Assessment of answer books of the semester-end examination shall be done by internal evaluators/ paper setter.
6. For evaluation of answer books, make use of red pen alone.
7. The evaluator should evaluate each answer in the answer script. No question or part of a question should remain unmarked.
8. Award step-wise marks for each solved question according to model answer paper and according to the marking scheme
9. The evaluator shall neither put any comment nor any markings in the answer script. He/she shall place the marks for answers in specified spaces provided in the answer script.

10. The evaluator should not correct the marks by scratching or overwriting it . In case of any correction, the strike of previous figures by a line and write the new marks aside and put the signature aside.
11. No score should be awarded to a question where the answer is crossed even though the answer is correct to the extent of 100%.
12. Marks awarded to a question or any part of a question must be written at two places. First, where the answer to the question ends and secondly on the topmost of the answer scripts.
13. The transfer marks carefully on the front page of the answer book and carries out a total of marks correctly.
14. If the total has a fractional part then the faculty shall round the total to the immediate next integer.
15. The examiners should not give marks in fraction in the mark sheet.
16. He/she shall put a signature with his/her name in the space provided on the cover page of the answer book.
17. At the end of the last attempted answer and cross the remaining pages if the same are uncrossed.
18. While evaluating an answer script if the examiner finds any new page(s) inserted or any handwritten chit pasted on any page of the answer script, he/she immediately brings it to the notice of the CAP coordinator. The same procedure should be followed if there is any evidence of double handwriting in any answer script.
19. He/she, who handled the answer book should hand over valued answer books and mark sheet to concerned officials.
20. Last but not the least, please remember that you are evaluating these answer scripts at a time when RTI is already in operation. Xerox copy of any evaluated answer script could be demanded by the student immediately after the declaration of the result. Any compromise with the instructions mentioned above can seriously discount your honour and integrity on the one hand and name and fame of our institution on the other.

10. MODERATION

Moderation of examination papers at Semester End Examinations shall be done by a Moderator approved by the B.O.S. in the concerned subject.

The moderator shall be a Senior Academic whose field of expertise falls in the subject area of the examination paper.

Moderation of examination papers should be done after an interactive session between the Setter and Moderator.

The purpose of moderation is to assure error-free evaluation of answer scripts.

The Moderator must:

1. Moderate the general instructions on the front cover of the Question Paper, including module name, code, time-allocation and any other instructions.
2. Moderate the marking scheme/indicative marking criteria. This will include moderating the outline model answers for essay-type or open-ended question and the allocation of marks for each part/section or step.
3. In case suggest improvements to the model answers and marking schemes/indicative marking criteria to dovetail with intended answers.
4. Ensure that there is a balance between the time allocated for the paper, the complexity or level of difficulty of the questions and marks allocated.

During the Moderation process Moderator should pay attention to the following focal points:

1. Whether the first marking has been done according to a marking scheme.
2. Ensure the person who awarded the marks is fair and consistent in their marking by reviewing scripts from all bands and he/she has marked all questions and subquestions.
3. Whether the additions and subsequent calculations to obtain the final mark and the letter grade is accurate

Moderation should be done independently from the first marking.

The following range is recommended for moderation :

Maximum Marks	Passing Marks	Failing by 10% Of the total marks Of the paper	First-class and above	Marks between passing and first-class
		100% Moderation	100% Moderation	5% Moderation on Random Basis
60 Marks Paper	24	18 to 23 Marks	36 Marks & Above	25 to 35

After all, scripts have been marked, the moderator should -

- (i) Check that marking scheme/indicative marking criteria has been strictly and consistently followed to ensure fairness to all students.
- (ii) Check that each and every answer has been properly marked and that the marks have been correctly entered on the Performance Sheet.
- (iii) Check that each section of the examination paper has been marked.
- (iv) Check the accuracy of all totals.

If the moderator identifies any discrepancy in any question in the paper overall then this will be brought to the attention of the controller of examination.

If any mark is changed as a result of this moderation process, then all the scripts will be moderated. This will effectively be a non-blind double marking of the papers or a selected question if a problem relates to a specific question.

Moderator holds the responsibility of the accuracy of the final mark and letter grade of all the answer scripts presented for the second marking.

Good practices during moderation -

1. The process of moderation of examination papers should be done as an interactive session between the setter and the moderator without any prejudices.
2. Marking of answer scripts should be done according to pre-agreed detailed marking scheme without any prejudices.
3. The process should result in the error-free evaluation of answer scripts so the candidates would get the maximum advantage for their efforts at the examination
4. During the process, the moderator should present constructive criticisms to improve the standard of the question paper in a friendly yet in a professional way to avoid any misunderstanding or ill feelings in either party.

11. REVALUATION OF ANSWER BOOKS

1. If a student is aggrieved of SEE marks declared, he/she may apply for the revaluation of answer book by paying the prescribed fee.
2. The candidate will be responsible for submitting an application in the prescribed time limit. An application form received after the last date will not be accepted.
3. Revaluation will be carried out by other than the first examiner.
4. Upon receipt of the application, the paper to be scrutinized for the following-
 - a. Whether the total marks displayed in the given paper matches with the marks awarded to the candidate on the cover page of the answer book.
 - b. Whether the question-wise marks awarded to all the questions inside the answer book are correctly carried over on the cover page.
 - c. Whether the total of the question-wise marks on the cover page is correct.
 - d. If there is any change in recounting and that is more than the previous marks, the recounting marks will be considered for award/grade in that subject.
 - e. Whether all the answers in the answer book have been assessed by the examiner. If any question or part of it in the answer book is observed to be un-assessed, the same shall be got assessed from the examiner in the subject and additional marks, if any, awarded shall be then carried, noted and added on the cover page also and accordingly, the total of the marks shall be corrected.
 - f. All the cases of re-valuation where the change in marks occur, they should get

corrected and CE shall issue a corrected statement of marks to the concerned student

- g. In Revaluation, if the marks Secured are less than the previous marks awarded then the previous marks awarded holds good and there is no change in the status.
- h. In the case of answer books of practical, there will be no revaluation

12. ADDITIONAL EXAMINATION OF ANY SEMESTER

A learner who remains absent in some or all the subjects on medical grounds or for representing the College or University in NSS, NCC, Sports or Cultural Activities which is reported to the examination section, by producing necessary documents and testimonials within seven days and is considered valid and to the satisfaction of the Principal or the Head of the Institute, will be allowed to appear for the Additional Semester End Examination. *This is not applicable for any A.T.K.T Examinations.*

13. PRESERVATION OF ANSWER BOOKS

All assessed answer books for Semester End Examination and Re-Examinations shall be preserved for two consecutive semesters in the examination section from the date of examination.

14. RESULT PROCESSING

Each entity from the examination department right from the controller of examination, registrar, answer sheet evaluator professor or teachers, moderators, result printing team are involved in this co-ordinated task to complete result publishing activity in stipulated deadlines.

Institute has a transparent, secure and smart processing mechanism for the Results Making Process.

The Automated Result Processing Module is designed in such a way that gives power to the administrator in managing all the activities from a single interface. Institute need not worry about the violation of norms.

Key Functionalities of Result processing module are :

- Incorporating Ordinances for Result
- Upload /Enter subject marks
- Gracing management
- Withheld cases management
- Result summary
- Ranker analysis (Class/Subject)
- Managing unfair means cases

- Reassessment management
- Mark sheet printing
- Online provisional mark-sheet
- Degree certificate management

As soon as the marks in different components of internal assessment and Semester End Examination are received from evaluators the data operator shall arrange course wise data entry of their marks.

Once, all the data are entered, the printing of the grade cards will commence. Before printing the grade cards the Deputy Controller of Examinations shall personally check the entries in the results sheets with the concerned staff, for the accuracy in the compilation of results.

The examination section shall prepare the Grade Cards and statistics of the results.

The results shall be published /announced with the approval of the Principal.

Grade sheets shall be printed on grade sheets with multiple security features and issued students

While issuing the grade sheet to the student, the signature should be obtained as an Acknowledgement.

If any student loses the grade sheet issued to him/her, a duplicate grade sheet may be issued on application and payment of a prescribed fee.

Such grade sheet may be oriented prominently as “DUPLICATE”.

The Controller of Examinations shall arrange for displaying the results on the college College website.

All results shall be declared as per the examination calendar within 30 Days

15. ISSUING TRANSCRIPTS

1. A transcript is an official document containing the performance of a student, course taken by the student, the credits earned and the grades awarded.
2. A student can obtain transcripts by submitting the application with the prescribed fee.
3. The application should be accompanied by photocopies of all the grade cards issued to the student by the examination branch.
4. The staff concerned after checking the entries made in the application with the photo copies of the grade cards will forward the application to the Assistant Controller of examination concerned for further checking.
5. The Deputy Controller of examination concerned should check the entries made by in the application with entries in the tabulation register.
6. If the entries are found to be correct, the Deputy controller concerned forwards the application to the Controller of Examinations.
7. The Deputy Controller of examination concerned will sign on the printed transcripts.

8. The Deputy Controller of examination concerned should authorize the office assistant to issue the transcript to the student after obtaining a signature in "Transcript issue Register"

16. PROCUREMENT OF STATIONERY

Deputy Controller of the examination estimates the required stationery for procurement for coming academic year examinations. The requirement will be sent to the Principal for approval. The procured stationery will be maintained in the Examination section storeroom and its log to be maintained. The examination section should maintain coming semester stationery the requirement in a buffer in the storeroom.

17. EXAMINATION ORDINANCES

1. ORDINANCE O.5042 – A: - Grace Marks passing in each course/ head of passing (Theory/ Practical/ Oral/ Sessional / TW/ External / Semester End Exam / Internal Assessment)

The examinee shall be given the benefit of grace marks only for passing in each course/head of passing (Theory / Practical / Oral / Sessional / TW) in External / Semester End Examination or Internal Examination Assessment as follows:

Head of Passing	Grace Marks
Up to - 50	2
51-100	3
- 100	
101-150	4
- 150	
151-200	5
- 200	
201-250	6
251-300	7
301-350	8
350-400	9
401 and above	10

Provided that the benefit of such gracing marks given in different courses/ head of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of marks under this Ordinance shall be applicable

only if the candidate passes the entire examination of semester/year.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE, UGC etc.

2. ORDINANCE O. 5043-A: - Grace Marks for getting Higher Class / Grade

A candidate/learner who passes in all the subjects/courses and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class / Higher Second Class/ First Class or next Higher Grade by marks not more 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher or grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate course/head of passing also, if prescribed, in the examination concerned.

Provided further that benefits of above-mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of Class / Grade has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

3. ORDINANCE O.5044-A: - Grace Marks for getting distinction / Grade 'O' in the subject/course only

A candidate/learner who passes in all the Courses or Subjects/ Heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks in the courses/ subject/s falls short by not more than three marks for getting Grade 'O'/ distinction in the courses/subject/s respected shall be given necessary grace marks up to three (03) in maximum two subjects, courses subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

Provided that benefits of above-mentioned grace marks shall not be given to the candidate only for such examination/s for which provision for distinction in a course/subject has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

4. ORDINANCE O. 5045-A: - Condonation

If a candidate/learner fails in only one course/ head of passing, having passed in all other courses/ heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that course/head of passing in which he/she is failing, whichever is less. However, condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

Condonation of deficiency of marks is shown in the Grade Card/ Statement of Marks in the form of asterisk and Ordinance number.

Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

5. ORDINANCE O. 5046-A: - Moderation

1. The Moderation System shall be an application to all the faculties for Under Graduate and Post Graduate Semester End Examination / External Theory Examination.
2. 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that course/paper.
3. In the case of professional faculties/courses, 100% moderation shall be carried out in case of candidates obtaining 70% and above marks or Grade 'O'. For non-professional faculties/courses 100% moderation shall be carried out in case of candidates obtaining First Class Grade 'A' and above marks.
4. The moderation of answer books of at least 5% of the total number of candidates obtaining marks between Grade 'E' / minimum passing marks and marks required for Grade 'A' and above First Class/ distinction shall be carried out on random sample basis.
5. One moderator shall be appointed per five examiners. However, Chairman, Board

of paper setters will act as the moderator, where there are less than five examiners.

6. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAPs.
7. Where marks awarded by the moderator vary from those awarded by the original examiner, the marks awarded by the moderator shall be taken as final.
8. Each University shall formulate a detailed scheme of moderation on the basis of guidelines given above.

6. ORDINANCE O. 5048-A: - Amendments of Results

In any case, where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have the power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice-Chancellor / Pro-Vice-Chancellor, provided the errors are reported/detected within 6 months from the date declaration of results. Errors detected thereafter shall be placed before the Board of Examinations.

The error means:-

- i) Error in computer/data entry, printing or programming and the like.
- ii) Clerical error, manual or machine, in totalling or entering of marks on ledger/register
- iii) Error due to negligence or oversight of examiner or any other person connected with Evaluation, Moderation and Result Preparation.

7. ORDINANCE 5049: Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examination etc.

- i. No person can claim appointment as paper setter/examiner / or any other Examination work as a matter of right. Appointments of persons as paper setters / Examiners shall be ordinarily made at the time of Internal and semester-end examination/start of the semester.
- ii. The paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the examination section, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that

assignment is accepted by the paper setter/examiner.

- iii. Normally the pattern of the final semester examination will be 5 out of 7 questions with a total score of 100 marks precaution to be taken that full syllabus should be covered.
- iv. The Controller of Examinations (COE) shall be the Chief Conductor for all the examinations.
Whenever substitute arrangement is required it shall be done only by prior permission of the Principal.
- v. The chief conductor shall ensure that the stationery required for the conduct of examinations, question papers, etc. are received at the examination centre. He / She shall also ensure that the packets of question papers are intact and duly sealed and are opened in his/her presence 30 minutes before the start of the examinations.
- vi. Invigilator shall ensure that the students are not resorting to unfair means/practices. In case incidences occur, he/she shall immediately report the cases of unfair means to the Controller of Examinations along with his report.
- vii. Immediately after the examination is over, the answer books should be dispatched to the CAP centre.
- viii. The Controller of Examinations (COE) shall receive the bundles of answer books.
- ix. The Controller of Examinations (COE) shall arrange for the assessment of the answer books centrally as per central assessment programme prescribed by the college authorities.
- x. The examiners shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions received by the college authorities from time to time.
- xi. As soon as the mark lists are received in the examination section they should be processed immediately for preparation of result.
- xii. The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed in the examination calendar of the institute and the result along with the statement of grades will be distributed to the concerned students.
- xiii. The answer papers of examinations shall be preserved for a period of at least 6 months from the date of declaration of result of the concerned examinations.

8. ORDINANCE 5050: Ordinance regarding unfair means reported to by the Student

- i. On receipt of a report regarding the use of unfair means by any student at any College examination, including breach of any of the rules laid down by the college authorities, for the proper conduct of examination, Principal shall have power at any time to institute an inquiry and to punish such unfair means or breach of the rules by the exclusion of such student from the college examination or from any University course in a College either permanently or for a specified period, or by the cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship to him/her or by the cancellation of the award of any University prize or medal to him/her or by the imposition of fine or in any two or more of the aforesaid ways within a period of one year.
- ii. On receipt of the report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the Colleges or Recognized Institution including breach of the rules laid down for proper conduct of examination, Principal shall have power at any time to institute an inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper – setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or any two or more of the aforesaid ways.

9. ORDINANCE 6086: Attendance for learners

1) There shall be the Attendance Committee, for smooth conduct of this ordinance, in college comprising of at least three members, the Vice-Principal/ Senior Teacher (Convener) and at least two more teachers ensuring representation of the concerned faculties, nominated by the Principal.

2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfils at least seventy five per cent (75%) of the attendance taken as an average of the total number of lectures, practicals, tutorials etc. wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance

for the total no of periods which are otherwise delivered on the material day/s. Further, it is mandatory for every learner to have min 50% attendance for each course & average attendance has to be 75%.

3) The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular /co-curricular activity /competition /camp/workshop/convention/symposium/seminar etc. where the said learner is officially representing the college/ University/ District/ State/ Country with the permission of the Principal of the College wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, at Sr. No 2, shall be deemed to have been attended by the said learner.

4) Without prejudice to what is stated here-in-above, the Principal shall be the competent authority to condone the absentee of any learner further up to additional 25%, if deemed fit and on the recommendation of the attendance committee of the said college, wherein it is mandatory on the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise.

5) The attendance committee ensures that the attendance records are maintained in order and that the warning letters are issued to the defaulting learners at least twice in every semester & that in the first week of every month for the previous month default list it displays on college notice board. If they are falling short of attendance while also displaying the list of defaulters declaring their respective attendance for the month. The defaulting learners should also be called (along with the parent/guardian wherever necessary) to meet the Convener, attendance committee in the middle of the semester with a view to making the consequences adequately clear while understanding the difficulties

if any and encouraging the learner to comply with the requirement of the attendance. Needless to say that the learners should be made aware of the provisions of the ordinances for attendance at the time of admission and an undertaking may be obtained from them (countersigned by the parent/guardian wherever necessary) assuring regular attendance while understanding the consequences of defaulting.

6) At the end of the semester on recommendation of the attendance committee, the Principal shall display a list of the learners who are not allowed to keep terms, allowing them to appeal to the Principal within 3 days from the date of display of the notice. After disposing of the appeals the Principal shall intimate the same to the Examination to withdraw the examination forms of such defaulting learner sunder intimation to those learners ensuring that this communication reaches the concerned at least 10 clear days before the commencement of the respective examinations.

7) The learners whose terms are not granted by the college can appeal to the controller of examinations, if desired, in a prescribed form and by paying fees prescribed by the Management Council within 3 days from the receipt of this intimation and that the controller of examinations shall arrange a hearing of the before the committee. The respective committees shall convey their decisions to the controller of examinations which shall be final and binding on the learners once accepted and communicated by the controller of examinations.

10. Declaration of Results

- i. All results shall be declared as per the examination calendar.
- ii. The examination section shall prepare the Grade Cards and statistics of the results.
- iii. The results shall be declared after obtaining an endorsement from the Examination Committee.
- iv. In case of any discrepancies observed or reported in assessment and in the grade moderation process, Controller of Examinations shall forward the matter to the Redressal committee. The recommendations of the committee will be endorsed by the exam committee after approval by the Chief Controller of Examinations and the result shall be updated within 30 days.

11. Amendment of Results due to errors

- i. In case it is found that the result of an examination has been affected by errors, the Controller of Examinations shall amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary within 30 days subject to endorsement by the examination committee.
- ii. A report listing such amendments shall be submitted by the Controller of Examinations to Examination Committee. The amended result shall be endorsed by the Examination Committee before its declaration.
- iii. The error means
 - a) error in computer/data entry, printing or programming
 - b) clerical error, manual or machine error, in totalling or entering of marks on ledger /register.
 - c) Error due to negligence or oversight of examiner or any other person connected with evaluation, and result tabulation.

11. Ten Point Grading System – Applicable to UG / PG programmes

MARKS	GRADE	GRADE POINTS	Position/ Performance	SGPA or CGPA
80 & Above	O	10	Outstanding	10
70 to 79.99	A+	9	Excellent	9 – 9.99
60 to 69.99	A	8	Very Good	8 – 8.99
55 to 59.99	B+	7	Good	7 – 7.99
50 to 54.99	B	6	Above Average	6 – 6.99
45 to 49.99	C	5	Average	5 – 5.99
40 to 44.99	D	4	Pass	4 – 4.99
Less than 40	F	0	Fail	NA

Result of each Semester End Examination is declared online within 30 days from the last paper held.

Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student,

$$\text{i.e. SGPA (Si)} = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme,

$$\text{i.e. CGPA} = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

Where S_i is the SGPA of the I^{th} semester and C_i is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration of Computation of SGPA and CGPA

Illustration of SGPA

Course	Credit (C)	Grade letter	Grade Point (G)	Credit Point (C×G)
Course 1	3	A	8	3x8=24
Course 2	4	B+	7	4x7=28
Course 3	3	B	6	3x6=18
Course 4	3	O	10	3x10=30
Course 5	3	C	5	3x5=15
Course 6	4	B	6	4x6=24
Total	20			139

Thus, $\text{SGPA} = 139/20$

$= 6.95$, therefore Grade for that semester is 'B+'

Illustration of CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit:20 SGPA:6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0	Credit: 26 SGPA: 6.3	Credit: 25 SGPA: 8.25

$$\text{Thus CGPA} = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.25}{144} = 6.75$$

12. Verification and/or Revaluation of Answer Books

(Only for Semester End Exam)

Students' Grievances related to the assessment of answer books (if any), are addressed through

- i) Verification of marks scored
- ii) Photocopy of Answer Books
- iii) Reassessment, if required.

13. Eligibility Condition to appear for Additional Examination of any Semester

(Applicable only for Regular Semester End Examinations)

A learner who remains absent in some or all the subjects on medical grounds or for representing the College or University in NSS, NCC, Sports or Cultural Activities which is reported to the examination section, by producing necessary documents and testimonials within seven days and is considered valid and to the satisfaction of the Principal or the Head of the Institute, will be allowed to appear for the Additional Semester End Examination. *This is not applicable for any A.T.K.T / REP Examinations.*

13. A.T.K.T (A learner shall be Allowed To Keep Term)

- i) A learner shall be Allowed To Keep Term (A.T.K.T) for Semester – II irrespective of the number of subjects failed in Semester – I.
- ii) A learner shall be allowed to take **Admission to Semester – III** if he/she passes both Semester – I and Semester – II

OR

A learner shall be allowed to take **Admission to Semester III** and Keep Terms, if he/she fails in not more than four courses of Semester – I and Semester – II has taken together with not more than two courses each in Semester – I and Semester – II.

- iii) A learner shall be allowed to take **Admission to Semester-V** and Keep Terms if he/she

Passes in all Semester-I and Semester-II and failed in not more than four courses of Semester – III and Semester – IV taken together with not more than two courses each in Semester – III and Semester – IV.

OR

Passes in all Semester-III and Semester-IV and failed in not more than four courses of Semester – I and Semester – II taken together with not more than two courses each in Semester – I and Semester – II.

iv) A learner shall be Allowed To Keep Term (ATKT) for Semester – VI irrespective of the number of subjects failed in Semester – V.

A.T.K.T (For all programmes carrying 900 or more marks)

i) A learner shall be Allowed To Keep Term (A.T.K.T) for Semester – II irrespective of the number of subjects failed in Semester – I.

ii) A learner shall be allowed to take **Admission to Semester – III** if he/she passes both Semester – I and Semester – II

OR

A learner shall be allowed to take **Admission to Semester III** and Keep Terms, if he/she fails in not more than six courses of Semester – I and Semester – II taken together with not more than three courses each in Semester – I and Semester – II.

iii) A learner shall be allowed to take **Admission to Semester-V** and Keep Terms if he/she

Passes in all Semester-I and Semester-II and failed in not more than six courses of Semester – III and Semester – IV taken together with not more than three courses each in Semester – III and Semester – IV.

OR

Passes in all Semester-III and Semester-IV and failed in not more than six courses of Semester – I and Semester – II taken together with not more than three courses each in Semester – I and Semester – II.

iv) A learner shall be Allowed To Keep Term (ATKT) for Semester – VI irrespective of the number of subjects failed in Semester – V.

The result of Semester-VI shall be withheld by the University till the learner passes all the Semesters from I – V.

A learner who fails in some or all the courses can appear for A.T.K.T/REP Examination which will be conducted only in the months of September/October and March/April of every year. i.e. Semester I, II, III & IV.

A.T.K.T (For all Post-graduate programmes)

- i) A learner shall be Allowed To Keep Term (A.T.K.T) for Semester – II irrespective of the number of subjects failed in Semester – I.
- ii) A learner shall be allowed to keep term for **Semester – III** notwithstanding that he/she may not have appeared for semester I and / semester II Examination/s or failed in one or more courses at semester I and / Semester II.
- iii) A learner shall be allowed to keep term for **Semester IV** irrespective of the number of courses of failure in Semester III. However, the learner has to pass each course in Semester I and Semester II in order to appear for Semester IV.
- iv) A learner can appear for Semester IV Examination but the result for Semester IV shall be kept in abeyance until the learner passes each of Semester I, Semester II and Semester III.

14. Learning Disability

LD cases if any, certified by **Competent Authority** from the medical field should be reported to Examination In-charge along with application and authentic certificates, at least **30 days**

18. GUIDELINES FOR UNFAIR MEANS

UNFAIR MEANS -

No candidate shall use unfair means or indulge in disorderly conduct at or in connection with examinations. Here “Candidate” means an examinee taking an examination. Examination means any examination, midterm, end term, quizzes, practical which are considered as part of assessment/evaluation by the instructor while awarding grades in a subject. Unfair means shall include the following:

1. During examination time having in possession or access to

- i. Any paper, book, note or any other unauthorised material which has relevance to the syllabus of the examination paper concerned.
- ii. Mobile Phones or any electronic gadget other than a calculator, even in switch off mode, which can potentially be used for communication or copying.
- iii. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.

- iv. Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc. which may have relevance to the syllabus of the examination paper concerned.
- v. Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.
2. Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
3. Talking to another candidate or any unauthorised person inside or outside the examination room during the examination hours without the permission of the invigilating staff.
4. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
5. Impersonating any candidate or getting impersonated by any person for taking the examination.

PUNISHMENT -

A candidate found using unfair means or involved in disorderly conduct or disturbing other candidates, at or in connection with an examination shall be referred to Unfair means Committee. The committee after consideration of the case as referred to it by instructor/invigilator can award punishment. The punishment awarded by this committee will be one or more of the following –

1. Cancellation of the examination of the paper in respect of which he is found to have been guilty; and/or
2. Cancellation of the examination of the semester examination for which he was a candidate and/or debarred from the examination for the future semester(s).
3. Any other punishment deemed suitable by the committee.

NORMS OF PUNISHMENT

The following norms for punishment are laid down.

1. If the candidate is found having in his possession of any material relevant to the syllabus of the examination paper concerned but has not copied from or used it,

- a. The punishment will be the cancellation of the examination of that particular paper and he/she will be awarded F grade in that paper with all the consequences to follow.
 - b. However, if the material found in possession of the candidate is of insignificant nature the punishment may be relaxed to the extent that he/she will be given the chance to reappear in the examination.
2. If a candidate is found to have copied from or used the material caught, the punishment will be the cancellation of the present semester examination and he/she shall be awarded F grade in all the papers of that semester with all the consequences to follow.
3. If the candidate is found talking to another candidate or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the invigilator his examination in that paper may be cancelled and F grade will be awarded in that paper with all the consequences to follow
4. If the candidate is found reading or possess some incriminating material relevant to the syllabus of the paper in the veranda, urinal etc. his/her examination in that particular paper or his whole semester examination depending on the gravity of the offence shall be cancelled.
5. If the candidate is found giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours, his/her examination in that particular paper will be cancelled and F grade will be awarded in that paper with all the consequences to follow.
6. If the behaviour of the candidate on being caught is unsatisfactory or the candidate uses resistance/violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Unfair Means Committee.

19. LIST OF FORMATS USED IN EXAMINATION SECTION –

1. LETTER OF APPOINTMENT FOR PAPER SETTER/ EXAMINER / MODERATOR

To,

Name-

Address-

Subject - **Letter Of Appointment For Paper Setter / Examiner / Moderator**

Dear Sir/Madam,

1. I am pleased to inform you that as per the Maharashtra Public Universities Act, 2016 u/s 41 (f) you are appointed to jointly act as Paper Setter, Moderator and Examiner as mentioned against your name for the following course/subject for the examinations to be held in First/ Second Half

Programme	Class	Semester No.	Regular/ A.T.K.T.	Subject	Paper No. with paper code

- The college has introduced ECS payment facility to Paper Setter's/Moderator. You are, therefore, requested to fill in the bank details in the given form and submit the same at time of Paper Setting/Moderation.

2.

- A. You are requested to attend the meeting immediately in the college and submit the Question Papers to the Examination Cell within one Week after receipt of this Appointment Letter. The date of the meeting will be fixed by Chairman, BOS in the concerned subject in communication with you.
- B. The Chairpersons are requested to submit TWO DIFFERENT SETS of typed question papers along with answer key in a separate sealed envelope to the Examination Cell of the college within the stipulated time intimated to you by Manuscript Unit on receipt of this letter with D.T.P./Proof Correction and if necessary they should also submit Marathi version of the question-paper in sealed envelope wherever required.**
- c. Chairperson/ member are requested to be present on the day of examination of your paper in the Examination Control Room, of the college for the smooth conduct of the examination. The Question paper will be selected by using the auto-selection method.
- D. Please note that as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4) It shall be obligatory on every teacher and on the**



non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institution to render necessary assistance and service in respect of the examination of the University and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the University or College or Institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action which may include imposing penalties including suspension of approval to the appointment of a teacher as may be prescribed by the Statutes.

- E. If anyone wants to reject their appointment on Medical ground (with valid proof) or any Blood relation relative appearing for the University Examination, then they should submit their request with documentary evidence through proper channel to the Controller of Examination and Evaluation, of the college.
3. A copy of each of the pamphlet entitled 'General instructions to paper-setters and examiners' And 'Special instructions to paper-setters and examiners' will be available in the Manual of Examination and Evaluation System
4. You are requested to communicate any change in your service (College & Residence) as well as Tel No. & E-mail address, for faster communication immediately to the Examination Cell of the college.
5. **Utmost care should be taken while setting the question paper and to ascertain that there is no erratum in the question paper and must be set within the prescribed syllabus and the examination scheme of the said subject at the examination, and the paper will be set only in the authorized meeting of the paper-setters, which shall be held in the College.**
6. **The paper-setters should avoid setting the questions verbatim similar to the question paper set at college prelim examination if he/ she is also paper setter for their college prelim examination in the said subject.**
7. **The Copy of the letter should be submitted to the Principal of the concerned College for information with a request to relieve the concerned teachers of your college, for Examination work, as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4).**
8. **For any queries/difficulties about your appointment, you can communicate to the Controller of Examinations and Evaluation of the college.**

Yours faithfully,

Controller of Examinations

2. BILL FORMS

	<p>Rayat Shikshan Sanstha's KARMAVEER BHAURAO PATIL COLLEGE, VASHI (AUTONOMOUS) Accredited by NAAC at A+ Grade with CGPA 3.53</p>	
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Bill Form - 1
(Travelling Allowance & Honorarium)
(for the use of Nominees of: BOS / AC / BOE / BOF/ GB/ LIC)

Name:, Mob. No.....

Address (Professional):

Examination: Subject: Month: 20

I am submitting my claim for Travelling Allowance and or Remuneration as under:

I. For Attending Meeting for:	(1) Board of Studies
	(2) Academic Council
	(3) Board of Examination
	(4) Board of Finance
	(5) Governing Body
	(6) LIC Visit
II. Date of Meeting/Exam:	Held on..... /from to
III. Travelling Allowance: Mode of Journey & Fare:	Amount in Rs.
1. Rly/Bus: from to & Back	
2. Own vehicle: from to & Back (Vehicle No. & Km)	
3. Local Travelling: Rs. 500/- per day (Lumpsum)	
Total (III) =	

IV. Honorarium:	
IV) =	Total (III +

(I say, received an amount of Rsonly)

Receiver's Sign.



Head,

Exam. Section

Account's Officer

Principal

Dept. of

	Rayat Shikshan Sanstha's KARMAVEER BHAURAO PATIL COLLEGE, VASHI (AUTONOMOUS) Accredited by NAAC at A+ Grade with CGPA 3.53	
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Bill Form – 2, (Summative Examination)

[Note: Make ✓ on whichever is applicable]

M. A. / M. Com. / M. Sc.

PG, Sem. – I / II / III / IV (Regular / ATKT)

(Travelling Expenses & Remuneration-(for Paper Setters/
Examiners/Moderators)

Name:, Mob. No.

Address
(Professional):.....

Examination:Subject:, Month:20_____

1. I am submitting my claim for Travelling Allowance as under:

I. Details of Theory Examination: Subject:		
Course Code:		
(i) PG.....ii.....iii.....iv.....		
II. Travelling & Conveyance Allowance: (Only for outside Members)	Rs.	Ps.
1. Rly/Bus: from to & Back		
2. Own vehicle: from to & Back (Vehicle No. & Km		
3. Local Travelling: Rs. 200/- per day (Lump sum)		
4. Cap allowance		
Total (A) =		

2. I am submitting a claim for Remuneration as under :

1. The setting of Question Paper/s of : a. Marks: 60/100 and duration 2.0/ 2.5/3.0 hrs. b. Number of Set (s): PG.....	
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2. Assessment / Moderation / Revaluation of Answer Books:	
i.No. of Papers Assessed : _____ x_Rate Rs. _____ = _____	
ii. No. of Papers Moderated : _____ x_Rate Rs. _____ = _____	
iii. No. of Papers Revaluated: _____ x_Rate Rs. _____ = _____	
Total (B) =	
Grand Total = (A) + (B) =	

(I say, received an amount of Rs

Date:...../...../20....., Bank A.C. No.



Receiver's Sign.

Head
Dept. of

Exam. Section

Account's Officer

Principal

	Rayat Shikshan Sanstha's KARMAVEER BHAURAO PATIL COLLEGE, VASHI (AUTONOMOUS) Accredited by NAAC at A+ Grade with CGPA 3.53	
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Bill Form – 2, (Summative Examination)

[Note: Make **v** on whichever is applicable]

Arts/ Commerce/ Science/Any other

UG – Sem. - I / II / III / IV / V / VI (Regular / ATKT)

GRANTABLE / NON- GRANTABLE _____

(Travelling Expenses & Remuneration-(for Paper
Setters/Examiners/Moderators)

Name: _____, Mob. No. _____

Address
(Professional):_____

Examination: _____Subject: _____, Month:20_____

1. I am submitting my claim for Travelling Allowance as under:

I. Details of Theory Examination: Subject: Course Code UG: (i)ii.....iii.....iv.....		
II. Travelling & Conveyance Allowance: (Only for outside Members)	Rs.	Ps.
1. Rly/Bus: from to & Back		
2. Own vehicle: from to & Back (Vehicle No. & Km)		
3. Local Travelling: Rs. 200/- per day (Lump sum)		
4. Cap allowance		
Total (A) =		

2. I am submitting a claim for Remuneration as under :

1. The setting of Question Paper/s of : c. Marks: 60/100 and duration 2.0/ 2.5/3.0 hrs. d. Number of Set (s): x Rate Rs=.....	
2. Assessment / Moderation / Revaluation of Answer Books:	

i.No. of Papers Assessed : _____ x Rate Rs. _____ = _____	
ii. No. of Papers Moderated : _____ x Rate Rs. _____ = _____	
iii. No. of Papers Revaluated: _____ x Rate Rs. _____ = _____	
Total (B) =	
Grand Total = (A) + (B) =	



(I say, received an amount of Rs

Date:...../...../20....., Bank A.C. No.

Receiver's Sign.

Head Exam. Section Account's Officer Principal
 Dept. of

Sr. No.	Particulars	Rates in Rs.	
		UG	PG
1.	Travelling Allowance/day to External Examiner (Local travel)	200	200
2.	Paper Setter (Theory)	400	400
3.	Assessment of Theory papers per candidate		
	➤ 100 Marks (3 Hrs.)	16	20
	➤ 60 Marks (2 Hrs.)	08	10
4.	Moderation of Theory papers per candidate		
	➤ 100 Marks (3 Hrs.)	20	24
	➤ 60 Marks (2 Hrs.)	10	12
5.	Revaluation of theory papers per candidate	25	25
6.	Cap Allowance /Day 40 Answerbooks (Outsiders Only)	175	175
7.	Internal assessment per candidate	04	04
8.	Junior Supervisor	100	100

	<p style="text-align: center;">Rayat Shikshan Sanstha's KARMAVEER BHAURAO PATIL COLLEGE, VASHI (AUTONOMOUS) Accredited by NAAC at A+ Grade with CGPA 3.53</p>	
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Bill Form – 3
(Formative Examination)
UG - Sem- I / II / III / IV / V / VI ... (Regular / ATKT)
PG – I / II / III / IV ... (Regular / ATKT)
(Remuneration)
(for the use of Internal Examiners)

Name:, Mob. No.

Address (Professional):

Examination: Subject:, Month: 20

I am submitting my claim for Remuneration as under:

1. Details of examination :

I Details of Internal examination (CIE) : Class: Subject: Course Code: (i) UG: (ii) PG:	Assessment of Answer Book (s) of Tests / Paper Review / Project Report /Conducting Seminar/Group Discussion /Viva-voce /Online Test/Open Book Test / Oral etc.
II. Date/ Dates of Examination work done	From to

2. Remuneration :

Nature of Work Done: ➤ Number of Students Examined Rate / Student / Paper : Rs. 4/-	
Total =	

(I say, received an amount of Rs
only)



Receiver's Sign.

Head,
Dept. of

Exam. Section

Account's Officer

Principal

	Rayat Shikshan Sanstha's KARMAVEER BHAURAO PATIL COLLEGE, VASHI (AUTONOMOUS) Accredited by NAAC at A+ Grade with CGPA 3.53	
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Bill Form – 4
(Practical Examiner Bill Form)
 UG - Sem- I / II / III / IV / V / VI ... (Regular / ATKT)
 PG – I / II / III / IV ... (Regular / ATKT)
(Travelling Expenses & Remuneration)
(for the use of Internal and External Examiners only)

Name:, Mob. No.

Address (Professional):.....

Examination: Subject:, Month:20

1. I am submitting my claim for **Travelling Allowance** as under:

I. Practical / Project Exam Details: Class:..... Subject: Course Code: (i) UG: (ii) PG:	(1) Conducting Practical/Project/ Viva-voce Exam	
II. Date (s) of Examination:	From to	
III. Travelling & Conveyance Allowance: (Only for outside Members)	Rs.	Ps.
1. Rly/Bus: from to & Back		
2. Own vehicle: from to & Back (Vehicle No. & Km)		
3. Local Travelling: Rs. 200/- per day (Lumpsum)		
Total (A) =		

2. I am submitting claim for **Remuneration** as under :

a. Practical Examination: ➤ Number of Answer Papers Assessed:	
b. Project and Viva-voce Exam: Project and viva Voice (per Project) ➤ Number of Projects Examined and / Viva-voce conducted:	
c. Examining: M.Phil./Ph. D. dissertation in the Subject of	
Total (B) =	
Grand Total = (A) + (B) =	

(I say, received an amount of Rsonly)

Receiver's Sign.

Head,

Exam. Section

Account's Officer

Principal

Dept. of

Sr. No.	Particulars	Rates in Rs.	
		UG	PG
1.	Remuneration for Examining candidate practically (per candidate) (External /Internal Examiner)	20	25
2.	Travelling Allowance/day to External Examiner (Local travel)	200	200
3.	Project and Viva-voce (per Project) (External/Internal)	120	150
4.	Remuneration for Referee of M. Phil. / Ph.D.	M. Phil.	Ph. D.
	➤ External Referee (Assessment of Thesis)	1000	1500
	➤ Internal Referee (Assessment of Thesis)	1000	1500
	➤ Chairperson (Open Defense /Viva)	1000	1500
	➤ External Referee (Open Defense /Viva)	1000	1500
	➤ Internal Referee (Open Defense /Viva)	1000	1500



Rayat Shikshan Sanstha's
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Bill Form – 5

(Practical Lab Bill Form)

UG - Sem- I / II / III / IV / V / VI ... (Regular / ATKT)

PG – I / II / III / IV ... (Regular / ATKT)

(Remuneration of Lab Sup/Experts/Other Staff)

Subject:

Dates of Exam:.....

Dates of Preparation Dates of Cleaning:.....

Designation	Preparation Days	Total No. of Exam Days	Total Cleaning Days	Total No. of Staff Appointed	Rate Rs.	Total No. of Days Worked	Total Amount Payable Rs.	
Lab Sup					
Experts							
Lab Asstt.							
Lab Attn.								
Total								

(In Words: Rs.

.....**only)**

- **Note – 1. Preparation Days -02 only** (for Experts / Lab Asstt. & Lab Attn.)
- 2. Cleaning Days -01 only** (for Lab Attn. only)

Head,

Exam. Section



Account’s Officer

Principal

Dept. of

Sr. No.	Particulars	Rates in Rs.	

		UG	PG
1	Laboratory supervisor (per day) <ul style="list-style-type: none"> • Exam days as applicable 	200	250
2	Experts (per day) <ul style="list-style-type: none"> • Preparation: 02 Days (Where there is no Lab. Assistant) • Exam days as applicable 	150	200
3	Laboratory Assistant (per day) <ul style="list-style-type: none"> • Preparation: 02 Days • Exam days as applicable 	100	150
4	Laboratory Attendant (per day) <ul style="list-style-type: none"> • Preparation: 02 Days • Cleaning: 01 Day • Exam days as applicable 	50	75

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Bill Form - 6

(Conduct of Examination & Other related work)

UG - Sem- I / II / III / IV / V / VI ... (Regular / ATKT)

PG - I / II / III / IV ... (Regular / ATKT)

Examination:**Class:****Month:** 20

Sr. No.	Particulars	Name of the Person	No. of Days worked	Remuneration in Rs.	Signature
A	For College Theory Examination				
1	Chief conductor				
2	Senior supervisor				
3	IT Coordinators				
4	Understudy supervisor				
5	Peon/ lab attendants/lab assistants (Pasting of the seating arrangement, preparation of blocks wise bundles and floor wise supervision)				
6	Peon/ waterman				
7	CAP Director / Principal				
8	CAP Coordinator				
9	Cap clerk				
10	Cap attendant				
B	For DEPDS Examination (University Examination)				
1	Principal				
2	IT Coordinators				
3	Peon (for the printing of papers)				
C	Remuneration for finalization of results				
1	Principal				
2	Examination controller				
3	Examination committee remuneration				

Examination Section

Controller of Examinations

Account's Officer

Principal

Verified By.....

Remuneration for the conduct of Examination and other related work –

Sr. No.	Particulars	Rates in Rs. Per Day
A	For College Theory Examination	
1	Chief conductor	200
2	Senior supervisor	150
3	IT Coordinators	5 (Per examinee)
4	Understudy supervisor	100 (Per 10 Blocks)
5	Peon/ lab attendants/lab assistants (Pasting of the seating arrangement, preparation of blocks wise bundles and floor wise supervision)	30 (02 per floor)
6	Peon/ waterman	40 (two per building)
7	CAP Director / Principal	2.00 (Per answer book)
8	CAP Coordinator	1.50 (Per answebook)
9	Cap clerk	1.00 (Per answebook)
10	Cap attendant	0.50 (Per answer book)
B	For DEPDS Examination (University Examination)	
1	Principal	5 (Per examinee)
2	IT Coordinators	5 (Per examinee)
3	Peon (for the printing of papers)	2(Per examinee)
C	Remuneration for finalization of results	
1	Principal	5000 (Per session)
2	Examination controller	3000 (Per session)
3	Examination committee remuneration	10 (Per examinee per examination)