

**Our Lady of Grace Trust's**

**ST. GONSALO GARCIA COLLEGE OF ARTS AND COMMERCE, VASAI**



**Policy Paper on College Examinations**

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## **Introduction**

Undergraduate degree programs are typically divided into three years. The first two years are often referred to as the first year and second year, while the third year is the final year. In this system, the first and second-year exams are conducted by the college, while the third-year exams are conducted by the university.

The first and second-year exams are usually set and evaluated by the college. The college design the question papers, conduct the exams, and evaluate the answer scripts. Once the exams are completed, the colleges transfer the marks obtained by the students to the university.

On the other hand, the university conducts the third-year exams for undergraduate and postgraduate courses. The university sets the question papers, conducts the exams, and evaluates the answer scripts. The marks obtained in the third-year exams are combined with the marks obtained in the first and second-year exams to calculate the final marks and grades. The university brings out the mark sheet for the final year, which includes the final marks obtained in all the semesters.

Finally, the university issues the degree certificate through the college. The degree certificate certifies that the student has successfully completed the course requirements and has obtained the necessary marks to earn the degree. This system ensures that there is standardization and uniformity in the evaluation process, while also allowing colleges to have some control over the assessment process for the first and second-year exams.

The college examination committee plays a crucial role in conducting the college exams, ensuring that they are conducted in accordance with the rules and regulations set by the university. The committee is responsible for overseeing the entire examination process, from setting the question papers to evaluating the answer scripts.

The committee is authorised to conduct the examinations based on the guidelines and regulations set by the affiliating university. The university issues regular circulars to keep the colleges informed about any changes or updates to the examination guidelines, which the committee must strictly follow. These guidelines may include rules regarding the format of the exam, the syllabus to be covered, and the duration of the exam.

However, the college examination committee also has the freedom to conduct the exams as they see fit, provided that they adhere to the guidelines set by the university.

Ultimately, the role of the college examination committee is to ensure that the examinations are conducted fairly and transparently, and that the results accurately reflect the students' knowledge and skills. By following the guidelines set by the university, while also exercising their own judgment and expertise, the committee can provide a rigorous and meaningful assessment of the students' abilities.

This paper aims to provide a comprehensive overview of the examination process, including the rules and regulations that govern it, as well as the guidelines that participants must follow. The participants in the examination process include the students, the faculty, and the examination committee. The purpose of this paper is to ensure that all participants in the examination process are aware of their roles and responsibilities, and understand what is expected of them.

## **Examination Committee**

### **1. About:**

The Examination Committee is a significant body of the institution headed by Examination Incharge. This Committee is authorized to conduct examinations, frame policy decisions regarding smooth conduct of examination and timely declaration of the results and deals in every matter related to examination.

### **2. Functions:**

- To frame the policy regarding organizing examinations both internal and External.
- To organize required resources for timely and orderly completion of Examination.
- To frame the schedules of Internal Examination. External Examination, Periodic Test, Preliminary Examination, Practical Examination and Viva-Voce Examination.
- To collect the data regarding number of students and Subjects.
- To allot seat number to students appearing the exam and preparing seating arrangement. (Counting blocks and benches available per block, numbering and display of seating arrangement at various places for convenience of students and supervisors.)
- Appointment of Paper Setters and assigning their duties regarding the same.
- Collecting multiple sets of question papers in order to maintain secrecy in the exam.
- To appoint supervisors and assigning supervision duty in advance for smooth conduct of exams.
- Providing Help Desk facility to solve students' queries and technical problems.
- Taking special care of Physically Challenged students.
- To Provide a 'waterboy' facility.
- Collection of answer sheets along with supervisor's reports and attendance.
- Providing CAP facility for assessment of answer sheets.
- To collect and submit the marksheets to the result committee, uploading and synchronizing Marks on University Portal.

- To hear the complaints received regarding any matter arising out of the conduct of examinations and deciding the further course of action.
- To conduct re-exam as per university guidelines.

**3. Facilities of the Committee**

- Fully Inverter backed- up and Air conditioned Examination control room equipped with CCTV Camera, High Configured Computer with high speed internet facility. and attached Printer.
- Two cyclostyle Machines, One Xerox machine, One laptop, Required furniture(Table and Chairs)
- Stationery including Printing papers, Files, Scissors, Calculators, Steplers, Pins, treads, Pens, Pencils, Erasers, Scales, Gum bottles, Ink, Rubber Stamp, Date Stamp, Rubber bands, Packing paper, Envelopes, registers,.

**Examination rules of the University of Mumbai**  
**CREDIT, GRADE & SEMESTER SYSTEM TO BE INTRODUCED FROM THE ACADEMIC**  
**YEAR 2011-2012 (ARTS, COMMERCE & SCIENCE FACULTY ONLY.)**

**Decision regarding Credit Grading and. Semester system.**

Decision of University Grant Commission (UGC) for introducing the semester and choice based credit system in all the central, state and deemed universities and institutions of higher learning in the country under the Eleventh Five-Year Plan (D.O.No. F.1-2/2008-XI plan dated January 31, 2008 from the Chairman, (UGC)

The decision of implementation of credit and grade point system has been passed by the Academic Council at its meeting held on 10th June 2010 and subsequently the Management Council gave the concurrence at its meeting. Held on 18th July 2010 after suggesting minor changes with the help of Deans of the concerned faculties and resolve to implement it from the academic Year 2011-12.

**Concept of credit system.**

1. Involves breaking down the curriculum into measurable units that can be combined to get a degree / diploma.
2. A credit is generally a value used to measure a student's work load in terms of learning time required to complete course units, resulting in learning outcomes.
3. Credit is used in higher education to summarise and describe an amount of learning.
4. The number of credits awarded to a learner is determined by credit value or credit points assigned to a particular course.
5. It is a way of expressing the learners workload (Student's).
6. It affords more flexibility to the learners allowing them to choose interdisciplinary courses.
7. One (01) Credit is thirty (30) learning hours.
8. Credit once gained cannot be lost



## TERMINOLOGY USED IN CREDIT SYSTEM \*

⇒ **Programme:** A programme is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study, e.g. Certificate in office Computing, Diploma in Journalism, B.Com, M.Sc. M.S.W. etc. are the 'Programmes'.

⇒ **Course:** A course is essentially a constituent of a 'programme' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. A 'course' in simple terms corresponds to the word 'subject' used in many Universities.

⇒ **Module or Unit:** A module or Unit is a part of the course, which may be studied in conjunction with other learning modules or studied independently.

⇒ **Credit Points:** This has reference to the 'Workload' of a learner and is an index of the number of learning hours deemed for a certain segment of learning. The course may be assigned anywhere between 4 to 8 credit points wherein 1 credit is equal to 30 learning hours.

⇒ **Credit completion or Credit acquisition:** It may be considered to take place after the learner has successfully cleared all the evaluation criteria with respect to a single course.

⇒ **Credit Bank:** The process of accumulating Credits over a period of time, leads to the idea of a 'Credit Bank'. Conceptually, a Credit Bank in simple terms refers to stored and dynamically updated information regarding the number of Credits obtained by any given student along with the details regarding the course/s for which Credit has been given, the course-level, nature, etc.

⇒ **Credit Transfer:** Credit Transfer means that credits earned at one institution for one or more courses under a given programme are accepted under another programme either by the same institution or another institution.

⇒ **Performance Transfer:** When a student who has successfully completed a certain academic programme, is allowed to transfer his past performance to another academic programme having some common courses, performance transfer is said to have taken place.

⇒ **Course Exemption:** The student who has already completed one of these academic programmes is then allowed to skip these 'equivalent courses when registering for the new programme. He is then 'exempted' from 're-learning' the common or equivalent content area and from re-appearing for the concerned examinations.

⇒ **Block Transfer:** This refers to a group of courses, such as a completed certificate or diploma programme that are accepted for transfer of credit into a degree programme.

⇒ **Shelf Life:** This has a reference to the time duration for which the content of a given course is relevant and is directly linked with the obsolescence of knowledge in a certain field. Some institutions have time limits for granting credit transfer.

⇒ **Transfer Agreement:** This is an agreement that must be made between two institutions (a sender and a receiver) that specifies how the sending institution's course or programme will be accepted (for transfer of credits) at the receiving institution.

⇒ **These terminologies will be incorporated in the existing ordinances in due course by placing it before the appropriate authority**

#### TYPES OF CREDIT TRANSFER

⇒ **Lateral or Horizontal:** Credit transfer from one programme to another programme of same-level, e.g. B.A. (Mass Media ) from one University to B.M.M. of Mumbai University.

⇒ **Vertical:** It is also referred as 'Career Laddering'. Credit Transfer from one programme to another programme of higher level. It provides a upward mobility to the learner. e.g. Diploma in Engineering gets direct admission to the Second Year Engineering of UG programme.

⇒ **Intra-Institutional Credit Transfer:** When the process of Credit Transfer takes place within a University or Institution called as Intra-Institutional Credit Transfer.

⇒ **Inter-Institutional Credit Transfer:** When the process of Credit Transfer takes place across two or more University or Institution called as Inter- Institutional Credit Transfer.

⇒ Both type of Credit Transfer may operate across the levels i.e. Lateral & Vertical.

## PHILOSOPHY OF CREDIT ASSIGNMENT

Generally there are four different types of courses in all the programmes conducted at University of Mumbai:

- Compulsory Courses = 4 credits per course
- Core/Special Courses = 3 credits per course
- Applied Components = 3 credits per course
- Foundation Courses = 2 credits per course
- Skill Courses = 2 credits per course
- ⇒ The total credit value shall be 120 credits for all UG programmes across the faculties.
- ⇒ The total credit value shall be 80 credits for PG programmes under the faculty of Arts & Commerce and 96 credits in case of faculty of Science.

## ALLOCATION OF TIME PER CREDIT

The time duration per credit is divided into two parts:

1. Approximately fifty percent of the time will be spent on class room instructions including practical as prescribed by the University.
2. Rest of the time spent for assignments, projects, journal writing, case studies, library work, industrial visits, attending seminars / workshops, preparations for examinations etc. will be considered as notional hours.

## METHOD TO CARRY FORWARD THE MARKS

- ⇒ A learners who PASSES in the Internal Assessment but FAILS in the Semester End Examination of the Course shall reappear for the Semester End Examination of that Course. However, his/her marks of the Internal assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing of the complete course.
- ⇒ A learners who FAILS in the Internal Assessment but PASSES in the Semester End Examination of the course shall submit and reappear for the Internal assessment in the form of projects for that course. However, his/her marks of the Semester End Examination shall

be carried over and he/she shall be entitled for grade obtained by him/her on qualifying the course.

⇒ The Evaluation for students who fails in Internal Assessment will consist of one project of 40 marks which will be divided into 20 marks for the documentation of the project given by the concerned teachers on the curriculum, 10 marks each for the presentation and for the viva.

### **ATKT (ALLOWED TO KEEP TERM)**

⇒ AMENDED R.8438

### **Eligibility for Admission to all the Under Graduate Programs (aided and Non-aided) in the faculties of Arts, Science and Commerce under Credit Based Semester and Grading System**

- i) Eligibility criteria for a learner, to be admitted in Semester V(Third year) of UG programs (aided and non-aided) in Faculties of Art and Commerce is amended as follows,
  - a) Shall have passed Semester I, II, III and IV in full **OR**
  - b) Shall have passed Semester I and II in full and secured ATKT in the Second year by failing in not more than Two Courses in each of Semester III and Semester IV **OR**
  - c) Shall have Secured ATKT in First Year by failing in not more than Two Courses in each of Semester 1 and Semester II and have passed Semester III and Semester IV in full.
- ii) Eligibility for admission to Semester V (Third year) of UG programs (aided and non-aided) in Faculty of Science is amended as follows:
  - ▶ Learner shall have passed Semester I, II, III and IV in full. **OR**
  - ▶ Learner shall have passed Semester I and Semester II in full and secured ATKT in Second Year by failing in
    - For programs with 900 and above marks in not more than Three Courses in each of Semester III and IV.
    - For programs with less than 900 marks in not more than Three Courses with not more than total 200 marks in each of Semester III & IV.

**OR**

► Learner shall have passed Semester III and Semester IV in full and secured ATKT in First Year by failing in,

- For programs with 900 and above marks in not more than Three Courses in each of Semester I and II.
- For programs with less than 900 marks in not more than Three Courses with not more than total 200 marks in each of Semester I & II.

⇒ **AMENDED R.8439**

Additional Examination for Semester I and Semester II be held after the conduct of Semester II Examination in March/April every year and Additional Examination for Semester III and Semester IV be held after the conduct of Semester IV Examination in March/April every year. However, Additional Examination for Semester II and Semester IV be held after 20 days and before 40 days from the date of declaration of result of the respective Semester End Examination.

**MODIFIED ATKT RULES FOR SCIENCE**

- i) A learner shall be allowed to keep term for Semester II irrespective of grades obtained in each course of Semester I.
- ii) A learner shall be allowed to keep term for Semester III if he/she passes (grade 'E' or above in each course) each of Semester I and Semester II.

**OR**

He/she fails in not more than three courses, in each of Semester I and Semester II. (For all subjects, carrying 900 or more marks.)

He/she fails more than three courses with not more than total 200 marks, in each of Semester I and Semester II. (For all subjects carrying less than 900 marks.)

- iii) A learner shall be allowed to keep term for Semester IV Irrespective of grades obtained in each course of Semester III.
- iv) A learner shall be allowed to keep term for Semester V if he/she passes Semester 1, Semester II, Semester III and Semester IV.

**OR**

He/she has passed Semester I and Semester II and fails in not more than three courses in each of Semester III and Semester IV. (For all subjects, carrying 900 or more marks.)

He/she passed Semester I and Semester II and fails in not more than three courses with not more than total 200 marks, in each of Semester III and Semester IV. (For all subjects, carrying less than 900 marks.)

v) A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each course of Semester V.

vi) The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

### **WHAT IS GRADING?**

- ▶ The word Graduate is derived from the Latin word 'gradus'.
- ▶ 'Gradus' means 'Grade'
- ▶ It is a method of declaring the result of the learner's performance by means of evaluation.
- ▶ It involves the set of alphabets which clearly define, designated and understood by all the stakeholders..
- ▶ Properly introduced grading system is not only provide for the "Comparison" of the learners but it estimates the "quality" of the learner's performance.

### **THE TEN (10) POINT GRADING SYSTEM**

Grades	Marks	Grade points
0	80 & above	10
A+	70 – 79.99	9
A	60 – 69.99	8
B+	55 – 59.99	7
B	50 – 54.99	6
C	45 – 49.99	5
D	40 – 44.99	4
F	Less than 40	0

## CONVERSION OF MARKS TO GRADES ANDR CALCULATIONS OF GPA

Abbreviations and Formulas used:

- ▶ G: Grade
- ▶ GP : Grade Points
- ▶ C: Credits
- ▶ CP: Credit Points
- ▶ CG: Credit x Grades (Product of Credits & Grades)
- ▶  $\sum CG$ : Sum of Product of Credits & Grades points
- ▶  $\sum C$ : Sum of Credits points
- ▶  $GPA = \frac{\sum CG}{\sum C}$
- ▶ SGPA: Semester Grade Point Average shall be calculated for individual semesters. (It is also designated as GPA)
- ▶ CGPA: Cumulative Grade Point Average shall be calculated for the entire course by taking all semesters taken together.

### GRADE CARDS

- ▶ The result gazette and the format of the Grade Cards for the semesters conducted by colleges on behalf of the university will be uniform for all the Colleges/Institutions.
- ▶ The Grade Cards will be printed along with the marks shown for all the concerned courses in the programme.
- ▶ The Grade Cards will be issued to the learners who will qualify all the courses with Credit Earned and the remark as 'PASSES'
- ▶ The SGPA will be calculated only for the learners who will qualify in all the courses and accordingly the Grade will be awarded to them.

- In case a learner/s is not qualified in a particular course/s of a programme, he/she shall be allowed to accumulate the credits of qualified courses only of the said programme and the Grade Card will be issued with 'Credit Accumulate' and the remark as 'FAIL'.

## **Examination Committee**

### **Management of The Committee**

Committee consists of the Chief Conductor, Incharge and six faculty members. Examination Clerk, understudy, Peons

#### Committee Members

1. Principal Dr. Somnath Vibhute - Chief Conductor
2. Prof. Hyacintha Andrades - Incharge
3. Prof. Sebastian Rebello - Member
4. Dr. [Gunwant Gadbade](#) - Member
5. Dr. Sangita Dubey - Member
6. Dr. Gatting Koli - Member
7. Prof [Brandan Dsilva](#) - Member
8. Mrs. Racheal Vaz - Understudy
9. Mr. Jonas Vasaikar - Understudy

### **Chief Conductor**

- 1) The Principal of the college who is the Chief Controller of Examination will appoint the examination Committee for all Under Graduate and Post Graduate programs of the college. This committee will comprise a minimum of three senior teachers and a maximum of ten, representing different departments. The tenure of this committee will be three years.
- 2) The principal will appoint the examination in charge for conducting the exams. This Committee will be responsible for the smooth and fair conduct of examinations and evaluation in the college. The Committee will work in close coordination with the Chief Controller of Examinations.



- 3) The Chief Controller authorises the Department heads to make arrangements for evaluating the Papers and submit the results to result committee.
- 4) The Chief Controller of examination constitute a result committee in the leadership of Vice-Principal.
- 5) The Chief conductor of examination will form an unfair means committee to examine and take decisions of unfair means practices.
- 6) The principal of the college will be the Chief Conductor of the Examination centre. However, he/she should not leave the examination centre without prior intimation to the University authority in writing; he/she may appoint senior most teachers as Chief Conductor, if he is occupied on other important work or on medical ground (Circular No. Exam/Um/1331/ 2005, dated 14th January, 2005) for a specific dates / period.

#### **Duties of Examination in Charge**

- a) In consultation with the principal, the Examination In-Charge publishes the examination timetable at least two months prior to the beginning of the examination.
- b) The Examination In-Charge publishes the dates of the examination and hands them over to the Registrar of the College. The Registrar, in consultation with the Chief Controller of Examination, finalizes the schedule for the payment of fees in the case of ATKT examinations.
- c) The Examination In-Charge publishes the examination schedule on the College Notice Board and the College website.
- d) The Registrar instructs the Junior Clerk in charge of the examination to assist students in filling the ATKT forms.
- e) The office collects the ATKT examination forms along with the fees, and the details are handed over to the Examination In-Charge.
- f) The In-Charge, with the help of the Examination Committee, prepares a seating arrangement for the examinees.

g) The In-Charge, in consultation with the Chief Examination Controller, appoints Junior Supervisors.

h) The In-Charge, based on the instructions from the University of Mumbai to Junior Supervisors, and in consultation with the Chief Examination Controller, hands over the instructions and appointment letters to the invigilators (Junior Supervisors).

i) The Examination Committee members are appointed as Senior Supervisors.

j) The In-Charge guides and supervises the activities of the Examination Committee.

k) The In-Charge is responsible for answering queries raised by the examinees.

l) The In-Charge hands over all documents related to unfair practices, student identities, Junior Supervisor statements, etc., to the Unfair Means Committee for further action.

#### **Duties of the examination Committee members**

- The examination committee members are responsible, along with the Chief Controller of Examination and In-Charge, for the smooth conduct of the examination.
- They support the In-Charge in preparing the examination timetable and Junior Supervisor chart.
- They check and collect the examination answer books from the Junior Supervisors.
- They conduct regular and frequent rounds to assist the Junior Supervisors.
- They function as Senior Supervisors.
- They relieve Junior Supervisors if required.
- They supervise the distribution of answer books, tags, pins, etc.
- They check and assist the supervisors in filling out the Junior Supervisor reports, clarify any doubts raised by students, and contact and inform paper setters regarding any mistakes.
- The senior supervisor should arrange for the search of wash-rooms/ toilets and ensure that no reading material/ books/ notes etc. are kept there. S/he should remove any such material found thereof.

- The senior supervisor can exclude a candidate from the examination hall, on his/ her being satisfied that the candidate is suffering from any infection/ contagious disease. Alternative arrangement can be made to allow such candidates to sit in a separate classroom under supervision.
- The answer books and supplementary sheets should be brought back to the Examination cell within ten minutes after the closure of the examination by inserting them in the envelope provided for the purpose. The same should be handed over to the senior supervisor concerned. Any delay in doing so should be explained to the senior supervisor. The senior supervisor should make necessary inquiry with the junior supervisor asking him/ her the reasons for the delay in the submission of the answer books.

#### **Duties of room junior supervisor**

The role of the examination room junior supervisor is of utmost importance for the successful conduct of the examination. The junior supervisor should follow the undermentioned instructions/ procedures meticulously during the conduct of the examinations:

- (i) They should ensure that bags and other personal belongings of the candidates are deposited in the designated area, usually near the examination room junior supervisor's table.
- (ii) Before the start of the examination, the junior supervisor should ensure that all the candidates are seated as per the seating plan. S/he should make an announcement to that effect.
- (iii) The junior supervisor should distribute the answer-books first and then the question papers in the examination room.
- (iv) The junior supervisor should not sign the answer books beforehand. S/he should sign the answer book only after affixing bar-code label on the answer book and confirming that the candidate has not written name/ roll number / Exam seat number on the first page of the answer book

- (v) After fifteen minutes from the commencement of the examination, the junior supervisor will go to the desk of each candidate for signing his/her answer-book and for verifying the identity of the candidate.
- (vi) The supervisors should note that the SAP Number of the candidate has been printed on the identity card, with which s/he should verify the candidate's eligibility.
- (vii) The junior supervisor will carry the 'Attendance Sheet' or 'Bar Code Labels Sheet' with him/ her when s/he is undertaking the task of signing the answer books.
- (viii) The junior supervisor should verify the identity card /hall ticket of the candidate for photograph and details such as program / roll number etc.
- (ix) In case of absent candidates, the supervisor should specifically write the word 'Absent' against the respective candidate's name in the 'Attendance Sheet'.
- (x) The examination junior supervisor should sign underneath the said 'Attendance Sheet' only after all the candidates present have signed. The details required such as the number of candidates present, absent, etc. should be properly filled in, page-wise and the aggregate at the end. The junior supervisor should also fill the required details in the junior supervisor's report provided to him/ her.
- (xi) After the examination is over, the junior supervisor will collect all the answer-books, count them and match the count with the count as per the learner attendance data and hand over the same to the senior supervisor.
- (xii) The senior supervisor with the help of the other examination staff must match the total number of answerbooks with the total numbers in the attendance sheet.
- (xiii) If a candidate feels that there is an anomaly in the question paper, the Examination in charge should be informed of the same immediately via the senior supervisor, in order to attend to the query, as per process, and in case of any rectification, the examination in charge should ensure that the respective candidates sitting for the examination should be given the information at the same time. The corrections should be informed to the Controller of Examination.
- (xiv) The junior supervisor should be vigilant and take rounds in the class room. They should not read newspapers/ other material/ use mobile phone/smart watch/

lap-top etc. during the examination so as to prevent the candidates from resorting to any unfair means.

- (xv) The junior supervisor should ensure that during the examination no candidate copies/ communicates with others/ helps others/ gets outside help. Such candidates should immediately be warned / action of usage of suspected unfair means in the examinations should be initiated.
- (xvi) College Identity Cards of all candidates should compulsorily be checked without any exception to verify the identity of the candidate. In the absence of an Identity card, an undertaking should be taken from the candidate and to be informed to the senior supervisor
- (xvii) If any candidate is away from the examination room for too long, there may be a possible leakage of answers and the junior supervisor should immediately report the matter to the senior supervisor. Only one candidate should be allowed to go out of examination room to the wash room at a time and that candidate should be escorted by examination staff/peon/security personnel.
- (xviii) A candidate can provisionally be allowed to write the examination even if his name does not appear in the Attendance Sheet (i.e. list of candidates who are eligible to appear at the examination). The junior supervisor should allow such candidates to appear for the examination, in consultation with the senior supervisor. A written application requesting the candidate allowing him/her to appear for the examination must be obtained from such candidate. S/he should also be informed that his/her result is liable to be withheld/ nullified till the time the College is satisfied about the genuineness of his/her candidature. The Examination in charge should report the names of such candidates to the Controller of Examination, for further action.
- (xix) The junior supervisors should allow all the candidates into the Examination Hall not more than twenty minutes before the actual time of the commencement of the examination or half an hour only after submitting the answer book.
- (xx) The junior supervisor will not allow a candidate who arrives late by 30 minutes or more, inside the Examination Hall, after the commencement of the examination. In exceptional case, which is beyond the control of the candidate in question, the Chief Controller of Examinations shall have the right to allow such a candidate

after considering the facts of the case. These eventualities will be handled on a case-to-case basis.

- (xxi) The junior supervisor should not allow candidates to leave the examination hall until an hour after the commencement of the examination or in the last 10 minutes of the examination
- (xxii) For candidates with physical disability/ learning disability etc. (as per Government Resolution), additional time will be allowed as per rules.
- (xxiii) In no other case will a candidate be given extra time for examination except where loss of time is caused to the candidate/s by an act of omission or commission on part of the examination supervisors/ officials of the College
- (xxiv) No candidate should be allowed to leave the examination hall unless s/he submits his/her answer book to the junior supervisor concerned.
- (xxv) Once the examination gets over, the junior supervisor shall ask all the candidates to stop writing the examination.
- (xxvi) The junior supervisor shall go to the desk of each candidate and collect his/ her answer book.
- (xxvii) At the time of collecting the answer books, the junior supervisor should verify whether any candidate has disclosed his/ her identity on the first page of the answer book. S/he should also check that the details filled in as regards the total no. of supplementary sheets (in addition to the main answer book) by the respective candidate, are filled correctly.
- (xxviii) The collected answer books should be counted and matched with the number of candidates taking the examination. (on the basis of the 'Attendance Sheet')
- (xxix) The junior supervisor concerned should not leave the examination room unless s/he has collected answer books of all the learners present in the examination as per the attendance sheet.
- (xxx) The answer books and supplementary sheets should be brought back to the Examination cell within ten minutes after the closure of the examination by inserting them in the envelope provided for the purpose. The same should be handed over to the senior supervisor concerned. Any delay in doing so should be explained to the senior supervisor. The senior supervisor should make necessary

inquiry with the junior supervisor asking him/ her the reasons for the delay in the submission of the answer books.

- (xxxi) The junior supervisor should ensure that no unused answer book or supplementary sheet is left behind in the examination hall.
- (xxxii) The answer books so received by the senior supervisor should once again be tallied with the count of answer books as per the attendance sheet. The said answer books should be re-packed for evaluation in the Central Assessment Programme

#### **Action for Lost answer sheets**

- 1) After the closure of the examination, the junior supervisor should immediately collect all the answer books and supplementary sheets, if any, from the candidates, as mentioned above.
- 2) In case of any mismatch between the number of signatures in the 'Attendance Sheet' and the total number of answer books collected, the junior supervisor should call the senior supervisor to the examination room and check the missing answer book once again with each and every candidate present and also elsewhere. If the answer book is found, then it should be sent to the senior supervisor along with a report.
- 3) If the answer book is not found even after thorough search, the matter should be reported by the junior supervisor in writing to the Examination in charge through the senior supervisor.
- 4) Further, the matter should be brought to the notice of the Controller of Examination and the Chief Conductor of Examinations by way of a written report detailing therein the exact sequence of events.
- 5) The loss of the answer book, should also be reported to Unfair Means Inquiry Committee.

#### **Actions on Unfair means by examinees**

- i. The junior / senior supervisor should take all steps to prevent the cases of unfair means and impersonation by the candidates. For the said purpose, the senior supervisor should

take rounds of the examination rooms and should be vigilant all the time during the examination.

- ii. S/he should instruct the junior supervisors to check the Identity Cards issued by the College to all the candidates, which bear the photograph of the candidate.
- iii. If any candidate does not have College Identity Card with him during the examination, then Library Card (which bears the photograph of the candidate) should be produced by the candidate.
- iv. In case of a candidate not being able to produce any of these cards, then an undertaking from the candidate should be obtained that s/he will produce the "College Identity Card" immediately after the closure of the examination or on the next examination day to the Examination in charge and that failure on part of the candidate to produce the same will render his/her examination result to be withheld/ cancelled.
- v. In case, impersonation is detected during the examination, and if the junior supervisor and senior supervisor are satisfied that there is a prima-facie case of impersonation, the senior supervisor will take further steps as per rules.
- vi. In case of suspected unfair means, the following procedure should be followed:
  - a. In case the junior supervisor detects suspected unfair means by any candidate during the examination, then the candidate shall be called upon to surrender to the junior supervisor, the related material found in his or her possession, if any, and his/her answer-book originally issued to him/ her.
  - b. Signature with date and time, of the concerned candidate shall be obtained on such confiscated material as well as on each written page of the answer book. The junior supervisor concerned and the senior supervisor shall also counter sign on all the relevant materials, documents and written pages of the answer book of the candidate. In case the candidate refuses to sign on the material so found on him/ her, a statement of the junior supervisor concerned along with that of the senior supervisor should be recorded.
  - c. The junior supervisor should prepare a detailed report on the sequence of events mentioning therein the date, time when the incident took place in the prescribed forms.
  - d. Such candidates should be issued a fresh answer book and be allowed to continue writing the examination. S/he should start attempting questions from



where alleged case of suspected unfair means was detected. The candidate need not start writing answers afresh in the new answer book.

- e. An undertaking should be obtained from such a candidate that s/he was be allowed to continue writing the examination under the provisions and rules of examination, and that the final decision of the College in the case shall be binding on him / her, in case the charges are proven.
- f. Statement of the candidate, his/ her undertaking in the prescribed form and statement of the junior supervisor concerned shall be recorded in writing by the senior supervisor in the prescribed format. If the candidate refuses to make his/her statement or to give an undertaking, the junior and senior supervisor concerned shall record the same accordingly, under their signatures. The aforesaid reports shall be sent to the Controller of Examination after the senior supervisor and the Examination in charge counter-signs the said reports.
- g. All the materials and the list of materials and the undertaking with the statement of the candidate and that of the junior supervisor and the answer-book/s (old and new) shall be forwarded by the Examination in charge, along with his/her report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected Unfair Means Case".
- h. In case of unfair means of oral type, the junior supervisor or authorized person concerned shall record the facts in writing and shall forward the same to the Controller of Examination.

#### **Scribes for Persons with disability**

- i. 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 should submit an application for the purpose along-with 'medical certificate' from a 'Registered Medical Practitioner' to that effect with rubber stamp of the Registered Medical Practitioner on the certificate.
- ii. Physically Challenged Learners: All India Institute of Rehabilitation of Physically Handicapped
- iii. The said medical certificate/s must be produced 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 along with the necessary documents to the examination office of the College. The scribe should be at least one class junior in academic qualification than the learner, if from the same stream.

- iv. Since the learner will be helped by a scribe, extra time of 20 minutes per hour will be allowed to such learners. For example, for an examination of two hours, 40 minutes extra time will be allowed.
- v. The Examination in charge, will resolve issues, if any, in this regard. S/he will be authorized to make/ accept any last-minute changes of the scribe under exigencies.
- vi. The said learner will be seated in a separate room under supervision.
- vii. The learners 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 Authorized Agencies at the time of admission to the respective programme, to avail the required facilities.

#### Instructions to the Examinees

- a) Learners must know their Roll Number and Seat Number.
- b) Learners who are eligible to write the semester end examination/re-examination should be present in the examination hall at least 10 minutes before the scheduled time of the commencement of the examination. Learners, who arrive at the examination hall 30 minutes or more after the scheduled time of the commencement of the examination, will not be permitted to appear for that examination.
- c) Learners are not permitted to leave the examination hall until one hour after the start of the session or in the last ten minutes of the session.
- d) Learners, who are not in their seats at the time notified, will as a rule, not be permitted to appear for the examination.
- e) Learners should ensure that all their bags and other personal belongings are deposited in the designated area usually near the junior supervisor's table, at their own risk. The College will not be responsible for the safety and security of the same.
- f) 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.

- g) Learners should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose, on the answer-book.
- h) Learners 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 not having the said identity card with them during the examination may be denied permission to appear for the examination.
- i) Every learner present must sign against his / her Learner number on the attendance sheet provided by the room supervisor.
- j) Learners should specifically go through the instructions given on the top of the question paper and on the first page of the answer book. They are of utmost importance.
- k) On the first page of the answer book, the learners should write only the name of the program, semester details and course for which the examination is being held and 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 act of unfair means and will be processed as per rules.
- l) **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:**
  - a. If a learner has any query as regards 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.
  - b. Learners 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 adoption of unfair means by the learner/s concerned and strict action will be taken against them. The junior supervisors/ authorized persons are authorized to frisk the learners.
- c. 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.
- d. Learners should not write his/her name, Roll Number, Seat Number 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 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 attempt to reveal identity, and will be treated as an act of adoption of unfair means.
- e. 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.
- f. Learners should neither tear any sheet/s from the answer-book provided nor attach unauthorized 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 candidate/s.
- g. Learners should not write anything on the question-paper.
- h. Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited. If learners want anything, they should approach the junior supervisor without disturbing the other learners.

However, they should not leave the examination hall on any account, without surrendering his/her answer book.

- i. Learners will not be allowed to leave the examination hall during the examination and particularly so in 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.
- j. 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.
- k. Learners 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.

**RULES AND PROCEDURES REGARDING UNFAIR MEANS RESORTED TO BY THE LEARNERS  
OR ANY OTHER PERSON CONNECTED WITH THE CONDUCT OF EXAMINATIONS**

***XIII. a) UNFAIR MEANS RESORTED TO BY THE LEARNERS / PERSONS INVOLVED IN THE  
EXAMINATION RELATED ACTIVITIES***

1. 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 involved in the adoption of unfair means or breach of the rules in accordance with the penalties mentioned in the table, Appendix A.
2. Competent Authority The Principal of the College shall be the competent authority to take appropriate disciplinary action against the learners using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College.
3. 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-learner and learner registered as candidate (examinee) for any of the degree, diploma or certificate examination.

(b) "Unfair means" includes one or more of the following acts or omissions on part of learner/s during the examination period:

- a. Possessing unfair means material and/ or copying there from
- b. Possession of any form of electronic devices in the Examination hall
- c. Transcribing any unauthorized 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. Unauthorized 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 answerbooks as copying material.
- h. Smuggling in blank or written answerbook and forging signature of the Junior Supervisor thereon.
- i. Interfering with or counterfeiting of College seal, or answerbooks or office stationery used in the examinations.
- j. Insertion of currency notes in the answerbook or attempting to bribe any of the persons connected with conduct of examinations or making a request to the examiner in the answerbook.
- k. Impersonation at the College examination.
- l. Revealing identity in any form in the answer written or in any other part of the answerbook by the learner at the College examination.
- m. 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 unauthorized 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 been 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 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 Examination & Evaluation Committee (EEC), where the concerned examination is being conducted.

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

5. The EEC Convenor/ Co-convenor of the College shall, in the case of unfair means, follow the procedure as under:

(i) The learner shall be called upon to surrender to the EEC Convenor/ Co-convenor, the unfair means material found in his or her possession, if any, and his/her answer-book.

(ii) 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 EEC 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.

(iii) 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 EEC 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 EEC Convenor/ Co-convenor shall record the series of events accordingly under their signatures.

(iv) In accordance with the report of the EEC Convenor/Jt. Convenor, the Chief Controller of Examination of the College shall take one or more of the following decisions depending upon seriousness/gravity of the case:

a. In the case of impersonation or violence, expel the concerned learner from the examination and 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 Maharashtra Act No. XXXI 1982, an Act to provide for preventing mal-practices at College, University, Board and other specified examinations.

d. Confiscate his/her answer-book, mark it as "suspected unfair means case" and issue him/her fresh answer-book duly marked.

i. 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".

ii. 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 Examination in Charge

6. 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".

7. Case of unfair means having prima-facie evidence, as reported by the Examination in charge or any other source shall be inquired into by the Unfair Means Inquiry Committee appointed by the Principal.

8. 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.

9. Appointment of Unfair Means Inquiry Committee

i. For the purpose of investigating unfair means resorted to by learners at the college examination, the Principal shall appoint a committee constituted as follows:

a) Vice Principal - for a tenure of three years(Chairperson)

b) Three senior teachers (other than the Vice Principals)

c) One Evaluation Expert to be nominated by the Governing Body, for a tenure of three years.

d) The Controller of Examinations shall be the Presenting officer of the said committee.

(i) 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 his office.

(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 been given to the implicated learner concerned in his/ her defence and that the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

10. Procedure of the Committee should be as under:

i. The Controller of Examinations shall inform the learner concerned in writing of the act of unfair means alleged to have been committed by him/ her, 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 not be imposed.

ii. The learner may 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. The learner himself/ herself only shall present his/her case before the Committee.

iii. 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.

iv. 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.

v. The Committee should follow the above procedure in the spirit of the principle of natural justice.

vi. 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. Even after offering two chances if the learner concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence / documents, which shall be binding on the learner concerned.

vii. The Committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted or otherwise.

11. 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, 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**

<b>Sr. No.</b>	<b>Nature of Unfair Means adopted</b>	<b>Quantum of punishment</b>
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.) Exclusion of the learner from the College Examinations concerned for one subsequent examination
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 from the College Examinations concerned for one subsequent examination * (BOTH THE LEARNERS)
4	Possession of another learner's answer book or supplementary sheet and actual evidence copying from that	Exclusion of both the learners from the College Examination concerned for two subsequent examinations * (BOTH THE LEARNERS)
5	Mutual/ Mass copying	Exclusion of all the learners from the College Examinations concerned for two subsequent examinations
6	*Smuggling of answer books in or out as copying material	Exclusion of the learner from the College Examinations concerned for two subsequent examinations
7	Smuggling in of 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	Answerbook 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 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 if the impersonator is a college learner)
15	Revealing the identity of the candidate 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.
17	Making an appeal to the examiner/ any person connected with the conduct of	Annulment of the performance of the learner at the College Examination in full.

	examination by using any mode of communication	
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.

Note :

- 1) The term "Annulment of Performance in full" includes performance of the learner at the theory examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used thereat.
- 2) The term "Additional Examination" means, the immediate subsequent examination / re-examination scheduled by the college.
- 3) 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.
- 4) Enhanced punishment can be imposed on such learners. This enhanced punishment may extend to double the punishment provided for the offence, that was committed at the second or subsequent examination.
- 5) Practical/Dissertation/Project Report Examination: Learner involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

***XIII) b) MALPRACTICES USED OR LAPSES COMMITTED BY ANY PAPER-SETTERS; EXAMINERS, MODERATORS, REFEREES, TEACHERS OR ANY OTHER PERSONS CONNECTED WITH THE CONDUCT OF EXAMINATION***

- (I) **Competent Authority:** The Principal 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 University.

**(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 learner in assessment of answer-books, dissertation 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, Serial Number of 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 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**

- i. 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.
- ii. 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.
- iii. 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.

- iv. 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.
- v. Reasonable opportunity, including oral hearing, shall be given to the person concerned in his/her defense before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- vi. The Committee should follow the above procedure in the spirit of principle of natural justice.
- vii. If the person concerned fails to appear before the Committee on the day, time and place fixed for the meeting, he/she 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 take decision in his/ her case in his/ her absentia on the basis of whatever evidences/documents which are available before it and the same shall be binding on the implicated person concerned.
- viii. 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 benefit of doubt, issuing warning or exonerating him/ her from the charge/s and shall impose anyone 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 deems 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, 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 fact-finding report of the Investigating Committee, as well as the documents relied upon (if not strictly confidential), pertaining to 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.
- 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.

Sr. No.	Nature of Malpractice/ Lapses	Punishment
1	Paper-setter found responsible for leakage of the question paper set in the College	Disqualification from any examination work +

	examination/s whether intentionally or due to negligence before the time of examination.	disciplinary action by 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/by laws by the authorities concerned
3	Favouring of a learner (examinee) by examiner, moderator, referee in assessment of answer-books/dissertation/project report/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 authorities concerned as per the rules applicable
4	Examiner, moderator, referee intentionally/ negligently not assigning the learner in 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 authorities concerned as per the rules applicable
5	Paper-setter omitting question at the time of finalization of question paper set at the examination or repeating the Serial Number of question while writing	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 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 or opening the packet of question paper before prescribed time)	As decided by the authorities of the College
10	Junior Supervisor helping learner/s in copying answers while in the examination hall or showing negligence in reporting	Disqualification from any examination work for a period of three years + disciplinary action by concerned authorities as per the cases of copying answers by learners when on supervision duty. 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 provision 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 Disciplinary procedure of the College. Severe penalty shall be imposed on the learners who are found to be involved in the adoption of unfair means in the examinations.

The above mentioned rules and regulations are subject to change from time to time as per decision of competent authorities of the College

### Undertaking for not possessing Identity Card

To,

The Controller of Examinations

St. Gonsalo Garcia College of Arts & Commerce

Vasai

Sub: Undertaking for not possessing Identity Card

Sir/Madam, I, \_\_\_\_\_ learner of \_\_\_\_\_ (programme) of Semester \_\_\_\_\_, hereby state that I have not brought my Identity card today. I, hereby request you to allow me to appear for today's examination. I, promise you that I shall be producing my Identity card during my next examination scheduled on \_\_\_\_\_. I, hereby undertake that if I am unable to produce the same on the above mentioned date, I may not be allowed to appear for the examination and my appearance at this examination shall be nullified.

Name & Signature of the candidate \_\_\_\_\_

Seat No.: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Date: \_\_\_\_\_

### Malpractice by the Learner

GGC/EXAM//20\_\_ Date: \_\_\_\_\_

To, Dr./Ms./Mr. \_\_\_\_\_

Dear Sir/Madam,

We have received the report that the learner was found with a Mobile phone/Smart watch/ printed pages/ book/ writing pad/ calculator/ other material during the examination of the course \_\_\_\_\_ for the program \_\_\_\_\_.

The confiscated material, as mentioned above, along with answer book of the learner and the question paper of the related course is enclosed for your reference.

Kindly let us know whether:

1. The said material contains the copying material related to the course of the examination.
2. The learner has similarity in answers with that in the said material in his/her answer book.

\_\_\_\_\_ Controller of Examination

COMMENTS BY THE FACULTY AS REGARDS ABOVE POINTS:

- a. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. \_\_\_\_\_

Signature of the faculty with date



**Report of Adoption of Unfair Means to be filled by Jr. / Sr. Supervisor / Examination & Committee in Charge**

Block No. \_\_\_\_\_ Programme: \_\_\_\_\_ Course: \_\_\_\_\_  
Date & Time of Exam: \_\_\_\_\_

To

The Controller of Examinations  
St. Gonsalo Garcia College of Arts & Commerce  
Vasai

Sir/Madam,

I, the undersigned Junior Supervisor, appointed in the above mentioned room, at the (Regular/ATKT) Semester \_\_\_\_\_ Examination held for the course \_\_\_\_\_, under the Programme \_\_\_\_\_ for the, am hereby making a report against the learner, Shri. /Kum. \_\_\_\_\_ Seat No. \_\_\_\_\_ Roll No. \_\_\_\_\_ as follows: (Fill appropriate blanks and put a '--' in the place which is not relevant. Add additional sheet/s if required)

1.\*Material found: \_\_\_\_\_

What time was it found? \_\_\_\_\_

\*Where was it found? (Exact location to be reported): \_\_\_\_\_

\_\_\_\_\_  
\*Was the learner found copying from the material in his/her possession?

\_\_\_\_\_  
\*Was the learner only in possession of the material but not found copying from it?

\_\_\_\_\_  
(In case of mobile phone, smart watch, please mention the make of the phone and whether it was in 'on or off' mode). (In case of chits, please mention the number of pages found, whether the chits were handwritten or printed and on one side or both the sides of the paper/s.) (In case the learner was found with some writing on his/her body part, mention the details in point number 3 below)

2. \*Was the learner talking during the examination? \_\_\_\_\_ Name and Learner Number of the other learner with whom s/he was talking to

\_\_\_\_\_

\*Was the learner found copying from the other learner:

\_\_\_\_\_

\_\_\_\_\_

3. Any other matter to report:

\_\_\_\_\_

\_\_\_\_\_

Yours faithfully,

Junior Supervisor

Name of the Junior Supervisor: \_\_\_\_\_

Mobile number \_\_\_\_\_

Address of the Junior Supervisor:

\_\_\_\_\_

\_\_\_\_\_

Senior Supervisor

Name of the Senior Supervisor: \_\_\_\_\_

Mobile number \_\_\_\_\_

On the basis of the report made by the Junior Supervisor, I am of the opinion that there is a prima facie case of Unfair Means resorted to, by the aforesaid learner-

Name \_\_\_\_\_ Seat Number \_\_\_\_\_, Roll Number \_\_\_\_\_, and

therefore, the case is being forwarded for further investigation.

Signature of Examination in Charge

Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Forwarded to the Controller of Examinations)

**Statement of the Learner who is alleged to have used Unfair Means at the College  
Examination**

Name of the Learner: \_\_\_\_\_ Seat No. \_\_\_\_\_

Roll Number \_\_\_\_\_ Address of the Learner:

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Telephone Number/ Mobile Number \_\_\_\_\_

Programme \_\_\_\_\_ Semester \_\_\_\_\_ Academic

Year \_\_\_\_\_ Course Name: \_\_\_\_\_

To

The Controller of Examinations

St. Gonsalo Garcia College of Arts & Commerce

Vasai

Sir/ Madam,

I have appeared for the above examination held on (date) \_\_\_\_\_ for

Regular/ATKT (strike off which is not applicable) examination, in \_\_\_\_\_

(Room Number), in the Morning / Evening Session. I give below my statement:

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Place: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_

Signature of the Learner

**FORM OF UNDERTAKING**

Full Name of the Learner: \_\_\_\_\_

Permanent / Local Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number / Mobile Number \_\_\_\_\_

To

The Controller of Examinations

St. Gonsalo Garcia College of Arts & Commerce

Vasai

Sir / Madam,

I, the undersigned, learner of \_\_\_\_\_ (Program Name and Semester), appearing for \_\_\_\_\_ (Regular/ATKT) Examination do hereby state, on solemn affirmation as under:

I understand that I am involved in respect of alleged use of Unfair Means in the Examination hall and therefore, a case against me is being reported to the College. That inspite of the registration of a case of Unfair Means against me, I request the College authorities to allow me to appear in the examination of the present course and the examination to be conducted subsequently and / or at the College Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional, and course to the decision of the College Authorities in the matter of disposal of the case of alleged use of unfair means referred to above.

I also hereby agree that in the event of myself being guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally, consequent upon my special request, is liable to be treated null and void.

In witness whereof, I set my hand to this undertaking.

Signature of the Learner Before me (with date) \_\_\_\_\_

The Examination In-Charge and Rubber Stamp of the College

## Appointment of scribe

To

The Controller of Examinations  
St. Gonsalo Garcia College of Arts & Commerce  
Vasai

Dear Sir/Madam,

Re: Appointment of scribe

I request you to approve the appointment of the following person as scribe as per the details given below. The required medical certificate is enclosed for your ready reference.

Details of the candidate:

- Name of the candidate:

- Seat Number:

Roll Number:

- Programme/ Semester

- Course/s for which scribe is required

- Date of the Examination Details of the Scribe:

- Name of the scribe:

- Educational Qualification (with proof):

- Address and contact number

Signature of the Candidate:

Date:

Place:

### Moderation Feedback

PROGRAM NAME: \_\_\_\_\_ EXAM MONTH & YEAR: \_\_\_\_\_

SEMESTER: \_\_\_\_\_

COURSE: \_\_\_\_\_

SEMESTER END / ADDITIONAL OR ATKT EXAM: \_\_\_\_\_

NUMBER OF ANSWER BOOKS MODERATED: \_\_\_\_\_

- a. Any major discrepancy in the evaluation of answer books:
- b. Comments on the performance of the examiner who has assessed the answer books:
- c. Comments on the performance of the learners in general:
- d. Observed unevaluated answers / totaling mistakes if any by the examiner. (Cases to be specifically reported)
- e. Any other lapse/s observed in respect of evaluation during the moderation. (Cases to be specifically reported)

Signature with Date: \_\_\_\_\_

Name of the Moderator: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Alternative contact Number: \_\_\_\_\_

E-mail ID \_\_\_\_\_ PAN Number \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_

College/Institute/ Name: \_\_\_\_\_