



Examination Rules and Regulations

(For Examination and Evaluation of UG and PG Programs)

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Index

Sr. No.	Particulars	Page No.
1	Abbreviations	03 To 03
2	Board of Examinations	04 To 04
3	Responsibilities of Controller of Examinations	05 To 05
4	Role and Functions of Sub-Committees	05 To 07
5	Question Paper Setting	07 To 08
6	Appointment of Practical Examiner	09 To 09
7	Question Paper Printing	09 To 11
8	Guidelines/Instructions to the Invigilators	11 To 12
9	Procedure for Dealing with Malpractice Cases	13 To 13
10	Central Assessment	14 To 15
11	Weightage to SEE and CIE	15 To 17
12	Award of Class and Grades	18 To 19
13	Norms for ATKT	19 To 19
14	Marks for Extra Curricular Activities	19 To 19
15	Declaration of Results	20 To 20
16	Improvement Rules for PG Programs	21 To 21
17	Passing and Migration Certificate	21 To 21
18	Disciplinary Actions for Malpractices	22 To 25
19	Rules and Regulation Committee	26 To 26

Abbreviations

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

1. Board of Examinations

The Board of Examination of the Mahavidyalaya 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 SRTMU, Nanded to decide upon examination policies and activities from time to time, with an approval from the Governing Body.

The Board of Examinations consists of the following members.

1. Principal of the college – Chairman
2. Two representatives from GB
3. Two invitee members from outside
4. Four faculty members
5. Secretary of Academic Council
6. Controller of Examinations as Member Secretary

Functions of BoE :

- i. The BoE shall ensure proper organization of internal and external examination of the college including evaluation, tabulation and declaration of results.
- ii. Approval of examiners, moderators and paper- setters from amongst the persons included in the panels prepared by the respective Board of Studies (BoS).
- iii. Undertake experiments in examination reforms.
- iv. Formulate the policies of examinations and evaluations.
- v. Act as an advisory body of the matters of conduct of examinations.
- vi. Consider and approve the reports of the 48 (5) (A) committee.
- vii. The BoE shall prepare the time schedule of examinations and dates of declaration of the results at the beginning of the term and notify the same.
- viii. The BoE shall arrange at least three meetings during the academic year and such other times as may be required.

- ix. The BoE shall perform such duties and responsibilities that are assigned from time to time by the Governing Body. For performing above functions smoothly the post of CoE is created who will work under Principal. The organization and functioning of examination related activities shall be as shown below.

2. Responsibilities of Controller of Examinations

- i. Plan the schedule for question paper setting.
- ii. Printing and distribution of printed question papers to ECC.
- iii. Conduct of examinations and declaration of results.
- iv. Sign on Grade Card along with the Principal / CoE.
- v. Recommendation for remuneration (paper setting, conduct of exam, assessment etc).
- vi. Form various sub-committees in association with the Principal / CoE regarding examination tasks.
- vii. Keep the minutes of the BoE and all sub-committees.
- viii. Maintain the secrecy and confidentiality of the examination.

3. Role and Functions of Sub-Committees

(A) Examination Conduct Committee (ECC)

The ECC shall :

- i. Act as coordinator for conducting Internal and Semester End Examination.
- ii. Be responsible for smooth and proper conduct of examination.
- 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 the answer books seat number wise 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 different 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, malpractices, and attempt to copy 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.

(B) 48(5) (A) Committee

The Committee consists of the chairman and six members representing each Program (Arts, Commerce, Science, IT, BT and B. Voc.) appointed by the BoE.

The Committee is empowered to :

- 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. To recommend Board of Examinations the disciplinary actions to be taken against the unfair cases as per the **Annexure – 1**

(C) 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 enquiry committee headed by CoE. The committee shall investigate into the matter and forward the facts and findings of inquiry to BoE. The BoE will recommend and direct the Principal to take appropriate disciplinary action.

(D) Equivalence and Credit Transfer Committee (ECTC)

ECTC consists of :

- i. Principal of the college – Chairman
- ii. One member from each faculty
- iii. CoE as Member Secretary

Equivalence of the course concerned and credits to be transferred is to be finalised by the Committee and forwarded to the University for approval.

4 (A) Question Paper Setting

- i. CoE shall call the list of external paper setters (at least three) from other colleges/ universities and course teacher (internal setter) from concerned BoS chairman.
- ii. CoE shall select one external paper setter out of list given by BoS chairman.
- iii. The paper setting committee will consist of three members. Bos Chairman will be the chairman of paper setting committee, external setter will be from other colleges/universities and course teacher will be internal 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 chairman 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.

4 (B) Instructions to the Question Paper Setter

- i. The question paper for internal and SEE shall be as per the examination pattern decided by BoE.
- ii. The paper setter shall not disclose his/her appointment. Any communication related to examination is confidential and secrecy should be maintained.
- iii. 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.
- iv. Marks shall be indicated on the right side of sub-question or the question.
- v. The question paper may contain questions based on testing knowledge, skill and thinking ability.
- 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 chairman.
- 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.

5. Appointment of Practical Examiner

The Practical Examiner shall be appointed by CoE as per the following guidelines.

- i. Appointment shall be made fifteen days before the scheduled practical examination.
- ii. 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.
- iii. For PG, two external examiners, out which one from out of university and the other from the parent university shall be appointed.
- iv. For PG practical, external examiner should be recognized PG teacher.
- v. In case external examiner does not report for the practical examination, the CoE is empowered to make an emergency appointment.
- vi. TA/DA, local conveyance allowance will be paid to external examiner. However, remuneration will be paid to all practical examiners.

6 (A) Question Paper Printing

- i. Three paper sets of each course will be typewritten and proof read from any member of paper setting committee of the concerned course.
- ii. Controller of Examination shall select one question paper set for printing at least three working days before the schedule of the said examination.
- iii. 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.

- iv. No part of the question paper shall be saved on the hard disk during the entire process of printing.

- v. Setting up the format of the question paper if required, would be done and the printing command shall be given without creating any file on any of the storage device. However, the care shall be taken to eliminate changes in the original paper due to setting up the format.
- vi. The question paper sets shall be compiled and are to be retained for at least one additional semester in a sealed envelope.
- vii. 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.
- viii. Pending commands given to the printing machine if any shall be erased before closing the room.
- ix. 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.

6 (B) 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

6 (C) Security Measures

- i. Requisite number of question papers shall be printed using available printing machine.
- ii. After printing the requisite number of question papers, they would be counted and placed in the brown 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 all the cupboards in the printing / 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.

7. Guidelines/Instructions to the Invigilators

The invigilators shall report the examination section before 30 minutes and enter the examination hall at least 10 minutes before the start of examination.

He / She shall,

- i. Ask the students to keep their books, note books, mobile phones and their written materials outside the examination hall.

- ii. Check whether the students have occupied their seats as per the seating arrangement.
- iii. 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.
- iv. Distribute the question papers to the students at the time of the commencement of examination,
- v. Check the Hall Ticket and identity cards of the students and sign on their answer books.
- vi. Take the signature of students on the attendance proforma and mark “AB” for absent students.
- vii. Provide the supplements, graph papers to the students as and when demanded by the students and keep its record in the given proforma.
- viii. Maintain discipline in the examination hall by frequently moving in the examination hall and prevent any malpractices or attempt of copying by students.
- ix. Report cases of misbehavior, indiscipline, malpractices and copying cases of students to the ECC for further necessary action.
- x. Give warning to the students to tie their supplements 10 minutes before the end of examination.
- xi. 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.
- xii. Hand over the answer books to ECC.
- xiii. Use of mobile is strictly prohibited during invigilation.

8. 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.

9 (A) Central Assessment

- i. For assessment of answer books of SEE, Principal / COE will form a committee for a Central Assessment Cell (CAC) at college level consisting of custodian and two teaching faculty members.
- ii. Assessment is compulsory to all teaching staff of the college.
- 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 CAC shall be 10:00 a.m. to 05:00 p.m.

9 (B) 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.
 - f. Handover evaluated answer books and signed mark sheet to the custodian / CAC officials. Also hand over the marking scheme and synoptic model answers to CAC officials.

9 (C) Preservation of Assessed Answer Books

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

10. Weightage to SEE and CIE

- i. Semester End Examination (SEE): 60% weightage
- ii. Continuous Internal Evaluation (CIE): 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 %	0
2	75% to 84.99 %	3
3	Above 85%	5

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	5	20
		CC	25	25	25	5	30
		SEC	30	30	15	5	20
		GE	30	30	15	5	20
		DSE	30	30	15	5	20
2	Commerce (UG)	AECC	30	30	15	5	20
		CC	25	25	25	5	30
		SEC	30	30	15	5	20
		DSE	30	30	15	5	20
3	Science (UG)	AECC	30	30	15	5	20
		CC	30	30	15	5	20
		SEC	30	30	15	5	20
		DSE	30	30	15	5	20
4	IT (UG)	AECC	30	30	15	5	20
		CC	30	30	15	5	20
		SEC	30	30	15	5	20
		DSE	30	30	15	5	20
5	BT (UG)	AECC	30	30	15	5	20
		CC	30	30	15	5	20
		SEC	-	30	15	5	20
		DSE	30	30	15	5	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

Distribution of Marks for UG and PG Programs

Sr. No.	Discipline	Course	CIE	SEE	Total Marks
			Marks	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

11 (A) 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

11 (B) 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.

12. 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)

13. Marks for Extra Curricular Activities

- i. If the candidate clearly passes in all semesters, 05 marks will be added in Grand Total Marks.
- ii. If the candidate failed in one course of V or VI semester, a maximum of 05 marks will be added in a particular course for passing.
- iii. If the candidate failed in two courses of V or VI semester by 01 and 04 marks, 02 and 03 marks 05 marks will be added respectively.
- iv. If the candidate failed in one course of V Semester and one course of VI semester by 01 and 04 marks and 02 and 03 marks 05 marks will be added respectively.

14. Declaration of Results

1. Unit Test Results :

After conduct of Unit Test of UG and PG the Examination section will complete the valuation within fifteen days from the last date of completion of Unit test. Result will be displayed on notice board.

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.

3. Result Withheld :

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

15. Improvement Rules for PG Programs

As per the parent university rules (Annexure II)

16. Passing and Migration Certificate

1. Passing Certificate :

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

2. Migration Certificate :

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

3. Degree Certificate :

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

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.	1. Undertaking from the examinee Mentioning 'Not carrying mobile in examination in future'. 2. Examinee may collect his mobile from CoE by following the regular college procedure.
25	All other cases not covered above	Punishment will be decided by 48(3) G Committee.
Discrepancies in the question papers		
26	General complaint regarding "out of syllabus question." If said question is compulsory/ optional	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. 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.
27	Printing mistake in question paper I) Meaning of the question is not understandable	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. 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.

Sr. No.	Irregularities in Question paper	Remedies
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>

Rules and Regulation Committee

Sr. No.	Name	Designation
1	Dr. M. H. Gavhane	Principal
2	Dr. E. U. Masumdar - Vice - Principal	Chairman
3	Dr. A. J. Raju - Vice - Principal	Member
4	Dr. O. V. Shahapurkar - CoE	Member
5	Dr. S.J. Kulkarni	Member
6	Dr. S. J. Phule	Member
7	Prof. S.N. Shinde	Member
8	Dr. K. G. Maske	Member
9	Dr. D. V. Vedpathak	Member
10	Dr. P. D. Pohekar	Member
11	Dr. A. A. Jadhav	Member
12	Dr. S. D. Bhandare	Member
13	Prof. S. B. Maske	Member
14	Dr. D. S. Rathod	Member
15	Dr. K. D. Sawant	Member
16	Dr. P. S. Trimukhe	Member
17	Prof. K. I. Momin	Member
18	Dr. P. R. Rodiya	Member
19	Dr. R. R. Londhe	Member
20	Dr. V. D. Dhumal	Member
21	Dr. A. D. Tak	Member
22	Prof. A. B. Birajdar	Member
23	Prof. M. A. Dhotre	Member
24	Prof. M. B. Bhatade	Member
25	Shri. J. R. Kshirsagar	Member
26	Shri. Arun Gavali	Member