



Sadhana Education Society's
**L. S. Raheja College
of Arts & Commerce**

Autonomous | Gujarati Linguistic Minority Institution



EXAMINATION REGULATIONS 2024 IMPLEMENTED FROM 2024-25

APPLICABLE TO ALL FY, M.COM-I AND M.A.-I PROGRAMMES UNDER NEP 2020

INDEX

Sr. No	Description	Regulation
	EXAMINATIONS REGULATIONS	
1	Objective	
2	Policy and Objectives of Attendance	
3	Attendance Rules for Learners / Examinees	R/Exam/01/2024
4	Appointment of Examination and Evaluation Committee A. Pre-Examination B. Printing of Question Papers C. On the Day of Examination D. During Examination E. If the alleged Unfair Means case is reported by the Block Supervisor F. Duties and responsibilities of the Examination and Evaluation Committee	
5	Norms Question Paper / s Setting A) Continuous Assessment B) Semester and Examination C) Process for Conduct of Examination D) Receipt and Storage of Examination Material (Question Papers and Synoptic answers, Answer Books and Other Material E) Preparation before Examinations F) Instructions to Senior / Junior Supervisors G) Duties of Block /supervisor H) Duties of Understudy Supervisor I) Announcements before the start of the Examination J) Norms to be followed for Persons with Physical Disability / Learning Disability for the purpose of examinations	R/Exam/02/2024
6	Discipline in the Examination Hall	
7	Scheme of Examination – Passing Standards	
7.1	Undergraduate programme	
7.2	Additional examination	
8	Instructions to be followed while assessing answer scripts	
9	Appointment of moderators / Revaluators A) Appointment of Moderators / Revaluators B) Duties and Responsibilities of Moderators	R/Exam/03/2024
10	Progression Rules Undergraduate	R/Exam/04/2024
11	Progression Rules Postgraduate	R/Exam/05/2024
12	Passing standards for Theory courses	R/Exam/06/2024
13	ATKT Rules for Postgraduate Programme	R/Exam/07/2024
14	Moderation of Answer papers for Graduate and Undergraduate programmes	R/Exam/08/2024
15	Gracing Rules for Graduate and Undergraduate programmes	R/Exam/09/2024
16	Grade Points and letter grades for Undergraduate and Postgraduate programmes	R/Exam/10/2024
17	Grievance	R/Exam/11/2024
18	Amendments	R/Exam/12/2024
19	Declaration of Result	R/Exam/13/2024

20	Rules and Procedures regarding Unfair Means resorted to by the Learners / Examinees, or any other person connected with the conduct of Examinations	R/Exam/14/2024
20.1	Unfair Means resorted to by the learner/examinee/person involved in the examination-related activities.	R/Exam/15/A/2024
20.2	Malpractices used or lapses committed by any paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of the examinations.	R/Exam/16/B/2024
21	Improvement of Grade/CGPA	R/Exam/17/2024
22	Validity of Programmes	R/Exam/18/2024
23	Weeding out of physical answer scripts and retention of scanned copies of assessed answer scripts	R/Exam/19/2024
24	Remuneration payable to staff for various examination-related work	R/Exam/20/2024
25	Controller of Examinations – Duties & Responsibilities	R/Exam/21/2024
26	Key Responsibilities, Organogram of Examination Section	
27	Roles & Responsibilities – BoEE	R/Exam/22/2024
27	Policies For Autonomous Examination Management	
28	Standard Operating Procedures (SOPs)	
29.	Amended Moderation Norms as of the odd semester of 2025-26	

(Approved by the Academic Council vide its meeting dated 29/4/2024 and ratified by The Governing Body and its meeting dated 6th May 2024.)

1. OBJECTIVE

- 1) To develop an organisational framework to conduct the Examination, evaluate, reevaluate the Declaration of Results and distribute individual mark sheets and passing certificates to students.
- 2) To maintain Academic Integrity: Uphold the academic standards and integrity of the institution.
- 3) Compliance with Regulations: Ensure that the college complies with the stipulated regulations, guidelines, and standards related to examinations and their related matters, thereby promoting accountability and adherence to legal requirements.
- 4) Promote Accountability: Hold the college accountable for its actions and decisions, fostering a culture of responsibility and responsiveness in discharging duties.
- 5) In summary, the objective of the LSRC Examination Regulations, 2024, from the viewpoint of the college is to establish a robust framework that ensures a fair, efficient and smooth system to conduct examinations, evaluations and declaration of results in time.

2. POLICY AND OBJECTIVES OF ATTENDANCE

Higher education institutions like L.S. Raheja College of Arts and Commerce understand the importance of quality teaching and the learning process. Regular attendance in class shows that students are committed to their future. Attending classes irregularly can result in receiving a lower grade in examination. Attendance fosters a sense of community in the classroom, improves academic achievement, helps students develop good habits, avoids missed opportunities, and gets them ready for success in the future. Attending classes can also increase your feeling of community within your college or university. It increases your chances of interacting and forming bonds with teachers and other students. Moreover, to strengthen the teaching-learning activity, the college must insist on attendance of students and conduct of lecture by the faculty members. To begin with first year of autonomy, the college intends to proceed as per the following:

Year	Minimum Attendance Norm in L/P	Maximum Condonation Limit
2024-25	60%	10%

3. ATTENDANCE RULES FOR LEARNERS/EXAMINEES - R/Exam/01/2024

The Attendance Committee:

There shall be an Attendance Committee (AC) comprising a convenor, two (2) co-convenors and four (4) teachers as members representing the Arts and Commerce and Unaided programmes for maintaining records and implementing the rules of attendance.

The AC shall devise a mechanism to collect daily lecture attendance of students, which should be uniform across all programmes. The AC should give wide publicity to this through the college website and display it on the college notice boards. The AC shall display the attendance for the previous month on the college notice boards, on the learner portal and on the college website, in the first week of every month. If the learner has any issue or finds any discrepancy in his/her attendance, s/he should immediately inform the CLASS MENTOR (CM) by giving a written application within 03 days of the display of the attendance record of the preceding month. It will be the duty of the CM to forward the letter to the Convener of AC immediately.

For any leave of absence, prior intimation through an application, in the prescribed format, should be inwarded at college office and forwarded to the Convener of AC. In situations of emergency, intimation must be given on phone / email within 06 days from the commencement date of the leave of absence. Any absence without written intimation will be treated as unauthorised and will be reflected thus in the records.

Learners who are NCC cadets, NSS volunteers, participants in cultural and sports events reminded absent for practice/rehearsal/participation, will get attendance credit provided teacher concerned or Sports Director should forward a letter to the Convener of AC stating the actual number of leave of absence. Such a letter should reach to the Convener of AC within **seven days** from the date of event.

Warning shall be issued to the defaulting learners/examinees at least twice in every semester. The defaulting learners/examinees should meet the class mentor along with their parent/official guardian/s. At the beginning of semester, all class mentors should arrange parent-teacher meeting to appraise parents about importance of attendance and consequences of not attending lectures. An undertaking shall be signed by the parent/official guardian, that his/her ward will attend lectures/practical/tutorials etc. regularly, failing which, the learner will not be eligible to appear at the respective semester end examination as per the rules mentioned herein below.

Attendance requirement in every semester for UG & PG program to make learners/examinees eligible for appearing at the semester end examination:

- a. Every learner is expected to attend 100% lectures, practical and tutorials conducted for every course in each semester.
- b. Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his/her enrolment, **only if s/he fulfils the criteria of at least sixty percent (60%) attendance as an average of total number of lectures, practical & tutorials conducted for all the courses taken together in every semester.** Attendance for learners/examinees for the short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers, as envisaged in the syllabus or permitted by the principal as a special case and attended by the learners/examinees shall be credited to his/her attendance for the total number of lectures/ practical/ tutorials which are delivered on the concerned day/s. **Further, it is mandatory for every learner to have a minimum 60% attendance for each course & average attendance in all the courses taken together must be a minimum 60% in the program.**
- c. Attendance of the learners/examinees who have officially represented the college in extra-curricular/co-curricular activity/ competition /camp/workshop/ convention/ symposium/ seminar or any such activity, with prior permission of the principal, will get full credit for his/her attendance for the actual number of missed lectures/ practical/tutorials.
(Learners/examinees participating in sports, cultural and extra-curricular activities etc., representing the college, should submit the participation certificate / relevant document within seven working days of the completion of the event, authenticated by the competent authority.
- d. The principal shall be the competent authority to condone the deficiency of attendance of any learner further up to an additional 5% per program, if deemed fit and on recommendation of the Attendance Committee of the college. The said committee must do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending on a case by case basis to the competent authority after having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid documents.

ATTENDANCE EXAMINATION REGULATIONS 2024

- e. **No condonation, whatsoever, is possible if the attendance of the learner is below 55% per course.**
(Learners/examinees should submit the medical certificate within seven working days of resuming college)
- f. Before the semester-end examination, the list of learners/examinees whose term is not granted and who are debarred from appearing in the semester-end examination will be displayed on the college notice board, college website, as well as on the Learner Portal. The college will also communicate, through post/e-mail, to the learners/examinees whose term is not granted.
- g. Such learners/examinees may appeal to the principal within three days from the date of display of the notice. After disposing of the appeals, the principal shall intimate the same to the Controller of Examinations / BOEE of the College, ensuring that this communication reaches the learner concerned at least three working days before the commencement of the respective examinations.
- h. **The attendance defaulters should be debarred, if any, strictly based on semester-wise (odd and even semesters) attendance.**
- i. All learners/examinees fulfilling the prescribed attendance norms will be allowed to keep the term and will be eligible to appear at the semester-end examination. Learners/examinees who have less than 55% attendance per **program** in a semester and/or the learners/examinees who have less than 50% attendance per **program** even after the exemption of 5 % as approved by the Principal on grounds as mentioned in point c above, will be required to take re-admission in the respective semester and program of study, in the subsequent academic year by paying the requisite fees on pro rata basis as per the prevailing rules of L. S. Raheja College of Arts and Commerce (Autonomous), (hereinafter referred to as LSRC (Autonomous) or the College and complete all the requirements of the respective program subject to the validity of the program.
- j. 100 % attendance in each course is desirable

The attendance requirement is briefly summarised hereunder:

***Minimum 55 % Attendance in every course for each of the lectures, practicals and tutorials, separately is essential.**

It will be mandatory and obligatory on the part of the convener, co-convener, and members of the AC to comply with these regulations. Violation OR non-compliance of Attendance Rules will call for disciplinary action on the entire AC by the competent authority. The Convener of the AC will submit a report containing the list of ineligible students to the Controller of Examination (CoE) five(5) days before the date of commencement of the examination. Examination of odd

semesters will start only after receiving a letter from the Convener of AC. Convener of AC will forward a copy of the attendance defaulters who are likely to be debarred from appearing in odd/even semesters' examinations to the CAO SES Office.

4. APPOINTMENT OF THE BOARD OF EXAMINATION AND EVALUATION (BOEE) FOR THE CONDUCT OF THE EXAMINATION BY THE COLLEGE - R/Exam/02/2024

The Principal of the college, who is the Chief Conductor of Examination, will appoint the **Board of Examination and Evaluation Board (BOEE)** for all Undergraduate and Post Graduate programs of the college. This Board will comprise a minimum of three senior teachers from each faculty, i.e. Arts and Commerce (including self-finance section), and four other teachers representing UG and PG programs. The tenure of this Board will be three years. The principal will appoint the Convenor along with one Joint Convenor & one Co-Convenor each, for BOEE respectively. This Board will be responsible for the smooth and fair conduct of examinations, evaluation, declaration of results, etc. in the college. The Board will work in close coordination with the Controller of Examinations.

A. PRE-EXAMINATION

1) At the beginning of the academic year, the BOEE must finalise the list of examinations that need to be conducted at the college level in consultation with the Principal.

2) To finalise the Examination Schedule of the College for all the examinations to be conducted by the College after taking into account the academic plan of the College (to identify the last date to conduct lectures, curricular, co-curricular and extra-curricular activities, etc.)

3) To decide the schedule for filling the examination forms for Regular / Additional / ATKT Examinations by the students after deciding the format of the examination form (if any). The Schedule must specify the norms for accepting forms without a late fee, with a late fee/s. documents required, etc.

I. Arrange for verification of the forms accepted

II. Arrange the verified forms as per the category required.

III. Arrange and send the verified forms for processing, like the generation of seat numbers, etc.

4) Discuss, decide and finalise the timetables of the examinations to be conducted by the college, taking into consideration the academic and examination schedule of the Junior College and the requirements of human resources for the same.

5) Ensure proper display of all such notices well in advance, giving sufficient exposure to the notices displayed and time to the students to read and act on the instructions given in the notices with the assistance of the office staff. If possible, assign notice boards for the exclusive use of the Examination Section on the ground floor near the college entrance for easy visibility of students.

6) Collection of the examination form and examination Fees from the students by the Office Staff as per the schedule displayed by the BOEE.

7) All instructions to the Office Staff, Students and the teachers from the BOEE and/or Convenor / Joint convenor / co-convenor of BOEE must be in writing.

ATTENDANCE EXAMINATION REGULATIONS 2024

- 8) The Office Staff to keep proper and systematic records of the examination forms received after due verification.
- 9) Arrange to send Examination forms (Regular / Additional / A.T.K.T. or in combination as the case may be) for processing by the Examination Section
- 10) Once those forms are sent back after processing, verify whether the forms are processed as required with the desired output, like
- i. Entry in each form with **Consolidated Computerised List of Examinees (CCLE)** in terms of subject/s to appear.
 - ii. Allocation of seat nos.. in CCLE. In case of errors, rectify accordingly and send back the final copy of CCLE.
 - iii. Allocation of seat nos.. to all the applicants, etc.
- 11) Display the details of the Roll No., Seat No. and Name of the applicant and other relevant details on the Website and Students app, seeking corrections from the students in the data process in the prescribed format.
- 12) Make corrections in the student's record based on the application received from the students.
- 13) Give sufficient notice to H.O.D.s and faculty to draw question papers. However, the respective H.O.D.s/Coordinators will be finally held responsible for any delay in submitting sets of question papers and model answers
- 14) The Head of the Department / Senior most Teacher / Teacher (in case of a person department) must submit the sets of question papers along with model answers and marking scheme to the Chairperson/member nominated by the Chairperson and take due acknowledgement of the same. The Principal / Convenor /Joint Convenor /CoE of the BOEE may also take an undertaking from the paper setter and/or Head of the Department / Senior most Teacher / Teacher (in case of one-person department), an undertaking that the question papers, model answers and marking scheme are as per the syllabus and paper pattern prescribed by the respective BoS.
- 15) All question papers are to be submitted in a sealed packet, superscribing the name of the paper and other details as per the instructions of the BOEE.
- 16) Details of all question papers in sealed packets must be entered in a register and obtain signature of the paper setter/s in the register along with **a declaration form signed by the paper setter/s (form enclosed)**.
- 17) The Convenor /Joint Convenor /CoE of BOEE will select any one set of Question Paper from the set of 3 question papers (or from the balance question papers remaining with the college) to be used for the current Examination. Question papers are to be printed in-house in advance by members of BOEE, and packets of printed question papers must be sealed and handed over to the Chief Conductor/ CoE.
- 18) The BOEE must prepare the seating arrangement based on the no. of benches available in the classroom. Precautions must be taken so that no two or more students of the same course/program in the same class are sitting on a bench.

ATTENDANCE EXAMINATION REGULATIONS 2024

19) The BOEE, after calculating the total number of working blocks during the examination session, must prepare a supervision duty chart based on the norms and parameters approved by the said regulations. The supervision duties must be distributed equitably amongst the staff members. The Committee must ensure that the appointment of Chief Conductor, Senior Supervisor, Relieving Supervisors, and Block / Junior Supervisors is made as per the norms approved by the said regulations and after due consultation and approval of the principal.

20) To ensure smooth and effective conduct of the supervision, the BOEE may seek details from the teachers about their preferences, if any, like going on leave or other academic engagement etc., before preparing the supervision chart with clear instructions to the teachers that attempts will be made to adjust their request, but it is not a matter of right of the teachers.

21) Seating Arrangement (for all Examinations) must be displayed in the staff room well in advance (at least 2 days in advance) of the commencement of the Examination. Also, the duty allocation chart/sheet must be issued individually to the teachers/supervisors along with their duties, responsibilities and procedure to be adopted during supervision of the examination as CC / SS / RS / JS.

22) It is necessary that the Seating arrangements should be displayed on the day of the examination. Advisable that we have a proper notice board with seating arrangement written in big and bold letters for easy reading by the students. Proper signage/seating arrangement should be displayed on the floor and/or in the classrooms where examinations are conducted.

23) The BOEE, in consultation and approval of the Principal, must appoint the understudy and other support staff as required and prescribed by the University. The Registrar / Office Superintendent / Head Clerk must ensure that the staff assigned examination duties are made available for the Examination Work. Ensuring that the Office and other support staff are on duty will be their responsibility.

24) Under normal circumstances, staff on examination duties are not eligible to take leave or remain absent.

25) Ensure that a scanned copy of the content of the Maharashtra Act, XXXI, i.e. Act Prohibiting Unfair Means in Examinations, is displayed in all the blocks, along with the seating arrangement of the block is displayed/written in every block.

26) Ensure that answer papers, supervisor's reports, masks, map, graph paper, etc., are ready at least two days before the commencement of examinations.

B. PRINTING OF QUESTION PAPERS

27) **Utmost precaution must be maintained while printing question papers in the College.**

28) **The Chairperson of the BoEE/ Convenor /Joint Convenor /CoE should allocate duties to members of the BOEE who are only authorised to carry out the printing of question papers.**

29) **The sealed question paper/s will be handed over to the authorised person in advance, and an entry will be made in a register by the Convenor /Joint Convenor/CoE of BOEE.**

30) **The sealed packet must mention the number of copies to be printed.**

31) **The sealed question paper/s should be opened by the authorised person only.**

32) **A log book must be maintained in which the authorised person should write the work done with date and time.**

33) **Ensure that the question paper/s are placed back inside the sealed packet of printed question papers.**

34) **Ensure that the stencil muster copy is sealed and is kept in the possession of the authorised person.**

35) **The photocopier/digital cyclostyling machine should be switched off in the presence of the authorised person.**

C. ON THE DAY OF EXAMINATION

36) The CoE / Convenor /Joint Convenor /CoE of BOEE. must report at least 1 hour before the commencement of the Examination, assuming that the question paper is already printed and ready.

37) In case the question paper is to be printed on the day of the conduct of examination, it is necessary that the CoE / Convenor /Joint Convenor /CoE of BOEE. along with the staff involved with the printing of the question paper must be present at least 2 hours before the commencement of the examination, or as per the instructions given by the University.

38) The Senior Supervisor (SS)/ Relieving Supervisor (RS) must report at least 1 hour before the commencement of the examination.

39) On the day of the Examination, 45 minutes before the commencement of the examination Convenor /Joint Convenor /CoE should hand over the block distribution sheet and the question paper bundle to the Chief Conductor. The Chief Conductor/ CoE must verify that the question paper bundle is intact and is of the subject concerned, and duly acknowledge the receipt of the question paper bundle and the block distribution sheet.

40) Half an hour before the commencement of the Examinations, the Chief Conductor / Convenor /Joint Convenor of BOEE must hand over the question paper packet/s to the Senior Supervisor and/ or Relieving Supervisor.

41) The Junior Supervisor (JS) / Block Supervisor (BS) must report at least 30 minutes before the commencement of the examination.

42) The Understudy Supervisor (US) must distribute the bundles of answer books to the Jr. Supervisor block/room number-wise as per supervision chart

43) The BS / JS must verify that all the answer books are in order before proceeding to the block concerned.

44) The Senior Supervisors shall ensure that the attendance of the block supervisors is taken and that the block supervisors leave for the blocks and are present in the blocks at least 20 minutes before the commencement of the Examination

45) The SS and RS must open the bundle and must distribute or prepare block-wise sets of question papers, ensuring that the bundle for each block consists of all the question papers allotted to the block and are as per the number of students appearing for the examination in the block concerned.

ATTENDANCE EXAMINATION REGULATIONS 2024

46) SS / RS must ensure that the attendance sheet, along with the block-wise bundles of question papers, is supplied in the examination hall in time.

47) On the day of examination, the Chairman of the BOEE / his nominee / Chief Conductor, along with the Senior Supervisor and reliever, shall ensure that the Junior Supervisor is allotted to every block.

48) The BS / JS must be allotted the blocks and bundles of question papers at least 10 minutes before the commencement of the examination. The question papers should be handed over to the BS / JS by the SS / RS in the block concerned.

49) The JS/BS should call at least 2 students who are appearing for the examination in the same block and must request them to sign and put their seat nos. on the bundle after verifying that the bundles are properly sealed and unopened.

50) The US shall ensure that all the non-teaching support staff is in place and the classrooms and washrooms are cleaned properly.

51) The US shall ensure that provisions are made for serving drinking water to students inside the classroom and that proper arrangements of jugs and clean glasses are available.

52) The US shall ensure that the support staff ensure that the washrooms are free of any material like textbooks, chits, etc.

53) **The US as per the instruction of the BOEE**, will ensure that the bell rings on time and the schedule for ringing the bell is made available well in advance, and staff/s is/are assigned to perform the task effectively and efficiently.

54) The bells must ring 10 minutes prior to the commencement of the examination, at the time of commencement of the examination (could be longer than usual), 30 minutes after the commencement of the examination, after every hour, 10 minutes prior to the end of the examination and on completion of the required duration of the exam (could again be longer than the normal bell).

55) No student must be allowed alone to go to the washroom. The supporting staff must accompany the student to the washroom, wait outside and ensure that the student is escorted to the classroom. The supporting staff must clear/clean the washroom of all the papers/chits, etc., before the commencement of the Examinations.

56) In the last ten minutes of the examinations, no student is allowed to leave the block.

D. DURING EXAMINATIONS

57) The BS / JS must ensure that they are carrying enough answer books, graph papers, etc. to the examination hall before they leave the staff room/examination entrance for their respective blocks.

58) The BS / JS must ensure that the students are seated in the classroom as per the seating arrangement without carrying any bags/envelopes/writing pads, etc.

59) The BS/JS must inform the students not to carry any mobile phone / any other electronic items

not permitted by the authorities concerned, and that possession of such devices and/or handwritten material, etc., will be treated as use of Unfair Means, and the minimum punishment is nullification of the performance in the current examination in all the subjects.

60) The BS / JS must now distribute the main answer book to the student.

61) At the time of commencement of the examination (indicated by the bell), the BS / JS must distribute the correct question papers by verifying the QP Code /nomenclature on the paper. any spare question paper must be properly kept.

62) No student must be allowed to leave the examination hall for any purpose within 30 minutes of the commencement of the examination.

63) No student must be permitted to enter the examination hall after 30 minutes of the commencement of the examination.

64) BS /JS must ensure that the attendance of all the students present in the examination hall, hall tickets/identity cards are verified, and the main answer book is signed for all the students during the first 30 minutes.

65) BS / JS must ensure that the students are provided with additional answer books, graphs, and log tables, drinking water, etc., at their seats.

66) BS / JS must ensure that any document issued to the students is signed and acknowledged by them at the time of issue to the students.

67) BS/JS must ensure that proper decorum is maintained during examination and that the students are not talking amongst themselves in any form.

68) It is required that the BS / JS take rounds in the classroom/ examination hall regularly and be vigilant to prevent any attempt by the student to resort to unfair means.

69) It is also necessary that the CC / SS / RS take rounds in the examination hall to ensure smooth, effective, and efficient conduct of the examination and invigilation.

70) The BS / JS must make an announcement informing of to tying (in some cases, stapling) of the main answer book and the supplements taken by the student.

71) The BS/JS must ensure that entries are made on the main supplement about the number of supplements attached by the students to the main answer supplement and the total number of answer books used by the student after counting the same, and sign in the column specified.

72) Keep relevant forms, a question paper and an ANSWER BOOK ready in case of alleged unfair means case is reported.

73) Circulate the content of the Maharashtra Act, XXXI in each block on the first day of the examination to ensure that it is read out by the BS/JS.

74) Ensure the reliever checks the supervisor's report and signs therein in each block he /she goes to relieve.

75) Ensure that SS/RS attend the block immediately in case of any emergency arising.

ATTENDANCE EXAMINATION REGULATIONS 2024

76) SS must attend immediately in case of an alleged unfair means case/s reported. Do not send the understudy supervisor in your place to attend the same.

77) Collect all answer books as per the supervisor's reports and pack them. Each bundle SS should collect all the answer books as per the supervisor report after verification answer books must be packed with question papers. Keep those in the custody of CoE.

78) Ensure that all unused question papers are submitted to the library with details.

79) Ensure that the understudy supervisor enters daily records as per the Block supervisor's report in the register and handover the answer scripts to the OSM Cell.

E. IF AN ALLEGED UNFAIR MEANS CASE IS REPORTED BY THE BLOCK SUPERVISOR

81) The Chairperson/Sr. Supervisor should attend the block concerned immediately with the relevant forms, a question paper and an answer book.

82) Then follow these steps:

i. Seize the COPY MATERIAL/S, ANSWER PAPER and QUESTION PAPER from the examinee and take a photocopy of the IDENTITY CARD and HALL TICKET.

ii. Obtain the examinee's signature, date and time on each written page/s in the ANSWER PAPER and also on the question paper.

iii. Take the examinee's statement in the relevant forms.

iv. Write on top of the seized ANSWER PAPER '**THIS ANSWER PAPER IS CONFISCATED ON ACCOUNT OF ALLEGED UNFAIR MEANS**' and put your signature with date and time. Obtain the student's signature, date and time.

v. Put your initials on each written page of the answer book with the date.

vi. Obtain the signature of the student on the question paper seized.

vii. Issue the second answer paper and write on the top of the ANSWER PAPER '**THIS ANSWER PAPER HAS BEEN ISSUED AFTER CONFISCATING THE FIRST ANSWER PAPER ON ACCOUNT OF ALLEGED UNFAIR MEANS**' and put your signature with date.

viii. Issue a fresh question paper.

ix. Fill block supervisor's statement in the relevant forms.

x. Block supervisor should collect the second ANSWER PAPER separately and submit both the first and the second answer papers finally separately at the end of the examinations to the Chairperson/ Senior Supervisor.

xi. Ensure that the block supervisor marks Suspected Unfair Means (SUF) against the seat no concerned and write on the supervisor's report and students' attendance record 'ALLEGED UNFAIR MEANS, ANSWER PAPER TO BE SUBMITTED SEPARATELY'.

F. Duties and Responsibilities of the Board of Examination and Evaluation Committee (BOEE)

i. The BOEE shall be responsible for the smooth and fair conduct of examinations/re-examinations conducted by the College from time to time.

i. The Members of BOEE should be well versed with the rules and procedures followed in the conduct of the examinations.

ATTENDANCE EXAMINATION REGULATIONS 2024

- ii. The BOEE should conduct orientation sessions for newly appointed teachers on examination rules, and for all the examination invigilators, before the commencement of the examination and ensure that the invigilators are aware of their roles and responsibilities.
- iii. If a relative of any BOEE member is appearing at any examination, such a member will refrain from the examination duties in that respective examination, in which his/her relative is appearing and will inform the same to the Convenor/Joint Convenor/CoE of BOEE. The BOEE Convenor/Joint Convenor/Co-convenor shall ensure that no direct relative of any committee member is appearing in the examinations. She/he shall inform the principal in writing, in case a relative of any member of the BOEE is appearing in the respective examination.
- iv. In case of any emergency and unavoidable circumstances, if the BOEE Convenor would like to avail leave during the period of conduct of examination, she/he will approach the Principal well in advance, and the Joint Convenor/CoE will officiate as the BOEE Convenor for that period, provided the leave applied for by the BOEE Convenor is sanctioned by the Principal.
- v. The BOEE Convenor/Joint Convenor/Co-convenor and at least 2 members shall remain present at the examination venue during the conduct of the examination to ensure smooth conduct of examinations.
- vi. As regards issues faced by learners/examinees with respect to queries about questions in the question paper during the examination (incorrect questions, missing data, data/ tables not provided, etc.), the following process will be followed:
For semester-end examinations, the Convenor/Joint Convenor/Co-convenor of the BOEE will show the question paper to the respective question paper setter / the faculty deputed by the HOD, on the day of the examination, before the commencement of the said examinations, to confirm that the contents of the question paper are in order and error-free in all respects. The said question paper setter will rectify the printing error, if any, in the question paper immediately.
- vii. The BOEE convenor/joint convenor/co-co-convenor should ensure that the correction is announced in all the respective examination blocks within the first half an hour of the commencement of the examination.
- viii. The BOEE is expected to maintain the record of such corrections in the question paper and announcement thereat, including the date and time of the announcements made and should obtain signature of the invigilators (with block numbers, date and time of the announcements) and the internal question paper setter / the faculty deputed by the HOD, present, on the question paper with corrections made. This corrected question paper, along with the records, should be given to the Chairperson/Controller of Examinations at the end of the examination on the same day.
- ix. If a query/error is raised in the question paper post examination, the said change/error shall be referred to a committee comprising the HOD concerned, question paper setter and one external subject expert to be nominated by the Principal to consider the appropriateness of the query/error and if the error exists, benefit needs to be granted to the learner accordingly.
- x. In case of non-availability of the question paper setter, the BOEE Convenor/Joint Convenor/CoE will approach the HOD to resolve the same.

- xi. Whenever learners/examinees require statistical tables, log tables, graph papers, maps etc. for attempting the questions, the BOEE should make necessary arrangements for the same in advance.
- xii. The Administrative office should make arrangements as regards the stationery items required for the conduct of the examination in consultation with the BOEE.
- xiii. The BOEE should ensure that individual mark sheets and passing certificates are distributed to students.

5. NORMS FOR QUESTION PAPER/S SETTING:

Appointment of Panel of Examiners / Paper Setters / Moderators: Undergraduate Programs

HOD, in consultation with the Board of Studies (BOS) of the respective courses, will recommend the panel of examiners/paper setters & moderators for approval by the Academic Council. The said approved panel will be valid for a period of three years.

Appointment of Panel of Examiners / Paper Setters / Moderators: Post Graduate Programs

HOD, in consultation with the Board of Studies (BOS) of the respective courses, will recommend the panel of examiners /paper setters (which must have at least 1 external paper setter per course) & moderators for approval by the Academic Council. The said approved panel will be valid for a period of three years.

A. CONTINUOUS ASSESSMENT(CA):

The rubrics for continuous assessment are as follows:

- (i) CA should be in the form of a class-test/project/assignment /quiz and presentation, as decided by the department, and the same should be communicated in writing to the Examination & Evaluation Committee before the commencement of the semester, along with the course structure. There should be at least three components to the Continuous Assessment (class test/projects/ quiz/ assignments/exhibition and presentations, etc.), which need to be conducted at different intervals of time.
- (ii) The departments opting for project /assignment/ presentations must give the topics to the learners/examinees at least twenty (20) days before the viva/presentation.
- (iii) The departments opting for tests should give the syllabus and question paper pattern to the learner at least twenty (20) days before the test. The question paper pattern and the syllabus have to be decided by the Head of the Department/Coordinator, in consultation with faculty members of the respective department.
- (iv) To be eligible for the additional test, the learner concerned should make an application to the HOD/Coordinator concerned with the relevant documents justifying the absence at the first instance.
- (v) The Continuous Assessment marks should be shared with the learners/examinees through the student portal, well before the conduct of the Semester-end Examinations.
- (vi) The Continuous Assessment mark lists duly signed by the respective faculty and HOD/Coordinator should be submitted/uploaded on the examination portal of the BOEE, ten (10) days before the commencement of the final semester-end examinations.

- (vii) Learner/s concerned can redress grievance, if any, about marks obtained/marked absent, etc, through the online portal, within two days from the date of display. Teacher/s concerned will redress the grievance/s of learner/s on the portal.
- (viii) All projects/exhibitions must be submitted on the MICROSOFT TEAMS*.
- (ix) Quiz must be conducted on MICROSOFT TEAMS.
- (x) All documents submitted on the MICROSOFT TEAMS must be preserved for a period of one year from the date of submission of the project, exhibition/quiz.
- (xi) Internal test answer papers should also be preserved for a period of one year from the date of examination.

(*Under special conditions, BOEE, in consultation with the principal, may approve any other platform.)

B. SEMESTER END EXAMINATION:

- (i) The list of the internal Question Paper Setters for the Semester-end Examination will be provided by the Principal at the beginning of the Semester and forwarded to the Controller of Examinations for the setting of question papers. The Controller of Examinations shall invite at least three sets of question papers for the Semester-end Examination from the respective paper setters for the respective courses, at least thirty days before the commencement of the examination, through the BOEE Convenor. The paper setters are required to submit the specified number of typed Question Paper/s as per the schedule provided by BOEE, in sealed envelopes, duly signed by the paper setter/s.
- (ii) The Question Paper/s pattern should be as prescribed for the different faculties, in the Scheme of Examinations.
- (iii) Question Paper/s should be set taking into consideration the appropriate weightage of the topics and cover the entire curriculum.
- (iv) Question papers must be submitted along with MODEL ANSWERS, which must also be submitted in sealed envelopes.
- (v) Along with question papers and model answers, a list of requirement/s like graph paper/map/logbook, etc, is also to be submitted, wherever applicable.
- (vi) Question papers, model answers, etc, are to be submitted by the HoD / Coordinator concerned.

C. PROCESS FOR CONDUCT OF EXAMINATION

(a) Finalisation of a panel of examination supervisors

- (i) Principal of the college shall be the Chief Conductor of Examinations.*
- (ii) BOEE Convenor/Joint Convenor should finalise the list of examination supervisors -- junior and senior supervisors. The said panel should be drawn only from the teaching faculty members, including members of the BOEE. In case of any shortfall, Laboratory Coordinators, Library Assistants, and administrative staff of the College can be assigned supervision duties.
- (iii) An additional provision of 10% of junior supervisors should be made, and those should be available on the campus at the examination venue, in the examination control room. As far as possible, they should be the staff of the college or SES. If internal staff members are not available, the BOEE can arrange from outside the college/from the community with prior approval of the principal.

(* In the absence of the principal, the vice-principal/senior-most teacher/person designated by the principal shall act as Chief Conductor)

D. INSTRUCTIONS TO EXAMINATION SENIOR / JUNIOR SUPERVISORS

- (i) The senior supervisors should be present on the college campus and report to the Chief Conductor of examination at least one hour before the commencement of the examination.

- (ii) The junior supervisors should report to the senior supervisors at least 30 minutes before the commencement of the examination and understand the details of the programme, course, time and the classroom where the examination will be conducted.
- (iii) The junior supervisors should be present in the examination room at least twenty minutes before the commencement of the examination, with all the examination-related material.
- (iv) The junior supervisors should collect the following material from the senior supervisor, which is to be taken to the examination hall for conducting the examination:
 - answer books and supplementary sheets
 - seating plan and attendance sheets
 - examination supervisor's report
 - undertaking forms to be filled by learners/examinees, if any, who do not carry the hall tickets / ID cards.
 - other stationery like threads, graph papers, log/ statistical tables, etc.
- (v) The junior supervisors should ensure that the seating plan with programme details, course details, roll /seat number of learners/examinees, day, date and time of examination are displayed in the classroom.
- (vi) The junior supervisors should obtain the names and signatures of two learners/examinees on the sealed packet containing question papers, before opening the question paper packet in the Examination Hall, in confirmation of the fact that the question paper packets are in sealed condition.
- (vii) The junior supervisor should ensure that the learners/examinees are seated at their assigned places in the Examination Hall, as per the seating plan. In any case, no change should be made in the seating arrangement by the examination room junior supervisors.
- (viii) The junior supervisors should ensure that learners/examinees are not carrying any writing pads/notes/ books/ journals/electronic gadgets, mobile phones, etc. during the entire time period of the examination. They should instruct the learners/examinees to keep the same aside, at a designated place (usually near the junior supervisors' table). An announcement to that effect should be made before the distribution of question papers/ answer books.
- (ix) The junior supervisors should distribute blank answer books before the distribution of question papers. The junior supervisors should sign the answer books only after verifying the details filled in by the learners/examinees. No answer book, signed or unsigned, should be left in the examination hall after the conclusion of the examination.
- (x) The junior supervisors should announce in the classroom that learners/examinees should not write their names or disclose their identities in any form anywhere on or inside the answer book. They should ensure that the learners/examinees fill in all the relevant particulars in the answer books distributed to them.
- (xi) Junior supervisors should ensure that no name is written on the first page of the answer book by the learner when they sign the answer book.
- (xii) It is the responsibility of the junior supervisors to ensure that all scheduled examinations commence, continue and conclude in a smooth, orderly and timely manner, and that the learners/examinees are kept under constant and effective supervision throughout the examination, to prevent any adoption of unfair means by the learners/examinees.
- (xiii) Junior supervisors must be alert and observe the learners/examinees at all times during the examination. They must not be engaged in any activity other than examination supervision. At no point of time should the learners/examinees be left unattended in the examination hall.

- (xiv) Every effort should be made to start the examination at the specified time.
- (xv) Junior supervisors should not use any electronic gadget like a mobile phone/smart watches/a laptop, etc. or any reading material in the examination room during the supervision duty. The Junior Supervisors should not disclose the contents of the question papers to anybody in the course of the conduct of the examination; neither should they give, even for reading, the question papers to any person other than the eligible learners/examinees.
- (xvi) **Not allowing learners/examinees to leave the examination hall during the examination:**
 - The senior and the junior supervisors shall ensure that no learner leaves the examination hall after the commencement of the examination till the closure of the examination. However, the learner may be allowed to leave the examination hall to visit the washroom, only after the first one and a half hours from the commencement of the examination, when the duration is of more than two hours, but not in the final 15 minutes leading to the end of the examination.
 - A learner may be allowed to leave the examination room after 30 minutes (for 75/100 marks) and 20 minutes (for 30/60 marks) from the commencement of the examination, only if she/he complete the examination and submit his/her answer book to the room supervisor.

E. DUTIES OF BLOCK SUPERVISOR

1. Be present at the examination centre and report to the Senior Supervisor at least 30 minutes before the start of the examination.
2. Find out from the Senior Supervisor the block allotted to you for the session of examination. Reach the Block at least 20 minutes before the examination commences; carry with you blank answer books, supervisor's report forms, students' attendance report, and other material to be supplied to candidates.
3. Go around the block and make sure that the examination hall is ready in all respects. The whiteboard, if any, in the hall should be kept clean; books, stray papers, etc., must be scrupulously removed from the hall.
4. After the warning bell is given, allow the candidates one by one to enter the hall. Make sure that no books, papers, etc., are carried to the hall. (All such materials shall be kept outside.)
5. Instruct the candidates to occupy their correct seat, as per the seat number pasted on the desk.
6. Give each candidate one main blank answer for each section, after putting your full signature with date on the cover page. DO NOT give more blank supplementary answer books than necessary.
7. When the commencement bell goes, start distributing the question paper to the candidates with the last number in your block.

Where the question paper is of more than one sheet, instruct the candidates to ensure that they have received all the pages of the full question paper.

Where the candidates with different options are seated in your blocks, it is your duty to make sure that every candidate gets the right question paper.

8. Ten minutes after the commencement of the paper, go round the block, check the examination fee receipt/hall ticket/I card and make sure that every candidate occupies the proper seat. Half an hour after, check the identity card and fee receipts, especially those with photos of every candidate, in every session. Get the daily attendance report signed by every student present in the block.

9. Keep a continuous and alert watch on the candidates writing the examination. Alertness will prevent the use of malpractices by the examinees. Go around the block as often as possible.

10. Whenever a candidate asks for a supplement, make sure that he has completed the answer book before giving a new supplement. Sign the supplement (with date) before handing it over to the candidate.

DO NOT call the candidate to you; go to him/her and give him the answer-book.

11. DO NOT encourage candidates to leave the Hall during the examination time.

12. DO NOT allow any candidate to come to the examination Hall late by more than 30 minutes (for 75/100 marks) and 20 minutes (for 30/60 marks). Report all such cases to the Senior Supervisor.

13. DO NOT allow any candidate to leave the Hall within the first 30 minutes of the examination.

14. If any candidate wants to leave the Hall before the closing time for the examination, collect all his answer books, written or blank, before allowing him to leave the Hall.

15. Ask the candidate to cancel all unwritten or blank pages.

16. The warning bell will be given 10 minutes before the closure of the examination, close the entrance doors, and do not allow any candidate to leave the Hall. When the final bell goes, collect the answer books from the last candidate onwards to the first candidate in the block. Do not allow anyone to leave the hall till you have collected all the answer books.

17. Arrange the answer books serially from the first number to the last number. Separate answer books into sections, if any, and prepare a bundle accordingly and submit to the Sr. Supervisor for checking.

18. While the examination is on:

i) DO NOT TALK WITH CANDIDATE/S

ii) DO NOT READ ANSWER BOOKS

iii) DO NOT GIVE EXPLANATION TO CANDIDATE/S ON THE QUESTION PAPER

iv) DO NOT CARRY A MESSAGE FROM ONE CANDIDATE TO THE OTHER.

v) DO NOT ENGAGE IN ANY OFFICE/PRIVATE WORK or READ NEWS-PAPER /JOURNAL / MAGAZINE, etc.

vi) DO NOT PERMIT COPYING/TALKING and EXCHANGE OF PEN /PENCIL/ERASER/CALCULATOR, etc.

vii) IF YOU suspect any malpractice/unfair means, bring it to the notice of the Chairperson/ Sr. Supervisor immediately (Please see instruction E for details).

viii) DO NOT USE A MOBILE PHONE WHILE IN SUPERVISION.

F. DUTIES OF UNDERSTUDY SUPERVISOR

- 1) Supply information to the Chairperson/Sr. Supervisor about class-wise bench position 10 /15 days before the commencement of examinations.
- 2) Type all notices given by the Chairperson/Sr. Supervisor and arrange to display those properly.
- 3) Pasting of seat/roll numbers of students as per the seating arrangements done.
- 4) Allocate duties and assign to class IV employee/s for bundling answer papers.
- 5) Prepare seating arrangements in consultation with the CoE/Chairperson/Convenor/Joint Convenor.
- 6) **The US shall ensure that all the non-teaching support staff is in place and the classrooms and washrooms are cleaned properly.**
- 7) **The US shall ensure that provisions are made for serving drinking water to students inside the classroom and that proper arrangements of Jugs and clean glasses are available.**
- 8) **The US shall ensure that the support staff ensures that the washrooms are free of any material like textbooks, chits, etc.**
- 9) **The understudy as per the instruction of the BOEE**, will ensure that the bell rings on time and the schedule for ringing the bell is made available well in advance, and staff are assigned to perform the task effectively and efficiently.
- 10) The bell must ring 10 minutes before the commencement of the examination, at the time of commencement of the examination (could be longer than usual), 30 minutes (for 75/100 marks) and 20 minutes (for 30/60 marks) after the commencement of the examination, after every hour, 10 minutes before the end of the examination and on completion of the required duration of the exam (could again be longer than the normal bell).
- 11) The understudy supervisor should make arrangements for scanning of answer books and must maintain a register to record the details of the same
- 12) He / She should ensure that all assessed answer papers are packed, labelled for future reference and kept in the cupboards.

G. ANNOUNCEMENTS BEFORE THE START OF THE EXAMINATIONS:

Before learners/examinees start writing the examination, the Junior Supervisor should make the following announcements in the examination hall:

- (i) Learners/examinees should not disclose their identity (name/ PRN/roll number, etc.) anywhere on the first page or on any page of the answer book. If any such disclosure is detected at any stage, action will be initiated against such learners/examinees as per the rules.
- (ii) The name of the program and course for which the examination is being held should only be mentioned in the place meant for the same on the answer book provided during the examination.

ATTENDANCE EXAMINATION REGULATIONS 2024

- (iii) Learners/examinees should not possess mobile phones/smart watches/ books/ journals/ periodicals/ notes/ electronic gadgets, or any such devices with them and they should switch off their mobile phones and keep them inside their bags.
- (iv) Learners/examinees should keep their college identity card and Hall ticket ready for verification.
- (v) Learners/examinees are not allowed to communicate with each other during the examination. If any learner wishes to communicate with the supervisor regarding a query in the question paper or any other problem, he/she should raise his/her hand.
- (vi) Strict disciplinary action will be taken against the learners/examinees who violate the rules.
- (vii) Learners/examinees should go through the question paper carefully and confirm that the question paper relates to the course in which they are appearing, and in case of any discrepancy, they should bring it to the notice of the junior supervisor in the examination room.
- (viii) Learners/examinees should specifically go through the instructions given at the top of the question paper and on the first page of the answer books provided to them.
- (ix) A learner may be allowed to leave the examination room after 30 minutes (for 75/100 marks) and 20 minutes (for 30/60 marks) from the commencement of the examination, only if s/he submits his/her answer book to the examination room junior supervisor. Learners/examinees are not allowed to leave the examination hall in the last ten minutes towards the end of the examination.
- (x) Leaving the examination hall to visit the washroom is **not allowed**, and no examinee should be allowed to leave the examination hall in the last 15 minutes towards the end of examination.

H. NORMS TO BE FOLLOWED FOR THE PERSONS WITH PHYSICAL DISABILITY / LEARNING DISABILITY etc. FOR THE PURPOSE OF EXAMINATIONS:

The learners/examinees falling under the category of persons with disability in accordance with the Government notifications, issued from time to time, should submit the medical certificate of only Government Authorised Agencies at the time of admission to the respective programme, to avail the required facilities. Medical certificate from Sion Hospital / Nair Hospital with signature and stamp of the authorised person will only be accepted for learners/examinees from Mumbai.

Guidelines for appointment and availing the facility of a scribe for Persons with Disability / Temporary Disability for learners/examinees during examinations.

A learner who may have a learning disability/ permanent or temporary physical disability may apply to the College for appointment of a scribe for the examinations.

Such learners/examinees should apply for the purpose along with a 'medical certificate' from a 'Registered Medical Practitioner' to that effect, with the rubber stamp of the Registered Medical Practitioner on the certificate.

In the following cases of learners/examinees, the medical certificate of only Government Authorised Agencies shall be accepted, namely:

- a) Hearing Impaired Learners/examinees: Ali Yavar Jung National Institute for the Hearing Handicapped.

- b) Physically Challenged Learners/examinees: All India Institute of Rehabilitation of Physically Handicapped
- c) Learning Disability: The medical certificate from Sion Hospital / Nair Hospital only would be accepted

The said medical certificate/s must be produced only at the beginning of the academic year.

The scribe/ writer should be arranged by the learner himself/herself well in advance i.e. at least one week before the examination and s/he should apply for availing such facility in the prescribed format (Appendix 6) along with the necessary documents to the examination office of the College.

The scribe should be at least one grade junior in academic qualification than the learner, if from the same stream.

Since the learner will be helped by a scribe, an extra time of 20 minutes per hour will be allowed to such learners/examinees. For example, for an examination of two hours, 40 minutes extra time will be allowed.

The BOEE Convenor/Joint Convenor will resolve issues, if any, in this regard. S/he will be authorised to make/ accept any last-minute changes to the scribe under exigencies.

The said learner will be seated in a separate room under supervision, if possible.

6. DISCIPLINE IN THE EXAMINATION HALL – R/Exam/03/2024

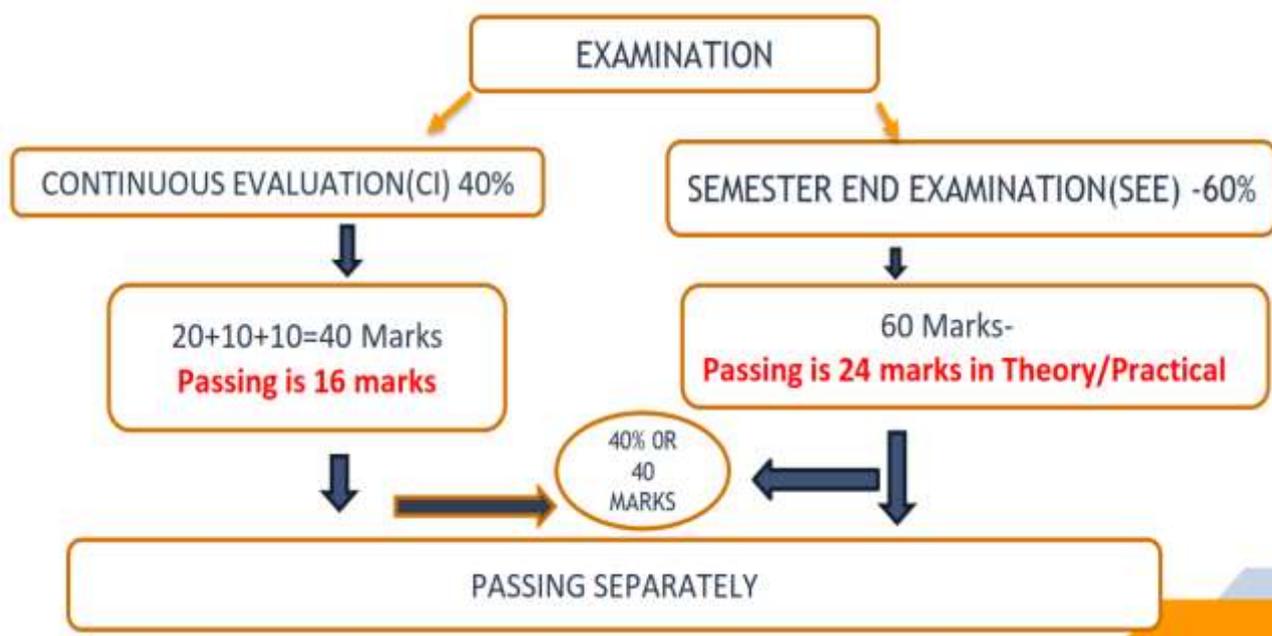
- (i) Learners/examinees must know their Seat Number.
- (ii) Learners/examinees who are eligible to write the semester-end examination/re-examination should be present in the examination hall at least 20 minutes before the scheduled time of the commencement of the examination. Learners/examinees who arrive at the examination hall 20 minutes or more after the scheduled time of the commencement of the examination **will not be permitted to appear for that examination.**
- (iii) Learners/examinees are not permitted to leave the examination hall until 30 minutes (for 75 marks) and 20 minutes (for 30/60 marks) after the start of the session, and in the last ten minutes of the session.
- (iv) Learners/examinees should ensure that all their bags and other personal belongings are deposited in the designated area as per the instructions of JS/BS, at their own risk. The College will not be responsible for the safety and security of the same.
- (v) A learner who fails to attend an examination at the time and place notified in the timetable will be deemed to have failed to pass in that course. Opportunity for re-examination, if any, in the respective course will be given according to the rules and regulations of the college.
- (vi) Learners/examinees should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose, in the answer book.
- (vii) Learners/examinees are required to have their valid Identity cards and Hall Tickets issued by the College, and they must produce the same for verification to the junior supervisor/s during the examination. Learners/examinees not having the said identity card with them during the examination may be denied permission to appear for the examination.

- (viii) Every learner present must sign against his / her examination seat number on the attendance sheet provided by the block supervisor.
- (ix) Learners/examinees should specifically go through the instructions given at the top of the question paper and on the first page of the answer book. They are of utmost importance.
- (x) **On the first page of the answer book, the learners/examinees should write only the seat number, the name of the program, the semester details and course for which the examination is being held and the number of supplementary sheets attached to the main answer book. Any extra writing on the first page or anywhere in the answer book will be treated as an act of unfair means and will be processed as per the rules.**
- (xi) **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a learner has any query regarding the contents of the question paper, s/he should bring the same to the notice of the junior supervisor without disturbing others in the examination hall.
- (xii) Learners/examinees are forbidden to (i) bring any books, notes, scribbled papers, mobile phones, smart watch, any electronic gadgets, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the learner will be confiscated (ii) smoke in the examination hall, (iii) eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other learner, while the examination is in progress and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to the adoption of unfair means by the learner/s concerned, and strict action will be taken against them. **The junior supervisors/authorised persons are authorised to frisk the learners/examinees.**
- (xiii) Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the College.
- (xiv) **Learners/examinees should not write his/her name, Roll Number, PRN, etc., anywhere in the answer-book and/or reveal his / her identity in any form in the answers written by him/her or anywhere in the answer book. Writing these details or putting signature amounts to the revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer books will be treated as an attempt to reveal identity and will be treated as an act of adoption of unfair means.**
- (xv) While underlining of sections of answers for highlighting is permitted, use of varied inks, except for illustrations and figures, must be avoided. Do not use any symbol like encircling the question or using coloured arrows for 'P.T.O'. All these will be considered as attempts to readily identify the specific answer book.
- (xvi) Learners/examinees should neither tear any sheet/s from the answer-book provided nor attach unauthorised additional sheets to the same. All answer books / supplementary sheets, whether written or blank, should be returned to the room supervisor. Carrying the answer book / any part of the answer books out of the examination hall will be treated as against the rules, and appropriate action will be taken against such learner/s.
- (xvii) Learners/examinees should not write anything on the question paper.
- (xviii) Exchange of stationery, writing material, mathematical instruments, question paper, etc. is strictly prohibited. If learners/examinees want anything, they should approach the junior supervisor without disturbing the other learners/examinees. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- (xix) Learners/examinees will not be allowed to leave the examination hall during the examination in the first 30 minutes (for 75/100 marks) and 20 minutes (for 30/60 marks),

and the last ten minutes. At the end of the session, they should not leave their seats until answer books are collected by the junior supervisor from all the learners/examinees.

- (xx) A learner who disobeys any instructions issued by the senior/junior supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him/her by the College.
- (xxi) **Learners/examinees suspected to be guilty of any of the aforesaid acts will be allowed to write their examination on a new answer sheet, only after giving an undertaking in writing that the decision of the College in respect of the reported act of unfair means will be binding on them.**

7. SCHEME OF EXAMINATIONS, PASSING STANDARDS – R/Exam/03/2024



7.1 UNDERGRADUATE PROGRAMMES

FACULTY OF ARTS, COMMERCE AND SCIENCE

The performance of the learner will be evaluated in two components. The first component will be a Continuous Assessment/Internal Test with a weightage of 40% of the total marks per course. The second component will be a semester-end Examination/External Examination with a weightage of 60% of the total marks per course. The allocation of marks for the Continuous Assessment and Semester end Examination is as shown below:

a) Continuous Assessment – 40% of the total marks per course

Particulars	Percentage of Marks
Class tests / Assignment / Project / Quiz, etc. any combination (minimum 2) from these suggested evaluations patterns and/or as approved by the respective BoS)	40

b) Semester End Examinations – 60% of the total marks per course

- i) Duration – These examinations shall be of a duration of two hours for 3 / 4 credit courses and one hour for 1 / 2 credit courses.
- ii) Theory question paper pattern to be decided by the respective Board of Studies. Which will be intimated to the students concerned. To pass a course, the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course, where the course consists of Continuous Assessment and Semester-end Examination. The learner should also obtain a minimum of 40% marks (i.e.16 out of 40, if the maximum marks allocated to Continuous Assessment is 40) out of the total marks allotted to the Continuous Assessment and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 24 out of 60 if the maximum marks allocated to the Semester end examination is 60) separately, to pass the course and a minimum of Grade P, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course, in case that course consists of only the Continuous Assessment Component or only the Semester-end Exam component or both.

Courses with a Practical Component

Particulars	Percentage of Marks	Passing Percentage
Semester End Practical Examinations	60	40%
Internal Practical Test	40	

Courses evaluated as Practical only:

There will be a semester-end evaluation of 100%, as a presentation along with a dissertation / practical examination, followed by a viva-voce, examined by a panel of examiners (There should be one Internal and one External Examiner for each practical examination. The average marks awarded by both examiners will be considered as the final marks).

7. 2. ADDITIONAL EXAMINATION:

A. CONTINUOUS EVALUATION -INTERNAL ASSESSMENT:

Eligibility norms to appear for the additional class test or submission of assignment, or project for learners who remained absent:

- 1.
 - a. All students who do not appear for regular internal examination should submit a written application with valid proofs to the subject teacher and the coordinator/HoD. The subject teacher, in consultation with the HoD, should seek approval from the convenor/joint convenor of BoEE and the principal for conducting additional internal examination for such students who were absent due to genuine reasons
 - b. If the learner is absent for participation in Inter Collegiate events, State or National or International level events, Training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / cultural activities/sports activities/research festival or any other activities authenticated by the head of the institution, the head of the Institution shall generally grant permission to the learner to appear for the additional class test or to submit assignment/project.

- c. The Head of the Institution, on scrutiny of the documents and testimonials, may grant permission to the learner to appear for the additional examination.
- d. **It is not the right of the learner, who has remained absent, to appear for the additional examination without fulfilling the norms prescribed here by the College. Ground for remaining absent must be supported with documents to the satisfaction of the principal.**

B. CLASS TEST OR ASSIGNMENT FOR INTERNAL ASSESSMENT FOR COURSES WITHOUT PRACTICAL:

- a. A learner who is absent from the class test and the assignment will be declared fail in the Internal Assessment Scheme.
- b. A learner who **remains** absent for the class test **but** has appeared for the assignment will be allowed to appear for the additional class test.
- c. A learner who has appeared for the class test but remains absent for the assignment will be allowed to appear for the additional assignment.

C. CLASS TEST OR ASSIGNMENT FOR INTERNAL ASSESSMENT FOR COURSES WITH PRACTICAL:

- a. A learner who is absent for the Semester End Practical Examination and the assignment/project will be declared a failure in the Internal Assessment Scheme.
- b. A learner who is absent for the Semester End Practical Examination and has appeared for the assignment will be awarded marks for the Journal (out of 5 marks) & Viva (out of 5 marks) component of the Semester End Examination. Thus, he will be evaluated for 10 marks instead of 20 marks and will lose the 10 marks for the Laboratory work. However, his marks for the Semester End Practical Examination will be taken as out of 20 (without conversion, i.e. if the learner gets 4/10 marks in for Journal & viva-voce, his/her marks for the Semester End Practical Examination will be taken as 4/20), and internal assessment will be calculated as out of 40 marks and not 30 marks.
- c. A learner who has appeared for the Semester End Practical Examination but remains absent for the assignment will be allowed to appear for the additional assignment, and the internal assessment will be calculated as out of 40 marks.

The Additional Class Test (or viva examination) or Assignment must be conducted 15 days before the commencement of the Semester End Examination after following the necessary procedure and completing the formalities.

D. CLASS TEST OR ASSIGNMENT FOR INTERNAL ASSESSMENT FOR COURSES WITHOUT PRACTICAL:

- a. A learner who is absent for the class test and the assignment will be declared fail in the Internal Assessment Scheme.
- b. A learner who **remains** absent for the class test **but** has appeared for the assignment will be allowed to appear for the additional class test.
- c. A learner who has appeared for the class test but remains absent for the assignment

will be allowed to appear for the additional assignment.

B. SEMESTER END EXAMINATIONS

a) ELIGIBILITY TO APPEAR FOR ADDITIONAL SEMESTER END EXAMINATION:

A learner who does not appear i.e. remains absent in some or all the courses on medical grounds or for representing the college/university in sports, cultural activities, activities of NSS, NCC or sports training camps conducted by recognized bodies / competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institute. (Refer SOP for details)

A learner who does not appear for both the Internal Assessment and the Semester End

Examination shall not be eligible to appear for the additional Semester End Examination for semesters I to IV.

There will be no Additional examinations for semester V and VI.

It is not a matter of right of the learner, who has failed or has remained absent, to appear for the additional examination without fulfilling the norms prescribed here by the College. Ground for remaining absent must be supported with valid documents and to the satisfaction of the principal.

b) MODE OF CONDUCT OF SEMESTER END ADDITIONAL EXAMINATION:

- i) There will be one additional examination for semester I, II, III and IV for those who have remained absent.
- ii) The absent learner will be allowed to appear for the examination by the head of the institution after following the necessary formalities, subject to the reasons to the satisfaction of the head of the institution.
- iii) This examination will be held in a span of 15 to 20 days after the last date of the regular examination.

ASSESSMENT OF ANSWER PAPERS THROUGH ONSCREEN EVALUATION SYSTEM (OES)

In the event of opting for the Onscreen Evaluation System (OES), login IDs will be given to all assessors/moderators/evaluators for assessment/moderation/revaluation, respectively.

8. EXAMINERS SHALL OBSERVE THE FOLLOWING INSTRUCTIONS WHILE ASSESSING THE ANSWER-SCRIPTS:

- I. Fractional marks should not be assigned to an individual question.
- II. If a question is divided into sub-questions, marks should be assigned to each sub-question. If a candidate attempts questions more than he/she is required to answer, all the questions shall be assessed, and the OES will consider the maximum marks of the questions, including compulsory question/s, if any, to be taken into consideration.
- III. In case any unfair means are detected or suspected while assessing answer scripts, the examiner must immediately report in writing to the CoE.

- IV. If any answer script is found illegible by an examiner, the examiner shall forward the answer script concerned to the CoE in writing.
- V. Complete assessment of all answer books within the time limit given to declare results in time.
- VI. Examiners should verify and re-verify marks entered in answer scripts and in the mark lists before final submission.

8.A All post-graduate answer papers of semester-end examinations should be assessed by TWO EXAMINERS and the average marks of both assessments will be considered as Final marks. If the marks from the first and second evaluations of the answer paper/s differ by 25%, the third evaluator will evaluate the answer paper or papers, which shall be considered as final marks.

9. APPOINTMENT OF MODERATORS / REVALUATORS (BOTH UG and PG):

A) Appointment of Examiner/Moderators/Revaluators

The list of eligible examiner/s is to be submitted by the Head of Department to the Chairperson/Convener of BoEE 20 days before the scheduled date of examination.

The list of eligible moderators will be approved by the Board of Studies and ratified by the Academic Council. The appointment of moderators from the approved list shall be done by the Controller of Examinations.

Eligibility for appointment as moderator:

- (i) The person should have a teaching/industry experience of preferably a minimum of **10 years** in the relevant course, except in specialised courses where a moderator having less than 10 years' experience may be appointed by the CoE, due to non-availability of persons having more than 10 years of experience.
- (ii) The moderator shall be a person who is not a faculty member (permanent/visiting) of the College.

B) Duties and Responsibilities of Moderators

The duties and responsibilities of a Moderator shall be as under:

- (i) To undertake the work of moderation of the answer books diligently.
- (ii) To report major discrepancy, if any, in the evaluation of answer books to the CAP in-charge
- (iii) To submit a report with respect to (a) question paper as regards the contents in view of the syllabus coverage and the weightage given to the topics in the question paper (b) the quality of evaluation by the examiner (c) the performance of the learners/examinees in general.
- (iv) To evaluate any answer/s which is/are not evaluated by the examiner.
- (v) To correct any totalling mistakes observed by him/her with respect to evaluation during the moderation (in case of manual Assessment / Moderation).

10. PROGRESSION RULES -UNDERGRADUATE

- I. A learner will be promoted from semester I/III and V to semester II/IV and VI, respectively, without applying the passing rules/standards. This means that the learners/examinees will be allowed to keep terms for the first semester, irrespective of the number of failures in any number of courses of the first semester of that respective year of the programme. This criterion will apply to the subsequent years of the programme.
- II. A learner who has passed in all the courses (as per the rules of the Passing Standards) of Semester I and Semester II examinations of the first year of the program will be promoted to the Semester III/second year of the program concerned.

However, a learner who fails in not more than two courses in First year ie fails in not more than two courses of semester I and semester II taken together and passes in rest of the courses (as per the rules of the Passing Standards) in both the semesters of I and II, such a candidate/s will be promoted to semester III /second year of the programme concerned.
- III. A learner who has passed in all the courses of Semester III and Semester IV examinations of the second year of the program (as per the rules of the Passing Standards) will be promoted to Semester V of the program concerned, of the third academic year. However a learner who fails in not more than two courses in SY ie. fails not more than two courses of semester III and semester IV taken together and passes in rest of the courses (as per the rules of the Passing Standards) in both the semesters of III and IV, and passes in all courses in semesters of I and II OR, passes in all courses in semesters III and IV, but fails in not more than 2 courses in semesters I and II taken together, such a candidate/s will be promoted to semester V /third year of the programme concerned. In other words, a student will be promoted to semester V/third year of the programme, provided the learner clears either clears semester I and II ie FY in full and has failed in not more than two courses in semester III and IV taken together OR clears semester III and IV ie SY in full and has failed in not more than two courses each in semester I and II.
- IV. The grade cards of VI shall be kept on hold until the learner successfully passes each of the previous semesters and the final semester. The result of semester VI will be withheld if eligibility is not confirmed by the University.
- V. A learner who fails in one or more courses in Semester I examination will be “allowed to keep terms” (ATKT) and will be permitted to attend lectures and appear for the Semester end examination of Semester II.
- VI. A learner who fails in one or more courses in Semester III examination will be “allowed to keep terms” (ATKT) and will be permitted to attend lectures and appear for the Semester end examination of Semester IV.
- VII. Such failed learners/examinees will be allowed to appear at the supplementary examination in all the ‘failed courses’ (ATKT) which will be conducted in the following semester (i.e. odd semester supplementary examination will be conducted before the Regular Even semester Examination of the same academic year and the supplementary examination for even semester will be conducted before the odd semester regular examinations of the next academic year).

- VIII. The learner is required to pay the prescribed fees for supplementary examinations before the commencement of the respective examination. Online applications for supplementary examinations, along with the payment of the prescribed fee before the designated date, are a precondition for appearance at the supplementary examination. A learner will not be allowed to appear for the supplementary examination in case s/he fails to submit the supplementary examination form online within the time frame stipulated by the college, through the student portal.
- IX. A learner who is ineligible to seek admission in semester III or V (as per rules 2 to 6) will not be permitted to apply for admission and to continue to the next year of the program. Such learners/examinees will be required to appear for the supplementary examination of the courses in which they have failed to pass.
- X. A learner will be eligible to seek admission to semester III or V, provided s/he is fully eligible as per rule no 2-6 before the beginning of the new academic year.

11. PROGRESSION RULES- UNDERGRADUATE

Promotion from First Year (semester I & II) to Second Year or Semester III	Promotion from Second Year (semester III & IV) to Third Year or Sem V
FAILS in NOT MORE THAN TWO (2) courses in the semester of I & II taken together. (Major, Minor-all VERTICALS or All courses taught)	FAILS in NOT MORE THAN TWO (2) courses in the semester of I & II taken together. and must have passed in semester III and IV (Major, Minor- all VERTICALS or All courses taught) OR FAILS in NOT MORE THAN TWO (2) courses in semester of III & IV taken together, and must have passed semester I and II. (Major, Minor- all VERTICALS or All courses taught)

12. PROGRESSION RULES POST-GRADUATION

FACULTY OF ARTS

The performance of the learner will be evaluated in two components. The first component will be a continuous assessment with a weightage of **40%** of the total marks per course. The second component will be the semester-end Examination with a weightage of **60%** of the total marks per course. The allocation of marks for the **continuous assessment** and semester-end examination is as shown below:

a) Continuous Assessment/Evaluation (theory course)

Particulars	Percentage of Marks
Class test/Essay/Presentation / Assignment / Project (any combination (minimum 2) from these suggested evaluation patterns and/or as approved by the respective BoS)	40

b) Semester end Examination - 60% of the total marks per course

- i) Duration – These examinations shall be of a duration of two hours for 3 / 4 credit courses and one hour for 1 / 2 credit courses.
- ii) Theory question paper pattern shall be decided by the respective Board of Studies.

Project

Every learner shall choose one project-based course. The project-based course will be in the form of a dissertation based on a live project or a research assignment related to the specific discipline of the parent department. To pass in the project, the learner should obtain a minimum of 40% marks out of the total marks allocated to the project. A Semester End evaluation of 100%, as a presentation along with a dissertation, followed by a viva-voce examination by a panel of examiners, should be conducted. (There should be one Internal and one External Examiner. The average of marks awarded by both examiners will be considered as the final marks.

Course with a Practical component

a) Continuous Assessment (Practical Course)

Particulars	Percentage of Marks	Passing Percentage
Self-designed experiments & journal	40	40%

b) Semester End Examination (Practical course)

Particulars	Percentage of Marks	Passing Percentage
Practical	36	40%
Viva voce examination	24	

For example, out of 50 marks, 8 marks are required to pass in CA, and 12 marks are required in the semester-end examination.

There should be one Internal and one External Examiner. The average marks awarded by both the examiners will be considered as the final marks.

12. PASSING STANDARDS FOR THE THEORY COURSES

To pass a course, the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course, where the course consists of both Continuous Assessment and Semester-end Examination. The learner should also obtain a minimum of 40% marks (i.e. 16 out of 40, if the maximum marks allocated to Continuous Assessment is 40) out of the total marks allotted to the Continuous Assessment and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 24 out of 60 if the maximum marks allocated to the Semester end examination is 60) separately, to pass the course and a minimum of Grade P, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course, in case that course consists of only the Continuous Assessment Component or only the Semester-end Exam component.

Passing Standards for the Practical course

To pass a practical course/s, the learner shall obtain a minimum of 40% marks out of the total marks allotted to the practical component of the respective course.

FACULTY OF COMMERCE

The performance of the learner will be evaluated in two components. The first component will be a continuous assessment with a weightage of **40%** of total marks per course. The second component will be the semester-end Examination with a weightage of **60%** of the total marks per course. The allocation of marks for the **Continuous assessment** and Semester-end examination is as shown below:

a) Continuous Assessment (theory course)

Particulars	Percentage of Marks
Class test/assignment/presentation/Project	40

b) Semester-end Examination - 60% of the total marks per course

- i) Duration – These examinations shall be of a duration of two hours for 3 / 4 credit courses and one hour for 1 / 2 credit courses.
- ii) Theory question paper pattern shall be decided by the respective Board of Studies.

Project:

Every learner shall choose one project-based course. The project-based course will be in the form of a dissertation based on a live project or a research assignment related to the specific discipline of the parent department. To pass in the project, the learner should obtain a minimum of 40% marks out of the total marks allocated to the project. A Semester End evaluation of 100%, as a presentation along with a dissertation, followed by a viva-voce examination by a panel of examiners, should be conducted. (There should be one Internal and one External Examiner. The average of marks awarded by both the examiners will be considered as the final marks.

Passing Standards

To pass a course, the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course, where the course consists of Continuous Assessment and Semester end Examination. The learner should also obtain a minimum of 40% marks (i.e.16 out of 40, if the maximum marks allocated to Continuous Assessment is 40) out of the total marks allotted to the Continuous Assessment and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 24 out of 60 if the maximum marks allocated to the Semester end examination is 60) separately, to pass the course and a minimum of Grade P, wherever applicable, to pass a particular semester.

13. ATKT RULE FOR POST-GRADUATE PROGRAMMES - ARTS & COMMERCE FACULTIES

- a. A learner who has passed in all the courses (as per the rules of the Passing Standards) of Semester I and Semester II examinations of the first year of the program will be promoted to the second year of the program concerned. The grade cards of Semester IV shall be kept on

- hold until the learner successfully passes each of the previous semesters and the final semester.
- b. A learner in Commerce who fails to pass in one or more courses in Semester I examination will be “allowed to keep terms” (ATKT) and will be permitted to attend lectures and appear for the Semester end examination of Semester II. This means that the learners/examinees will be allowed to keep terms for both semesters during the first year of the programme, irrespective of the number of failures in any number of courses of the first and second semesters of that respective year of the programme. This criterion will apply to the second year of the program.
 - c. A learner in Arts and Commerce who fails in one course in semester I and one course in semester II, OR fails in not more than two courses of semester I and semester II taken together, will be promoted to semester III.

14. MODERATION OF ANSWER PAPERS FOR UNDERGRADUATE PROGRAMMES

of answer papers apply to the theory courses of external examination.

- i. Moderation is mandatory for all programmes irrespective of the number of students.
- ii. Moderation of CA and Practical will not be done.

MARKS OBTAINED OUT OF 60	MARKS OBTAINED OUT OF 50	NUMBER OF ANSWER PAPERS TO BE MODERATED
Marks ≤ 18 OR failing by 10% or less marks of the aggregate marks.	Marks ≤ 15 OR failing by 10% or less marks of the aggregate marks.	All answer papers -100%
Marks ≥ 36 OR obtained 60% of marks in the course/s	Marks ≥ 30 OR obtained 60% of marks in the course/s	All answer papers -100%
Marks 24-35 OR obtained 40% to 69% of marks in the course/s	Marks 20-29 OR obtained 40% to 69% of marks in the course/s	5 % of the total answer papers falling under this category.

R/Exam/09/2024

15. GRACING RULES FOR UNDERGRADUATE AND POSTGRADUATION PROGRAMMES

- i. **Internal Gracing:** Internal/Examiners’ Resolution (IR): The underlying principle for applying IR is that maximum students are benefitted, and the same cannot be applied on a selective basis. IR may be applied in one or multiple courses, depending on the need, so that which maximum students will benefit from the IR. IR needs to be used carefully and infrequently by passing a resolution for each course of study, duly signed by the HoD / Sr. person in the department and Examiner/s concerned. On receiving resolution/s, the BOEE will forward those to the CoE for incorporating the same in the system to finalise the result. or Examiners Gracing
- ii. Students of NCC/NSS/DLLE on completion of the stipulated number of hours of service, duly certified by the competent authority.
- iii. Learners/examinees who are members of team/s reaching the quarter-final stage at inter-collegiate sports competitions or have represented the University in sports events, either at the

ATTENDANCE EXAMINATION REGULATIONS 2024

Inter-State or Zonal or National or International levels and have produced the necessary certificates and forwarded by the Chairperson of the Gymkhana committee to the principal.

OR

- iv. Learners/examinees who are one of the members of the team/s securing first three positions in cultural group events or have secured one of the first three places in individual cultural events or whose performance has been adjudged best as an Actor /Actress, Music Director, Lighting / Sound Effect Operator, Author, Choreographer, or as Director in Group events conducted at the Inter-collegiate cultural competition organized by the University or have represented the University in any of the cultural events either at the State level or at the Zonal level or at the National level or at the International level in the same academic year, as certified by the Principal of the college and forwarded by the Head of the Section concerned.

OR

- v. Learners/examinees who are members of the Learners/examinees Council constituted under Section 40 (2) (a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Public Universities Act 2016, and have actively participated in various schemes, programmes and attended functions of the College/ University during the academic year, as recommended by the Chairperson of the Learners/examinees' Council and certified by the Principal of the college.

The benefit of 10 grace marks to learners/examinees will be available only in any one of the activities mentioned above, at their option, subject to their fulfilling the following conditions: -

- They are appearing for any college examination for the first time during the same academic year of their participation.
- In case of failure, the benefit of the grace marks shall be granted to the extent of 5% of the maximum marks allotted to a course.
- The grace marks will be granted for the purpose of claiming exemptions in a course/s, provided it does not exceed 5% of the maximum marks allotted to a course.
- A maximum of 10 grace marks shall be added to the total. However, in the case of Credit Credit-Based Grading System (CBCS), (0.1) will be added to the final GPA. However, if the benefit is given to the learner for passing the courses, the same may be proportionately deducted from the grade point, which has BoEEEn added to the final GPA. For example, 0.01 shall be deducted from the final grade for every one mark granted for passing the courses.
- The grace marks under these rules will not be counted for the award of scholarships, prizes and medals or any other awards.
- The rules relating to gracing under these rules will be applied first, and the same will separately be shown in the grade card of the learners/examinees.
- The College authorities may consider withholding any of the aforesaid benefits or consider any of the merit /work of the learner null and void if, in the opinion of a duly constituted Disciplinary Committee, such an action is felt necessary, and communicated to the principal.

Following gracing be applied only after incorporating the gracing of marks under IR.

- a) A learner/examinee will be given the benefit of grace marks for passing in the course/in each head of passing, both in theory and practical, in the EXTERNAL examination only if the

learner/examinee passes in that examination. Further, the benefit of such grace marks should not exceed 1% of the aggregate marks in that examination. Grace marks are applied in the following manner:

Head of Passing	Maximum Grace marks
≤ 50	2
51- 100	3
101-200	4
201-300	5
301-400	6
401-500	7
501-600	8

b) Grace Marks for getting a Higher Grade

A learner/examinee who passes in all courses/heads of passing in the examination without the benefit of grace marks or Condonation rules and whose total number of marks/SGPA falls short of securing a higher grade that is A, A+ and O in the following manner:

Earned Grade Point (EGP) before Gracing	SGPA before Gracing	Grade before Gracing	Earned Grade Point (EGP) after Gracing	SGPA after Gracing	Grade after Gracing
153	≥ 6.95	B+	154	7	A
175	≥ 7.95	A	176	8	A+
197	≥ 8.95	A+	198	9	O

c) Grace marks for getting a Distinction in the Course only

A learner/examinee who passes in all courses/heads of passing in a given examination without the benefit of grace marks or Condonation rules and whose total number of marks in the course falls short of three (03) marks for getting distinction in course/s concerned shall be given grace marks not more than three (03) marks in not more than two (02) courses, subject to 1% of the total marks of that Head of Passing, whichever is more. Such benefit shall be given to the learner/examinee only for such examination/s for which provision for distinction in a course with marks 87,88,& 89 out of 100 marks and 42,43,& 44 out of 50 marks.

d) Condonation

If a learner/examinee passes in all courses/heads of passing except for one course/head of passing, whereby deficiency of marks in such course/head of passing be condoned by 1% of aggregate marks or 10% of the total marks of that course/head of passing in the examination in which learner/examinee is failing, whichever is less. Condonation of deficiency of marks should be shown in the statement of marks of the learner/examinee and in the consolidated mark list in the form of * asterisk and the regulation number.

Learner failing in not more than 2 courses be given grace marks up to 2 percent of the marks on the aggregate marks of the courses in which s/he has appeared in the said examination to enable

him/ her to pass the examination, subject to a maximum of 10 marks and in any subject not more than 2 percent marks of the maximum marks of the subject. An exception may be made to the above, and not more than 10 marks per subject may be awarded to pass the examination, if the following conditions are fulfilled:

- i. Learner should have appeared in all the subjects taken together for the courses for the respective semester.
- ii. Learner should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing by at least 10 per cent marks.
- iii. Learner should not have failed in more than one head/ subject of passing by not more than 10 marks.

e) Grace marks for Learning Disability (LD) students

Students with a valid LD certificate will be considered for grace marks of 20% of the total marks in the course, in the semester-end examination only.

The above rules may also be made applicable to re-examinations.

R/Exam/10/2024

16. GRADE POINTS AND LETTER GRADES FOR UNDERGRADUATE AND POST GRADUATE

Percentage of Marks Obtained	Grade Point	SGPA / CGPA	Letter Grade	Performance
90.00 and above	10	9.00-10.00	O	OUTSTANDING
80-89.99	9	8.00 - 8.99	A+	EXCELLENT
70-79.99	8	7.00 - 7.99	A	VERY GOOD
60-69.99	7	6.00 - 6.99	B+	GOOD
55- 59.99	6	5.50 -5.99	B	ABOVE AVERAGE
50-54.99	5	5.00 – 5.49	C	AVERAGE
40-44.99	4	4.00-4.99	P	PASS
Less than 40	0	Less than 4.00	F	FAIL
Absent (AB)	--		F	FAIL

i. Calculation of Semester Grade Point Average (SGPA):

Grade Point Average for each semester shall be computed by dividing the total of the product of semester grade point and the credit value assigned to the respective course, by the sum of credits assigned to all the courses in the semester.

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

ii. Calculation of Cumulative Grade Point Average (CGPA):

Cumulative Grade Point Average shall be computed by dividing the sum of the product of the semester grade point of each course and the credit value assigned to each respective course by the sum of the credits assigned to all the courses of all the semesters of the programme together.

Here:

C = Credit value assigned to a course

G = Grade point value assigned to a learner for a course corresponding to the letter grade

(Refer table given above)

SGPA = Grade Point Average shall be calculated for each term.

CGPA = Cumulative Grade Point Average shall be calculated at the end of the Program, for all the semesters taken together.

17. GRIEVANCE

A) EXAMINATION GRIEVANCE REDRESSAL MECHANISM

(REVALUATION AND SCANNED COPY OF THE EVALUATED ANSWER BOOKS)

The Grievance Redressal Mechanism, as regards to evaluation of answer books and timelines to be followed for the same, will be as under:

The Grievance Redressal Mechanism will apply only to the '**Semester-end Examinations**' of the College. The above mechanism will **not apply** to continuous assessment, such as MCQs in online exams, assignments, field work, etc. / practicals / oral examinations/ viva voce/ projects/dissertations/presentations, etc., i.e. Internal Examination.

The application for a scanned copy of the answer book and or Revaluation of the answer book must be done **online** through the **Student Portal**. No offline applications will be accepted under any circumstances.

The Online application for a scanned copy of the answer book and or Revaluation of the answer book can be done within ten(10) days from **the date of declaration of the result of the examinations of the respective programs**.

Grievance Redressal Mechanism: A learner can apply for:

- a. Scanned copy of answer book:** The learner may apply for the scanned copy of the answer book/s of any course.

AND / OR

- b. Re-evaluation of the answer book:** The learner may apply for the re-evaluation of his/her answer book/s of any course.

After the result declaration on the 'learner portal', if a learner is not satisfied with the marks awarded to him/her in the Semester-end Examination/s in any course, s/he may apply for the Grievance Redressal **within the prescribed number of days as mentioned in the table below:**

Activity under Grievance Redressal Mechanism	Time Limit	Processing fee
Application for scanned copy and / or revaluation of the answer book/s	within 10 working days from the date of result declaration including Saturdays.	Rs. 360/- per answer book for scanned copy and Rs. 510/- per answer book for revaluation.

NO application/s shall be entertained for any reason whatsoever after the prescribed number of days, as mentioned in the table above. Also, the application will be deemed to be complete only after the payment of the requisite fee.

Since the assessment of answer papers is through OSE, scanned answer paper/s will be mailed to the registered email ID of the candidate/s.

Photocopies of the answer books provided by the College are only for the Grievance Redressal Mechanism and do not have any evidentiary value.

Any deviation from the above procedure by the learner in any form shall be construed as an unfair act, making him/ her liable for appropriate punishment by the College. The decision of the College shall be final in this regard.

On receipt of the scanned copy, if the discrepancy of the following nature is noticed by the learner/examinee, s/he should apply to the College within seven (07) working days to the Controller of Examinations along with the fee of Rs 510/- as Grievance Redressal fee.

- i) Mistake in totalling
- ii) Non-assessment of question / sub-question
- iii) Illegible scanned copy

For (i) and (ii), the CoE will ask the first examiner for (i) and or (ii). In case of any change in marks due to a mistake in total marks and or non-assessment of a question or sub-question, the first examiner will make the needful changes in the answer book/s and record it separately in the format as given by the CoE. After due verification, the Controller of Examinations shall make necessary rectification in the marks allotted to the said course and consequently in the result of the candidate without charging any further fee for such rectification and also declare the revised marks/result on the College website.

The application received from the learner for re-evaluation shall be placed before an external examiner for re-evaluation.

After following the process of re-evaluation under the Grievance Redressal, effect shall be given to the change in the original marks, if any, revaluation, as under:

(i) The marks obtained after revaluation shall be accepted, if the marks awarded to a paper of the specific course as a result of revaluation, **increase or decrease in revaluation by ten percent (10%)** or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the learner in the paper shall be treated as null and void, and the marks obtained by the learner after revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored/rounded off as the case may be for the purpose of computing the

ten per cent (10%) difference in marks. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the college if the learner gets the benefit of passing the course/examination or a change of grade in that paper or a change in the overall result at the said examination, with or without grace marks.

Notwithstanding what is contained in clause (i), where the difference between the marks originally obtained by the learner in the paper without any grace marks and the marks obtained after revaluation will be accepted up to twenty per cent (20%) of the maximum marks assigned to that paper. **However, if the difference between the marks originally obtained by the learner in the paper, without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty percent (20%) of the maximum marks assigned to that paper, a second revaluation of the said answer book(s) need be done by a third examiner from the panel of examiners for the said course.** In such an event, the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.

In case the learner who has originally obtained a pass grade obtains a fail grade after the first re-evaluation, a second re-evaluation will be conducted by a third examiner. In such a case, the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.

The revised marks obtained by a learner after re-evaluation, as accepted by the College, shall be taken into account for amendment of his/her results only, and the said result shall be communicated to the learner/s.

The examiner/s for re-evaluation will be appointed by the Controller of Examinations in consultation with the Controller of Examinations, from the panel of examiners approved by the Board of Studies and accepted by the Academic Council in the respective area of specialisation.

The marks awarded by examiner/s in re-evaluation shall be final and binding on the learner applicant and the original examiner.

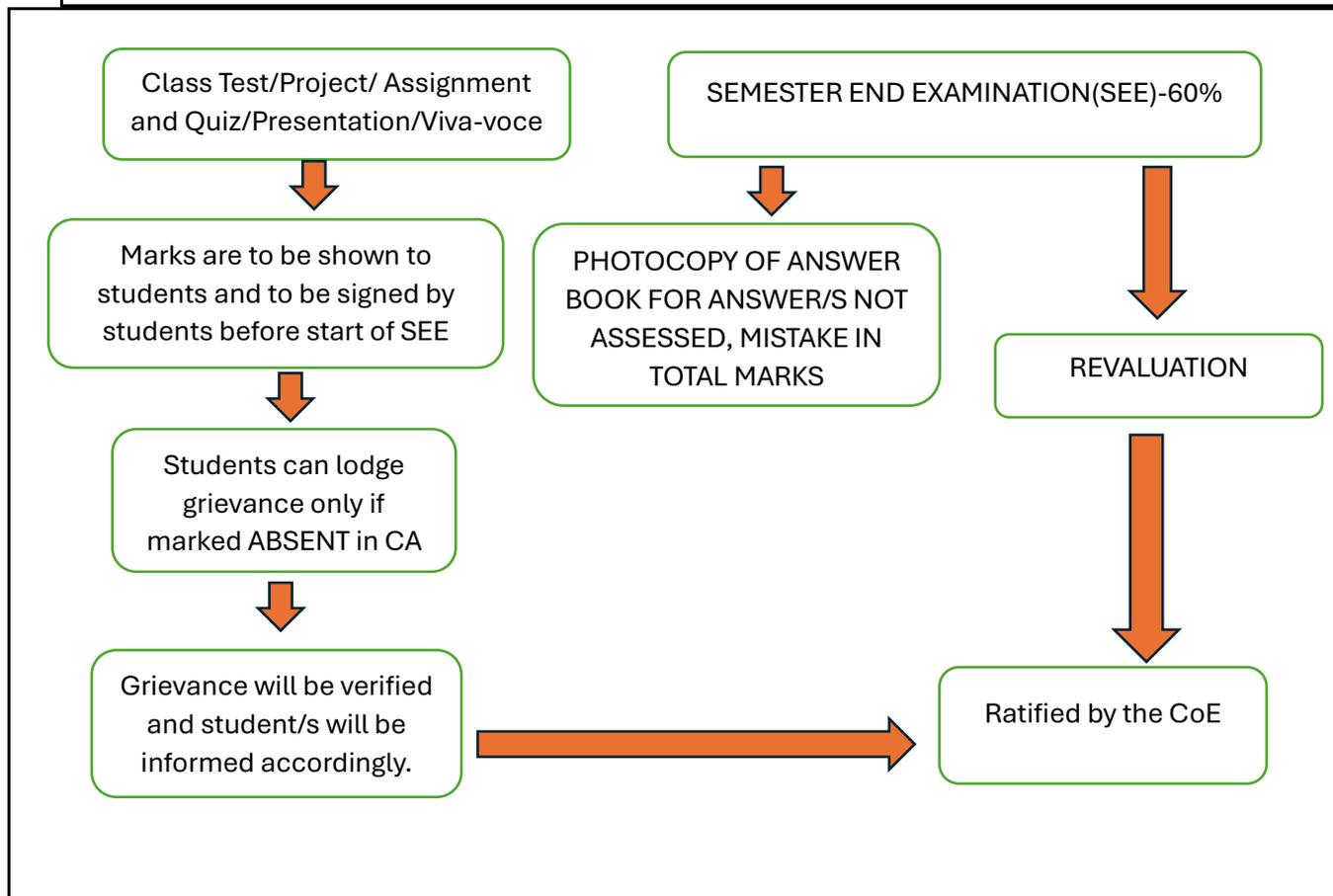
The change of marks, if any, shall be communicated to the learner applicant, and a revised 'Grade Card' shall be issued to him/ her only on surrendering the original grade card to the College office.

The whole process of redressal of grievances shall be completed within a period of 20 working days from the last date of receipt of the application for redressal of grievances.

In any case, the photocopies of re-evaluated answer books shall not be provided to the learner/s. **The outcome of the revaluation process shall be final and binding on the learner.**

The marks obtained after the revaluation of answer book/s, shall not be eligible for grace marks in the course/s concerned.

PROCESS DIAGRAM OF GRIEVANCE REDRESSAL



18. AMENDMENTS OF RESULT

To be applied only in special circumstances, whereby the result of a learner/s or of any programmes affected by

(A) ERRORS

Error is defined as

- i. Manual / data entry of marks in a computer,
- ii. Printing of result,
- iii. Error due to negligence/oversight of examiner/moderator/revaluator or person connected with examination.

(B) MALPRACTICE/FRAUD

If any malpractice or fraud has taken place which was realised after the declaration of the result, whereby examinee/s or staff were involved or connived at such malpractice, fraud, or improper conduct, which the E & E Committee is convinced should amend the result concerned.

19. DECLARATION OF RESULTS AND DISTRIBUTION OF DEGREES

It is obligatory on the CC / CoE and Convener BOEE to declare the results of all semesters in time in odd and even semesters. Results of examination (odd/even semesters) of each programme

should be declared within THIRTY (30) Days from the day and date of the last examination of the programme concerned held.

In the event of the following situation

- a. Loss of data from the system
- b. Force-majeure,

which is beyond the control of CC / CoE and Convener BOEE, the result of the programme concerned may be declared within FORTY-FIVE (45) Days from the day and date of the last examination of the programme concerned held. However, approval in writing will be required from the Chairperson of the Governing Body.

As per Clause 4.4 of the UGC Regulations, 2008 (also read with Clause 2.6 of the UGC Student Entitlement Guidelines, 2012), Degrees must be distributed within 180 days from the date the student/s become eligible.

R/Exam/14/2024

20. RULES AND PROCEDURES REGARDING UNFAIR MEANS RESORTED TO BY THE LEARNERS/EXAMINEES OR ANY OTHER PERSON CONNECTED WITH THE CONDUCT OF EXAMINATIONS -

20.1 UNFAIR MEANS RESORTED TO BY THE LEARNERS/EXAMINEES / PERSONS INVOLVED IN THE EXAMINATION-RELATED ACTIVITIES - /Exam/UFM/04/A/2024

- i. On receipt of a report regarding use of unfair means by any learner at any Semester End examination including breach of any of the rules laid down by the College for proper conduct of examination, the Principal shall have the power at any given time to institute inquiry and to punish such learners/examinees involved in the adoption of unfair means or breach of the rules in accordance with the penalties mentioned in the table, Appendix A.

ii. Competent Authority

The Principal of the College shall be the competent authority to take appropriate disciplinary action against the learners/examinees using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College.

iii. Definitions-Unless the context otherwise requires:

- (a) "Learner" means and includes a person who is enrolled as such by the College for receiving instructions qualifying for any degree, diploma or certificate awarded by the College/University. It includes ex-learners and learners registered as learners (examinees) for any of the degree, diploma or certificate examinations.
- (b) "Unfair means" includes one or more of the following acts or omissions on part of the learner/s during the examination period:
 - a. Possessing unfair means material and/ or copying thereof from
 - b. Possession of any form of electronic devices in the Examination hall
 - c. Transcribing any unauthorised material or any other use thereof

- d. Intimidating or using obscene language or threatening or use of violence against the invigilator or person on duty for the conduct of examination, or manhandling him/her or leaving the Examination Hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
- e. Unauthorised communication with other examinees or anyone else inside or outside the examination hall.
- f. Mutual/Mass copying
- g. Smuggling out, either blank or written, or smuggling in of answer books as copying material.
- h. Smuggling in a blank or written answer book and or forging signature of the Junior Supervisor thereon.
- i. Interfering with or counterfeiting the College seal, or answer books or office stationery used in the examinations.
- j. Insertion of currency notes in the answer book or attempting to bribe any of the persons connected with the conduct of examinations or making a request to the examiner in the answer book.
- k. Impersonation at the College examination.
- l. Revealing identity in any form in the answer written or in any other part of the answer book by the learner at the College examination.

Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.

- (c) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.
- (d) "Unfair means material" means and includes any material whatsoever, related to the course of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the learner (examinee) or on wood or other material, in any manner or in the form of a chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- (e) "Possession of unfair means material by a learner" means a learner having any unauthorised material on his/ her person or desk or chair or table or at any place within his/ her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- (f) "Learner found in possession" means a learner, reported in writing, as having BoEEn found in possession of unfair means material by the Junior Supervisor, Senior Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the learner or by any other persons acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Senior Supervisor or Examination Convenor / Co- convenor or any other authorised person, to the Controller of Examinations/ Principal or any officer authorised in this behalf.
- (g) "Material related to the course of examination" means and includes, if the material is produced as evidence, any material certified as related to the course of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the

reasons referred to in clause (f) above, the presumption shall be that the material did relate to the course of the examination.

(h) "Examination Convenor/ Jt. Convenor" means the person as designated for the College Board of Examination & Evaluation Committee (BOEE), where the concerned examination is being conducted.

iv. During the examination, the examinees and other learners/examinees shall be under the disciplinary control of the BOEE Convenor/ Jt. Convenor.

v. The BOEE Convenor/ Co-convenor of the College shall, in the case of unfair means, follow the Procedure as under:

- a) The learner shall be called upon to surrender to the BOEE Convenor/ Co-convenor, the unfair means material found in his or her possession, if any, and his/her answer-book.
- b) The signature of the learner concerned shall be obtained on the relevant materials, all written pages of the answer book with date and time and list thereon. The Senior Supervisor concerned and the BOEE Convenor/Jt. Convenor shall also counter sign on all the relevant materials, all written pages of the answer book and documents with date and time in the report submitted by the Junior Supervisor.
- c) The statement of the learner and his/her undertaking in the prescribed format (Appendix 4 & 5) and statement of the Junior Supervisor and Senior Supervisor concerned shall be recorded in writing by the BOEE Convenor/ Jt. Convenor in the format given in Appendix 3. If the learner refuses to make a statement or to give an undertaking, the Senior Supervisor concerned and BOEE Convenor/ Co-convenor shall record the series of events accordingly under their signatures.
- d) In accordance with the report of the BOEE Convenor/Jt. Convenor, the Chief Controller of Examination of the College shall take one or more of the following decisions depending upon the seriousness/gravity of the case:
 - A. In the case of impersonation or violence, expel the concerned learner from the examination and do not allow him/ her to appear for the rest of the examinations.
 - B. Obtain an undertaking from the learner to the effect that the decision of the competent authority concerned in his/ her case shall be final and binding and allow him/her to continue with his/ her examination.
 - C. May report the case to the Police Station concerned as per the provisions of the Maharashtra Act No. XXXI 1982, an Act to provide for preventing malpractices at the examination conducted by the College.
 - D. Confiscate his/her answer-book, mark it as "suspected unfair means case" and issue him/her fresh answer-book duly marked.
 - a. All the materials and list of materials mentioned in sub-clause (i) and the undertaking with the statement of the learner and that of the Junior Supervisor as mentioned in clause nos. (ii) and (iii) and the answer-book/s (old and new) shall be forwarded by the Examination Convenor, along with his/her report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected unfair means case".
 - E. In case of unfair means of oral type, the Junior Supervisor and the Senior Supervisor or the authorised person concerned shall record the facts in writing and shall report the same to the Controller of Examinations through the BOEE Convenor/Jt. Convenor.
 - F. The CCTV footage of the examination block concerned should be stored for further reference.

vi. Procedure to be followed by the Examiner during Assessment

If the examiner, at the time of assessment of the answer book/s, suspects that there is prima-facie evidence that the learner/s whose answer-book/ s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/ her report, along-with the evidence, to the Controller of Examinations with his/ her opinion in a separate sealed and confidential envelope marked "Suspected unfair means case".

- vii. Case of unfair means having prima facie evidence, as reported by the BOEE Convenor/ Jt. Convenor, Examiners, Moderators or any other source shall be inquired into by the Unfair Means Inquiry Committee appointed by the principal.
- viii. The examination results of the learner/s concerned involved in such cases shall be held in reserve till the final decision in the matter is taken, and the concerned learner/s shall be informed accordingly.

ix. Appointment of Unfair Means Inquiry Committee (UMIC)

- i. For the purpose of investigating unfair means resorted to by learners/examinees at the college examination, the principal shall appoint a committee constituted as follows:
 - a) Professor/Asso. Prof /Vice Principal - for a tenure of three years (Chairperson)
 - b) Three senior teachers (other than the Vice Principals)
 - c) One teaching staff is to be nominated by the Academic Council(AC), for a tenure of three years.
 - d) The Controller of Examinations shall be the Presenting officer of the said committee.

The term of the committee shall be for three years commencing from June, and the term of the members shall expire on the expiry of the said period of three years, irrespective of the date on which a member has entered upon the office.

(Note:- 1. The quorum of the committee: Chairperson plus 2 members excluding CoE.

Any member of the BOEE cannot be nominated to the UMIC.

2. UMIC member/s who have reported suspected unfair practices in their role as junior or senior supervisor, shall not attend the case concerned hearing.)

- ii. The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to competent authority concerned which will issue formal orders with regard to the penal action to be taken against the learner/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has BoEEn given to the implicated learner concerned in his/ her defence and that the principle of natural justice has BoEEn followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

x. Procedure of the Committee should be as under:

- i. The Controller of Examination will send a show cause letter to all the learners who have resorted to suspected unfair means during examinations. The show cause notice should spell out the charge/s levelled against him/her, should not be held as proved, and the punishment stipulated in the show cause notice should not be imposed.
- ii. Fix the date of the first hearing and send the show cause & intimation (as per prescribed format) to the student, giving a minimum of 14 working days' notice.
- iii. The JS and SS concerned also should be informed in writing to remain present for the hearing on the day, date and time as fixed.
- iv. The learner should appear before the Inquiry Committee on a day, time and place fixed for the meeting, with a written reply/ explanation to the show-cause notice served on him/ her therein, a photocopy of the show-cause notice issued and a photograph candidate. The learner himself/ herself only shall present his/her case before the Committee.
- v. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the learner should be shown to him/ her by the Inquiry Committee,

if the learner presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the learner.

- vi. Reasonable opportunity, including oral hearing, shall be given to the learner in his/ her defence before the Committee. The reply/explanation given by the learner to the show cause notice shall be considered by the Committee before making the final recommendation in the case.
- vii. Where two or more candidates are involved in mutual coping, each candidate must be heard separately, later cross-examined and if need be, examined collectively.
- viii. After serving a show cause notice, if the implicated learner fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the learner may be given one more opportunity to appear before the Committee in his/her defence, by giving 7 working days' notice in case the candidate concerned fails to appear before the committee second time, one more chance (last chance) be given by serving a seven (7) days' notice. Even after offering two additional chances if the learner concerned fails to appear before the Committee, the Committee shall take a decision *ex-parte* (in his/her case in absence), based on the available evidence/documents, which shall be binding on the learner concerned.
- ix. The UMIC meetings must be attended by all Members and if any Member cannot attend should inform the convener, preferably in writing for the sake of record. The details of the meeting should not be discussed with any others except those who are directly concerned. It is the duty of members to ensure the secrecy of the proceedings of the meeting.
- x. The minutes of the meeting should be duly recorded in the UMIC Report (Appendix vi) of each candidate. The Report should be signed twice by the members - one for marking presence and other for the final decision taken about the candidates. The decision should be objective and should be as per the provision of unfair means, adapted and quantum of punishments. The Committee is a recommendatory body, and the Principal is the final authority to make a decision.
- xi. Give a fair chance to the student to express his views at the hearing. Ask the student to submit a separate submission (other than the one mentioned above) in the presence of the committee. Examine all evidence and submissions with an open mind. If the evidences involve electronic devices or data retrieval, the IT department should be called in to assist in the matter. All evidence should be opened and examined in the presence of the learner's concern.
- xii. Parent/guardian will not be allowed to interact with the any members of UMIC.
- xiii. The final recommendation of the UMIC shall be presented to the Principal. If punishment is not applicable or candidates are exonerated then warning letter must be issued to the Lerner concern. The monetary fine, if any, must also be mentioned in the letters to the candidates and the same must be collected by the College Office.
- xiv. The Committee should follow the above procedure in the spirit of the principle of natural justice

(Note:- any electronic gadget/s ceased by the BOEE, should be returned in the same condition by storing the data related to unfair means after the hearing by the Unfair Means Committee)

15. Punishment

The Competent Authority concerned i.e. the Principal, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the learner benefit of doubt,

ATTENDANCE EXAMINATION REGULATIONS 2024

issuing warning or exonerating him/her from the charges and shall impose anyone or more of the following punishments on the learner/s found guilty of using unfair means:

- a) Annulment of performance of the learner in full (complete examination of the particular semester) in the examination he/she has appeared for.
- b) Debarring the learner from appearing for any examination of the College for a stipulated period not exceeding five years.
- c) Debarring the learner from taking admission for any course in the College for a stipulated period not exceeding five years.
- d) Cancellation of the College Scholarship/s or award/s or prize/s or medal/s etc. awarded to him/her in that examination.
- e) In addition to the above-mentioned punishment, the competent authority may impose a fine on the learner declared guilty. If the learner concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a learner additional punishment/penalty as it may deem fit.
- f) As far as possible, the quantum of punishment should be as prescribed (category-wise) in the table below as Appendix A
- g) The learner concerned must be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised to do so on his/her behalf.

Appendix A

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material	*Annulment of the performance of the learner at the College Examination in full. (This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 2 to 14 in addition to the one prescribed thereat.)
2.	Possession of any copying material & actual copying from the material in possession	Exclusion of the learner from the College Examinations concerned for one subsequent examination.
3.	Possession of another learner's answer book or supplementary sheet	Exclusion of both the learners/examinees from the College Examinations concerned for one subsequent examination*
4.	Possession of another learner's answer book or supplementary sheet and actual evidence copying from that	Exclusion of both the learners/examinees from the College Examination concerned for two subsequent examinations*
5.	Mutual/ Mass copying	Exclusion of all the learners/examinees from the College Examinations concerned for two subsequent examinations *(those learners/examinees involved)
6.	Smuggling of answer books in or out as copying material	Exclusion of the learner from the College Examinations concerned for two subsequent examinations *

ATTENDANCE EXAMINATION REGULATIONS 2024

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
7.	Smuggling in of a written answer book based on the question paper set at the examination	Exclusion of the learner from the College Examinations concerned for three subsequent examinations *
8.	Smuggling in of written answer book as copying material and forging the signature of the Junior supervisor on the same	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
9.	Attempt to forge the signature of the Junior supervisor on the answer book or the supplementary sheet	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
10.	Interfering with or counterfeiting of college seal or answer books or office stationery used in the examination with the intention of misleading the authorities	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
11.	Answer book or supplementary sheet outside the examination hall or any other insertion in the answer book	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
12.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Exclusion of the learner from the College Examinations concerned for four subsequent examinations * (Note: This money shall be credited to the Learners/examinees Welfare Fund.)
13.	Using obscene language/ violent threats inside the examination hall by a learner at the College examination to room supervisor/ any other authority	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
14.	Impersonation for a learner or impersonation by a learner in College or other examinations	Exclusion of the learner from the College Examinations concerned for five subsequent examinations * (both the learners/examinees if the impersonator is a college learner)
15.	Revealing the identity of the learner in any form (name, roll number, learner number, religious invocation etc.) in the main answer book and/ or supplementary sheet, by the learner at the college examination.	Annulment of the performance of the learner at the College Examination in full.
16.	Anything found written on the body or on the clothes while in the examination	Annulment of the performance of the learner at the College Examination in full.

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
17.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication	Annulment of the performance of the learner at the College Examination in full.
18.	Any other malpractices not covered in the aforesaid categories.	Annulment of the performance of the learner at the College Examination in full and severe punishment depending upon the gravity of the offence.

*Examination of semester concerned

Note :

The term "Annulment of Performance in full" includes performance of the learner at the theory examination in all the courses, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations, and continuous assessment unless malpractice used thereat.

The term "Additional Examination" means, the immediate subsequent examination / re-examination scheduled by the college.

Punishment under the Regulations will be applicable to the semester concerned. For example. a student is punished in the semester I will be allowed to appear in the semester II and vice versa.

If on previous occasions, disciplinary action was taken against a learner for malpractice during examination, and he/she is caught again for malpractices used at the examinations, in this event, he/she shall be dealt with severely. Enhanced punishment can be imposed on such learners/examinees. This enhanced punishment may extend to double the punishment provided for the offence that was committed at the second or subsequent examination.

Practical/Dissertation/Project Report Examination:

Learners involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

20.2 b) MALPRACTICES USED OR LAPSES COMMITTED BY ANY PAPER-SETTERS; EXAMINERS, MODERATORS, REFEREES, TEACHERS OR ANY OTHER PERSONS CONNECTED WITH THE CONDUCT OF EXAMINATION – R/Exam/15/B/2024

(I) Competent Authority:

The management shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the College.

(II) Definition: Unless the context otherwise requires:

- (a) "Paper-setter, examiner, moderator, referee and teacher" means and includes personnel duly appointed as such for the examination by the competent authority and the term "any

other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.

- (b) Malpractice/ lapses include one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination: -
- i. Leakage of question/s or question papers set at the examination before the time of examination.
 - ii. Examiner / Moderator intentionally awarding marks to a learner in the assessment of answer-books, dissertations or project work to which the learner is not entitled or not assigning marks to the learner to which the learner is entitled.
 - iii. Paper-setter omitting question, repeating question or setting question outside the scope of the syllabus.
 - iv. Examiner / Referee showing negligence in detecting malpractice used by learner/s.
 - v. Junior Supervisor, Senior Supervisor, Examination Convenor showing negligence/apathy in carrying out duties or aiding/ abetting/ allowing/ instigating learners/examinees to use malpractice/s.
 - vi. Any other similar act/ s and or omission/ s which may be considered as malpractices or lapses by the competent authority.
- (c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain to him/ her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.

(III) Investigating Committee

The Committee appointed by the Principal to investigate unfair means resorted to by learner/s at the College examinations shall also investigate the cases of malpractices used and/ or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the College examinations.

(IV) Procedure for Investigation

- a. The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations and reported to the Principal shall be scrutinized by the Concerned Officer / In-charge of the Sub-Section/ Unit to which the case is primarily pertaining to at the Examination Section of the college, collect preliminary information to find out whether there is prima-facie case so as to fix the primary responsibility for framing a charge-sheet and then shall submit the same with his primary report to the competent authority concerned. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Investigating Committee for further investigation. The officer concerned of the Sub-Section/ Unit through whom the case has originated or the case is pertaining to, shall be the presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- b. The competent Authority or the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing, of the act of malpractices used and/ or lapse committed by him/ her at the examination and shall ask him/ her to "show cause" as

- to why the charge/s levelled against him/ her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.
- c. The person concerned shall be asked to appear before the Investigating Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge levelled against him/ her therein. The person concerned himself / herself only shall present his/ her case before the Committee.
 - d. The documents that are being taken into consideration or to be relied upon for, the purpose of proving charge/s against the concerned person shall be shown to him/ her by the Inquiry Committee if he/she presents himself/ herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent.
 - e. Reasonable opportunity, including oral hearing, shall be given to the person concerned in his / her defence before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making the final report/recommendation.
 - f. The Committee should follow the above procedure in the spirit of the principle of natural justice.
 - g. If the person concerned fails to appear before the Committee on the day, time and place fixed for the meeting, he/she will be given one more opportunity to appear before the committee in his/ her defence. Even after offering these two chances, if the person concerned fails to appear before the committee, the Committee shall decide his/ her case in his/ her absence based on whatever evidence/documents are available before it, and the same shall be binding on the implicated person concerned.
 - h. The Committee shall submit its report to the competent authority concerned along with its recommendations regarding punishment to be inflicted on the person concerned or otherwise.

(V) Punishment

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the implicated person the benefit of doubt, issuing warning or exonerating him/ her from the charge/s and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:

- i. Disqualifying the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination, from any examination work either permanently or for a specified period.
- ii. Imposition of a fine. If the person concerned fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment/penalty as it may deem fit.
- iii. Referring his/her case to the disciplinary authorities concerned for taking such disciplinary action as they deem fit as per the rules governing his/her service conditions.
- iv. The competent authority or the Officer authorised in his/her behalf, shall inform the person concerned of the decision taken in his/her case and the punishments imposed on him/ her.
- v. An appeal may be made by the person within 30 days of imposition of the punishment, other than the punishment referred to in clause no. (iii) above, the decision shall lie with the Chairman of the Governing Body, and its decision in the appeal shall be final and binding.
- vi. The Competent Authority shall supply a typed copy of the relevant extract of the fact-finding report of the Investigating Committee, as well as the documents relied upon (if not strictly confidential), about his/her case to the appellant/ Petitioner, if applied for in writing.
- vii. The court matters in respective cases of malpractices/ lapses should be dealt with by the respective competent authority.

ATTENDANCE EXAMINATION REGULATIONS 2024

viii. As far as possible the quantum of punishment should be prescribed category-wise, as hereunder as Appendix B: -

Action for malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of College Examinations.

Appendix B

Sr. No.	Nature of Malpractice/ Lapses	Punishment
1.	Paper-setter found responsible for the leakage of the question paper set in the College examination/s, whether intentionally or due to negligence, before the time of the examination.	Disqualification from any examination work + disciplinary action by the authorities concerned as per the rules applicable
2.	Leakage of the question paper set in the College examination/s before the time of the examination at the College by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty/responsible person/s as per the prevailing rules/bylaws by the authorities concerned
3.	Favouring of a learner (examinee) by the examiner, moderator, or referee in the assessment of answer books/dissertations/project reports/thesis by assigning the learner/ examinee marks to which the learner is not entitled, at the College examination/s	Disqualification from any examination work + disciplinary action by the authorities concerned as per the rules applicable
4.	Examiner, moderator, referee intentionally/negligently not assigning the learner in the assessment of his/ her answer books/dissertation/ project report/ thesis, the marks to which the learner is entitled to at the College examination/s	Disqualification from any examination work + disciplinary action by the authorities concerned as per the rules applicable
5.	The paper setter omitted the question at the time of finalisation of the question paper set for the examination	Disqualification from any examination work for a period of three years
6	Paper-setter setting the questions outside the scope of the syllabus	Disqualification from any examination work for a period of three years
7	While assessing the answer-book/s the examiner shows negligence in detecting malpractices used by the learner/s.	As decided by the authorities of the College
8	Guiding teacher shows negligence in supervision of dissertation/ project work (e.g. use of manipulated data by a learner)	As decided by the authorities of the College
9	Senior Supervisor/ Chief Conductor showing any apathy in carrying out duties related to examinations (e.g. not taking rounds of the examination hall at the time of examinations	As decided by the authorities of the College

ATTENDANCE EXAMINATION REGULATIONS 2024

	or opening the packet of question paper before the prescribed time)	
10	Junior Supervisor helping learner/s in copying answers while in the examination hall or showing negligence in reporting cases of copying answers by learners/examinees when on supervision duty.	Disqualification from any examination work for a period of three years, + disciplinary action by concerned authorities as per the rules applicable if he/ she is an employee of the college
11	Junior Supervisor helping learner/s in mass copying while on examination duty	Permanent disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable if he/ she is an employee of the college concerned

ix. The competent authority, in addition to the above-mentioned punishment, may impose a fine on the person concerned if declared guilty.

x. The competent authority may report the case of the implicated person concerned to the appropriate Police Authorities as per the provisions of the Maharashtra Act No. XXXI of 1982.

Any breach of the requirements relating to examinations and assessments, whether committed intentionally or unintentionally, may be regarded as "misconduct", and shall be dealt with under the Disciplinary procedure of L.S. Raheja College. Severe penalty shall be imposed on the learners/examinees who are found to be involved in the adoption of unfair means in the examinations.

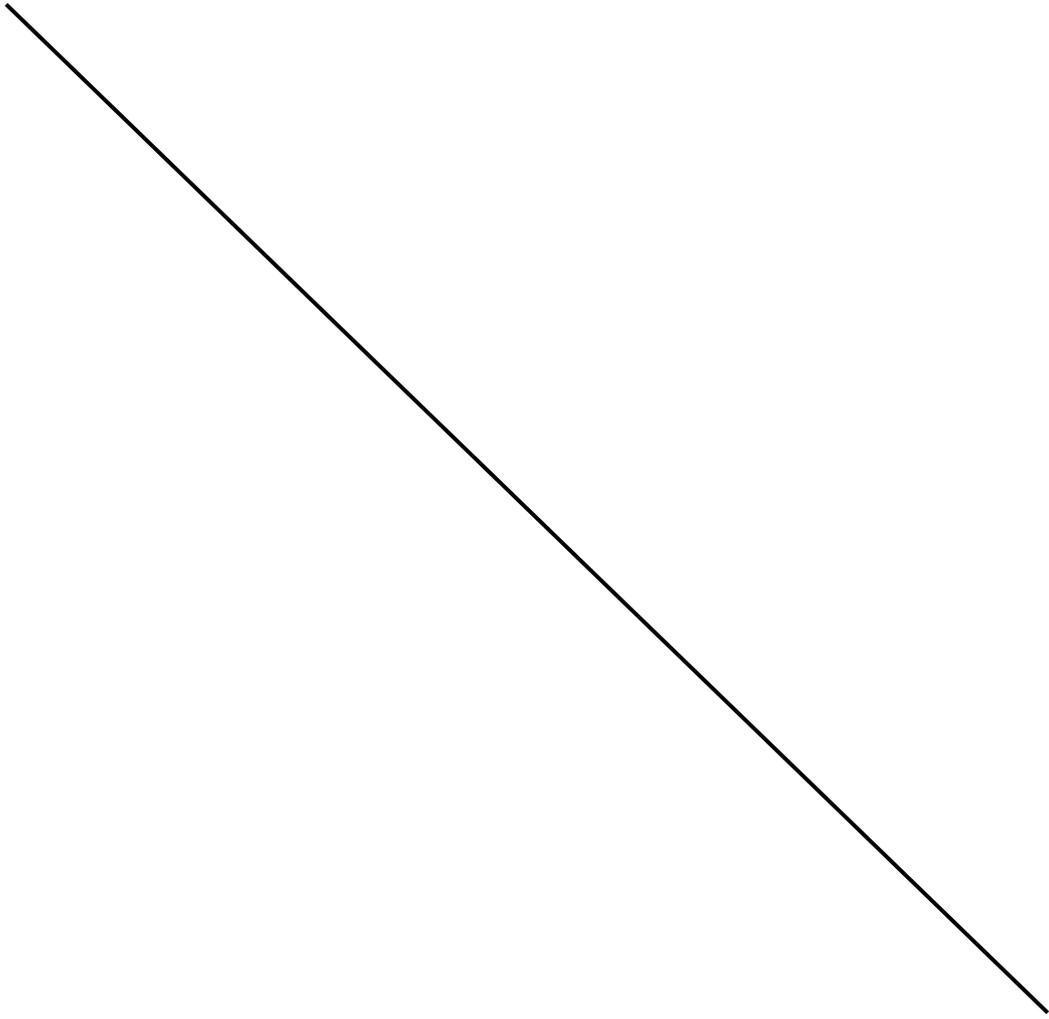
21. VALIDITY OF PROGRAMME

Sr. No.	Name of the Program	Duration of the Program (in years)	Maximum duration permissible for completion of the Program (in years)
1	Post Graduate Programs	2 years	5 years as per NEP 2020 guidelines
2	Undergraduate Programs	3 / 4 years	7 years as per NEP 2020 guidelines

The above-mentioned rules and regulations are subject to change from time to time as per the decision of the competent authorities of L. S. Raheja College (Autonomous), following due process.

22. WEEDING OUT OF PHYSICAL ANSWER SCRIPTS AND RETENTION OF SCANNED COPY OF ASSESSED ANSWER SCRIPTS R/Exam/06/24

Physical copies of answer scripts of all courses under various programmes be retained by the E & E Committee for a period of not more than one year from the date of the examination held. However, the scanned copy of answer scripts of all courses under various programmes should be retained by the E & E Committee for a period of seven years from the date of examination held or till the validity of the programme, whichever comes first. **In case of any legal matter, the answer paper/s concerned should be preserved until the legal matter is disposed of by the court.**



**23. REMUNERATIONS PAYABLE TO STAFF FOR VARIOUS EXAMINATION-RELATED
R/Exam/08/2024**

**A. Remuneration for Conduct of Examination & other related
work
(Theory papers)**

Sr.No.	Particulars	Quantum	Rates / Day (Rs.)
1	Chief Conductor	One	200
2	Joint Chief Conductor (above 10 blocks)	One	150
3	Senior Supervisor	Up to 400 Students	150
4	Understudy Supervisor	One per 10 blocks	100
5	Junior Supervisor (for semester-end examination)	One per block (maximum 50 students)	150
6	Peon / Waterman	Two	40
7	Peon cum Bell boy /water man/ Pasting other arrangement and any other allied work assigned by the Chief Conductor.	Three upto 500 examinees. One each for every additional group of 200 examinees	30

B. Remuneration for Paper Setting and other various related work of Theory papers

Sr. No.	Particular	Rates/ Paper (Rs.)
1	Paper Setting (UG & PG) (for semester-end examination upto 100 marks)	400
2	Preparation of Model Answer and Scheme of Marking (UG & PG) (upto 100 marks)	300

C. Remuneration rates for Assessment, Moderation & Revaluation

Sr. No.	Particulars	Assessment (Rs.) Per A/B		Moderation (Rs.) Per A/B
		UG	PG	UG
1	For a 100-mark paper duration (3 hours).	16	20	20
2	For 75/80 marks paper duration (2 to 2 1/2 hours)	12	15	15
3	For 40/50/60 marks paper duration (up to 2 hours)	10	12	12
4	For 25/30 marks, paper duration (1 hour)	05	06	8
5	Internal assessment (All UG/PG Programs) if offline examination is conducted (NON NEP)	Rs. 4 (per examinee)		Minimum remuneration for moderation is ₹250/*(upto 10 papers in UG +TA 200/. Beyond 10 papers as per actual. TA will be admissible only if the moderator visits the college for moderation.) ----- * Applicable if no answer papers of other course/s are assigned for moderation.
6	Revaluation of answer book (All UG/PG Programs)	Rs. 25 per answer book *		
7	Project and viva voce internal & external examiners (100/75 marks)	Rs. 150 each per project		
* Upto 10 papers Rs. 250 + TA 200 = ₹.450/- Beyond 10 papers..25/- per paper + TA ₹..200/-TA will be admissible only if the re-evaluator visits the college for revaluation. A/B-ANSWER BOOK				

D. Travelling & Meeting Allowance for attending Examination Work by

Sr. No	Particulars	Examination	Rates (Rs)
1	Travelling Allowance (Local Travel)	All members	As per TA rules

ATTENDANCE EXAMINATION REGULATIONS 2024

E. Remuneration for Finalisation of Results to be paid by College (For examinations conducted by college)

Sr.No.	Honorarium / Remuneration to	Rate in (Rs)
1	Principal/Director of College / Institute	Rs. 5000 Session of Examination
2	Convener Examination Committee	Rs. 3000 Session of Examination
3	Examination Committee	Rs. 10 per examinee per examination (distributed amongst themselves)

F. Remuneration for Conduct of Practical Examinations - Arts and Science Faculty Applicable for Practical Examinations conducted by the College

Sr.No.	Honorarium / Remuneration to	Rate in (Rs)
1	Paper Setter (up to two batches)	FY-200/-SY-300/ TY and PG-400/
2	Preparation-(Per day per person)	UG-200/- & PG-250/
3	Remuneration of Examiner (Per Candidate)	UG-Rs. 25/- & PG-30/
4	Remuneration of Examiner (Per Candidate) (For Mathematics & Statistics Unit)	Rs. 10/-
5	Laboratory Assistant (Per Day)	UG-Rs.100/- & PG-150/
Project** and Viva voce (Per Project]		
5	a) Project and viva voce internal & external examiners (100/75 marks) UG b) Project and viva voce internal & external examiners (60/50 marks)	a) Rs. 150/ per project b) Rs. 100 each per project
6	a) Project and viva voce internal & External Examiners (150 marks) b) Project and viva voce internal & External Examiners (100/75 marks) PG c) Project and viva voce internal & external examiners (60/50 marks)	a) Rs. 200/ per project b) Rs. 10 each per project
7	Expert (per day for UG and PG)	Rs. 150 /and 200/
8	CAP Coordinator work (contingency and administrative purposes)	Rs. 0.50 per answer book

**** Dissertation only**

REMUNERATION CHART FOR M.A. PSYCHOLOGY-Part 1 and Part 2

Sr. No	Details	Remuneration to be paid
1	Research Project (Research Proposal)	Rs. 200/ per student
2	Practicum in Clinical Psychology	
3	Practical in Cognitive Psychology	Rs. 10/ per student

CLAIM PROCESS

Examiners/moderators/revaluators must submit examination remuneration claim form/s to the BOEE within 15 days from the date of submission of marksheet/s to the BOEE. The BOEE should verify all claim form/s and submit those to the Office for verification and disbursement of the claim. However, all payments towards examination remuneration to staff concerned must be disbursed/settled within sixty (60) days from the date of result declaration.

The accounts section should follow this strictly.

Principal Chairperson, BOEE

- * Upto 10 papers Rs. 250 + TA 200 = ₹.450/- Beyond 10 papers ₹.25/- per paper + TA ₹.200/-
TA will be admissible only if the revaluator visits the college for revaluation.
A/B-ANSWER BOOK

CONTROLLER OF EXAMINATIONS – DUTIES & RESPONSIBILITIES

R/Exam/21/2024

Area of Responsibility	Duties / Roles
1. Examination Planning & Calendar	<ul style="list-style-type: none">  Prepare the annual academic & examination calendar  Coordinate with all departments and the Examination Committee to finalise schedules.  Ensure timelines for internal assessments, end-of-semester examinations, and result declaration.  Publish the examination schedule well in advance
2. Question Paper Management	<ul style="list-style-type: none">  Ensure confidential collection of question papers from examiners.  Maintain secure storage and encryption systems for question papers.  Arrange for printing, secure packaging, and distribution to blocks.
3. Appointment & Coordination of Examinations	<ul style="list-style-type: none">  Prepare and maintain a panel of internal and external examiners  Issue appointment orders to paper-setters, moderators, evaluators, and practical examination  Ensure examiners' neutrality, confidentiality, and adherence to evaluation guidelines
4. Conduct of Examinations	<ul style="list-style-type: none">  Arrange examination halls, seating plans, supervision duties, and the invigilation roster.  Provide instructions to invigilators and examination staff.  Ensure the timely distribution of answer booklets and question papers.  Monitor the smooth conduct of examinations and handle malpractice cases
5. Evaluation & Assessment	<ul style="list-style-type: none">  Organise centralised evaluation camps.  Ensure double evaluation where required.

	<ul style="list-style-type: none"> ☞ Maintain the quality and fairness of the evaluation process. ☞ Compile marks from internal and external assessments.
6. Result Processing & Declaration	<ul style="list-style-type: none"> ☞ Use secure, error-free software for result processing. ☞ Ensure timely compilation, verification, and approval of results. ☞ Present results to the Results Committee / Examination Board. ☞ Publish results online and maintain a data archive. ☞ Handle result corrections, grievances, and redressal
7. Grievance Redressal & Malpractice Control	<ul style="list-style-type: none"> ☞ Form and manage the Examination Grievance Redressal Cell. ☞ Address issues regarding revaluation, photocopy of answer scripts, and recounting. ☞ Conduct inquiries into alleged malpractices and recommend penalties.
8. Confidentiality & Data Security	<ul style="list-style-type: none"> ☞ Maintain complete confidentiality of papers, marks, examiners' data, and evaluation records. ☞ Manage secure digital repositories with access control. ☞ Ensure compliance with cybersecurity guidelines.
9. Automation & Technology Integration	<ul style="list-style-type: none"> ☞ Ensure glitch-free examination software. ☞ Digitise question paper setting, evaluation (if possible), mark entry, and result generation. ☞ Oversee e-governance initiatives in the examination system
10. Coordination with Academic Bodies	<ul style="list-style-type: none"> ☞ Work closely with the Principal, Academic Council, Board of Studies & Governing Body. ☞ Provide reports and updates to the BoEE. ☞ Assist in curriculum revisions related to assessment patterns
11. Regulatory & NAAC/UGC Compliance	<ul style="list-style-type: none"> ☞ Ensure compliance with UGC regulations for autonomous colleges. ☞ Maintain examination records as per statutory norms.

	<ul style="list-style-type: none"> ☞ Provide data for AQAR, NAAC, NIRF, and other accreditation bodies.
12. Administrative Management	<ul style="list-style-type: none"> ☞ Supervise the Examination Section staff. ☞ Prepare and manage the examination budget. ☞ Procure examination materials (answer books, stationery, software, etc.). ☞ Maintain records of examiners' remuneration and payments
13. Communication & Student Support	<ul style="list-style-type: none"> ☞ Issue notifications, circulars, and examination-related information. ☞ Guide students regarding examination procedures • Maintain a helpdesk for examination-related queries
14. Certificates & Documentation	<ul style="list-style-type: none"> ☞ Oversee printing and issuance of marksheets, transcripts, and degree certificates. ☞ Maintain digital and physical archives of examination records. ☞ Ensure authenticity and verification of student credentials.
15. Continuous Improvement	<ul style="list-style-type: none"> ☞ Conduct post-examination reviews and audits. ☞ Introduce improvements in examinations, evaluation, and result processing. ☞ Ensure adoption of best practices from top autonomous institutions

JOB PURPOSE

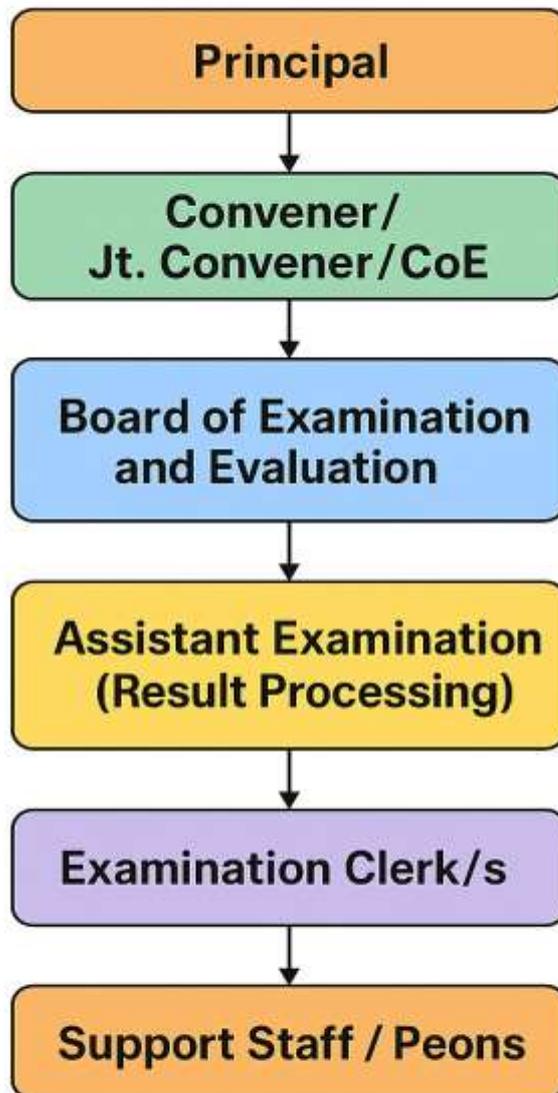
To plan, coordinate, and ensure the smooth and efficient conduct of all examinations of the autonomous college, maintaining accuracy, confidentiality, transparency, and strict adherence to UGC norms.

KEY RESPONSIBILITIES

1. Oversee planning, scheduling, and administration of all examinations
2. Maintain confidentiality in question paper preparation and storage
3. Conduct fair, error-free evaluation and result processing
4. Implement technology-driven examination systems (ES, OBE, digital evaluation)
5. Supervise examination staff and manage the Examination Section
6. Ensure UGC/NAAC compliance and documentation
7. Ensure timely declaration of results and issuance of marksheets.

3. ORGANOGRAM – EXAMINATION SECTION (AUTONOMOUS COLLEGE)

**Organogram – Examination Section
(Autonomous College)**



ROLES & RESPONSIBILITIES – BOEE

R/Exam/23/2024

1. CONVENER OF BoEE**A. Academic & Administrative Leadership**

1. Acts as the **chief operational coordinator** of the BoEE (next to the principal).
2. Prepares the **agenda** for all BoEE meetings in consultation with the Principal and CoE.
3. Ensures implementation of **examination policies**, resolutions, and reforms approved by the BoEE.
4. Oversees **calendar of examinations**, ensuring timelines are realistic and followed.

B. Policy Oversight

Reviews and recommends **assessment policies**, such as:

- ☞ Question paper pattern
- ☞ Continuous internal assessment (CIA) guidelines
- ☞ Moderation norms
- ☞ Grace marks policy

C. Coordination with CoE

- ☞ Works closely with CoE without interfering in day-to-day operational duties.
- ☞ Ensures departments comply with **exam deadlines** (question paper setting, assessments, moderation, etc.).
- ☞ Conveys BoEE decisions to CoE and monitors compliance.

D. Quality Assurance

- ☞ Ensures **secrecy, transparency, and fairness** in the examination process.
- ☞ Initiates academic audits related to exam processes.

E. Communication & Compliance

- ☞ Communicates BoEE resolutions to all departments.
- ☞ Ensures that examination work adheres to **UGC, University, and Government regulations**.

2. JOINT CONVENER OF BoEE

A. Support to Convener

- ☞ Assists Convener in preparing meeting notes, follow-ups, and policy drafts.
- ☞ Acts as **Convener-in-charge** when the convener is unavailable.

B. Monitoring & Coordination

Will Monitor:

- ☞ Internal assessment compliance
- ☞ Syllabus mapping for exam suitability
- ☞ Question paper submission timelines
- ☞ Moderation panel preparation

C. Data & Reporting Support

- ☞ Assists CoE with examination data that requires BoEE oversight (e.g., pass percentage review, moderation trends).
- ☞ Helps generate reports for NAAC, Academic Council, and Governing Body related to examinations.

D. Examination Reforms

- Works on:
 - ☞ Digital examination processes
 - ☞ Question bank development
 - ☞ OBE (Outcome-Based Education) assessment alignment

E. Student Grievance Oversight

- ☞ Coordinates Level 1 handling of examination-related grievances before they escalate to higher authorities.

3. SIX TEACHER MEMBERS OF BoEE

These members collectively support policy-level academic work, but each has specific, distinct responsibilities to avoid overlap.

Each member shall have distinct responsibilities to avoid overlap and ensure smooth functioning.

Member 1 – Question Paper Setting & Moderation Coordinator

- a) **Communicate guidelines to paper setters/moderators.**
- b) **Ensure timely submission of question papers.**
- c) **Verify security & confidentiality protocols.**

Member 2 – Theory Examination Conduct & Supervision Roster

- a) **Prepare invigilation schedules.**
- b) **Oversee seating plans and hall arrangements.**
- c) **Support handling of exam-day issues.**

Member 3 – Practical/Project/Viva Examination Coordinator

- a) **Standardise practical formats for departments.**
- b) **Ensure moderation of practicals, viva, and project evaluations.**
- c) **Monitor uploading of practical marks.**

Member 4 – Internal Assessment Coordination

- a) **Ensure departments follow internal assessment policies.**
- b) **Verify IA records: assignments, tests, attendance, class activities.**
- c) **Assist in standardising rubrics.**

Member 5 – Result Verification & Quality Check

- a) **Cross-check mark entries, coding, and data entry.**
- b) **Support error detection before result declaration.**
- c) **Coordinate with CoE on corrections/errata if required.**

Member 6 – Malpractice Prevention & Disciplinary Cases

- a) Develop and enforce anti-malpractice procedures.
- b) Serve on the malpractice committee during theory & practical exams.
- c) Maintain records and reports of cases.

Member 7 – Student Communication, Helpdesk & Grievances

- a) Publicise examination rules, schedules, formats, and deadlines.
- b) Operate the student helpdesk for doubts/queries.
- c) Track grievance redressal and ensure timely closure.

Member 8 – Documentation, NAAC/Statutory Compliance & Record Management

- a) Maintain BoEE records, circulars, policies, formats.
- b) Provide exam-related data for NAAC/AQAR, University, UGC audits.
- c) Ensure systematic filing of confidential and non-confidential records.

SUMMARY TABLE (8 MEMBERS WITH DISTINCT PORTFOLIOS)

Member	Portfolio	Exclusive Core Responsibilities
1	Question Paper Setting	Paper setting, moderation, confidentiality
2	Theory Exam Conduct	Invigilation, hall management, exam-day operations
3	Practical Exam Coordination	Practical/viva/project uniformity & monitoring
4	Internal Assessment	IA standardisation and record monitoring
5	Result Verification	Result cross-checking, accuracy review
6	Malpractice Committee	Case handling, prevention systems
7	Student Communication & Grievances	Helpdesk, circulars, student support
8	Documentation & NAAC Compliance	Records, audit data, formats & templates

4. POLICIES FOR AUTONOMOUS EXAMINATION MANAGEMENT

4.1 CONFIDENTIALITY POLICY

- 👉 All question papers, marks, scripts, and examiners' lists are confidential.
- 👉 Access only to authorised personnel.
- 👉 Breach of confidentiality will result in disciplinary action.

4.2 RETENTION OF RECORDS POLICY

- 👉 Answer scripts: a minimum of 1-year physical copy and 5 years of soft copy.
- 👉 Tabulation records: permanent digital archive
- 👉 Question papers (soft copy): 5 years
- 👉 Malpractice cases: permanent record 5 years

4.3 RESULT DECLARATION POLICY

- 👉 UG: results to be declared within **30 days** of the last examination.
- 👉 PG: results within **30 days**
- 👉 Fast-track redressal of errors within **7 working days**

4.4 CONTINUOUS INTERNAL ASSESSMENT (CIA) POLICY

- 👉 Mandatory as per autonomy guidelines
- 👉 Departments conduct IA; CoE oversees schedule & fairness
- 👉 IA marks uploaded before end-of-semester examinations

5. STANDARD OPERATING PROCEDURES (SOPs)**5.1 SOP FOR QUESTION PAPER SETTING**

Step	Procedure
1	Prepare a panel of paper setters and moderators (internal + external) as per the approval of the Academic Council.
2	Issue confidential appointment orders
3	Provide syllabus and question paper pattern to all paper setters.
4	Receive question papers in encrypted/double-sealed mode.
5	Approve and securely store papers (physical & digital vault)

5.2 SOP FOR CONDUCT OF EXAMINATIONS

Step	Procedure
1	Publish timetable and regulations
2	Prepare hall tickets, seating arrangement, and attendance sheets
3	Secure distribution of question papers
4	Monitor live examination conduct; handle malpractice.
5	Collect answer scripts, verify packets, and hand them over for scanning.

5.3 SOP FOR EVALUATION OF ANSWER SCRIPTS

Step	Procedure
1	Monitor the allocation of scanned answer papers.
2	Monitor the assessment progress daily.
3	Report to the EC Chairman on those who are behind schedule.
4	Monitor allocation and progress of moderation/double valuation (where required)
5	Collect marks and ask EC members to verify totals, etc.
6	Submit the evaluation report to the EC Chairman

5.4 SOP FOR RESULT PROCESSING & DECLARATION

Step	Procedure
1	Enter and validate internal + external marks
2	Software-based result processing
3	Controller verifies pass list & statistics
4	BoEE approves results
5	Publish results online and display notifications
6	Allow for photocopy/revaluation/verification process

5.5 SOP FOR HANDLING MALPRACTICE CASES

Step	Procedure
1	The invigilator reports malpractice with evidence
2	CoE handover all alleged unfair means cases to the Unfair Means Inquiry Committee (UFMIC)
3	Conduct an inquiry by the UFMIC
4	Inform students about the punishment awarded by the UFMIC as per the Examination Regulations.
5	Report to the BoEE.
6	Notify the college Office and maintain a record.

14. MODERATION OF ANSWER PAPERS FOR UNDERGRADUATE PROGRAMMES

MODERATION NORMS AMENDED VIDE ACADEMIC COUNCIL MEETING HELD ON 09/10/2025 AND GOVERNING BODY MEETING HELD ON 19/12/2025, AS PER THE FOLLOWING (HIGHLIGHTED PORTION) with effect from the odd semester of 2025-26:

MARKS OBTAINED OUT OF 60	MARKS OBTAINED OUT OF 50	NUMBER OF ANSWER PAPERS TO BE MODERATED
Marks \leq 18 OR failing by 10% or less marks of the aggregate marks.	Marks \leq 15 OR failing by 10% or less marks of the aggregate marks.	All answer papers -100%
Marks \geq 36 OR obtained 60% of marks in the course/s	Marks \geq 30 OR obtained 60% of marks in the course/s	All answer papers -100%
Marks 24-35 OR obtained 40% to 69% of marks in the course/s	Marks 20-29 OR obtained 40% to 69% of marks in the course/s	15 % of the total answer papers fall under this category.



Empowering Minds, Shaping Futures

Fostering a community of lifelong learners, critical thinkers, and responsible global citizens through innovative education and research.

Connect or Follow Us:

📷 @ls.raheja

📘 /L. S. Raheja College of Arts & Commerce

🖱️ www.lspraheja.org

✉️ registrar@lsraheja.org

📍 Relief Road, Juhu, Santacruz (West), Mumbai - 400 054