



**D Y Patil Deemed to Be University School  
School Of Law**

# **EXAMINATION AND EVALUATION SYSTEM**

**w.e.f.A.Y2018–2019  
Implemented Progressively**

## **Preface**

D Y Patil Deemed to be University, School of Law is an Autonomous Certified, functions according to the vision statement of being a pacesetter by executing the examination calendar accurately, declaring results on time and having a complete transparency in conducting the examinations and also declaring results.

Being an autonomous institute the examination section plays a very important role in branding the institute and smooth conduct of all activities. Examination calendar is uploaded on LMS (Learning Management System) semester wise in the first week of the commencement of the academic year. The examination calendar is followed strictly and no changes are made unless unexpected events occurred. This helps students to plan their industrial visits and internships well in advance. Further, students get sufficient time for the preparation of various competitive examinations. Academic excellence is achieved by continuous evaluation and transparent examination system. The Appointment letters to faculty is sent along with the schedule for exams from time to time. There are two exams being conducted semester wise by the examination section. Class test-I is scheduled after 6 weeks of teaching learning and Semester End Examination at the end of each semester after the completion of 90 working days. There is also Additional Examination for the students who remained absent on genuine grounds, which is conducted after 15 days of last paper held. Examination section follows a transparent policy by showing the answer books to students along with the synopsis submitted by the paper setter. Any changes are to be given to examination section with an explanation by the faculty for the reasons for changes.

The examination has its own rules and regulations which have been approved by academic council from time to time.

Every semester a general audit shall be conducted for the purpose of quality checks on Question Paper and evaluation.

Degree Award Ceremony is conducted by the Institute. The **parent university (D Y Patil Deemed to be University)** award degrees to the students evaluated and recommended by our college. The degree certificates depict a common format devised by the university. The degree certificate mentions name of the college with specification 'Affiliated to Bar Council of India'.

## **2. VISION**

We are committed to be recognized as an institution that is a pacesetter for

following the examination calendar, declaring results in time and also committed to expanding the horizon and inspiring young mind towards academic excellence.

### **PURPOSE**

- To conduct Semester End Examinations and Internal Assessment Tests.
- To declare results of the students on time.
- To assess students and conduct overall evaluations as per the norms & regulations of Bar Council of India as a statutory requirement.

### **SCOPE**

- Applicable for Degree College Under Graduate and Post Graduate Courses.
- Continuous Evaluation of students' progress Semesterwise.

## **3. Guidelines for Formation of Examination Committee**

### **3.1 UGC Guidelines**

1. Autonomous College shall have an Examination Cell headed by Controller of Examinations who will be a permanent faculty nominated by the Principal on the basis of potential of the person. The Principal of the college shall be the Chief Controller, Examinations.
2. The Controller of Examinations will create his / her own team with the approval of the Principal of the College. The team shall consist of at least one faculty from each department and 3 assistant clerks, the number of persons to be nominated shall depend on the quantum of work in the Examination Cell. Teachers working in the college shall be nominated in the Examination Cell for tenure of 3 years. They will continue doing their teaching work as scheduled by the college.
3. There shall be a team of Office Assistants, Computer Programmers, Data Entry Operators and other helpers in the Autonomous Cell.
4. Examination Cell will have appropriate printing unit also for printing of question papers and other relevant confidential material.
5. All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from usual work. Such honoraria shall be proposed by the Finance Committee and shall be approved by the Governing Body.
6. Governing Body may also approve appointment of full time office staff in the examination cell on contractual basis on the recommendation of Finance Committee. The salary of such staff will also be decided by the same mechanism. There shall be continuous, comprehensive evaluation of students through internal and external examination.
7. In order to motivate students to be free of rote learning, various mechanism of internal evaluation should be adopted such as group discussion, paper reading, home assignments and viva voce.
8. Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body. In no case it should be less than that paid by the parent University.
9. The **parent university will award degrees** to the students evaluated and recommended by



autonomous colleges. The degree certificates will be in a common format devised by the University. The name of the college will be mentioned in the degree certificate, if so desired.

10. The Autonomous College / Recognized Institution / University Department / University Institutions shall conduct the examinations at specified period(s) as it may determine and notify. The examinations and evaluation systems shall be as may be determined by the competent authorities of the Autonomous College / Recognized Institution / University Department / University Institution as the case may be. The examination and evaluation shall be carried out in such a manner as to enhance the faith and the credibility in the minds of the students and the society by being fair and rational.

11. The students passing the examinations conducted according to the standards set by the Autonomous College / Recognized Institution / University Department / University Institution shall be awarded Degree / Diploma / Certificate. As the case may be, as per the provision of the Act.

### **3.2 Powers and Duties of the Examination Committee.**

a) The Examination Committee shall—

- i. The Examination Committee shall ensure proper organization of examinations and test including moderation, tabulation and declaration of the results.
- ii. The Examination Committee shall appoint examiners, moderators, paper-setters from amongst the persons included in the panels prepared by the respective Subject Boards.
- iii. The Examination Committee shall undertake exercise and experiment in examination reforms.
- iv. The Examination Committee shall obtain three sets of question papers in sealed covers in the respective subject. The Principal / Controller of Examination / Head shall draw at random one of such sealed covers containing question papers. This sealed cover with seal intact shall then be sent to the press.

b) The Committee shall prepare the time schedule of examinations and dates of declaration of their results at the beginning of the term and notify the same.

c) The assessment of answer books for all examinations shall be done centrally through Central Assessment System. All answer books of an examination shall be masked and then coded. The coded answer books shall then be handed over to the examiners for assessment. After the assessment, all answer books shall be decoded and demasked and the results sheet will be prepared by the moderator.

d) In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations, the Committee shall constitute a subcommittee called as Redressal



- Committee of which Principal should be the chairman.
- e) The recommendations of the Sub-Committee shall be placed before the Examination Committee, which takes the disciplinary action in the matter as it deems shall fit.
  - f) The Committee shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.
  - g). Two-third members shall constitute a quorum. If the meeting is adjourned for want of quorum, then no quorum shall be required for such meeting.
  - h) The Committee shall meet twice during the academic year and such other times as may be required.
  - i) The Committee shall perform such other duties and responsibilities which are assigned to it from time to time by the Board of Management.

## **4. Examination Committee of D Y Patil Deemed to be University, School of Law**

### **4.1 Structure of Examination Committee**

D Y Patil, Deemed to be University School of Law, being an autonomous Institute shall have an Examination Committee based on UGC Guidelines and as per the Bar Council of India Guidelines. The Committee shall consist of

1. The Principal - as a Chairperson
2. A permanent faculty nominated by the Principal on the basis of potential of the person as Controller of Examinations.
3. A teaching faculty with 10 years of teaching experience from each department, nominated by the Principal - as a Department Controller.
4. Controller of Examination of D Y Patil, Deemed to be University School of Law or his nominee.
5. One expert as an external evaluator to be nominated by the Principal - as Invitee.
6. One teaching faculty as Deputy Controller from Self Finance Section.
7. Dean Academics - as Invitee.

In addition, Chairman, Examination Committee will appoint a Redressal Committee as and when required.

### **Office Staff:-**

- a) 1 Office Superintendent      b) 1 Sr. Clerk      c) 3 Data Entry Operators      d) 2 Peons

### **4.2 The Roles & Responsibilities of Examination Committee D Y Patil, Deemed to be University School of Law**

1. The Examination Committee shall ensure proper performance of the various duties in conducting examinations viz. paper setting, timetable preparation, assessment and declaration of results.
2. The examination Committee shall prepare the detailed timetable of examinations for every semester and upload it on website with prior approval of Chairman, Examination Committee.



3. The Examination Committee shall ensure smooth and organized conduct of examination by following means:
  - i) The Examination Committee shall prepare the detailed timetable of examinations for every semester and upload it on website with prior approval of Chairman.
  - ii) Appointing paper setters and evaluators for all exams including theory as well as practical well in advance.
  - iii) Strict vigilance during exam.
  - iv) In case of any complaint regarding exam, the disciplinary actions recommended by Redressal Committee will be endorsed by examination committee.
4. The Examination Committee shall prepare the exam budget for every academic year.
5. The members of Examination Committee shall meet at least 4 times during the academic year and at other times as and when necessary.
6. For any meeting of Examination Committee, one-third members shall constitute a quorum. However, the same meetings shall be held after 30 minutes of the scheduled time, for which, no quorum shall be applicable.
7. The various formats shall be prepared by Examination Committee for record keeping and monitoring all examination related activities.
8. The Examination Committee shall take into account reforms approved by subject board.
9. Controller of Examinations (COE) and Department coordinators with Head of Departments carry out
  - i. Issuing Appointment Letters for Paper Setting, Assessment of paper setting and Printing
  - ii. Conducting Theory Examinations
  - iii. Issuing Appointment Letters for (Practical, Project/Dissertation, seminar)
  - iv. Coordination of assessment of answer books
  - v. Preparation and declaration of provisional grades
  - vi. Preparation and declaration of final results
  - vii. Issue of transcripts, provisional passing certificate, marklist, preparation of exam calendar, appointments of examiners.

## **5. Examination Section Infrastructures**

### **Description of Area**

1. Cap Room: It is used for central assessment of all answer books of Unit Test–I, Unit Test–II, Semester End Examination and Additional/Supplementary Examination.
2. Strong Room: All stationary required for examination, printing of question papers as well as storage of examination gazettes is done in strong room.
3. Working Area: Area for working of exam related staff along with control room during Unit Test–I, Unit Test–II, Semester End Examination and Additional/Supplementary Examination.

### **5.1 Printing Units, Strong Room:**

1. Examination Section consists of two copy printers with a capacity of printing 60 pages in



one minute and PHOTO COPIER Machine one Black & white and two printers with two scanners and relevant material for examination.

2. Examination Section has strong room used for storage of stationary and printing of question papers as well as storage of examination gadgets.

### **5.2 Central Assessment Room:**

CAP room has a seating capacity of 25 people is centrally air-conditioned and is used for Unit Test – I, Unit Test – II, End Semester and Re-Examination assessment. It is mandatory for faculty to assess answer books in the CAP room.

Two computer labs with a capacity of around 30 PCs are used for assessment through OSM. Faculties are also given facility to assess from home with security measures.

### **5.3 Computer and Server:**

Examination Section is having one server room with 5 computers, two projectors with licensed copies of Microsoft, Windows 7 and MS-Office 2010.

### **5.4 Telephone and Internet**

Examination Section is well connected with internet lines of 8 Mbps speed, telephone facility within the room.

### **5.5 Stationary, Notice Board etc...**

1. Examination Section prints their stationary like answer books, supplements, graph papers, drawing sheets, grade sheets, and provisional certificates for an academic year. Answer books and supplements are serially numbered and the usage is recorded.
2. There are 4 dedicated notice boards for examination section which display grade gazette, time-table and examination related notice from time to time along with uploading Examination calendar, time-table and notice regularly on college website. [www.nkc.ac.in](http://www.nkc.ac.in)
3. Also there are four dedicated PC's exclusively for examination related work

### **5.6 CCTV surveillance**

1. Examination Section is also furnished with CCTV cameras, 1 in strong room, 1 in CAP room and 2 in exam office.
2. Also we have CCTV cameras in classrooms.

## **6. Tentative Examination Schedule Semesterwise.**

Semester wise Tentative Examination Schedule is circulated for students and faculties well in advance for Regular/A.T.K.T (Internal/External) Examinations (Semester – I to VI).

Detailed time schedule of examinations is displayed on the students' notice board and uploaded on college website at least 20 days prior to the commencement of examinations.

Examination hall tickets are made available on students' portal, which include exam seat number, examination schedule and other details. Student can download his/her hall ticket three days before



the commencement of respective semester examination, using GR number as username and password.

### **6.1 Semester I/III/V**

Internal assessment procedure for odd semesters is usually held in the month of August and semester examinations are kept in the month of October and the result is declared within 30 days.

### **6.2 Semester II/IV/VI**

Internal assessment procedure for even semesters is usually held in the month of January and semester examinations are kept in the month of March/April and the result is declared within 30 days.

### **Types of Courses: Courses in a program may be of three kinds: Core, Elective and Foundation**

1. **Core Course:** There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a program in a said discipline of study.

#### **2. Elective Course:-**

Elective course is a course which can be chosen from a pool of papers. It may be:

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing student's proficiency/skill.

An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" or may be chosen from an unrelated discipline. It may be called an "Open Elective."

**Foundation Course:** The Foundation Courses may be of two kinds: **Compulsory Foundation and Elective foundation.**

"Compulsory Foundation" courses are the courses based upon the content that lead to Knowledge enhancement. They are mandatory for all disciplines.

"Elective Foundation" courses are value-based and are aimed at man-making education.

### **8. Procedure for Conducting Examinations and Result Declaration**

The various examinations for U.G./P.G. Programmes shall be conducted in accordance with the Academic Rules and Regulations for U.G. and P.G. courses respectively and also as per the Examination Calendar.

The evaluation of a student for each semester shall be as per the marking scheme given by the respective subject board.

### **QUESTION PAPER PATTERN:**





All Non-Legal Subjects, Core Subjects, Elective Subjects will have

1. Internal Assessment – 40 Marks
2. Semester end Papers – 60 Marks

**Question Paper Pattern for Periodical Class Test will be as per decision taken in respective board of studies.**

### **8.1 Semester End Examinations- Rules and Regulations**

- i. There shall be one semester end examination in each semester for every theory course and shall be conducted centrally as per the schedule indicated in the academic calendar.
- ii. Seating arrangements shall be prepared centrally by examination cell (Office Superintendent / Sr. clerk) taking into consideration the total number of students appearing for the examination and infrastructure available.
- iii. The appointment of the required number of invigilators shall be done by Controller of Examinations as per the examination schedule. The invigilators shall be from among the faculty. It is mandatory for the course faculty to be available for invigilation during the exam of concerned course. On the day of examination, the Controller of Examinations/Department Controllers shall bring the set of question papers 10 minutes prior to the commencement of the examination to the examination hall.
- iv. The invigilators assigned duty for an examination shall report to the Examination Section 30 minutes prior to the commencement of the examination. He/She shall sign their attendance, and pick a hit for random allotment of examination block. The invigilator shall count the number of answer books provided and check against number of students allotted to the block. He/she shall also note down the code numbers of answer books provided to him/her by the Examination Section.
- v. Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the examination, and question papers at beginning of the examination. He/she shall check the Identity Cards of the students', check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on front page of answer books and then shall sign on the answer books of the students. He shall then obtain the signature of the students on the attendance Performa and maintain the record of the absent students of his/her block.
- vi. Invigilators shall check the general discipline in the block during the conduct of



- examination and report the cases of indiscipline, misbehavior and copying to the Controller of Examinations for further necessary action.
- vii. At the end of the examination, invigilator shall collect the answer books from the students and arrange them sequentially as per examination seat numbers of the students, separately for each course, and hand it over to Examination Section.
- viii. Students are allowed in examination hall up to 20 minutes after commencement of examinations.
- ix) In case of any emergency, the Chairman, Examination Committee is empowered to reschedule an examination.
- x) Controller of Examinations & Deputy Controllers shall be responsible for smooth and proper conduct of examination in the Institute.
- Controllers shall-
- a) Plan for smooth conduct of examination.
- b) Supervising the plan for seating arrangement, by taking into consideration the total number of students appearing for the examination and seating arrangement available in the institute.
- c) Get the examination schedule prepared for the entire programme and send the copy of the same to Chairman and Head of Departments.
- d) Receive the cases of misbehavior, malpractices and copy cases from invigilators or assessors and forward the same to Redressal Committee for further necessary action.
- e) Receive the list of external examiners (for conducting practical/viva-voce examinations) for various courses from Department Controllers/Chairman BOS for record purpose.
- xi. Controller of Examinations shall assign examination duties as per following structure
- a) Invigilator: Teaching faculty can be appointed for invigilation and relieving duties of examination. One invigilator for a block of 30-40 students shall be allotted.
- b) Reliever: One reliever per five to six blocks Examination Peon: as per requirement
- c) Sweeper: as per requirement.
- xii. On each day of examination, Controller of Examinations/Department Controllers shall open the required number of packets of question papers up to 30 minutes before the start of examination. Prior to opening, however, he/she shall sign on all the packets indicating the date and time of opening the packets. The packets shall be opened in the presence of two bonafide students appearing for the examination and any two of the following
- a) Chairman/Controller of Examination (CoE)



b) Deputy Controller of examination

c) Invigilator.

Controller of Examinations/Deputy Controllers shall fill in the packet opening report and then take out the required number of question papers from the packets and arrange to distribute them in required quantity to the invigilators.

- xiii. Chair man/ Controller of Examinations/ Deputy Controller/ Convener of unfair means inquiry committee shall take rounds in different examination blocks to ensure that overall discipline is being maintained during examination.
- xiv. Controller of Examinations shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to Unfair Means Inquiry Committee.
- xv. If any examinee is not in a position to write at all, or writes as fluently as normal student, on account of physical disability or injury due to an accident just before the examination and produces a medical certificate from the registered medical practitioner to that effect, then **awriters** shall be allowed to such examinee.
- xvi. Such a writer shall neither be a student or a degree holder of any programme / course of this institute or any other Institute in which the examinee is appearing for the respective examination. The examinee shall, however, require applying in a prescribed Performa to Controller of Examinations asking for permission to allow for such a writer. Controller of Examinations shall then verify the medical certificate and give a permission letter to the examinee for using the writer. Controller of Examinations shall then take the undertaking from the writer in a prescribed Performa. Such examinee shall produce the permission letter from Controller of Examinations for using writer to the invigilator.
- xvii. In case of **physically challenged/Learning Disable examinee**, he/she may be allowed an extra time of **30 minutes** for writing the examination for all the courses, provided he/she seeks permission from convener examination for extra writing time on account of his/her disability by producing medical certificate from competent authority to this effect.
- xviii. After receiving the answers books from invigilators, Examination section staff shall check them as per the attendance record submitted by the invigilators and in case of multiple course if external are conducted in the same hall / block, the exam section staff check if the answer books of each course are sorted out separately.
- xix. Controller of Examinations/ Deputy Controllers shall direct the Examination section staff



to tie the bundles of answer books of each course separately along with one copy of question paper, copy of attendance sheet and pack them.

- xx. Examination Section staff shall maintain the account of answers books and supplements received and consumed for the examination. The examination sections shall also prepare the bills of remuneration of all staff involved in the examination work.
- xxi. Students are allowed to enter in the Examination Hall up to 30 minutes after Commencement of Examinations for End Semester and Re-examinations.

## **8.2 Guidelines to Invigilators for Conducting Semester Examinations**

Invigilators are requested to follow the Guidelines given below:

- i. Please adhere to the Dates and Sessions allotted for Invigilation.
- ii. Please report at Exam section at 30 minutes before the start of Exam.
- iii. Do not use Mobile Phones in the Examination hall.
- iv. Please be present in Examination Hall for the entire duration of the examination.
- v. Do not allow candidate without Admit Card to appear exam.
- vi. Do not permit the candidate to possess programmable Calculators/programmable Wrist Watches/ Cell Phones inside the exam hall. If found, report as Malpractice.
- vii. Please ensure that strict silence is maintained by candidates inside the exam hall. They should not talk to each other inside the exam hall.
- viii. Candidates possessing any bit of papers or other incriminating materials inside the examination hall shall be reported as Malpractice.
- ix. Be alert during invigilating and see that the candidates do not indulge in any Malpractice.
- x. Please make initials on the top left hand side of first page of additional sheets, graph sheet etc., at the time of issuing them to candidates in the exam hall.
- xi. No candidate will be permitted to enter examination hall after 30 minutes from the commencement of exam, whatsoever the reasons may be.
- xii. If any Malpractice is noticed, inform to Controller of Examinations immediately.
- xiii. If any query in the question papers raised by the students, convey the same to Controller of Examinations.
- xiv. Do not allow any candidate to leave the exam hall before 45 minutes from the time of commencement of exam.
- xv. Please adhere to the time schedule prescribed.
- xvi. Instructions given to candidates may all be read and implemented.

Guidelines for 'University Examination' Supervision under autonomy



1. On the first day, supervisors are requested to report at the Examination Centre half an hour prior to the commencement of the examination and twenty five minutes before commencement on the rest of the days. No Casual Leave will be sanctioned to supervisors on examination days.
2. After the warning bell, the supervisors should immediately go to their designated examination halls along with the answer books and make sure that the candidates are seated according to the seating arrangement.
3. Supervisors must take rounds vigilantly in the examination hall and not perform any unnecessary tasks. They are expected to keep their cell phones in silent mode and use it only in case of an emergency.
4. Supervisors should check candidates suspected of malpractice and if found guilty, they should be reported immediately to the seniors supervisor.
5. Supervisors should instruct the candidates not to keep any forbidden material, pages of books or electronic gadgets with them. They should be instructed to carry only transparent examination boards and scales (if necessary).
6. Candidates should be given answer books only after they are seated in their place and must be told to check whether the pages are in order and then to carefully fill in the required information in the spaces provided.
7. Supervisors should carefully check the Hall Ticket and I-Card of the candidates and ensure that they have filled up everything correctly in the answer book before signing the answer book.
8. Supervisors should take signatures of all candidates in the candidates' signature sheet and if any candidate remains absent, mark 'ABSENT' (in red ink) in that cell.
9. Candidates must be instructed to write their exam seat numbers on the question paper immediately after receiving it and to check their question papers to ensure that all pages are intact.
10. Supervisors must announce the 'Question Paper Code' to the candidates, which is always unique in nature and they must ensure that the students write it in the answer book.
11. If any discrepancy is found in any question paper, the same should be immediately intimated to any of the seniors supervisors deputed.
12. Graph papers or maps are to be tagged inside the answer book and not to be signed by the supervisor. Also exam seat numbers should not be written on them by the candidate.
13. Supervisors should give supplements to the candidate at their seat. Until the main answer book is completed, the candidate must not be given any supplement.
14. Once the warning bell is rung, students should not be allowed to leave the class room. After the final bell, candidates must be allowed to leave the examination hall only after the supervisor has verified that all of them have submitted the answer books.
15. Answer books should be submitted to the senior supervisor/ relieving supervisor in the examination section. The number of answer books should exactly tally with the juniors supervisor's report.

### **8.3 Central Assessment**

It shall be mandatory for every faculty of 'D Y patil Deemed to be University,

School of Law', Mumbai to assess the answer books of his/her course or answer books of other courses as instructed by the Controller of Examinations/concerned Head of Departments/ Senior Faculty, within stipulated time and only in the CAP Centre.

#### **8.4 Assessment Procedure**

- i. CAP in charge shall issue answer books to the concerned faculty. He/ She will maintain a register with number of papers issued to and received from the faculty each day.
- ii. The concerned faculty shall assess and submit the assessed answer books to the CAP in charge.
- iii. The assessed answer books shall be scrutinized further by concerned faculty member. "Scrutiny" shall include checking for un-assessed answers, totaling of marks, and transfer of marks to main page, blank pages scratched etc.
- iv. After the Semester End Examination theory assessment and marks entry in prescribed format, the faculty shall submit the Semester End Examination mark list.

#### **8.5 Preservation of Answer Books:**

All assessed answer books for End Semester Examination and Re-Examinations shall be preserved for two years in examination section from the date of examination as suggested by the academic board. It is mandatory to submit the internal assessment marks for all courses (Regular and A.T.K.T) to the Examination Section one week prior to the commencement of Semester End Examination.

As per the new system, scanned copy of answer book is available online. Student can see their answer script online or they can get a photo copy of the same and they can compare their answer with the synoptic answer. Students' grievances if any are addressed through verification or reevaluation, if required.



### **Learning Disability**

**LD** cases if any, certified by **Competent Authority** from medical field should be reported to Examination Incharge along with application and authentic certificates, at least **30** days prior to the commencement of examination.

Appointment of Papersetters, Examiners, Senior Supervisors and conduct of examination etc.

- i. No person can claim appointment as paper setter / examiner / or any other Examination work as a matter of right. Appointment of persons as paper setters / Examiners shall be ordinarily made at the time of Test 1, Test 2 and Semester end examination / start of the semester.
- ii. The papersetters / examiners / moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the examination section, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that assignment is accepted by the paper setter / examiner.
- iii. Normally the pattern of the final semester examination will be 5 out of 7 questions with total score of 100 marks. Precaution to be taken that full syllabus should be covered.
- iv. The Controller of Examinations (COE) shall be the Chief Conductor for all the examinations. Whenever substitute arrangement is required it shall be done only by prior permission of the Principal.
- v. Chief conductor shall ensure that the stationery required for the conduct of examinations, question papers, etc. are received at the examination centre. He / She shall also ensure that the packets of question papers are intact and duly sealed and are opened in his / her presence 30 minutes before the start of the examinations.
- vi. Invigilator shall ensure that the students are not resorting to unfair means / practices. In case incidences occur, he / she shall immediately report the cases of unfair means to the Controller of Examinations along with his report.
- vii. Immediately after the examination is over, the answer books should be dispatched to the CAP centre.
- viii. The Controller of Examinations (COE) shall receive the bundles of answer books.
- ix. The Controller of Examinations (COE) shall arrange for the assessment of the answer books centrally as per central assessment programme prescribed by the college authorities.
- x. The examiners shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions received by the college authorities from time to time.
- xi. As soon as the mark lists are received in the examination section





they should be processed immediately for preparation of result.

- xii. The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed in the examination calendar of the institute and the result along with the statement of grades will be distributed to the concerned students.
- xiii. The answer papers of examinations shall be preserved for a period of at least 6 months from the date of declaration of result of the concerned examinations.

#### **ORDINANCE 5050: Ordinance regarding unfair means reported to by the Student**

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

#### **8.6 Declaration of Results**

- i. All results shall be declared as per the examination calendar.
- ii. The examination sections shall prepare the grade cards and statistics of the result.
- iii. The results shall be declared after obtaining endorsement from Examination Committee.





- iv. In case of any discrepancies observed or reported in assessment and grading moderation process, Controller of Examinations shall forward the matter to the Redressal committee. The recommendations of the committee will be endorsed by the exam committee after approval by the chairman and the result shall be updated within 30 days.

### **8.7 Amendment of Results due to errors**

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

### **Verification and/or Revaluation of Answer Books (Only for Semester End Exam)**

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

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

Eligibility Condition to appear for Additional Examination of any Semester (Applicable only for Regular Semester End Examinations)

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

### **i) A.T.K.T (A learner shall be Allowed To Keep Term)**

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

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

OR



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

iv) A learner shall be allowed to take **Admission to Semester - V** and Keep Terms if he/she Passes in all Semester - I and Semester - II and failed in not more than four courses of Semester – III and Semester – IV taken together with not more than two courses each in Semester – III and Semester – IV.

OR

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

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

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

A learner who fails in some or all the courses can appear for A.T.K.T/REPEXAMINATION which will be conducted only in the months of September/October and March/April of every year.

i.e. Semester I, II, III & IV.

Under autonomy, a supplementary ATKT examination is kept in the month of June for all semesters, that helps students to clear their backlogs and which in turn helps them to seek admission to the next class without losing the year is possible.

### **1. General Guidelines for dealing with Unfair Means/Malpractice at Examination:**

Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982, providing prevention against malpractices at the University/College/Board Examinations. Under the section of this act, use of unfair means of any kind by an examinee/any person/person related to examination during the conduct of examination is a cognizable and non-bailable offence. For implementation of the act following procedures shall be adopted.

#### **Competent Authority:**

On receipt of a report regarding use of unfair means by any student/person at examination, including breach

of any rules laid down by institute authorities for proper conduct of examination, the Chairman, Examination Committee shall be the competent authority to institute Redressal Committee. This Redressal committee shall

be the competent authority to investigate, recommend and take appropriate disciplinary action against the student/person/s

using, attempting to use, aiding, abating, instigating or allowing unfair means at examinations.

The Redressal Committee for Examinations related issues/problems/unfair means/malpractice



shall consist of the following member appointed by Chairman:

- a) Controller of Examinations
- b) Respective Department Head
- c) Deputy Controller/s
- d) Invited Members
- e) Concerned Faculty/Subject Teacher / Invigilator (Invitees)

There is '**Unfair Means Enquiry Committee**' to initiate actions against those who commit any kind of unfair activities during the examination are entitled to be punished as per the norms prescribed by 'University of Mumbai'. **Mobile Phones** are strictly **banned** inside the examination hall and if at all any one brings, it has to be kept **outside the exam hall at their own risk**. The college will not be **responsible** for the **loss or theft** of valuables brought during the examinations

#### **Guidelines to Redressal Committee**

- i. The Redressal Committee shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means as per the norms. However depending on the situation, committee may quantify the severity of the disciplinary action.
- ii. In case of teaching faculty or other staff related with conduct of examination and involved in unfair means at examination, Redressal Committee shall investigate into the matter and forward the facts and findings of inquiry to Chairman, Examination Committee along with recommendation/s.
- iii. As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges leveled against him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defense. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
- iv. After issuing show cause notice if the implicated examinee fails to appear before committee on the day at specified time and venue fixed for the meeting, the committee shall take decision in his/her case in absentia, on the basis of available evidence/documents, which shall be binding on the examinee concerned.
- v. In disciplinary action against concerned implicated student/examinee/person, committee shall have right to cancel institutional scholarship/s or awards or prizes or medals etc. achieved by him/her during the course of study.
- vi. The Redressal Committee shall then issue final order/s with regard to the disciplinary action to be taken against the implicated examinee/persons.



- vii. The committee shall dispose off the case within 15 days, from the last date of examination and in no case later than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to the Principal, Controller of Examinations and the person through whom the case was initiated. Further, based on the outcome of the redressal committee, the decision shall be communicated to the student. Students shall abide to the decision of redressal committee.
- viii. For Paper Setter/Examiner/Faculty/Any Other Person Involved in Unfair Means with Conduct of Examination: If a Paper Setter/Examiner/Faculty member or any other person related with conduct/assessment of examination is suspected to be involved with unfair means or practices by a complaint launched by anybody either in written or oral or by any other means, the examination Controllers shall submit the report to the chairman who shall forward it to Redressal Committee. The concerned person through whom the case was originated shall present the case before Redressal Committee and shall deal with the case till it is finally disposed off.
- ix. For unfair means in conduct of examination:
- a) The implicated person shall be informed in writing of the act of malpractices used and/or lapses committed by him/her at the examination and shall ask him/her to be present before the committee on a particular day and date at time and venue fixed for this meeting.
- b) The documents pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity including oral hearing shall be given to the concerned person in his/her defense before the committee. The reply/explanation given by the concerned person shall also be considered by the committee before making final report/recommendation.
- c) The committee shall follow the procedure in the spirit of natural justice.
- d) If the concerned person fails to appear before committee on the specified day at the time and venue fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidence/documents available to the committee. The same shall be binding on concerned implicated person.
- e) The committee shall submit its report to the Examination Committee along with its recommendations regarding disciplinary action to be inflicted on the concerned person or otherwise.
- f) After receiving the report along with the recommendations from Redressal Committee regarding



punishment, the Examination Committee shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning, or exonerating him/her from charges and shall impose any one or more of punishment taking into consideration.

- x. In cases such as violence or any other serious matter where it is felt necessary to take severe action, Chairman/Controller of Examinations shall refer the case to the Redressal Committee and/or police if necessary.

**Procedure for Dealing with Cases of Unfair Means at Examination Hall** In case of

unfair means at examination hall, Controller of Examinations and Deputy Controller/s

shall adhere to the following procedure:

- i. The student shall be called upon to surrender the material found in his/her possession, if any, and his/her answer book to Controller of Examinations/Deputy Controller/s.
- ii. Signature with date and time of the concerned examinee shall be obtained on the relevant material and list thereof. Concerned invigilator shall also sign with date and time on all the relevant material/s.
- iii. The answer book of the concerned examinee shall be confiscated along with unfair means material. This shall be marked as "Suspected Unfair Means Case".

A Statement of the examinee in prescribed form shall be obtained and he/she shall be issued a fresh answer book, if necessary, duly marked as "Second Answer Book" shall be issued to the examinee.

- iv. An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her. He/She shall then be allowed to continue with his/her examinations.
- v. Statement of the concerned invigilator in prescribed form shall be obtained by examination in charge that subsequently shall make forwarding remarks in the same format. If examinee refuses to make statement or to give undertaking, the concerned invigilator and coordinator examination shall record accordingly on the same form.
- vi. Show-cause notice shall be issued to the examinee in prescribed form instructing him/her to appear before Redressal Committee.
- vii. In the case of impersonation or violence, the concerned examinee shall be expelled by Controller of Examinations/ Deputy Controllers from the examination and shall not be allowed to appear for remaining examinations of that semester. A report to this effect with the action taken shall be sent to the Examination Committee.
- viii. All the materials, statement and undertaking of examinee and statement of Invigilator along with the forwarding remarks of the invigilator shall be forwarded by Controller of Examinations/Department Controllers in separate and confidential sealed envelope marked



with “Unfair Means Case” to Redressal Committee.

- ix. In case of unfair means of any type, the invigilator and/or concerned authorized persons shall record the facts in writing and report the same through Department Controller to Controller of Examinations.
- x. Controller of Examinations after finding the prima-facie of the case of malpractice received from invigilator/ Department Controllers shall send it to Redressal Committee. Controller of Examinations or his/her representatives shall present the case of malpractice before Redressal Committee and shall deal with the case till it is finally disposed of.

### **Procedure for Dealing with Unfair Means at Assessment Centre**

- i. During the assessment of answer books, if examiners suspect that there is prima-facie evidence that the examinee/s, whose answer book/s the examiner is assessing, appear/s to have resorted to unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the Controller of Examinations who shall then forward the case in separate sealed envelop marked with “Suspected Unfair Means Case” to Redressal Committee.
- ii. If any staff is found involved in any type of malpractice/unfair means, Controller of Examinations shall report the case to Chairman, Examination Committee for further action.
- iii. Controller of Examinations or his/her representatives shall present the case of malpractice before
- iv. Chairman, Examination Committee and shall deal with the case till it is finally disposed off.

### **Procedure for Dealing with Unfair Means at Paper Setting/Printing:**

- i. If any staff/any person/s related with paper setting and/or printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, Controller of Examinations shall report the case to Redressal Committee for further action.
- ii. Controller of Examinations or his/her representatives shall present the case of malpractice before Redressal Committee and shall deal with the case till it is finally disposed off.

## **2. Frame Rules for Conduct of Examination**

- 1) Academic calendar is prepared at the beginning of the academic year.
- 2) Tentative exam schedule is prepared semester wise within one month of re-opening of college.
- 3) Time Table for each examination is prepared and displayed on students' notice board and also uploaded on college website as well, 25 days prior to the commencement of examination.
- 4) Examination Seat Numbers are generated for each program, after sorting the entire student data surname wise. Hall tickets are prepared and given to students.
- 5) Change in syllabus under autonomy is implemented for each course approved by the BOS and passed in academic council of the college.
- 6) Course codes are assigned to all courses under autonomy
- 7) Notice for number of question sets to be prepared, dates for submission of question papers sets and gen



- eralformatis circulatedforfaculty members.
- 8) Departmental meetings are kept to fix the paper setters panel. The paper pattern passed in the respective subject board meetings is given to the paper setters.
  - 9) Instructions to the paper setters are given by the Controller of examinations.
  - 10) Three question paper sets for each course (Regular & Atkt separately) to be submitted to the examination committee within stipulated time period.
  - 11) Out of three sets one set is selected by COE, code is assigned to it and copies are printed in examination section (required number) under CCTV surveillance. These printed copies are packed and sealed which is kept in a safe custody of COE.
  - 12) On the day of examination respective question paper packets are opened half an hour before the commencement of each examination.
  - 13) Appointment letters are issued by the Controller of Examinations to all the question paper setters. This letter includes general instructions to be followed by the paper setter to maintain uniformity and confidentiality of question papers.
  - 14) Instructions are given to the examiners and they have to complete the paper assessment within the given time period.
  - 15) The paper setter of the selected question paper has to submit the synoptic answer with marking scheme to the examination in-charge. The copy of synoptic answer is given to all examiners of that course.
  - 16) Marksheets are prepared and consolidated.
  - 17) Examination committee takes the initiative to do the result compilation work.
  - 18) Result of every examination is declared within 30 working days.
  - 19) Subject wise and overall Result Analysis is done semester wise.
  - 20) Results are uploaded on college website too.