



Shiv Chhatrapati Shikshan Sanstha's

Rajarshi Shahu Mahavidyalaya, Latur (Autonomous)

EXAMINATION MANUAL



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Abbreviations

AC	: Academic Council
AECC	: Ability Enhancement Compulsory Course
ATKT	: Allowed to Keep Term
BOE	: Board of Examinations
CAP	: Central Assessment Program
CC	: Core Course
CCE	: Chief Controller of Examination
CIA	: Continuous Internal Assessment
COE	: Controller of Examination
CS	: Chief Superintendent
DSE	: Discipline Specific Elective
ECC	: Examination Conduct Committee
ECTC	: Equivalence and Credit Transfer Committee
ES	: Examinations Section
GB	: Governing Body
GE	: Generic Elective / General Education
IQAC	: Internal Quality Assurance Cell
RSML	: Rajarshi Shahu Mahavidyalaya, Latur
SEC	: Skill Enhancement Course
SEE	: Semester End Examination
SRTMU	: Swami Ramanand Teerth Marathwada University, Nanded

Definitions

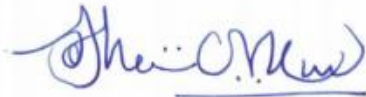
- **‘Academic Year’** means a year commencing on such date in June/July and ending with such date in April/May of the following year as may be decided by the Academic Council.
- **‘Academic Calendar’** the exact dates of all the important events, such as registration, commencement of classes, submission of documents, conduct of examinations, vacation, etc., during the Academic Session shall be specified in the Academic Calendar of the Institute and approved by the Academic Council.
- **‘Programme’** means the entire course of study and Examinations.
- **‘Duration of Programme’** means the period of time required for the conduct of the programme. The duration of under-graduate programme shall be 6 Semesters. The duration of post-graduate programme shall be 4 Semesters.
- **‘Semester’** means a term consisting of a minimum of 90 working days including internal examination days.
- **‘Course’** means a segment of subject matter to be covered in a semester (traditionally referred to as paper).
- **‘Answer-books’** means a stitched booklet of fixed pages issued by the institution to the students in the examination hall to write answers to the questions listed in the question paper of a subject of Examination.
- **‘Candidate’** means a person, who has been admitted to an examination by RSML.
- **‘Examination Fee’** means the fee for registering and securing admission to an examination.
- **‘Examiners’** means teachers appointed by the COE from among the examiners approved by the Principal for evaluation of theory/practical papers/UG or PG dissertation etc.
- **‘Invigilator’** means any teaching faculty of the Departments of Teaching appointed by the Examinations Conduct Committee (ECC) and approved by the Controller of Examinations (COE) for invigilation work.
- **‘Internal Assessment’** means the assessment based on Continuous Internal Assessment (CIA) tests and assignments given to the students during an academic period.
- **‘Late Fee’** means a sum of money that may need to be paid to the institution as a result of failure to meet the deadlines.
- **‘Malpractice’** means any one or more of the acts prescribed as malpractice in examinations.
- **‘Panel of Examiners’** means the list of all available examiners from the institution and other external Institutions who are listed by Board of Studies after the due process.

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Declaration

This Examination Manual is meant to be used as a handbook for the office of the Controller of Examinations, the Chief Superintendent, Assistant Chief Superintendent, Invigilators, Squad Members, Students and other individuals who carry out the examination work. Guidelines, rules, regulations, procedures, directions, etc. are made available for convenience.



Controller of Examinations
Controller of Examinations
Rajarshi Shahu Mahavidyalaya
(Autonomous)
LATUR-413 512(M.S.)



Principal
PRINCIPAL
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)



Foreword

With effect from admissions for the 2013–2014 academic year, we have included the necessary requirements for the organization, execution, evaluation and result declaration of internal and external evaluation of UG & PG students under the ambit of autonomous status. As to SRTMU policies and procedures, the fundamental directives / rules pertaining to examination fees and attendance will be adhered to. Our goal is to streamline and improve the examination process and to quickly release the results in order to assist the student community in pursuing further education or obtaining the job.

Part I- Introduction

1. Preamble:

Shiv Chhatrapati Shikshan Sanstha's the Rajarshi Shahu Mahavidyalaya, Latur (Autonomous) is committed to provide excellence in higher education in accordance with its motto || आरोह तमसो ज्योतीः || and mission 'Pursuit Excellence'. The advancement of the institute towards excellence is greatly aided by the Examination Section. The institution has created the Examination Manual for the operation of the Examination Section in order to accomplish the institution's vision, mission, and core values. The institution adheres to the norms of the examination with the highest accountability and transparency. The institution makes strategic decisions for a transparent method of assessing and declaring results. The norms and regulations of SRTMU& UGC guidelines for autonomous colleges serve as the foundation for examination process. The Principal, the Chief Controller of Examinations, oversees all work done in the Examination Section. The digitalization is used for the majority of examination related procedures.

The examination manual will be reviewed every three years by a committee formed by the Principal for the purpose and any changes as and when felt necessary will be incorporated after due consultation with all the stakeholders.

2. Scope:

The rules of this regulation apply to all students who take exams at Rajarshi Shahu Mahavidyalaya, Latur (Autonomous) and all other stakeholders of Rajarshi Shahu Mahavidyalaya, Latur (Autonomous) including Principal, Teaching and Non-Teaching Staff, and those who are the part of Examination Section.

3. Purpose of Examination Manual:

- To ensure effective internal and external examination planning, management, and execution in the students' best interests.
- To establish a reliable and effective Continuous Internal Assessment process.
- To assure the smooth operation of an examination system with distinct functions for both staff and students.
- To have a transparent and effective mechanism to address any examination related grievances of the students and staff.

4. Programmes Offered:

Under the autonomous status, the institution offers following programmes:

4.1) Undergraduate Programmes

4.2) Postgraduate Programmes

5. Formation of BoE & ES:

The institution has established a Board of Examinations and Examinations Section with number of sub-committees& panels having precise tasks and responsibilities in order to conduct the examination procedure without any hiccups.

1. Board of Examinations (BoE)
2. Examinations Section (ES)
 - 2.1) Examinations Conduct Committee (ECC)
 - 2.2) 48(5) (A) Committee
 - 2.3) Committee for Unfair Means by Staff
 - 2.4) Equivalence and Credit Transfer Committee (ECTC)

Part II –Formation of BoE and ES

1. Board of Examination Committee:

The Board of Examination is constituted as per the UGC guidelines for Autonomous colleges during XII plan, Maharashtra University Act 2016 for Autonomous college, Statutes of Autonomous College published in Gazette by the Govt. of Maharashtra published on 14th January 2019, and Swami Ramanand Teerth Marathwada University, Nanded to decide upon examination process and activities from time to time, with an approval from the Academic Council & Governing Body of the institution.

1.1. Composition of committee:

Sr. No.	Designation	Position
1.	Principal	Chairperson
2.	Representatives from Governing Body	Members (02)
3.	Invitee Members from Other Institutions	Members (02)
4.	Faculty Representatives	Members (04)
5.	Secretary of Academic Council	Member
6.	Coordinator, IQAC	Member
7.	Controller of Examinations	Member Secretary

1.2. Roles and Responsibilities of BoE:

- i. Create a policy, a mechanism, and operational plans to complete the tasks involved in evaluating students' performance effectively and within a specific time frame.
- ii. Undertake examination and evaluation reforms & implement them after approval of academic council in order to make examination and evaluation system more efficient.
- iii. Approve detailed programme of examinations and evaluation as prepared by the CCE & CoE.
- iv. Serve as a consultative body on issues pertaining to the efficient and hassle-free administration of examinations.
- v. Give approval of examiners, moderators and paper setters from the panels prepared by the respective Board of Studies (BoS).
- vi. Consider, approve and implement the reports of the 48 (5) (A), 43(4) & 43(5) committee.
- vii. Arrange at least three meetings during the academic year and such other times as may be required.
- viii. Approve the result of the all examinations and recommend only the final results of a course leading to award of a Degree for the approval of the Vice-Chancellor, SRTM

University, Nanded.

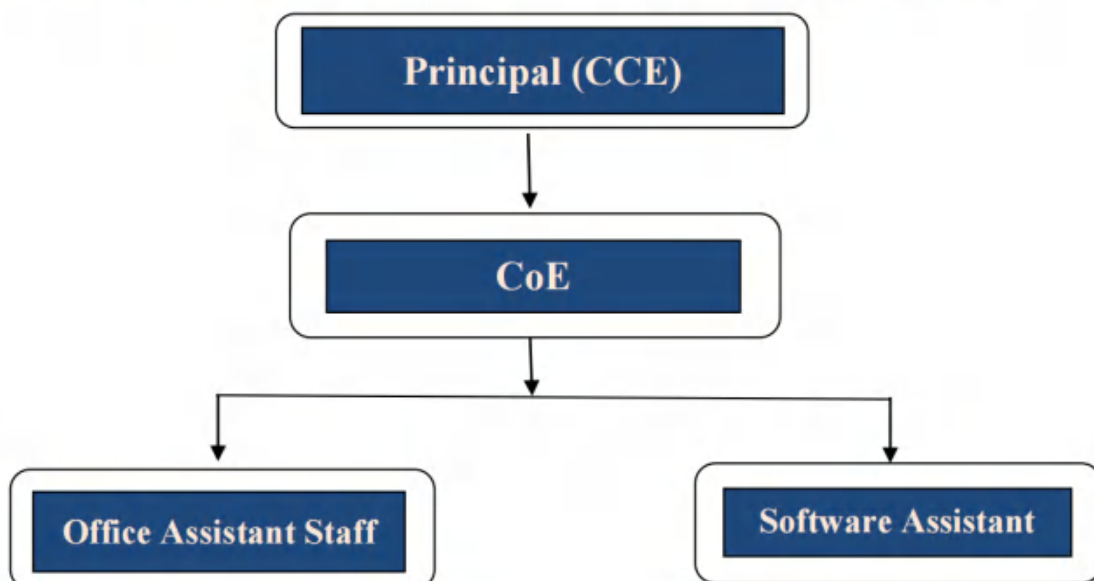
- ix. Exercise such other powers in relation to examinations and evaluation as may be assigned to it by or under this Act.

2. Examination Section:

One of the crucial tasks of the RSML's Office of the Controller of Examinations is the administration of examinations and the declaration of results. The Examination Section is the backbone of the examination system. The examination section shall be constituted exclusively for the purpose of conduct of CIA and SEE. To obtain the stakeholders' trust and respect, it is crucial that the exams be administered with the utmost accuracy, fairness and neutrality. All examination-related norms and processes should be clearly defined in order to accomplish this, leaving no room for speculation or ambiguity.

The principal shall be the chief superintendent and the Chief Controller of the Examinations. The Controller of the Examinations shall be the officer-in-charge of the Examination Section. The appointment / nomination will be for three years. He/she will be assisted by the exam section staff and software staff appointed by the institution.

2.1. Office of the Controller of the Examinations: Organizational Structure:



2.2. Objectives:

- To serve as the point of contact for all units in relation to the exams.
- To conduct the examinations of UG and PG programs offered by the institution.
- To plan the paper setting schedule of all the offered UG and PG courses.
- To organize the assessment program.

- To announce the results in time.
- To execute exam reforms occasionally.

2.3 Roles of Chief Controller of Examinations (CCE):

- i. The CCE has overall responsibility for the institution as an examination center.
- ii. The CCE has authority to decide on any incidence of malpractice as and when reported.
- iii. The CCE has authority to advise and settle any grievance related to examinations.
- iv. It shall be the duty of the CCE to ensure that the provisions of this Act and the statutes, ordinances and regulations are strictly adhered to and s/he shall have all powers necessary to ensure the same.
- v. The CCE shall have the right to visit and inspect the examination section at any time.
- vi. Meetings of the AC, Board of Studies, Examination Committee, or any other institutional authority may be called by the CCE to discuss issues pertaining to the conduct of exams and the release of results.

2.4. Roles & Responsibilities of Controller of Examinations (CoE):

- i. Announcing the exam schedule, notifying candidates the exam fees and issuing the grade cards and such other related work.
- ii. Preparation of detailed Semester Comprehensive Time Tables and their publication in time.
- iii. Preparation of the subject-wise, course-wise and date-wise statement to print question papers with code.
- iv. Distribution of printed question papers to ECC.
- v. Maintenance of all records, statistics, stock registers and database of candidates pertinent to examinations.
- vi. Processing and passing of bills of remuneration, TA, DA and conveyance allowance.
- vii. Appointment of Assistant Chief Superintendents (ACS) in association with Principal for the SEE and issue of instructions regarding the conduct of examinations.
- viii. Selection and issue of appointment orders to the internal and external examiners, Paper setters etc.
- ix. Arrangement for collection of answer-books, evaluation, processing and declaration of results.
- x. Preservation and disposal of assessed answer scripts at least for next three examinations sessions after the announcement of results.
- xi. Plan to prepare and distribute grade cards and other credentials to candidates.
- xii. Preparation of rank lists and their transmission to appropriate authorities/bodies.
- xiii. Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the competent authorities for consideration

and necessary action.

- xiv. Scrutiny and passing of the bills of printing and purchase of stationery etc.
- xv. Assisting in constitution of committees to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.
- xvi. Issue of duplicate grade card, consolidated grade cards, rank certificate, transcripts, marks conversions certificates, etc.
- xvii. Taking necessary actions for equivalence of credits of the students admitted from other institutes.
- xviii. Making provision for transfer of credits pertaining to the instructions and decisions by BoE and AC.
- xix. Arrangements of Board meetings of examiners as and when required and ensure minutes are recorded.
- xx. Maintain the secrecy and confidentiality of the examination.
- xxi. Develop the specific policy regarding the scrap generated in the Examination Section. (Previous answer books/ question papers/ rough materials etc.)

2.5. Responsibilities of Office Assistants:

- i. Carry out all the work assigned to them by the Controller of the Examinations.
- ii. Assist for the preparation of all concerned forms related to panel of question paper setting, panel of examiners, evaluation, mark list, tabulation register, registers in the section etc. in consultation with the Controller of Examinations.
- iii. Receive papers submitted for typing and enter it in register kept for the purpose.
- iv. Do examinations related typing work in the typing pool attached to the examination section.
- v. Ensure timely completion of the typing work, compare with the draft and if required make appropriate corrections and put up file properly.
- vi. Make ready all forms related to examinations (Applications, Hall tickets, etc.)
- vii. Processing of application for registration to examinations.
- viii. Prepare exam seat number and dispatch hall tickets.
- ix. Make question papers ready for examinations.
- x. Prepare a list of remuneration for all examination related activities (question paper setters, invigilators, revaluation, etc.) in consultation with office of the institution.
- xi. Assist the CoE in the transit of files, communications and stationery.
- xii. Keep examination related records safely by maintaining their confidentiality.
- xiii. Perform tasks from time to time that have been delegated to them by senior authorities.

- xiv. Prevent unauthorized individuals from entering the examination area.

2.6. Role and Responsibilities of Sub-Committees:

The following subcommittees will work together to ensure that the Examination Section runs smoothly. The various committees' roles and responsibilities state:

2.6.1 Examination Conduct Committee (ECC):

The subcommittee called ECC was formed to carry out the Objective & Subjective Examinations. The CCE and CoE will have ultimate authority over the ECC.

2.6.1.i) Composition of Committee:

Sr. No.	Designation	Position
1.	Principal	Chief Superintendent
2.	Senior Faculty Member	Asst. Chief Superintendents (02)
3.	One Faculty from Arts	Member
4.	One Faculty from Commerce	Member
5.	One Faculty from Science	Member
6.	One Faculty from IT	Member
7.	One Faculty from BT	Member
8.	Controller of Examination	Member Secretary

2.6.1.ii) Role and Responsibilities of ECC:

- i. Act as coordinator for conducting Internal and Semester End Examination.
- ii. Ensure that the exam is conducted properly and effectively.
- iii. Make seating arrangement for examination.
- iv. Collect the sealed question paper packets one hour before the schedule of examination from CoE.
- v. Keep ready required answer books, graph papers, drawing sheets and any other material required for conducting the examination.
- vi. Handover the required material to invigilators at least 30 minutes before the start of examination.
- vii. Provide question paper packets to invigilators in examination hall ten minutes before the start of examinations.
- viii. Appoint the required number of invigilators and squad members.
- ix. Collect seat number wise answer books from invigilators after the examination.
- x. Submit the answer books towards CoE Office on the same day with attendance sheet.
- xi. Take rounds in the halls to confirm that invigilators are performing their duties well and discipline is being maintained during the examination.
- xii. Forward the cases of misbehavior, indiscipline and malpractices to CoE.

- xiii. Arrange special seating for “Divyangjan” / differently abled students after producing the medical certificate from the civil surgeon well in advance.
- xiv. Arrange a scribe who is junior to “Divyangjan” / differently abled students on making written application to CoE two days before the examination.

2.6.2. 48(5) (A) Committee:

48(5) (A) Committee means the Committee constituted by the Principal to consider and decide the cases relating to the acts of misconduct, misbehavior, indiscipline and/or use of unfair means by the students in the examinations.

2.6.2.i) Composition of Committee:

Sr. No.	Designation	Position
1.	Vice-Principal	Chairperson
2.	One Faculty from Arts	Member
3.	One Faculty from Commerce	Member
4.	One Faculty from Science	Member
5.	One Faculty from IT	Member
6.	One Faculty from BT	Member
7.	Controller of Examination	Member Secretary

2.6.2.ii) Role and Responsibilities of 48(5) (A) Committee:

- i. Deal with unfair practices in the examinations.
- ii. Investigate, recommend and take appropriate disciplinary action against the student /person/s using, attempting to use, aiding, abating, instigating or allowing using unfair means in examination.
- iii. Recommend Board of Examinations the disciplinary actions to be taken against the unfair cases as per the **Annexure – 1**

2.6.3 Enquiry Committee for unfair means by Staff:

In case of teaching staff/ other staff related with conduct of examinations involved in unfair means at examination, the Principal is authorized to investigate the allegations by appointing an ad hoc enquiry committee headed by the CoE. The committee shall investigate into the matter under the Act of University 43 (4) & 43 (5) and forward the facts and findings of inquiry to BoE. The BoE will take the decision for disciplinary action at the desecration of the Principal.

2.6.4 Equivalence and Credit Transfer Committee (ECTC):

ECTC is formed to take decisions for making the equivalence of the students who come to admit in between the academic programme. This committee will also decide the norms of credit transfer of the UGC or AICTE approved online & offline courses successfully completed by students from other reputed institutes. Equivalence of the course concerned and credits to be transferred is to be finalized by the Committee and forwarded to the BoE and AC for approval.

2.6.4.i) Composition of ECTC:

Sr. No.	Designation	Position
1.	Principal	Chairperson
2.	One Faculty from Arts	Member
3.	One Faculty from Commerce	Member
4.	One Faculty from Science	Member
5.	One Faculty from IT	Member
6.	One Faculty from BT	Member
7.	CoE	Member Secretary

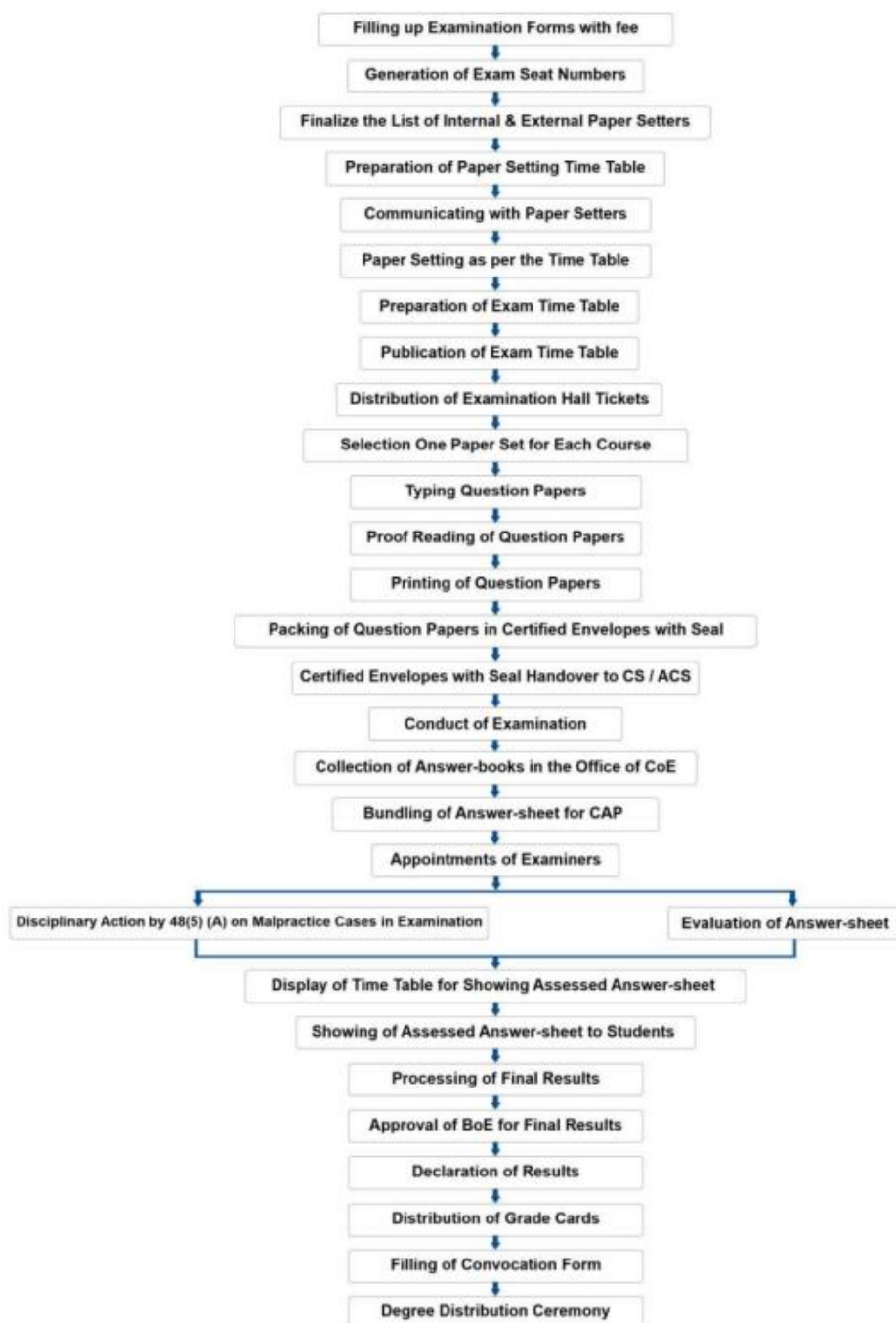
2.6.4.ii) Role and Responsibilities of ECTC Committee:

- i. Prepare policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/Educational Institutions.
- ii. Develop procedure for facilitating and promoting transfer of credits earned by the students of the institution to other Universities/Educational Institutions.

Part-III: Examination Process

Both UG, PG and M. Phil. examinations are planned according to the 'Regulations' designed separately for these programmes by the Academic Council and approved by the Governing Body from time to time. Ph.D. programmes will remain under the direct supervision and control of SRTMU and do not come under autonomy.

1. Process Flow Chart:



1. Formation of Panels:

The examination process involves various activities. The following panels shall be formed by the CoE with the approval of the Principal (CCE) for each examination. The panels are meant to facilitate the smooth conduct of examinations.

1. Panel of Question paper setters
2. Panel of Examiners
3. Viva Voce Panel, (UG & PG Final project course)
4. Panel of Invigilators

1.1 Panel of Question Paper Setters:

The panels of paper setters are formed with one external, one internal and a head of department as a chairperson for SEE. The external paper setter will be selected by the CoE from the list submitted by the respective BoS. The internal examiner is the course teacher of that course of the exam paper. CIA paper setting is done by the course teacher. The duties of the Panel of question paper setters shall be to set the question papers for the subject along with answer key / scheme of evaluation and to see whether the prescribed standards have been kept and whether the scope of the questions are within the prescribed syllabus and to do such other duties as may be prescribed by the Academic Council and Governing Body from time to time. A model question paper along with corresponding syllabus and blue print approved by the Academic Council as regulations for question setting may be handed over to the external paper setter of SEE well in advance.

1.1.1 Qualifications of Question Paper Setters:

- i. A person engaged in teaching work at RSML (Autonomous), is not eligible for appointment as External paper setters in any of the programmes conducted by the institution.
- ii. A person engaged in teaching with not less than three years of experience in relevant subject in any University, Research Institute or College affiliated to Universities, including SRTMU, shall be appointed to set question papers.
- iii. A person engaged in teaching at recognised PG courses with not less than three years of experience in relevant subject in any University, Research Institute or College affiliated to Universities, including SRTMU, shall be appointed to set question papers for PG Programmes.
- iv. The CCE reserves the right to approve appointments as question paper setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Academic Council.

1.1.2. Roles & Responsibilities of the Question Paper Setter:

- i. The question paper for internal and SEE shall be as per the examination pattern decided by BoS and approved BoE.
- ii. The paper setter shall not disclose his/her appointment. Any communication related to examination is confidential and secrecy should be maintained.
- iii. The question paper may contain questions based on testing knowledge, skill and

- thinking ability.
- iv. Nature of question paper should be precise. Paper setter should design question paper such that the questions:
 - a. are written with simple, straight forward and meaningful wording
 - b. are unambiguous
 - c. are asked for relevant marks
 - d. cover the entire syllabus of the course
 - e. should follow guidelines of choice based credit system as directed time to time.
 - v. Marks shall be indicated on the right side of sub-question or the question.
 - vi. Common “instructions to candidates” must be mentioned in the format.
 - vii. Each external paper setter is provided with a copy of curriculum of that course submitted by BoS Chairperson.
 - viii. The panel of paper setters will have to submit the three sets of question papers enclosed in sealed envelope.
 - ix. TA/ DA and local conveyance allowance shall be paid for such work to external paper setters.
 - x. Remuneration will be paid to all paper setters.
 - xi. After the paper setting, the Controllers Examination shall be authorized to select one question paper set out of from the Submitted Sets by the panel of the paper setters.
 - xii. The selected Set will be handover to the typist for typing and the typewritten set will be read from any member of paper setting panel of the Concerned Course.
 - xiii. The Proof read set will be given for printing at least three working days before the schedule of the Said Course examination.

1.1.3 Question Paper Setting

1.1.3.A. SEE Question Paper Setting

- i. CoE shall ask the list of external paper setters and course teacher (internal setter) from the concerned BoS Chairperson.
- ii. CoE shall select one external paper setter out of list given by BoS Chairperson.
- iii. The paper setting committee will consist of three members. Bos Chairperson will be the Chairperson of paper setting committee, external setter will be from other colleges/universities and course teacher will be internal paper setter.
- iv. The external paper setters shall have at least three years of teaching experience.
- v. No person can claim appointment as paper setter as a matter of right.
- vi. CoE is empowered to appoint Chairperson for paper setting committee in case of necessity.
- vii. The paper setter shall follow all the directions given by the BoE from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.

1.1.3.B. CIA Question Paper Setting

Paper Setting of Continuous Internal Evaluation (CIA) Examination:

1.1.3.B. i) Unit Test I (Activity Based):

This test will be conducted by the respective departments.

- i. This is Activity based evaluation in which departments design the test as per the nature of the Course.
- ii. Activity Based Unit Test may be assignments, PPT Presentations, seminars, surveys, case study, charts posters, Quiz, etc.
- iii. Course teacher is the paper setter who conducts this test under the guidance of the Head of Department.
- iv. It is the responsibility of Course Teacher to submit the mark list along with mandatory documents and materials.

1.1.3.B.ii) Unit Test II (Objective Test):

- i. This test will be conducted by the office of the Controller of Examination.
- ii. The Course Teacher is the paper setter of this examination.
- iii. The Course Teacher / Paper Setter will have to submit two sets of question papers.
- iv. OMR sheets are used to conduct this test.
- v. OMR sheets assessed with the help of OMR scanner.

2. Panel of Invigilators:

A key component of an examination is the invigilation. Invigilation is the mandatory for all the teaching faculty and research scholars who are working as a full-time researcher in the research centers of the institute. The use of fair means is prevented through impartial invigilation, which also serves to maintain the Students' spirits. Following are some instructions for the invigilators:

2.1 Roles & Responsibilities of the Invigilators:

- i. The invigilators shall report the examination section before 30 minutes and enter the examination hall at least 15 minutes before the start of examination.
- ii. S/he shall ask the students to keep their books, note books, mobile phones and their study materials outside the examination hall.
- iii. Check whether the students have occupied their seats as per the seating arrangement.
- iv. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books.
- v. Distribute the question papers to the students at the time of the commencement of examination,
- vi. Check the Hall Ticket and identity cards of the students and sign on their answer books.
- vii. Take the signature of students on the attendance proforma and mark "AB" for absent students.
- viii. Do not make any correction in the roll number written by a candidate on his/her answer-book in any such cases ask him/her to correct it and then countersign it.

- ix. Provide the supplements, graph papers to the students as and when demanded by the students and keep its record in the given proforma.
- x. Maintain discipline in the examination hall by frequently moving in the examination hall and prevent any malpractices or attempt of copying by students.
- xi. Remain alert and vigilant, and check the use of unfair means in the examination hall.
- xii. Report cases of misbehavior, indiscipline, malpractices and copying cases of students to the ECC for further necessary action.
- xiii. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
- xiv. Give warning to the students to tie their supplements 10 minutes before the end of examination.
- xv. Collect the answer books from the students at the end of examination and arrange them sequentially as per the examination seat numbers of students for each course separately.
- xvi. Permit the candidates to leave the examination hall only after handing over their answer books.
- xvii. Hand over the answer books to ECC.
- xviii. Use of mobile is strictly prohibited during invigilation.

2.2 General Instructions at the time of conducting examination:

- i. No candidate without valid hall ticket is to be admitted into the hall.
- ii. Candidates shall be admitted to the examination hall 15 minutes before the scheduled time.
- iii. Make sure the examination hall is kept in complete silence. Candidate chitchat, borrowing of materials, etc. should be outlawed completely.
- iv. Allow the use of logarithm tables, calculators, etc. only if their use is permitted as per the instructions given in the question paper.
- v. Do not allow mobile phones or any electronic equipment in the examination hall.
- vi. Candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination.
- vii. Candidates who leave the examination hall earlier than the scheduled time for the close of the examination shall surrender their question papers with their register number written on them.

3. Panel of Examiners:

The examiners and their duties shall be decided by the BoE & AC from time to time. The panel of external and internal examiners for theory and practical paper evaluation for each course shall be prepared by the Chairperson, BoS, in consultation and shall be forwarded to the CoE in the prescribed format. Examiners shall be appointed for odd and even semesters and shall be eligible for appointment.

3.1 Basic Criteria for the Appointment of Examiners:

In general, to be appointed as an examiner, a person must have a minimum of three years of teaching experience in a college, university, or research center. The AC may, however, waive this in exceptional circumstances.

3.2.A. Appointment of Examiners;

- i. Appointment of examiners shall be governed by the rules and regulations framed for the purpose by the AC.
- ii. The appointment of examiners shall be made by the CoE from the panel of examiners prepared by the BoS and approved by the AC.
- iii. Each Panel, together for theory and practical examinations, will have a Chairperson from among the panel of Examiners.
- iv. The appointment of the Chairperson and members of the Panel of Examiners shall be communicated to them. The envelope for sending communications to the examiners shall be marked 'CONFIDENTIAL'. Similarly, all communications from the examiners shall be addressed to the CoE in his/her personal name in envelopes marked 'Examination Confidential'.

3.2.B. Appointment of Practical Examiner

The Practical Examiner shall be appointed by CoE as per the following guidelines. Appointment shall be made fifteen days before the scheduled practical examination.

- i. For UG final year practical examinations, two external examiners will be appointed. For UG first and second year, one external and one internal examiner will be appointed.
- ii. For PG, two external examiners, out of which one from out of university and the other from the parent university shall be appointed.
- iii. For PG practical, external examiner should be recognized PG teacher.
- iv. In case external examiner does not report for the practical examination, the CoE is empowered to make an emergency appointment.
- v. TA/DA, local conveyance allowance will be paid to external examiner. However, remuneration will be paid to internal and external practical examiners.

3.3. Instructions to Examiners:

- i. All routine correspondence relating to examinations shall be addressed to the CoE, RSML by designation and not by name.
- ii. All examiners are required to keep their appointments and the marks/grades awarded by them strictly confidential.
- iii. The appointment of examiners is made with a firm belief that those individuals had no affiliation with any coaching institution and that they would not establish an affiliation with one during their time serving as an examiner of the RSML.
- iv. In case any member of the examiner's family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the CoE. S/he will not get the order of examiner in such situation.

- v. Each examiner who has been assigned with evaluating the answer books must submit the information in the appropriate format, which was sent to them along with the answer books. Following evaluation, the CoE may receive back the exact number of answer books that were given for assessment.
- vi. S/he is responsible for the answer books given to him/her. S/he should count them on receipt and verify them with the entries in the accompanying statement. Any discrepancy observed must be reported to the CoE immediately.
- vii. If there are grave defects in the evaluation, totaling/entering of marks, or inefficiency in the discharge of duties entrusted to them, action will be taken against him/her and they will also be removed from the panel for a period to be decided by the institution.
- viii. Examiners should take extra care to ensure that there isn't any overwriting, erasing, or correcting of marking in the mark sheets. Corrections must be certified with a full signature if they are necessary.
- ix. Marks should be neatly and carefully entered in the mark sheets supplied by the institution in the serial order of the register numbers of the candidates as given in the answer scripts. Fractions of marks in the total of each paper should be rounded off to the next integer, which alone should be entered in the mark sheets. In no case should a candidate be given more marks than the maximum.
- x. Each mark sheet's front top side must have all the necessary information provided by the examiner. Under the signature, writing the names of the Examiners is mandatory.
- xi. Examiners who have sufficient evidence to suspect a candidate or candidates may have committed malpractice should immediately report in writing to the CoE.
- xii. Attempts made by candidates or other interested persons to influence the examiners with regard to the evaluation of any of the answer books shall forthwith be reported to the CoE.

4. Viva Voce Panel:

The BoS and the AC give approval to viva-voce / oral examination of UG & PG final year project course. The CoE shall form the panel as per the directives received by the CCE for this purpose. The Viva-voce Panel shall have one external examiner and one internal examiners of the subject.

5. Instructions to candidates:

- i. Every student shall register for the college examination of the relevant semester in which s/he to obtain promotion to the next semester.
- ii. Candidates who have met the requirements for attendance and payment of the relevant examination fees should make sure they receive their hall tickets prior to the exams.
- iii. They should bring their hall tickets & I Cards on all days of the examination.
- iv. If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the CoE through the Principal.

- v. The candidates should enter the examination room at least 15 minutes before the commencement of examination and shall not leave the room during the last 10 minutes.
- vi. Candidates are permitted to use only blue or black ink pens for writing examinations. No other colored inked pens are allowed for writing the exam.
- vii. No belongings other than writing materials and a hall ticket are permitted in the examination hall. In the examination hall, cell phones, programmable calculators, and other electronic devices are absolutely forbidden. Only if they are necessary for answering questions and the question paper provides a notice to that effect, logarithm tables, calculators, and other drawing tools may be used.
- viii. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination hall, use of unfair means etc., are liable to be punished as per SRTMU rules.
- ix. The candidate should write their exam seat numbers / darken the circles on OMR sheet, name of examination etc., in the appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed.
- x. They are forbidden to make any identifiable marks on the answer book.
- xi. They should not write anything on the question paper other than his/her examinations seat number.
- xii. The last page of the main answer-book can be used for rough work.
- xiii. Strict silence should be maintained in the examination hall. Candidates are not permitted to ask fellow students for clarification. If they have any questions, they can ask the invigilator for assistance.
- xiv. They should return all answer books and unused additional sheets before leaving the hall.
- xv. Candidates are not allowed to leave the examination hall without the permission of the invigilator during the course of the examination.
- xvi. Candidates are forbidden to ask questions of any kind during the examination.
- xvii. Candidates are not allowed to write anything except the examinations seat number on the question papers supplied to them.
- xviii. No candidate may leave the room during the time provided for the paper and then enter it again within that time.
- xix. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in. They should not be permitted to leave the hall after keeping their answer books in their seats.
- xx. Candidates appearing for an examination shall be under the disciplinary control of the Chief Superintendent, and shall obey his/her instructions.
- xxi. The GB with the recommendations of BoE shall have the authority to invalidate the examination results and cancel the examination if it is found, at any time following the publication of results, that a candidate was not eligible to take the examination in accordance with the rules, norms, or orders issued by the institution regarding the relevant course, that s/he obtained admission to the course or the examination by

providing false information on the application form, or that s/he used unfair methods in an examination. In all such cases, before the final decision by the GB, the candidate shall be given an opportunity to present his/her case.

6. Special care for Diseases & Divyangjan Candidates:

- i. Any candidate shall be excluded by the Chief Superintendent from an examination on being satisfied that s/he is suffering from any infectious or contagious disease. Such cases shall immediately be reported to the CoE.
- ii. The CCE & CoE will take care to follow the norms of "Guidelines for conducting written examination for Persons with Benchmark Disabilities" issued by Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi received through Ministry of HRD dated on 29.8.2018.

7. Procedure for Dealing with Malpractice Cases:

Squad members, invigilators and ECC shall follow the following procedure in case of malpractices.

- i. Signature of the concerned examinee shall be obtained on the relevant material and list thereon. Concerned invigilator shall also sign on all relevant material and documents and countersigned by ECC.
- ii. Confiscate his /her answer book along with unfair means material; mark it as "Malpractice Case". Obtain his /her undertaking to the effect that decision of the concerned competent authority in his /her case shall be final and binding on examinee.
- iii. If examinee refuses to make statement or to give undertaking the concerned invigilator and ECC shall record accordingly with their signature.
- iv. In the case of impersonation or violence, expel the concerned examinee from the examination and not allow him/her to appear for remaining examination and report the action taken to the CoE.
- v. All the materials and list of materials mentioned and statement and undertaking of examinee respectively and statement of Invigilator along with the forwarding remarks shall be forwarded by the ECC to CoE in separate and confidential sealed envelope marked with "Malpractice case".
- vi. In case of unfair means of oral type, invigilator or concerned authorized person shall record the facts in writing and report the same to CoE.
- vii. After finding the prima-facie of the case of malpractice received from the ECC, CoE shall send it to 48(5) (A) Committee. CoE /concerned officer shall present the case of malpractice before 48(5) (A) Committee.

Part - IV: Technical Procedures

The CoE office must carry out all technical procedures required to compile the results within the allotted period. If the technical assistance is there in time for everything to proceed effectively and efficiently, the examination section will have truly succeeded.

1. Question Paper Printing of CIA and SEE

- i. Controller of Examination shall select one question paper set from the submitted sets for typing and printing at least three working days before the schedule of the said examination.
- ii. No. of copies to be printed will be decided by the following formula.

$$T = N + A$$

Where, T = Total number of question papers to be printed

N = No. of candidates appearing,

A = Five additional question papers.

- iii. The final question paper will be prepared on the dedicated computer and printed through dedicated printing machine.
- iv. No part of the question paper shall be saved on the hard disk during the entire process of printing.
- v. The manuscripts of the question paper sets shall be compiled and are to be retained for at least one additional semester in a sealed envelope.
- vi. Damaged question papers, extra copies of question paper, part of the question paper, the upper portion of which is affixed on the packet and stencils if any, etc. shall be destroyed by burning it at the end of the printing work every day.
- vii. Pending commands given to the printing machine if any shall be erased before closing the room.
- viii. All USB ports, CD writers, LAN cards, modems, Bluetooth or any other accessory that can be used to transfer or save the data shall be disabled, from the computer used for printing.

1.1 Format of the Question Paper for Printing

- i. Page setup for question paper will be on A5 size paper with portrait setup.
- ii. Both the sides of the papers would be used for printing.
- iii. White colored paper shall be used for the question paper printing.
- iv. Additional sheets may be used for if the matter couldn't be accommodated on one sheet of A5 paper. Additional sheets shall be stapled with the main sheet or A5 size paper may be used if matter extends two pages.
- v. Following format shall be used.
 - a. The question papers shall be prepared in Page Maker only.
 - b. Font to be used shall be Times New Roman, size 12 pt. for English and DVB TT Yogesh for Marathi, Hindi, Pali and Sanskrit.

- vi. Matter to be printed on question paper :
 - a. Name of Examination
 - b. Course code and course title
 - c. Maximum marks
 - d. Duration
 - e. Instructions
 - f. Page Numbering

2. Security Measures:

- i. Requisite number of question papers shall be printed using the dedicated printing machine.
- ii. After printing the requisite number of question papers, they would be counted and placed in the certified packets. The number of the question papers in a packet is as per the number of students in the examination hall.
- iii. The number of question papers placed in each packet would be ascertained.
- iv. Open end of the packet shall be pasted with gum and sealed.
- v. Papers seals duly signed with date and time have to be pasted on the strong room section.
- vi. No person shall carry any communication or storage device, such as mobile, blue tooth, pen drive, floppy disk or any such device that may be used for transferring or storing the data from the computer in printing section.

3. Central Assessment Programme (CAP):

- i. For assessment of answer books of SEE, Principal/COE will form a committee for CAP at the institution level consisting of custodian, two teaching staff and required non teaching staff.
- ii. Assessment is compulsory to all teaching staff of the institution.
- iii. Custodian will receive answer books from ECC. Further it is the responsibility of the custodian to get the answer books assessed within stipulated time of ten days.
- iv. Normal working hours of CAP shall be 10:00 a.m. to 06:00 p.m.

4. Assessment Procedure:

After receiving the order for assessment of answer books, the examiner shall -

- i. Not disclose the order.
- ii. Report to the custodian.
- iii. Collect bundle of answer books from custodian and count them. If any discrepancy found in the number of answer books in the bundle, bring it in the notice of custodian and then start the assessment.
- iv. Collect question paper and solution/scheme of marking of the course from CAC officials.
- v. Do not assess any answer book without solutions/scheme of marking.
- vi. Transfer marks carefully on the front page of the answer book and carry out total of marks correctly.

- vii. Write marks as 00, 01, 02, 03, etc i.e. in double digit and not as 0, 1, 3, 4 etc. in the space provided on the front page of the answer book. Write 00 marks in that question to which answer(s) written by the examinee is completely wrong. Write - - (double dash) in that question which is not attempted (completely ignored) by the examinee
- viii. Put signature in the space provided on the front page of the answer book.
- ix. Report immediately to custodian in the following cases -
 - a. Found with multiple-writings / with multiple use of inks.
 - b. Found attached with any currency note to the answer book and or found requesting assessor to assess answer book favorably.
 - c. Mass copying.
 - d. Found disclosing identity of the examinee in any form with an intent to get clear-cut illegal benefit.
 - e. Found writing abusive and threatening language.
- x. Handover evaluated answer books and signed mark sheet to the custodian / CAP officials. Also hand over the marking scheme and synoptic model answers to CAP officials.

4.1 Preservation of Assessed Answer Books:

All assessed answer books shall be preserved for two consecutive semester exams under the custody of CoE office.

Part V: Grading Process

Under autonomy, the BoE, BoS, AC and GB will decide on the grading scheme for each course as collectively. The grading system, the weighting of the internal and external exams, as well as other related topics, will be covered in this process.

1. Weightage to SEE and CIA:

- i. Semester End Examination (SEE): 60% weightage
- ii. Continuous Internal Evaluation (CIA): 40% weightage
 - a. Conduct of unit test(s) by CoE as per the schedule given in academic calendar.
 - b. Distribution of marks for the attendance

Sr. No	% of Attendance	Marks
1	Below 75 %	00
2	75% To 84.99 %	03
3	Above 85%	05

Sr. No	Discipline	Course	UT-I Marks	UT-II Marks	Conversion of two UT Marks	Attendance Marks	Total Marks
1.	Arts(UG)	AECC	30	30	15	05	20
		CC	25	25	25	05	30
		SEC	30	30	15	05	20
		GE	30	30	15	05	20
		DSE	30	30	15	05	20
2.	Commerce (UG)	AECC	30	30	15	05	20
		CC	25	25	25	05	30
		SEC	30	30	15	05	20
		DSE	30	30	15	05	20
3.	Science (UG)	AECC	30	30	15	05	20
		CC	30	30	15	05	20
		SEC	30	30	15	05	20
		DSE	30	30	15	05	20
4.	IT (UG)	AECC	30	30	15	05	20
		CC	30	30	15	05	20
		SEC	30	30	15	05	20
		DSE	30	30	15	05	20
5.	BT (UG)	AECC	30	30	15	05	20
		CC	30	30	15	05	20
		SEC	-	30	15	05	20
		DSE	30	30	15	05	20
6.	B. Voc. (UG)	GE	30	30	30	10	40
		SC	30	30	30	10	40
7.	PG	CC	30	30	30	10	40

2. Distribution of Marks for UG and PG Programs:

Sr. No	Discipline	Course	CIE Marks	SEE Marks	Total Marks
1.	Arts(UG)	AECC	20	30	50
		CC	30	45	75
		SEC	20	30	50
		GE	20	30	50
		DSE	20	30	50
2.	Commerce (UG)	AECC	20	30	50
		CC	30	45	75
		SEC	20	30	50
		DSE	20	30	50
3.	Science (UG)	AECC	20	30	50
		CC	20	30	50
		SEC	20	30	50
		DSE	20	30	50
4.	IT (UG)	AECC	20	30	50
		CC	20	30	50
		SEC	20	30	50
		DSE	20	30	50
5.	BT (UG)	AECC	20	30	50
		CC	20	30	50
		SEC	20	30	50
		DSE	20	30	50
6.	B. Voc. (UG)	GE	40	60	100
		SC	40	60	100
7.	PG	CC	40	60	100

3. Award of Class and Grades:

Class and grades will be awarded on the following basis for UG and PG programs

Range of Marks	Grade Point	Letter Grade	Description
90-100	9.0-10.0	O++	Outstanding
80-89	8.0-8.9	O+	Excellent
75-79	7.5-7.9	O	Distinction
70-74	7.0-7.4	A+	Best
60-69	6.0-6.9	A	Very Good
55-59	5.5-5.9	B+	Good
50-54	5.0-5.4	B	Satisfactory
40-49	4.0-4.9	C	Average
00-39	0	F	Reappear
ABSENT	AA	AA	ABSENT

Semester Grade Point Average (SGPA):

$$SGPA = \frac{\sum CG}{\sum C}$$

For a Semester, Where, C is number of credits for the course and G is grade point.

Final Result Gradation of UG and PG Programs:

CGPA	Grade	Final Result
7.5 and above	O	First Class with Distinction
6.0 and above but below 7.5	A	First Class
5.5 and above but below 6.0	B+	Higher Second Class
5.0 and above but below 5.5	B	Second Class
4.0 and above but below 5.0	C	Pass Class
below 4.0	F	Reappear

❖ **Cumulative Grade Point Average (CGPA):**

$$CGPA = \frac{\sum CG}{\sum C}$$

for all the semesters taken together

5. Norms for Grace Marks:

- i. Maximum four grace marks will be given in a course(s) for a semester for passing.
- ii. 1% of the Total Marks of last semester will be added to the Grand Total to obtain a Second Class or a First Class, provided that the student has not earned grace marks for passing in any semester.

6. Norms for ATKT

- i. A student will be given ATKT in 25% courses by consolidating first and second semester courses for admission to second year admission.
- ii. The same rule shall be applicable for third year admission.
- iii. A student shall be eligible to get the admission for UG third year only if he/she passes the UG first year examination.
- iv. In the following manner the eligibility criteria for ATKT will be calculated by ignoring the decimal point.
- v. 25% courses for ATKT will be rounded to the nearest digit. (e.g. 2.4 = 2 and 2.5 =3)

7. Marks for Extra Curricular Activities

The institution shall award marks for extracurricular activities in accordance with the norms and policies of the parent university.

Part VI: Results Declaration Procedure

1. Tabulation of Results:

The entire process of calculating the final marks shall be automated using appropriate computer programs. The results shall be printed for analysis by the Office of the CoE. The Grade Card is printed in the institution. Computerized grade cards shall be issued semester-wise after successful completion of the semester. The office of the CoE will prepare statistics of the result with details such as: -

- i. Name of examination with month and year.
- ii. Number of candidates registered for the examination.
- iii. Number of candidates appeared for the examination.
- iv. Number of candidates secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and number of candidates in each class.
- v. Percentage of passing.

2. Declaration of Results:

- i. The final exam score that has been approved by GB must be made public. If ranking is used for the courses, a list of the candidates who received the top three ranks in each Course of the exam must be released together with the final score. The institute website will show the results that have been accepted by the BoE & GB. The semester grade sheet is available for students to obtain from the website.
- ii. All candidates who have appeared for an examination conducted by the institution shall be issued a computerized consolidated statement of marks irrespective of the result of the examination. The fee for the grade card shall be collected along with the examination fee.

2.1 Unit Test Results:

After conduct of Unit Test of UG and PG the Examination section will complete the evaluation within fifteen days from the last date of completion of Unit test. Result will be communicated to the students.

2.2 Semester End Examination Result:

- i. After the end of SEE, the answer books are evaluated within ten days by the assessors. After showing the answer books to students results of SEE is declared as per academic calendar.
- ii. Before declaration of results, the CoE should get result approved by the BoE.
- iii. The results are to be published on the website of the college as well as displayed on the student's notice board.
- iv. Any grievances in relation to results shall be brought to the notice of CoE in writing within 10 days of declaration of result.
- v. The grade cards shall be issued to the students within 15 days after declaration of results.

2.3 Result Withheld:

Result of the candidate will be withheld if he/she fails to fulfill the eligibility criteria.

2.4 Improvement Rules for PG Programs:

As per the parent university rules.

2.5 Certificate:

i. Passing Certificate:

The College will issue "Passing Certificate" to the outgoing students who have completed all the requirements for the award of degree.

ii. Migration Certificate:

The college will issue "Migration Certificate" to the outgoing students, on his/her request.

iii. Transcript Certificate:

The college will issue "Transcript Certificate" to the students to go for further studies abroad, on his/her request.

iv. Conversion Certificate:

The college will issue "Conversion Certificate" to the students, on his/her request.

v. Degree Certificate:

The degree certificate will be issued to the students after receiving it from the parent university.

Part VII: Examination Audit & Miscellaneous

1. Examination Audit:

An appropriate/designated team of academicians chosen from other institutes/universities shall make efforts to audit key procedures throughout the entire examination system. The evaluation of theory answer books, question papers and other examination-related processes will be subject to audit.

2. Condonation of shortage of Attendance:

Following are the rules regarding attendance requirement: -

- i. Every candidate is to secure 75% attendance of the total duration of the course.
- ii. Candidate having a shortage attendance can apply for condonation of shortage in written application to the CCE on genuine grounds.
- iii. The CCE has the discretion to determine the genuineness of applications for condonation that are filed with a medical certificate from a government physician.
- iv. The candidate is ineligible to take the exam unless the insufficient attendance is approved.

3. Cancellation of Examination:

There is zero probability that the exams would be cancelled. Therefore, there is no prospect of the exams being cancelled. There would only be a remote possibility of getting it postponed, and then only under extreme circumstances where there would be no other option available.

4. Important Formats & registers to be maintained in the CoE's Office:

- i. Minutes book of BoE meetings.
- ii. All Registers related to the planning, question paper setting and conduct of Examination.
- iii. Register related to evaluation of answer scripts.
- iv. Appointment as question paper setter
- v. Appointment of external / internal examiner for theory & practical examination
- vi. Remuneration bill form
- vii. Attendance register for paper setting / practical / oral / evaluation

Disciplinary Actions for Malpractices

Sr. No.	Nature of Malpractice	Quantum of Punishment
1.	Examinee found communicating or talking with other examinees during examination	Course performance of the candidate will be cancelled.
2.	Examinee found with copying material related to the paper but having not used the material	The whole performance of the candidate will be cancelled.
3.	Revealing identity in any form in the answer written or in any other part of the answer book by the examinee with clear intent of getting undue benefits	The whole performance of the candidate will be cancelled.
4.	Examinee found marking an appeal to the assessor revealing both i.e. name and address	The whole performance of the candidate will be cancelled.
5.	Examinee found writing provocation, abusive or threatening language in the answer book	The whole performance of the candidate will be cancelled.
6.	Examinee found having written subject related matter on any part of the body or on clothing in the examination	The whole performance of the candidate will be cancelled.
7.	Cases of mass copying/individual copying reported in assessment center reported during the examination	The whole performance of all the candidates in the examination hall will be cancelled.
8.	Examinee found copying from the copying material.	The whole performance of the candidate will be cancelled.
9.	Examinee found exchanging answer books/ slip of papers with other examinees/ writing from others answer book/ allowing other examinee to copy from his/her answer book	The whole performance of the guilty candidates will be cancelled.
10.	Examinee found influencing/requesting the assessor/ any other person connected with the examination for favour.	The whole performance of the candidate will be cancelled.
11.	Misbehavior with invigilator and personnel related to exam.	Course performance of the candidate will be cancelled.
12.	Examinee found smuggling in or out answer book as copying material.	The whole performance of the candidate will be cancelled and

		the matter will be reported to police for legal action and debarred from the subsequent two examinations.
13.	Examinee found destroying own/ other's answer book/ taking away own/ other's answer book and/or removing blank/ written pages from the answer book	The whole performance of the candidate will be cancelled and debarred from the subsequent two examinations.
14.	Examinee possessing copying material and attempts to destroy the evidence/runs away with copying material.	The whole performance of the candidate will be cancelled and debarred from the subsequent two examinations.
15.	Examinee found substituting the answer book with previously written answer book or inserting pages in present answer book.	The whole performance of the candidate will be cancelled and debarred from the subsequent two examinations
16.	i. impersonating or ii. for whom impersonation is noticed	The whole performance of the candidate will be cancelled and debarred from the subsequent two examinations and the matter will be reported to police for legal action
17.	Insertion of currency note to bribe or attempting to bribe any of the person/s connected with examination	The whole performance of the candidate will be cancelled and debarred from the subsequent two examinations
18.	Examinee found leaking the question paper in any form.	The whole performance of the candidate will be cancelled and debarred from the subsequent two examinations.
19.	Examinee found tampering with mark sheet/ certificate issued by the institute.	The matter will be reported to police for legal action.
20.	Attempt to forge the signature of the invigilator on the answer book	The course performance of the candidate will be cancelled.
21.	Examinee found bringing or in possession of any weapon/ life threatening objects in examination hall and making any kind of violence among examinees/ staff of examination	The whole performance of the candidate will be cancelled and debarred from the subsequent two examinations. The matter will be reported to police for legal action.
22.	If on previous occasion a disciplinary action was taken against a examinee for malpractice used at exam and he/she caught second time for malpractice used at examination	Enhanced punishment can be imposed on the examinee. This enhanced punishment may extend to double the punishment provided for the offence when committed at the second or subsequent exam.

23.	Examinee involved in malpractices at Practical/dissertation/ project report examination	The course performance of the candidate will be cancelled.
24.	Carrying mobile during examination.	<ol style="list-style-type: none"> 1. Undertaking from the examinee Mentioning 'Not carrying mobile in examination in future'. 2. Examinee may collect his/her mobile from CoE by following the regular college procedure.
25.	All other cases not covered above	Punishment will be decided by 48(4)& 48 (5)(a) Committee.
Discrepancies in the question papers		
26	<p>General complaint regarding "out of syllabus question."</p> <p>If said question is compulsory/ optional</p>	<p>As per the inquiry and recommendations from HOD, course coordinator and subject expert /experts, it is to be get confirmed that question is out of syllabus.</p> <p>Question is to be removed from the question paper and valuation is done for the remaining marks and obtained marks are to be converted to maximum marks of that examination provided the examinee has attempted the said question.</p>
27	<ol style="list-style-type: none"> i) Printing mistake in question paper ii) Meaning of the question is not understandable 	<p>As per the inquiry and recommendations from HOD, course coordinator and subject expert /experts, it is to be get confirmed that question is out of syllabus.</p> <p>Question is to be removed from the question paper and valuation is done for the remaining marks and obtained marks are to be converted to maximum marks of that examination provided the examinee has attempted the said question.</p>
28	Irregularities in the question paper with respect to the marks.	Paper shall be assessed for marks given in the question paper and marks obtained by the

		examinees are then converted to out of marks allotted in examination scheme for that course.
29	<p>Insufficient data is given in question paper for particular question</p> <p>i) Standard data is missing</p> <p>ii) Major data is missing</p>	<p>The course teacher shall remain present during the examination. He should do the necessary correction and tell the students during the examination</p> <p>a) As per the inquiry and recommendations from HOD, course teacher/subject expert is to be get confirmed.</p> <p>b) Paper shall be assessed for marks given in the question paper and marks obtained by the examinees are then converted to out of marks allotted in examination scheme for that course.</p>

Examination Process Flow Chart

