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## **Examination Manual 2024-25**

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### **Introduction:**

Priyadarshini J. L. College of Pharmacy, Nagpur has been conferred and granted autonomous status vide Notification No. RTMNU/CDS/2024/7356 dated 06/09/2024 of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. The Institute has already constituted the Academic Council which has been conferred with powers and duties, one of which is regulating the guidelines for conduction of examination to evaluate the performance of the students.

The institution is accredited with Grade A+ by NAAC in 2023 imparting technical education through undergraduate and four postgraduate courses leading to the award of B. Pharmacy and M. Pharmacy degree.

The Institute is a recognized research center for Ph.D. in Pharmaceutical Sciences encouraging for research and development and has a strong faculty pool with Ph.D.

### **VISION:**

Committed to High Quality Education, Training & Research in Pharmaceutical Sciences.

### **MISSION:**

The faculty of Pharmacy is an institution that will create an educational environment that facilitates the integration of pharmacy scholars in the area of practice, research and service to effect optimal health for individuals, community & the advancement of the profession of pharmacy.

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### Abbreviations

- “Autonomous Institution / College” means an institution / college designated as autonomous institution / college by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
- “Academic Autonomy” means freedom to a college in all aspects of conducting its academic programs, granted by University for promoting excellence
- “AC” means Academic Council
- “ATKT” means Allowed To Keep Terms
- “GB” means Governing Body
- “BOS” means Board of Studies
- “CE” means Continuous Evaluation
- “CGPA” means Cumulative Grade Point Average
- “CoE” means Controller of Examinations
- “Commission” or “UGC” means University Grants Commission
- “Course” or “Subject” means a theory / practical / other item mentioned in the Scheme of Examination, identified by the number and/or title
- “DAC” means Disciplinary Action Committee
- “ACoE” means Assistant Controller of Examinations
- “DTE” means Directorate of Technical Education, Maharashtra
- “EC” means Examination Cell.
- “ESE” means End Semester Examination
- “GPAT” means Graduate Pharmacy Aptitude Test
- “Government” means Government of Maharashtra
- “Institution” or “College” or “PJLCP” means Priyadarshini J. L. College of Pharmacy, Nagpur unless indicated otherwise by the context.
- “MSBTE” means the Maharashtra State Board of Technical Education
- “MC” means Moderation Committee
- “SGPA” means Semester Grade Point Average
- “SOE” means Scheme of Examination.
- “RTMNU” or “University” means Rashtrasant Tukadoji Maharaj Nagpur University
- “TC” means Tabulation Committee.
- “Undergraduate” or “UG” Program means Bachelor of Technology (B. Tech.) degree program
- “UMIC” means Unfair means Investigation Committee.
- “VS” means Vigilance Squad.  
Please be noted that where the words “he” “him” “his” occur they also mean “she” “her” and “hers”.

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**EX-1.2 List of committees and sub-committees:**

1. Examination Cell (EX-2)
2. Disciplinary Action Committee (EX-15)
3. Grievance Redressal Committee (EX-16)
4. Vigilance Squad (EX-27)
5. Unfair means Investigation Committee (EX-28)
6. Tabulation Committee (EX-46)
7. Grade Review Committee (EX-48)

The tenure of these committees shall be of three years and the members will be eligible for re-nomination.

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### **Ex-2 Examination Committee (EC):**

The Examination Committee shall be the supreme authority for conducting examination and making policy decisions regarding organizing and holding examinations, improving system of examination, appointing paper setters, examiners, valuers, moderators and also prepare schedule of dates of holding examinations and declaration of the results. The Examination Committee shall also observe and regulate conduct of examination in the Institution. The Examination Committee shall deal with all the matters in relation to examination and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations. The procedure to be followed by the Examination Committee in their deliberation shall be such as may be prescribed.

The system of examination in each course in each semester will be decided from time to time and will be given in the Scheme of Examinations of the program.

The Examination Cell (EC) shall consist of the following members.

1	Chief Controller of Examinations of the Institution	01	Principal
2	Four teachers of Institution, with minimum ten years of teaching experience, nominated by the Director/ Principal By rotation	04	Members
3	Controller of Examinations of the Institution	01	Member Secretary

### **EX 3 Power and duties of Examination Committee:**

The Examination Committee shall

- 3.1 Ensure proper organization of examinations and tests including moderation, tabulation and declaration of results.
- 3.2 Constitute a subcommittee for appointing Paper Setters/Moderators/Valuers and Examiners from amongst the persons included in the panels prepared by the Boards of Studies.
- 3.3 Undertake exercise/experiments in examination reform.
- 3.4 Exercise such other powers in relation to examinations as may be assigned to it by or under the Act.
- 3.5 In case of any emergency requiring any action to be taken immediately, the Chief COE of EC or any officer/person authorized by him/her in that behalf, shall take such action as he/she thinks fit and necessary and shall report these actions to the EC at its next meeting for clarification of actions taken by him/her.
- 3.6 Take disciplinary action for malpractices and lapses on the part of candidates, papers setters, examiners, moderators, teachers, or any other persons connected with the conduct of examinations based on recommendations of statutory/non- statutory committees as it deems fit.

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- 3.7 Perform such duties and responsibilities which are assigned to it from time to time by the GB.
- 3.8 Arrange for strict vigilance during the conduct of the examinations to avoid use of unfair means by arranging the central facility for valuation of answer-books and create academic records and maintain the transparency in the entire valuation process.
- 3.9 Ensure the process of grade conversion, tabulation, moderation, moderation and review of results.
- 3.10 Prepare the financial estimates for incorporation in the budget of the institution and shall submit the same to the Finance Committee.
- 3.11 Meet at least twice during the academic year and at such other times as may be required. Two third members shall constitute a quorum. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such adjourned meeting.
- 3.12 Have the tenure of three years and the members will be eligible for re-nomination.
- 3.13 Prepare the rules & regulations of the examination.
- 3.14 Prepare & implement the policy to avoid the malpractices in the examination & system students, teachers, invigilators, supervisors, etc

#### **EX 4 Roles and Responsibilities of CoE:**

The Controller of Examinations (CoE) shall be the principal officer-in-charge for the conduct of evaluation and examinations of the Institution and declaration of their results. He / She shall discharge his functions under the superintendence, direction and guidance of the EC. He / She shall be a full-time salaried officer of the Institution and shall work directly under the direction and control of the Principal.

The CoE shall be the member-secretary of EC. He / She shall have the responsibilities to implement their decisions properly and promptly.

He / She shall

- 4.1 Keep and maintain the confidentiality of the examination & result system.
- 4.2 Organize the meeting of the EC and other Examination Committees,
- 4.3 Receive the requirements of answer books and other related requirement with examination and any other materials required for conducting the examination from the respective Chairpersons of Board of Studies and keep the record of the same.
- 4.4 List out the different nature of work regarding the conduction of Examinations (Theory / Practical) during the semester. Prepare and announce in advance the calendar of examination as per the academic calendar received from Principal
- 4.5 Issue appointment orders to paper setters/moderators/valuers/examiners and members of various committees constituted for smooth conduct of examinations.
- 4.6 Issue the appointment orders to paper setters/moderators/valuers/examiners in case of any emergency where immediate action is to be taken, as he deems fit and report such cases to EC at its next meeting.

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- 4.7** Prepare a yearly plan for the purchasing process for items like answer books, and related stationery as per the existing norms.
- 4.8** Procure the detailed information of eligible examiners (internal and external) for various courses from BOS and make it available to subcommittee constituted for appointments of the examiners for various courses/examinations and shall submit the recommendations to EC for the approval & to update the existing list of Examiners as per requirement.
- 4.9** Receive the “Examination Registration form” for ESE from the student’s section, to enroll the Examinees, & to distribute the examination Admit card to the eligible candidates through student section.
- 4.10** Ensure maintenance of all the machineries, equipment, Software, computerized systems related to all aspects of work of the office of CoE.
- 4.11** Ensure the standards, quality, utility & availability of all the documents (Blank grade sheets, certificate, other such important documents) & other consumable stationery.
- 4.12** Collect the sealed packet(s) of question paper from subject teacher & arrange the printing of each sealed packet randomly selected by the Principal. These sealed covers with seals intact shall then be sent to the printing press, along with work order.
- 4.13** Receive the sealed packets of each question paper in required number of copies as per work order and store in confidential section.
- 4.14** Prepare the Code Plan for answer books to be used for ESE.
- 4.15** Distribute the required stationery, examination, formats, question paper, answer sheets, blank mark sheets for evaluation, examiners certificates, remuneration bill form to the examiners. To collect the examination documents immediately after completion of work.
- 4.16** Collect intermediate mark sheets from course teachers and transfer the marks for processing of result.
- 4.17** Get the result moderated from the MC, to prepare the result sheets (gazette) and grade sheets.
- 4.18** After approval from the EC, arrange to declare the result, and displaying it on institutional Notice Board within prescribed time and to distribute the grade reports to the candidates through the Institutional office.
- 4.19** Receive the cases of misbehavior, malpractices, copy cases, grievance cases by the students and place before UMIC or DAC or GRC for further necessary action. The recommended action shall be place before EC for approval. He shall notify the decisions of EC.
- 4.20** Postpone or cancel examinations in part or in whole, in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil criminal proceedings against any person or group of persons alleged to have committed malpractice(s) with prior approval of EC.
- 4.21** Prepare the list of faculty and staff who refused or neglected the examination duties and place it before the EC.

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- 4.22** Maintain the list of teachers/persons who are debarred from examination work.
- 4.23** Report the cases to EC for disciplinary action wherever necessary against the candidates, paper setter, examiners, moderators, or any other person connected with examination and found guilty of malpractices in relation to the examination.
- 4.24** Maintain & store all the examination documents, confidential documents, important documents (along with hard copy & soft copy as a backup) & to store the soft copy of each result in the institutional custody.
- 4.25** Certify bills of remuneration to the faculty & staff related to the examination work as per the approved norms of the institute
- 4.26** Arrange for masking, valuation and demasking of all answer books for theory courses of ESE.
- 4.27** Ensure the Process of grade conversion, tabulation, moderation and review of results
- 4.28** Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, teachers, invigilators, supervisors etc.
- 4.29** Exercise such other duties as may be prescribed or assigned to him from time to time by the EC.
- 4.30** The Controller of Examinations shall look after the work of any of the ACoE till the appointment of ACoE is made

#### **EX- 5 Assistant Controller of Examinations:**

The Assistant Controller of Examinations will work under the Controller of Examinations (CoE) for pre-examination preparations and for post-examination preparations. ACoE shall maintain secrecy of the work related to them.

Assistant Controller of Examinations shall be responsible for pre-examination preparations.

He shall

- 5.1** Take out notifications as per academic calendar for In-Semester and End Semester examinations.
- 5.2** Call the panel of examiners from HEC (Academic matters).
  - 5.2.1** Organize meetings of various committees such as DAC, UMIC, GRC, Sub-committees for appointment of examiners and subject examination committee and shall take out necessary notification for the same. After the meetings he shall submit the details in prescribed format to CoE.
  - 5.2.2** Prepare the schedule for conduct of meetings for paper settings and moderation and shall send necessary letters to concern examiners as per the list of examiners submitted by Sub-committees of various Boards.
  - 5.2.3** Prepare time-table of theory and non-theory courses for ESE and shall take out necessary notification for the same.
  - 5.2.4** Receive internal marks and grades the courses.
  - 5.2.5** Be custodian of the written answer books and confidential documents
  - 5.2.6** Organize the work of Central Assessment Cell and processing of result and maintain the related records.

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- 5.2.7 Maintain security at CAC.
- 5.2.8 Get solution for all question papers from valuers nominated by chairman BoS. And provide the copy to valuers.
- 5.2.9 Organize meetings of scrutinizers and tabulation committee
- 5.2.10 He shall certify the TA/DA/remuneration/conveyance allowances etc. bills for payment to all concerned persons.
- 5.2.11 Prepare tentative result analysis to place it before MC for finalization of cutoff for regular examinations.
- 5.2.12 Reprocess the result as per finalized cutoffs and place before TC for further tabulation of result.
- 5.2.13 Submit all documents required for the result in final form with covering letter to CoE for placing it before MC.
- 5.2.14 Rectify and reprocess the results of withheld students as per recommendations of various committees. He shall forward the complaints/irregularities or lapse(s) on the part of the examiners, supervisor, etc. to the CoE.
- 5.2.15 Forward the discrepancies brought to the notice by the valuer(s) regarding any alleged use of unfair means to the CoE.
- 5.2.16 Submit detailed report of the work done at the CAC to the CoE.
- 5.2.17 Rectify and reprocess the results of grievance cases as per approved recommendations.

#### **EX 6 End Semester Examinations Organization:**

- 6.1 All the End Semester Examinations (ESE) shall be conducted as per the schedule given in the academic calendar by the college.
- 6.2 CoE can appoint a faculty-in-charge for making the arrangements for examinations. They shall, however, take the services of faculty and staff of their departments for conducting examination.
- 6.3 It shall be mandatory for the faculty and staff to accept the responsibility of examination work assigned by the CoE.
- 6.5 EC shall prepare the time table for holding the examination in the course as per the scheme of examination (SoE) and submit it to the CoE.
- 6.6 CoE shall display a copy of the Time Table on notice boards of their respective departments, a minimum of seven days before commencement of examinations.
- 6.7 A copy of Time Table shall also be circulated among the course teachers and other concerned staff members.
- 6.8 Seating arrangement for students during examinations shall be made for ESEs.
- 6.9 Faculty appointed shall collect the required documents from the CoE, the bundles of



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answer books before the commencement of examination.

### **EX 7 ESE QP Handling:**

- 7.1** The CoE shall appoint the paper setter for ESE, from among those teaching the course.
- 7.2** The appointed paper setter/teacher shall prepare the question papers for ESE of his/her respective course as per provisions laid down and described in Appendix and in format.
- 7.3** The MC shall finalize the question papers of ESEs with the help of senior teacher(s) and paper setter(s).
- 7.4** CoE shall constitute a Paper Printing Committee (PPC). CoE shall communicate the number of copies of question papers required for conduct of examination to the PPC.
- 7.5** The PPC shall make the required number of copies of the question papers at least three days before the commencement of examination and seal the copies in a envelopes stating the details on the envelopes
- 7.6** On the day of examination, the CoE shall inspect the seals on envelopes and sign on the front of sealed envelope. He/She shall also show the intactness of seals and obtain the signature of at least two more faculty members on the front of envelope.
- 7.7** The sealed packets of question papers will be then opened by CoE twenty minutes before the commencement of the examination.
- 7.8** The course teacher/ coordinator (paper setter) shall inspect the printed question paper and will ensure that there are no errors. If there are errors, the paper setter(s) will make the corrections on the printed questions papers and put his signature. The corrected copies of question papers shall be sent to different rooms for ready reference of invigilators and students.
- 7.9** The question papers will be distributed to rooms as per the seating plan, 15 minutes before the commencement of examination through member of Examination committee.
- 7.10** CoE shall take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination. He shall also send the relieving supervisors to various rooms/halls to relieve the invigilators for not more than 10 minutes at a time.
- 7.11** If any Examinees is not in position to write at all, or write as fluently as normal student, on account of physical disability or injury due to accident just before the examination and produces a medical certificate from the Civil Surgeon on this account, then a writer shall be allowed to such Examinees. Such a writer shall not be a student of any program of B. Pharm of the Institute or any other Technical Diploma or Degree course of other Institutes. The Examinees shall, however, apply in a prescribed to CoE asking for permission to allow for such a writer. CoE then, shall verify the medical certificate and give a permission letter to the Examinees for the writer after taking an undertaking from the writer in a prescribed. The Examinees shall produce the permission letter to the invigilator for examination of each course.
- 7.12** In case of physically disabled Examinees, who can write but at much slower speed as compared to normal student, he may be allowed to write for 15 to 30 minutes extra

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for all the courses, provided he seeks permission from CoE for extra writing time on account of his disability by producing a medical certificate from Civil Surgeon.

#### **EX 8 Invigilation in End Semester Examination:**

**8.1** Invigilator shall be appointed from the following person in order of preference in which they are named:

- a. Teachers of the Institution
- b. Training Instructors of Institution, and

**8.2** CoE shall appoint the required number of Invigilators as per the examination schedule, from among the faculty of respective Department. DFY, however, shall invite the faculty of all those departments who participate in the teaching at first year level.

**8.3** The examination duty is mandatory and can be waived only in case of extreme emergency only, with the prior approval of CoE.

**8.4** The course teacher, whose examination falls on a particular day, shall be one of the invigilators.

**8.5** On the day of examination, the invigilator will report to the college examination control room to collect the bundles of fresh answer books, at least 30 minutes before the commencement of examination.

**8.6** The invigilator shall fill the details in the format and sign the attendance sheet of examination duty in the college examination control room.

**8.7** He shall inspect the bundles of answer books with regard to the following:

- i. Each answer book will have a unique number and Seal of Examination Section.
- ii. The number of answer books in the bundle.
- iii. The answer book serial numbers are according to the range mentioned in Invigilator Diary.

**8.8** The invigilator shall then carry the bundles of answer books to the allotted rooms along with the keys to the locks on room doors. Invigilators shall enter their classes/halls at least 15 minutes before the start of examination.

**8.9** Invigilator shall ask Examinees to deposit their belongings outside the room.

**8.10** He shall ensure that the students occupy their respective seats as per the Seating Plan.

**8.11** Invigilator shall distribute the answer books to the students at least 10 minutes before the start of the examination.

**8.12** The invigilator shall ask students to write the details required on the front page of the answer-book. He shall also read out the instructions printed on the answer book.

**8.13** He shall also announce that using unfair means during examinations is punishable offence.

**8.14** He shall distribute question papers at beginning of the examination.

**8.15** He shall announce the correction in the printed question papers, if any.

**8.16** He shall check the identity card of each student and ensure that the details on Identity card match with the student taking the examination.

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- 8.17** He shall also check whether students have correctly filled the details on front page of answer books and then sign on the answer books of the students.
- 8.18** He shall then ask student to write the serial number of the answer book in the attendance record and obtain his signature. He shall also sign on the attendance record after verification of information written by the student.
- 8.19** He shall maintain the attendance of the students of his class/hall during examination period. He will report the details of students who remain absent.
- 8.20** He shall maintain the record of examination in the Invigilation Diary.
- 8.21** He shall maintain general discipline in the classroom by frequently moving in the class room/hall and preventing any malpractices, attempt of copying by the students
- 8.22** He shall report cases of student's misbehavior, indiscipline, malpractices and copying cases to the CoE along with his and student's statement.
- 8.23** He shall announce the completion of Hour(s) of examination in the hall. Similarly, he will alert the students about the last 10 minutes of examination time.
- 8.24** He shall then collect the answer books from the students, scratch the left out unused blank pages in each answer book, put his signature on the last line of written page, arrange them sequentially as per the roll numbers of the students, separately for each semester, and hand over the same to CoE along with the students' attendance record, room report and invigilation diary.
- 8.25** Invigilator shall not use Mobile unless urgently required.
- 8.26** Invigilator shall lock the room after conclusion of examination and hand over the key to the in-charge of the departmental examination.

#### **EX 9 - Processing after End Semester Examination:**

- 9.1**The CoE shall collect the bundles of answer books from the invigilators after counting them as per the record on invigilator diary.
- 9.2**The CAC in Charge shall compile the written answer books in sequential order received from different rooms into one bundle and send them to the college evaluation center on the same day.
- 9.3**CAC shall maintain the record of answer books received from Institute Office and consumed for the examinations The unused answer books shall be maintain by EC office at the end of examination along with the account of used answer book.
- 9.4**The details of bundle of answer books will be written in the "Bundle Slip which will be on top of the bundle.
- 9.5**The course teacher shall report to the college evaluation center on the next day of examination for evaluation of the answer books.
- 9.6**After evaluation, the course teacher will enter the marks secured by students into the MIS and also print two copies of mark sheets. The course teacher shall ensure that there

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is no error in the entry of marks, and then sign both the copies of mark sheet. One copy will be given to the course teacher for his record while the other copy will be retained by CoE.

**9.7** The course teacher will show the answer books to the students. Students shall go through the answer books and they may discuss the valuation with the course teacher. The course teacher shall obtain the signatures of students on the answer book.

**9.8** A course teacher shall report to the Examination Section, changes in marks secured by students, if any in within five days from completion of the evaluation of answer books.

**9.9** A course teacher shall submit the bundle of valued answer books, arranged in sequential order, to the CoE which shall be kept in the safe custody of college examination control room.

#### **EX 10 Flow Chart of End Semester Examination:**

Sr. No	Activity	Time
1.	Band of dates for examination	As per Academic Calendar
2.	Submission of a) Time table for examination showing date/time/subject. b) Seating Plan c) List of course teachers.	10 days before commencement of examination.
3.	Announcement of Examination Schedule to students.	7 days before commencement of examination
4.	Invigilation Duty Chart	7 days before commencement of examination
5.	Setting and Printing of question papers (15 copies more than the number of students appearing in the examination) Packing them securely in sealed envelopes and keeping them in safe custody.	Min 3 days before the examination day
6.	Collecting the bundles of blank answer books and sealed envelopes of question papers from Examination Section.	One day before commencement of examination
7.	Question paper scrutiny and checking.	20 minutes before commencement of examination
8.	Distribution of question papers to the rooms.	15 minutes before commencement of

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		examination
9.	Distribution of answer books and question papers in rooms.	10 minutes before commencement of examination
10.	Ensuring seating as per plan, checking ID cards of each Examinees, ensuring the correct information of Examinees on answer book, maintaining the discipline, collection of answer books at the end of examination arranging them in serial order, and hand over them to CoE.	During and at the end of examination.
11.	Arranging answer books of same course in one bundle and packing them securely with information label on the envelop/packet.	End of the examination .
12.	Handing over the evaluation bundles to college center.	On the same day of examination
13.	Evaluation of answer books, entry of marks. Showing the answer books to students, satisfying the students about fairness of valuation, obtaining their signatures, reporting changes in marks, if any to CoE.	Within 6 days from the date of course examination
14.	Compilation of marks of all courses of all students and submission to CoE (Internal Marks)	Within 10 days from last date of examination

#### **EX 11 Guidelines for conducting the practical examination in ESE:**

The End Semester Examination for practical shall be conducted as per the following guidelines.

1. The examination will be vertically split into three components, synopsis, experimental work and viva voce
2. The experimental part will consist of three sub components, practical outline, observation/readings, calculations and inference/conclusion. The experimental part shall not last more than 4 hours.
3. The synopsis shall be conducted on the topics included for the laboratory course.
4. The viva voice examination shall be conducted jointly by the external and internal examiners for each individual student. The student shall be examined thoroughly during the viva voice examination.
5. The marks compiled as per the different heads as mentioned above shall be clubbed together and reported as out of a total of marks. The total marks secured by the Examinees shall be reported in the prescribed format in the COUNTERFOIL and

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filled in by the examiners in their own handwriting.

6. The mark-sheets i.e. COUNTERFOIL shall be securely sealed in the envelop supplied by CoE. Each examiner shall put his signature across the joints of envelop. The transparent adhesive tape shall be pasted all along the joints of envelops.

7. The sealed envelope shall be submitted to the office of CoE within 24 hours of completion of examination.

8. The Travelling allowance and Dearness allowance bills of remuneration shall be obtained from the external examiners immediately on their arrival on the campus. These TA/DA bills shall be sent to the office of CoE for approval, who will return them to the course teacher well before the completion of examination.

9. On completion of all practical examination of the respective department, the In-charge faculty shall compile the statement of accounts and shall submit it along with necessary supporting documents to the office of CoE within 3 working days.

#### **EX 12 Eligibility Criteria regarding Appointment of Paper Setter/Moderator at ESE:**

**12.1** The paper setter/moderator shall be appointed by Examination Committee. The paper setter/moderator appointed for undergraduate course shall have at least undergraduate degree in Pharmacy.

**12.2** The paper setters/moderator shall have at least three years of teaching experience and preferably one-year experience of teaching the same/similar course for which appointment is to be made. In case paper setter is appointed from outside i.e. Industry/Organization/Field, he shall have preferably two years of professional experience in the related field.

**12.3** No person can claim appointment as paper setter/moderator or any other appointment related to examination work as a matter of right.

**12.4** Appointment of person as paper setter/moderator shall be made One month before the commencement of end semester examination.

**12.5** In case Paper setter/moderator is from outside the Institution, he shall communicate his acceptance immediately; however, if it is not possible to accept the appointment due to his preoccupation, he shall communicate the same to CoE well in advance. In case no communication is received from paper setter/moderator/Valuer/Practical examiner within prescribed time limit it will be presumed that the appointment is not accepted.

**12.6** If a teacher of the Institution is appointed as paper setter/moderator, it shall be mandatory on part of teacher to accept appointment. However, if a “near relative” is appearing at the examination to which the teacher is offered the appointment as paper setter/moderator then the teacher shall state this fact along with details and refuse the appointment as paper setter/moderator immediately on the receipt of appointment. “Near Relation” shall mean and include the son, daughter, father, mother, brother, sister, wife, husband, first cousin, direct in-law, direct

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grandchildren, and direct dependent of the teacher.

**12.7** The paper setter shall follow all the directions given by the EC from time to time in respect of pattern of question papers, setting of question papers model answers scheme of marking etc.

### **EX 13 Eligibility Criteria regarding Appointment of Valuer/Examiner for Practical & Theory Courses for ESE:**

**13.1** The valuer/examiner for Practical & Theory Courses shall be appointed by EC. The valuer/ examiner appointed for undergraduate course shall have at least undergraduate degree in concerned/allied branch of engineering and for post graduate course shall have at least post graduate degree in concerned/ allied branch of engineering.

**13.2** The valuer/practical examiner shall have preferably two years of teaching experience and one- year experience of teaching the course for which appointment is to be made. In case paper setter is appointed from outside i.e. Industry/Organization/Field, he shall have preferably two years of professional experience in the related field.

**13.3** However, if experts are not available as per the norms mentioned above, the teachers from relevant field may be appointed as a valuer/practical examiner as a special case with the approval of EC.

**13.4** No person can claim appointment as valuer/practical examiner or any other appointment related to examination work as a matter of right.

**13.5** Appointment of person as valuer/practical examiner shall be made 15 days before the commencement of end semester examination.

**13.6** In case valuer/practical examiner is from outside, he shall communicate his acceptance immediately. However, if it is not possible to accept the appointment due to his preoccupation, he shall communicate the same to COE well in advance. In case no communication is received from Valuer/Practical examiner within prescribed time limit, it will be presumed that the appointment is not accepted.

**13.7** If a teacher of the Institution is appointed as Valuer/Practical examiner, it shall be mandatory on part of teacher to accept appointment. However, if a “near relative” is appearing at the examination to which the teacher is offered the appointment as paper setter then a teacher shall state this fact along with details and refuse the appointment as paper setter. “Near Relation” shall mean and include the son, daughter, father, mother, brother, sister, wife, husband, first cousin, direct in-law, direct grandchildren, and direct dependant of the teacher.

### **EX 14 Sub-Committee for Appointment of Examiners for ESE's:**

**14.1** In order to appoint paper setter, examiners, valuers and moderators from the panel recommended by the BoS, the EC shall constitute a subcommittee for each Board of Studies. The Sub-committee shall consist of the following members:



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Sr. No	Sub Committee Members	Number	Designation
1	Chairman of Board of Studies	01	Chairman
2	Senior teacher from the relevant discipline nominated by chairman BoS	02	Member

**14.2** The sub-committee shall prepare the list of persons for various examinations from amongst the persons included in the panel prepared by the Board of Studies and shall submit recommendation list to EC for its consideration and approval of appointment.

#### **EX 15 Disciplinary Action Committee (DAC):**

The Disciplinary Action Committee (DAC) shall be constituted by the Chairman, EC as follows

Sr. No	DAC Members	Number	Designation
1	Senior faculty of college.	01	Chairman
2	Senior teachers from the college	02	Member

#### **Duties and Responsibilities of DAC:**

**15.1** The Disciplinary Action Committee (DAC) shall remain present on a date, time & place fixed for the meeting by CoE.

**15.2** The CoE shall place all before received cases the DAC for investigation.

**15.3** The DAC shall investigate and recommend disciplinary action for, mal-practices and lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other person connected with the conduct of examinations including the pre-examination stage and the post- examination stage or at any stage what so ever.

**15.4** After investigation DAC shall submit its report and recommendations, as per the provisions Approved recommendations will be notified by CoE on behalf of EC.

#### **EX 16 Grievance Redressal Committee (GRC):**

The Grievance Redressal Committee (GRC) shall be constituted by the Chairman, EC as follows.

Sr. No.	GRC Members	Number	Designation
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1	Senior Faculty of the college (Professor/Assoc./ Deans/ HOD)	01	Chairman
2	Senior teachers from the college	02	Member

#### Duties and Responsibilities of GRC

The Grievance Redressal Committee (GRC) shall remain present on a date, time & place fixed for the meeting by CoE and shall investigate the grievances of the students regarding the evaluation of answer books/improper posting/entry of marks in the software.

1. The CoE shall place all grievance cases before the GRC for investigation. The GRC shall scrutinize these grievances
2. Grievances shall be verified from the original records available with office of CoE.
3. For the cases of undervaluation GRC should suggest name of valuer from the panel/ external expert for valuation. As per guidelines GRC should recommend the change or no change in marks
4. After verification GRC shall put their re-commendatory remark on each grievance case and submit the same along with consolidated report, to EC.

Approved recommendations will be notified by CoE on behalf

of EC. Guidelines for Grievance Redressal Committee

Guidelines for Grievance Redressal Committee regarding valuation of answer book are as follows: If any student applies for Grievance regarding under valuation of ESE answer book, his/her complete answer book shall be re-valued by second valuer (revaluation).

1. After second valuation, if the change of marks is +1, +2, -1, -2, then it shall be treated as 'No Change'. And original marks are retained.
2. After second valuation, if the change of marks is +3, +4, +5, -3, -4, -5, then it shall be treated as 'Change' and committee shall award marks given by second valuer.
3. After second valuation, if the change of marks, increased or decreased by 6 or more marks, then answer book shall be valued by 3rd valuer.
4. If the answer book is valued by three valuers as per above para 3, then 'marks allotted by any two valuers which are close to each other' shall be considered and higher of these two marks shall be awarded for deciding the case subject to para 1 above. Also, Committee shall call all the three valuers together along with books recommended in syllabus and solution of the question paper. Discuss with them regarding correctness of the solution and accept the correct marks.
5. If final change of marks is +3, -3 or more, then it shall be treated as change.

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### **EX 17 Subject Examination Committee:**

#### **Constitution, Roles and Responsibilities**

The paper setting will be done centrally within the premises of the Institution. The CoE will convene the meeting of Subject Examination Committee (SEC) which will consist of the following:

1	Chairperson of the Board of Studies	Chairman
2	Paper setter(s) for the respective course	Member(s)
3	3 Subject expert(s) Chairman for moderation nominated by Chairman.	Member(s)
The chairman, if feels it necessary for any subject, may co-opt additional member(s) On SEC in that subject for moderation with the permission of CoE.		

#### **Subject Examination Committee (U.G.) shall**

**17.1** Prepare the sets of Question papers as per the syllabus and the supplied format of question paper

**17.2** Ensure that the marks allotted to the various question make up a total of the number of marks allotted in the paper(s).

**17.3** Satisfy itself that the question paper set in each paper for the examination is within the syllabus and of prescribed standard.

**17.4** Satisfy itself that the full question papers can be answered within the stipulated time allotted to them.

**17.5** Ensure that the question paper is evenly spread over the syllabus prescribed for that paper.

**17.6** Follow such other instruction as may be issued from time to time by the Principal.

**17.7** Each member of the subject examination committee shall check the final question papers and shall sign on each page of the same.

**17.8** A hard copy of question papers be placed in covers (A) which shall be sealed at both ends by the chairman.

### **EX 18 Instructions to the Paper Setter(s)/Moderator(s):**

**18.1** The paper setter(s)/moderator(s) shall not disclose his appointment and shall make correspondence, if required, in sealed envelope regarding any matter connected with the examination.

**18.2** The question paper for ESE shall be set for the marks and duration as mentioned in the SoE of the particular course.

**18.3** Paper setter(s)/moderator(s) shall submit his willingness/ unwillingness to CoE immediately after the date of receipt of the letter of appointment as paper setter. It is mandatory for the teaching faculty of PCE to accept the appointment as paper setter, if he qualifies as a paper setter(s)/moderator(s).

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- 18.4** Paper setter(s)/moderator(s) shall set the question papers as per pattern of question paper along with distribution of marks prescribed.
- 18.5** The paper setter(s)/moderator(s) shall submit the number of different sets of question papers as specified in the appointment letter.
- 18.6** Paper setter(s)/moderator(s) shall not set question(s) outside the scope of the syllabus.
- 18.7** Paper setter(s)/moderator(s) shall not repeat the same question in other question of the same set or in different set.
- 18.8** Nature of question paper should be precise. Paper setter should design question paper such that the questions
- i. are written with simple, straight forward and meaningful wording
  - ii. are unambiguous are asked for relevant marks
  - iii. Cover the entire syllabus for the course.
- 18.9** All questions in the paper set shall be compulsory. There shall be internal choice for each question.
- 18.10** The questions should be serially numbered as 1, 2, 3, 4 & 5 while Sub-questions, if any, shall be numbered as a, b, c, d etc.
- 18.11** Marks shall be indicated on the right side of sub-question or the question.
- 18.12** Question shall be set in such a way that it will test the skill of applying the knowledge acquired, rather than testing merely book information. The question paper may contain questions based on testing knowledge, memory and skill and thinking ability.
- 18.13** Diagrams or sketches, if any, shall be drawn in black ink or with black ball pen.
- 18.14** The paper setter(s)/moderator(s) shall specifically mention the charts, tables, IS codes, data books etc. permitted during the examination in the “instructions to students” mentioned in question papers. These resources will be supplied to students and permitted to be used in the examination halls.
- 18.15** The Paper setter(s)/moderator(s) shall be provided the format of question paper and common instructions to candidates. However, paper setter(s)/moderator(s) is requested to delete excess instructions or add some instructions, if required. The Paper setter(s)/moderator(s) is expected to attend the meeting of SEC duly prepared for setting of question paper(s) in the appointed course.
- 18.16** Each Paper setter(s)/moderator(s) will have to submit a declaration, along with the paper.
- 18.17** The Paper setter(s)/moderator(s) and members of SEC shall meet together in a committee room and finalize the question paper sets duly moderated in one sitting only. They should also ensure the destruction of any material related to question paper(s).

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**18.18** The hard copy of a question paper set shall be placed in the white envelope (Cover–A) and will be sealed individually in presence of committee members and paper setter in blue envelope. These blue sealed envelopes shall then be submitted to CoE along with the minutes of SEC meeting duly signed by paper setter, moderator and chairman of SEC .

**18.19** The covers shall clearly state the name of Programme, Course Code and Course Name. There shall be no other identifiable mark on the envelopes.

**18.20** In case of any difficulty regarding getting hard copy, the SEC may report the matter to CoE. The SEC members from outside Institute shall be paid traveling and related expenses as per prevailing rules.

**18.21** The Paper setter(s)/moderator(s) and members of SEC shall observe absolute secrecy with regard to the contents of the question papers set (s) either set/moderated/seen by them.

**18.22** The paper setter (s)/moderators should not leak the question set whether intentionally or due to negligence before the time of Examination.

#### **EX 19 Guidelines for Question Paper Setting, Moderation and Evaluation:**

The paper setters should follow the guidelines for setting Question papers. The moderators should ensure that the guidelines are followed as stated under and should moderate question paper accordingly:

1. Proper distribution of short answer questions in the question paper should be done.
2. To minimize mistakes/error in question papers manuscript should be computerized and not hand written.
3. The clarity in the questions should be there to avoid Ambiguity for the students.
4. Due care must be taken while setting the question paper so that time for solving the question papers is sufficient.
5. The solutions prepared should have stepwise marking as per the format of CoE office. Solutions prepared by junior faculty members should be validated by some experts from the respective departments to avoid confusing or wrong solutions.
6. For Question papers, where multiple valuers are appointed the solution shall be certified by all valuers.
7. Revised Question paper format attached herewith should be strictly followed during paper setting/moderation.
8. Use of Bloom's Taxonomy to be enhanced while paper setting.
9. The appointment of the teacher/person as a paper setter/examiner/moderator shall be ordinarily made at the time of odd semester and even semester examination of ESE. The same panel of examiners shall look after the works of Re-sit examination and summer term, if any, in the particular semester. However, if it is necessary to do so, the appointment of paper setters/ examiners/moderators may be made at other time(s) necessitated by the circumstances. Whenever possible appointment letters

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for paper setting/valuation can be sent by the CoE through email.

### **EX 20 Format of the question papers:**

Question paper formats shall be as per directives. (Appendix –I of Exam Manual). The question paper formats will be displayed on notice boards for information of the students.

### **EX 21 Selection of Set for Printing for ESE Question Paper:**

**21.1** The number of sets required for examination will be decided by the CoE and shall be communicated to the SEC. The SEC shall prepare and moderate question paper sets for examination according to instructions received from CoE.

**21.2** The CoE will place before the Principal, the number of different question paper sets prepared, moderated and sealed by SEC. The Principal will select one sealed envelope for each course. The selection of envelopes will be done at random. The selected sealed envelopes will be sent for printing.

**21.3** The remaining sealed envelopes containing the moderated question paper sets will be transferred to safe custody of CoE. The CoE shall maintain the record of all used and unused sealed envelopes containing question papers sets.

### **EX 22 Distribution of Question Papers in ESE:**

The printed question papers in sealed packets will be kept in safe custody by CoE till the day of examination. The sealed packets of printed question papers will be opened 20 minutes before the time of examination by CoE in control room. The question papers will be put in the packets of different rooms according to the seating plan and will be given to the appointed invigilators for distribution to students 10 minutes before the commencement of examination.

### **EX 23 Organization of ESE:**

**23.1** End Semester Examinations for all programs shall commence as per the schedule published in Academic Calendar. However, in case of any emergency, the Chairman, Examination Committee is empowered to reschedule any examination.

**23.2** The ESE shall be conducted under the direct control of CoE. He shall however be assisted by ACoE and his committee for smooth conduct of examination.

**23.3** All shall extend all the help and cooperation along with all the faculty and staff under their jurisdiction for the conduct of ESE.

**23.4** All faculty and staff of all departments shall be under the direct control of CoE for conducting the examination related works during examination period defined in Academic Calendar. Hence, faculty/staff shall not undertake any assignment outside the Institution or shall not avail any leave during examination period. Under extreme emergency, Principal may permit such persons to handle assignments outside the institution or to avail leave. The advance permission from

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COE shall, however, be necessary in this regard.

**23.5** The HODs, faculty and staff shall not leave the Headquarter without the permission of CoE during examination period defined in Academic Calendar.

**23.6** The complete infrastructure of the Institute shall be under the direct control of CoE and shall not be used for any program without the advance written permission of COE from three days before and during the schedule of examination.

**23.7** The required staff for conducting the ESE such as Invigilators, additional invigilator, and relievers etc. shall be appointed from amongst the faculty of respective Departments by EI with prior approval from CoE as per the following structure:

i	Invigilators	One invigilator for every unit of 35 students or less in a room subjected to a maximum three per class room.
ii	Additional invigilators	One for every 15 invigilators appointed
iii	Reliever	One per five class rooms
iv	Packing Assistants & sealing	Five class III employees from the Department
v	Exam peons	Two for examination
vi	Water-men/Women	One for three class rooms
vii	Sweeper	One for each building
Additional requirements, if any, shall be sanctioned by Principal		

**23.8** EI shall show the intactness of the seals of the packets of question papers to any two invigilators and any two students, obtain their signatures on all the packets indicating the date and time of opening the packets.

**23.9** EI shall open the packets of question papers at least 20 minutes before the start of examination. He shall then take out the required number of question papers from the packets and maintain the account of question papers on each packet.

**23.10** EI shall handover the bundles of fresh answer books to invigilators as per the seating arrangement for the day.

**23.11** The invigilator shall ensure that he has received the answer books as per the record in the Invigilators Diary. Discrepancies, if any, in number of answer books/seal of Examination Section, unique serial number, etc may be brought to the notice of EI immediately.

**23.12** The invigilators shall scratch the blank pages/unused portions of pages after conclusion of examination and shall sign on the last written line of each answer book. They shall arrange the answer books in serial order according to examination seat numbers.

**23.13** The invigilators shall bring the bundles of answer books to Control Room themselves and hand over to EI, who will check the account of answer books as per

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the Diary of Invigilator and accept the bundle of answer books.

**23.14** The answer books collected in such manner will be handed over to In-charge of CAC for valuation and further processing.

**23.15** CoE shall certify the remunerations of staff involved in the end semester examination as per rules. Remuneration shall be paid to the staff after the examination is over.

**23.16** The student leaving examination hall before 3 hours will have to submit question paper along with answer book to invigilator. Student will be allowed to take question paper outside the examination hall only after 3 or 4 hours.

**23.17** Undertaking from student at Examination Centre shall be taken by invigilator if student do not have College ID Card or Admit Card at the time of Examination.

#### **EX 24 Instructions to Invigilators:**

The invigilator shall daily instruct the examinees that: -

- i. They shall write their Roll Number in figures and also in words in English on the front page of Answer book.
- ii. Before the question papers are distributed, they should not write anything on the Answer- book, except their Roll Number, Enrolment No., Registration No., Course, Paper and Date of Examination, at the places provided for the purpose.
- iii. They shall read carefully instructions on the inside cover page of the Answer-book.
- iv. Warning bell will be given ten minutes before the concluding time of the examination.
- v. Examinees shall not be allowed to leave the Examination Hall, unless all the Answer- books are collected by the Invigilators at the conclusion of the papers(s).
- vi. Examinees shall not write anything on the question papers supplied to

him/her. **The invigilator shall follow: -**

- i. The invigilators shall check that the examinee(s) has written their Roll Numbers(s)
- ii. correctly in figures(s) and in words on their Answer-book(s) and also check that the examinee has written registration number from Invigilators Diary.
- iii. The invigilator who detects the use of unfair means shall submit his report to the Office In- Charge with a clear and precise statement of the circumstances of the case.
- iv. The invigilator should write 'Absent' and not "AA" if the examinee remains absent and sign on the attendance sheet.
- v. The invigilator shall check the Hall Ticket of the examinee during the examination. The invigilator shall check the identity of the examinee and obtains his signature on the attendance sheet.
- vi. The invigilator shall sign on the last written page of each Answer-book at the end of the paper and he shall cancel the blank pages of the Answer-book by drawing a line across the blank pages(s).



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- vii. He shall sort out the Answer-book examination wise/paper wise/medium wise and then arrange roll number wise for handing over to Office In-Charge.

#### **EX 25 Online Examination Procedure:**

##### Constitution of Online examination monitoring Committee

The Principal shall constitute a committee headed by senior faculty member to monitor the online examination. Number of members of the committee shall be decided as per the work requirements.

The Online Examination Monitoring committee shall monitor scrupulously conduct of online examinations.

#### **EX 26 Time Alerts during Examinations:**

EI shall instruct the examination peon to ring the bell as per following timings during all examinations:

Sr. No.	Type of bell	Schedule of bell for Morning/ Afternoon Session	Remarks
1	Short bell	Fifteen min. before the beginning of examination	To indicate that the students should occupy their seats in the class/hall
2	Long bell	beginning of examination	To indicate start of the examination
3	One short bell	Hourly warning	To indicate an end of hour(s) of examination
4	Short bell	Ten min. before the end of examination	To indicate last 10 minutes of exam time.
5	Long bell	At the end of examination	To indicate end of duration paper

#### **EX 27 Vigilance Squad (VS):**

**27.1** The EC shall constitute vigilance squad(s) (VS) under the chairmanship of any one senior faculty member and three faculty members to visit the examination halls. The squad shall have at least one lady member. All the members of the VS shall be informed through a letter as per.

**27.2** A senior member of the Examination committee shall act as the Chairman of the VS appointed by the Principal / Director.

**27.3** The chairman of Vigilance squad is authorized to form vigilance teams of three members (preferably from senior faculty) each and teams formed shall work during the examination period as per examination time table. The team will submit



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the daily vigilance report through the chairman of vigilance squad to CoE.

**27.4** The members of the team shall visit the examination hall to ensure that;

- i. The examinations are conducted as per norms laid down from time to time.
- ii. The rules and instructions for conduct of examinations are scrupulously followed.
- iii. The seating arrangement made in examination hall and facilities available to the students/Examinees during the examination are satisfactory and adequate.
- iv. The examination premises are well protected so that no trace passers or outsiders can enter the premises unnoticed.
- v. All requirements for smooth conduct of examination are properly provided.
- vi. No way is available to the Examinees to try to resort to unfair means/malpractice like smuggling out of the blank answer book or smuggling in of written answer book based on the question paper set at the examination or any coping material, during the conduct of examination.
- vii. The answer books supplied to the Examinees are in good condition. The pages of the answer books are serially numbered. Answer books in bad condition/answer books without page number serially/answer books containing loose pages/answer book without number on cover page, etc are cancelled by the CoE.
- viii. In the examination hall, the Invigilators are performing their duties as per instruction issued  
i.e. checking the condition of answer books, printed Sr. Nos., entries made by the students on answer books, signing at the end of last written page by the Examinees, canceling the blank pages of an answer book by drawing a line across the blank page etc.
- ix. Immediately report any sort of lack or shortcomings in the arrangements made at the examination halls. CoE shall take prompt action to rectify them.

**27.5** VS is authorized to visit the examination center/hall/CAC without prior intimation to the in- charge faculty.

**27.6** The members of the VS are authorized to enter in the block/hall/room of the examination for checking the students/Examinees, identity card, admission card etc, to ascertain the authenticity of the Examinees(s).

**27.7** The members of the VS are authorized to detect unfair means/malpractices in the examination(s) for which, if required, they may take physical search of the Examinees(s).

**27.8** The members of the VS shall submit the report of surprise visit to CoE. The CoE shall place it before the EC for its consideration and necessary action thereon.

**27.9** EC may inspect the following records to their satisfaction the and submit their reports thereon to the Principal for issuing instruction to the Controller of Examination to take immediate action, if required:

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- x. The stock and record of receipt and utilization/cancellation of answer books.
- xi. The stock and record of receipt and utilization of question papers.
- xii. The record of unfair means/malpractices cases.
- xiii. The seating plan of the Examinees at the Center.
- xiv. Record of appointments of Invigilators and supporting staff at the center.
- xv. Record of dispatch of written answer books to CoE.
- xvi. Confirming whether the dockets containing the roll number of the absent Examinees are dispatched along with the answer books.
- xvii. Any other record relating to the conduct of examinations.

#### **EX 28 Unfair means Investigation Committee (UMIC):**

The Unfair means Investigation Committee (UMIC) shall be constituted by Chairman, EC as follows.

Sr. No.	UMIC Members	Number	Designation
1	Senior Faculty of the college (Professor/Asso./Deans/HODs)	01	Chairman
2	Senior teachers from the college	02	Member

#### **Duties and Responsibilities of UMIC**

The UMIC shall remain present on a date, time & place fixed for the meeting by CoE.

1. The Unfair Means Investigation Committee will function as an enquiring and re-commendatory body and submit its recommendations in the form of a report to the EC through CoE.
2. The committee shall investigate the matter related with Unfair Means of the reported cases of the students, as per the provisions made in Clause (EX 53) and its sub- clauses.
3. Reasonable opportunity, including oral hearing shall be given to the Examinees in his defense before the Committee. The reply / explanation given by the Examinees shall be considered by the Committee before making final recommendations in the case.
4. If student fails to appear before the committee, the Committee shall take decision in his case in his absentia, on the basis of the available evidence / documents which shall be binding on the student concerned.
5. The Committee shall work in the spirit of the principles of natural justice.
6. The Committee shall submit its report to the EC through CoE along with its recommendation regarding punishment to be imposed or otherwise.
7. Approved recommendations will be notified by CoE on behalf of EC.

#### **EX 29 Practical Examination:**

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**29.1** Practical examination shall be conducted as per the examination schedule published by CoE. However, in case of any emergency the Examination may be rescheduled with the prior approval of Chairman, EC.

**29.2** The internal examiner appointed by examination cell shall conduct the end semester practical examination. The internal examiner shall inform the external examiner for contact of practical examination on scheduled time. In case external examiner doesn't report for the examination due to emergency, the internal examiner shall communicate the same to CoE. The CoE shall communicate the alternative examiner from the approved panel. The Internal Examiner shall contact the new examiner and arrange to conduct the examination as per the published schedule. In case no examiner is available in the panel; the Chairman, BoS shall make suitable arrangement with the consent of CoE. The CoE shall send the appointment letters to all such as the external/internal examiners.

**29.3** Internal examiners along with laboratory staff shall make all the necessary arrangements of equipment/laboratory setup required for conducting practical examination for their respective courses.

#### **29.4 Project work**

All the students shall undertake a project under the supervision of a teacher and submit a report. The area of the project shall directly relate to any one of the elective subject opted by the student in semester VIII. The project shall be carried out in group not exceeding 5 in number. The project report shall be submitted in triplicate (typed & bound copy not less than 25 pages). The internal and external examiner appointed by the EC shall evaluate the project at the time of the Practical examinations of other semester(s). Students shall be evaluated in groups for four hours (i.e., about half an hour for a group of five students). The projects shall be evaluated as per the criteria given below.

##### ***Evaluation of Dissertation Book:***

Objective(s) of the work done	15 Marks
Methodology adopted	20 Marks
Results and Discussions	20 Marks
Conclusions and Outcomes	20 Marks

<b>Total</b>	<b>75 Marks</b>
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##### ***Evaluation of Presentation:***

Presentation of work	25 Marks
Communication skills	20 Marks
Question and answer skills	30 Marks

<b>Total</b>	<b>75 Marks</b>
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*Explanation:* The 75 marks assigned to the dissertation book shall be same for all the students in a group. However, the 75 marks assigned for presentation shall be awarded based on the performance of individual students in the given criteria.

i. The internal examiner shall collect the sealed envelopes containing the marks of Dissertation/project examination and then sent all of them to CoE for tabulation and further processing. The performance of the students shall be judged jointly by the Internal and External examiners.

**29.5** In case of difference of opinion in award of marks for any examination between the internal and external examiner, then decision and valuation of external examiner shall be final and binding on Internal examiner. After the practical examination of the course is over, internal examiner along with the external examiner shall fill in the marks given to the students in the mark-sheet, sign on it, seal it in a packet, write all details on the packet and hand over the same to CoE on the same day, or latest on the next day.

- i. Internal examiner shall pack the valued answers books of the practical examination in a secured packet and seal it with the details on the face of the bundle. This bundle shall be handed over to CoE for safe keeping for duration mentioned in the Examination Manual elsewhere.
- ii. The office of CoE shall acknowledge the receipt of sealed envelopes from internal examiner.
- iii. The remunerations to the external examiners shall be paid as per rules and regulations, after the examination of the respective course is over. However, remuneration to the internal examiners and other staff after shall be paid after the practical examination of the department by the Accounts Officer. In both the case, the remuneration shall be certified by CoE for payment.
- iv. The traveling expenses and dearness allowance or conveyance expenses to the examiners shall be submitted in the duly certified by the internal examiner to CoE for payment as per rules, and will be paid by the Accounts Officer.

### **EX 30 Central Assessment Cell (CAC):**

For assessment of answer books of ESE examinations, the CoE will constitute a Central Assessment Cell (CAC) with the prior approval from Principal/Director. The appointment letters will be issued to examiners by CoE, from list of approved recommendations of EC. After receipt of acceptance from examiners, list of such examiners shall be prepared course wise and examination wise with their contact details such as addresses, mobile numbers and email addresses. This list shall be supplied to In-Charge, CAC.

Normal working hours of CAC shall be 10.00 a.m. to 5:00 pm. Considering quantum of work and stipulated time period, working hours may be decided as per

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requirement. The CAC shall be headed by the In charge.

#### **EX 31 Organization of work at CAC:**

The Assistant controller of examination will be the overall In charge of CAC. Work Flow for CAC

He/She shall make the arrangement of the valuation work in the following sequence:

1. Receipt of the bundles of sealed answer books.
2. Sorting out of sealed answer book bundles examination-wise/course-wise/paper-wise.
3. Opening of the sealed answer book bundles.
4. Checking / Verification of the number of answer books, contained in the bundles as per Invigilators Diary and keep the record of these diaries which will be required for filling the absentees at the time of making entries of the marks,
5. He/She shall arrange to paste transparent plastic tape on the Roll No., Enrolment No. etc., written on each answer-book (including graph papers etc.) immediately.
6. Noting down in the, the roll numbers of absentee students, if any from the work record of unvalued answer books.
7. Masking of the cover page of these answer books and prepare bundles of 30 answer books so that the Roll No., Registration number etc., (including on graph papers, drawing sheets etc, if any,) will not be visible and nobody will be able to identify the roll no./registration number of the Examinees
8. Place 'Bundle Slip' on the top of each bundle of 30 answer books. He shall give the number to each bundle of 30 answer books and shall fill in the necessary information in the 'Bundle Slip' placed on the top of each bundle.
9. After masking the answer-books, mix-up the 30 answer books in bundle and handover the bundle to the room supervisor. Then the room supervisor shall acknowledge the receipt.
10. Issuing answer books bundles to the Examiner for valuation by the Room supervisor, CAC.
11. Handing over the valued answer books to the scrutinizer for checking marks by the checker.
12. Receipt of the scrutinized answer books by the Room Supervisor from Scrutinizer.
13. De-masking of answer books after scrutiny.
14. Handing over the answer books to data entry operator for entry of marks.
15. Getting a print of mark sheets and obtain signature of valuers and scrutiny officer on the mark sheet.
16. Handing over the bundle of answer books to course teachers for showing to students and obtaining his receipt.
17. Collecting back the answer books from course teachers after they are shown to

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students and having obtained their signatures along with the report of change of mark, if any in.

18. Collection of mark sheets and arranging them in the sequence of the Course/paper. Course wise/paper wise, in sequence of the roll numbers. All mark sheets shall be put in one cover. Details such as Course code, Course Name, Name of Programme, Term, Academic Year etc. be mentioned on each cover and this sealed cover be handed over to the CoE.
19. Arrange the answer books in sequential order and seal them in paper pack and hand over to In-charge for storage.

#### **Staff at CAC:**

For effective working of CAC, the In-Charge CAC shall be supported by the following staff structure.

1. Room Supervisors
2. Masking and Demasking Assistants
3. Valuation Room Clerks
4. Scrutiny Officer
5. Checkers
6. Computer Programmer
7. Data entry Operators
8. Peons
9. Assistants in CAC

However, the number required in above mentioned staff structure will be worked out by the In-Charge, CAC.

#### **EX 32 Instructions to Valuer(s):**

The Institution is grateful to all teachers who have consented to work as valuers. The instructions given below, may sound rather strict and stringent, but the teachers are requested to appreciate that these instructions are meant solely to ensure confidentiality and impartiality in the assessment, to avoid use of unfair means and to ensure full justice to the students. The valuers are requested to adhere to following instructions scrupulously

**32.1** After receiving the order for assessment of answer books, the Valuer shall not disclose the order as it is confidential.

**32.2** Valuer shall report to the CAC at appointed date and time.

**32.3** Once an examiner accepts the work, he shall not be allowed to leave the CAC before completion of the allotted work given to him/her.

**32.4** Every examiner shall assess the minimum 30 answer-books per day. Minimum and Maximum limits are to be scrupulously followed. The In charge of CAC may relax this limit depending up on the circumstances.

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- 32.5** Valuer should use only Red Ink for the assessment of answer book. While the moderator shall use Green ink for moderation of answer books.
- 32.6** Valuer shall collect a bundle of masked answer books from CAC officials, count all the answer books in the bundle and check proper masking of answer books. If any discrepancy is noticed, the examiner shall bring it to notice of In-Charge CAC immediately and seek correction.
- 32.7** Valuer shall collect question paper and solution/scheme of marking of the course from CAC officials. He shall not assess any answer book without solutions/scheme of marking.
- 32.8** Valuer shall point out if there any missing data or mis-print(s) of any nature in the question paper.
- 32.9** Valuer shall award step-wise marks for each solved question.
- 32.10** Valuer shall enter the marks for each answer in the left margin at the end of each answer and write the same number of mark/marks on the front page against the particular question. The marks shall be entered on front face of the answer books as zero, 01, 02, 03, etc, i.e. in double digit and not as 0, 1, 3, 4 etc in the space provided on the front page of the answer book. The “00” marks shall be awarded in that question to which answer/s written by the Examinees is completely wrong. Double dash (- -) shall be entered in that question which is not attempted (completely ignored) by the Examinees.
- 32.11** Valuer should not leave any part of the answer book unaddressed. He shall also carefully see that the marks entered in the front page are the same as entered in the answer book as per question no.
- 32.12** Fractional marks should be rounded off to the nearest next digit in the Grand total only on the front page.
- 32.13** Valuer shall assess the answer in terms of marks only. He neither shall put any comment nor shall put any markings.
- 32.14** Valuer shall assess all the answers written by the students and if it is found that the students has answered to more number of questions than required, then the question having the lowest marks shall be ignored put a comment as “excess” against that question number on the front page of answer book. The marks awarded to excess answers mentioned above shall be ignored while calculating the total marks.
- 32.15** If any valuer makes any mistake while assessing the answer book, he must not overwrite to correct the mistake. Instead, he/she should encircle the mistake putting two parallel lines across the wrong figure and then write the correct marks beside it with his/her signature.
- 32.16** Valuer shall put signature with his name in the space provided on the front page of the answer book.
- 32.17** Valuer shall put his signature on the “Bundle Slip” and handover valued



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answer books to Room supervisor.

**32.18** Valuer will receive the next packet of answer books for assessment only after completion of assessment of the first.

**32.19** Valuer shall hand over the answer book to In charge of CAC, if it contains any of the following

- i) A written request stating cancellation of previously written answer,
- ii) A multiple-writings/ with multiple use of inks.
- iii) Attached with any currency note to the answer book
- iv) Requesting valuer to assess answer book favorably,
- v) Mass copying,
- vi) Identity of the Examinees in any form with a intent to get clear-cut illegal benefit,
- vii) Abusive and threatening language

**32.20** Each valuer is expected to finish the allotted quota of valuation for one course within three working days.

**32.21** Every valuer shall sign the Attendance Record of CAC on completion of his assessment work on daily basis.

**32.22** Valuer will get T.A., D.A. & remuneration as per norms of the Institution.

**32.23** Decision taken by the COE in any matter of the CAC will be final.

### **EX 33 Moderation of Valued Answer Books:**

**33.1** Moderation of valued answer books shall be made on the recommendations of the Grievances Redressal Committee. The marks awarded by the moderator shall be taken as final.

**33.2** The last date for submission of Grievance forms related to answer books by the students shall be as per exam notification. The last date for submission of grievance from related to error in posting of marks will be as per exam notification. Grievance regarding valuation, complete answer book will be evaluated. The change in marks will be affected only if there is increase or decrease by at least 10% marks. There should be masking system in grievance system of evaluation.

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### **EX 34 Scrutiny of Answer Books:**

Scrutinizer shall

**34.1** Check all questions and sub questions are valued

**34.2** Ensure that the marks given by the valuer are as per the marks allotted to the questions.

**34.3** Check correct posting of marks allotted by the valuer to each question/ sub-question on the Front Page of answer book.

**34.4** Make totals of marks awarded to each sub question(s) and questions and over all grand total.



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- 34.5** See that the valuer has signed at the place provided.
- 34.6** Report to Scrutiny Officer in case of any discrepancy, which shall be amended by bringing it to notice of the concerned valuer. In any case, the Scrutinizer or any person of CAC shall not correct any such mistakes on their own.
- 34.7** After removal of discrepancies, if any, transparent adhesive tape shall be pasted on the marks obtained by the candidate.
- 34.8** Scrutinizer shall put his signature on the bundle slip provided with the bundle to certify that scrutiny has been done satisfactorily.
- 34.9** In case of onscreen valuation, take necessary care to cover all above matter through suitable programming.

#### **EX 35 Scrutinizer:**

The scrutinizers for tabulation of results will be appointed by the Chairman, EC.

These scrutinizers will work under CoE.

##### **Duties and Responsibilities of Scrutinizers**

The scrutinizers shall remain present on a date, time & place fixed for the meeting by CoE.

- 35.1** Scrutinizers shall verify data posted on ITR/TR/ gazette generated by the software from the original data provided by office of CoE and shall point out the discrepancies, if any.
- 35.2** They shall verify the course name, course code, credits and total credits as per the SoE.
- 35.3** Verify grade for detained students. They shall verify grade card/final grade report with final TR

#### **EX 36 Demasking of Answer Books:**

Once the answer books for one course are evaluated and scrutinized, they shall be demasked to reveal the roll number and other details of Examinees. The answer books shall be arranged in sequential order of the examination seating numbers. The bundle will be then handed over to the data entry operator for the preparation of the mark sheet. In case of onscreen valuation, take necessary care to cover all above matter through suitable programming.

#### **EX 37 Mark sheets of Assessed Answer Books:**

After demasking, the answer books shall be given to the data entry operator who will prepare the mark sheet on the computer by entering the marks into the software program specially prepared for the purpose. Both Scrutiny officer/ room supervisor and valuer shall ensure the correctness of the mark sheet prepared by data entry operator/valuer and shall sign the two copies of the mark sheet. One copy of the mark sheet shall be retained with the CAC and one copy shall be kept in the bundle of answer books. In case of onscreen valuation, take necessary care to cover all above matter through suitable programming.

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**EX 38 Transparency in assessment:**

- i. The bundle of answer books, then, shall be handed over to the course teacher so that he can show the same to the students in order to maintain the transparency in the assessment process. After obtaining the signatures of students on the front page of answer books, he shall return the answer books to the CAC. In case of onscreen valuation, take necessary care to cover all above matter through suitable programming.
- ii. If the course teacher is not the valuer and found any discrepancy regarding the assessment then he shall bring it to the notice of CAC In-Charge. CAC In-Charge shall invite the original valuer to look at the cases having discrepancies and submit the modification in marks.
- iii. If the course teacher is him-self the valuer and found any discrepancy regarding the assessment then he shall submit the modification in marks, to CAC In-Charge.
- iv. The answer books of all written examinations will be shown to students after the valuation has been done within seven days from the date of examination. The student shall sign the cover page of answer book and return it to the course teacher if he is satisfied with the valuation.
- v. If the student is unsatisfied with the valuation, he shall fill the grievances for by mentioning the details of his grievances regarding assessment. On the recommendation of CAC committee, such case shall be placed before the Grievances Redressal Committee for further action. The grievance related to posting of marks & totaling mistake & in case of onscreen valuation at ACoE level. The grievance related to under valuation or any other type of grievance will be placed before Grievances Redressal Committee.
- vi. The Grievances Redressal Committee will investigate the grievances. They will appoint second valuer for revaluation of answer book. In case increase / decrease of marks is more than  $\pm 5$  then third valuer will be appointed. After revaluation, committee will give their recommendation. The recommendations of GRC are placed before EC and after approval of EC the change / no change shall be notified.

**EX 39 Display of marks of practical / non theory courses:**

Marks of practical / non theory courses for all programme shall be displayed on notice board within 45 days after completion of examination for information of students.

**EX 40 Collection of answer books and modified mark sheets:**

**40.1** After showing the answer books to students and obtaining their signatures, they shall be arranged in sequential order according to the roll numbers. The In-Charge of CAC shall count the number of answer books as mentioned in "Bundle Slip".

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**40.2** The mark sheet for the entire bundle, report of change in marks, if any, and the written objection raised by the student, if any, shall also be submitted along with the bundle of answer books to In-Charge of CAC.

**40.3** The CAC shall arrange to print one modified mark sheet with the words “MODIFIED” written in the right-hand top corner. The modified mark-sheet shall be printed for the complete bundle of answer book. The valuer shall sign the modified mark sheets and submit to In-charge of CAC.

**40.4** The In charge of CAC shall write the words: “Modified” against the roll numbers of students in the original mark sheet, whose marks are modified.

**40.5** In case of onscreen valuation, take necessary care to cover all above matter through suitable programming.

### **EX 41 Receipt of Marks:**

**41.1** In-Charge CAC shall receive the statement of marks of students for internal theory and practical evaluation duly signed by course teacher in a tabular format. These statements of marks shall then be submitted to the tabulation committee for compilation.

**41.2** The End Semester Examination marks of various courses shall be handed over to tabulation committee by the In-Charge of CAC.

**41.3** The HEC (Academics) shall provide previous data of students absorbed in autonomous system for conversion into grades to COE office.

### **EX 42 The Grading System:**

#### **42.1 Calculation of SGPA and CGPA**

Degree will be based on SGPA and CGPA calculations since First Semester (Third semester in case of lateral entry students)

- a) SGPA and CGPA will be calculated on the basis of the grades as detailed below
- i) Conversion of Marks to Grades using Absolute Grading system.
- For each course taken, the student will be assigned with a grade based on the combined performance in all the assessments.
  - Based on the performances, each student shall be awarded a final letter grade at the end of the semester for each course. The letter grades and their corresponding grade points are given in Table - 1.

#### **Letter grades and grade points allocations:**

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00 – 100	O	10	Outstanding
80.00 – 89.99	A	9	Excellent
70.00 – 79.99	B	8	Good

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60.00 – 69.99	C	7	Fair
50.00 – 59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

- A learner who remains absent for any end semester examination shall be assigned a letter grade of AB and a corresponding grade point of zero. He/she should reappear for the said evaluation/examination in due course.

#### 42.2 The Semester grade point average (SGPA)

The performance of a student in a semester is indicated by a number called Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during the semester. For example, if a student takes five courses (Theory/Practical) in a semester with credits C<sub>1</sub>, C<sub>2</sub>, C<sub>3</sub>, C<sub>4</sub> and C<sub>5</sub> and the student's grade points in these courses are G<sub>1</sub>, G<sub>2</sub>, G<sub>3</sub>, G<sub>4</sub> and G<sub>5</sub>, respectively, and then student's SGPA is equal to:

$$SGPA = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SGPA is calculated to two decimal points. It should be noted that, the SGPA for any semester shall take into consideration the F and ABS grade awarded in that semester. For example, if a learner has a F or ABS grade in course 4, the SGPA shall then be computed as:

$$SGPA = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4 * ZERO + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

#### 42.3 Cumulative Grade Point Average (CGPA)

The CGPA is calculated with the SGPA of all the VIII semesters to two decimal points and is indicated in final grade report card/final transcript showing the grades of all VIII semesters and their courses. The CGPA shall reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA shall only reflect the new grade and not the fail grades earned earlier. The CGPA is calculated as:

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$$\text{CGPA} = \frac{C_1S_1 + C_2S_2 + C_3S_3 + C_4S_4 + C_5S_5 + C_6S_6 + C_7S_7 + C_8S_8}{C_1 + C_2 + C_3 + C_4 + C_5 + C_6 + C_7 + C_8}$$

where  $C_1, C_2, C_3, \dots$  is the total number of credits for semester I, II, III, .... and  $S_1, S_2, S_3, \dots$  is the SGPA of semester I, II, III, ....

Declaration of class

The class shall be awarded on the basis of CGPA as follows:

First Class with Distinction = CGPA of 7.50 and above

First Class = CGPA of 6.00 to 7.49

Second Class = CGPA of 5.00 to 5.99

#### **EX 43 Transparency in written examinations:**

- i. The institution believes in full transparency in the evaluation process and committed to just and fair evaluation of all students.
- ii. The answer books of all written examinations will be shown to students after the valuation has been done within seven days from the date of examination.
- iii. The student shall sign the cover page of answer book and return it to the teacher.
- iv. If the student is unsatisfied with the valuation of ESE, he/she can discuss the specific points with the course faculty where he thinks the valuation needs reconsideration.
- v. The matter will be placed before the departmental committee. The committee's decision shall be final and binding on all the concerned.
- vi. If his grievances remain unsolved, the student can approach the Grievances Redressal Committee.
- vii. If the student has the grievances regarding the valuation of the ESE or the grade allotment, he/she shall submit the application to COE. In such cases, the complete revaluation of answer book shall be done and the change in the marks will be incorporated only if the change is  $\pm 3$  marks or more.
- viii. The students shall submit the grievances within 5 days.
- ix. The answer books once evaluated shall never be given into student's possession.
- x. The marks of practical/non-theory courses of all programs shall be displayed on the notice board after completion of the examination of a particular course.

#### **EX 44 Make-up Examination:**

The students, who have secured the "FF" grade in a course, shall apply for the make-up examination within seven days of declaration of result, by paying the prescribed examination fees. The examination for students shall be held within 30

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days from the date of declaration of result of ESE of a particular semester.

A student shall be permitted to take the ESE as well as make-up of ESE of his/her regular term. In case, student fails in both the ESE and its make-up of regular term, in the subsequent semester, he/she shall be permitted to take the ESE only. But the make-up examination will be offered to him/her, if there are regular students for those courses in the ESE of a particular semester.

### **EX 45 Award of ranks under autonomous scheme:**

- I. Merit ranks will be declared only for those students who have
  - a) been directly admitted to a course in the Institution under autonomous regulations, and
  - b) completed the entire course in the Institution only within the minimum possible prescribed time limit, and
  - c) passed all courses prescribed for that program in first attempt only (i.e. he has not secured “FF” grade in any course).
- II. Academic performance will be the sole criterion for award of Merit Rank.

#### **45.1 Scrutiny of Grades**

The scrutiny of grades shall be as per academic regulations, details are given below:

A student may apply for scrutiny of grades to the Controller of Examinations on payment of prescribed fees, within three days from the date of display of grades / result. The GRC may check the entry of the weightages from different components of evaluation and their addition, the addition of marks in the final answer scripts and unchecked questions, if any. The results of scrutiny may lead to either a change in grade due to mistake(s) in any of the aspects scrutinized by the committee or the grade may remain unchanged. The results will be intimated to the Academic section within three days from the date of receipt of an application. The fee paid by the student will be refunded if the grades are revised to the higher grades.

### **EX 46 Tabulation Committee (TC):**

The Tabulation Committee (TC) shall be constituted by the Chairman, EC as follows.

Sr. No.	TC Members	Number	Designation
1	Senior Faculty of the college	01	Chairman
2	Senior teachers from the college	02	Member

#### **Duties and Responsibilities of TC**

The TC shall remain present on a date, time & place fixed for the meeting by CoE.

1. TC shall verify and certify the allotment of grades, earned grade points, SGPA and CGPA as calculated by MIS software, for each student.
2. They shall prepare result analysis semester wise, course wise and section wise

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- and shall submit the copy duly signed by the members and Chairman.
3. The TC shall incorporate the directions given by MC to modify the tabulation / conversion of grades etc., and resubmit the same.
  4. TC shall prepare Merit List for final year of each programme.
  5. TC shall prepare toppers list for each semester of all the programme.

#### **EX 47 Tabulation and Declaration of Results:**

##### **47.1 Organization of work**

The Tabulation Committee (TC) (which will work under CAC) shall be constituted for tabulation of marks, conversion of marks to grades, prepare trial result and final result and declare the final result. The orders of TC and Scrutinizers shall be drawn by COE. The TC shall be given support of the computer programmers and operators for completing the work in stipulated time for declaration of result. The computer personnel shall be dedicated for the examination/tabulation work during the examination period.

##### **47.2 Tasks**

The processing of data shall be done in the following sequence.

1. TC shall obtain the internal marks of theory / practical, and marks for ESE in theory and practical. The final marks for ESE in theory courses shall contain all the modifications done by the valuers after showing the answer books to students.
2. These marks will be assigned the weight ages as given in Scheme of Examination of the program. The marks will be added together to get the total marks out of 100 obtained by the student in the course.
3. TC shall convert these marks out of 100 into grades to be awarded to the students in respective course by using the rules.
4. TC shall prepare a trial result which shall show the following points:
  - i. the absolute marks as well as the grades awarded to each student.
  - ii. the grade points for each course taken by each Examinees.
  - iii. the credits earned by each Examinees.
  - iv. the Semester Grade Point average and Cumulative Grade Point Average for each Examinees.
5. TC shall also prepare the analysis of result for each course in the semester which shall include students appeared, student passed, student fail, and results withhold etc.
6. The scrutinizers shall check and scrutiny the tabulation and trial result and remove errors/discrepancies, if any. They shall sign the tabulation registers.
7. All cases of modification in marks shall be reviewed by the CAC, if needed concerned valuers may be called for justification. The trial result shall then be



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submitted to CAC by TC.

8. The result will be prepared again and will be scrutinized. The final Tabulation Register and Result Gazette shall be printed, signed by Scrutinizers and members of TC. The final Tabulation Registers and result gazette shall be submitted to CAC for its approval and declaration of results.
9. COE office shall print the Semester Grade cards for each student & get it scrutinize. Only SGPA will be reflected in results and grade cards of all examinations except final examination. The final Grade report shall contain all CGPA.

#### **EX 48 Grade Review Committee (GRC):**

The grade review committee (GRC) shall be constituted by the Chairman, EC as follows;

Sr. No.	MC Members	Number	Designation
1	Senior Faculty of the college.	01	Chairman
2	Senior teachers from the college	02	Member

#### **Duties and Responsibilities of MC:**

The MC shall remain present on a date, time & place fixed for the meeting by CoE and shall review all the results as per the guide lines

#### **EX 49 Publication of Results:**

The results will be published by CoE on the notice boards of the Institution mobile app after recommendation of MC on subsequent approval of EC.

The CoE office shall send hard and soft copy of the result to College Student Section.

#### **EX 50 Preservation of Records:**

The answer books for theory examinations, ESE and practical examinations as well internal theory and practical examination and all other material related with the evaluation of students shall be retained for six months from the date of declaration of the results. After the elapse of above period, no representations/grievances from the students or any other person shall be entertained.

#### **EX 51 Unfair Means Cases:**

The “EC” of the Institution shall be the competent authority to take appropriate disciplinary action against students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means during the examination period.

##### **51.1 Definitions**

- a) Student means and includes person who is admitted to the Institute according to prescribed methods of admissions and is enrolled as such by RTMNU and is



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receiving instructions qualifying for any degree awarded by the RTMNU. It also includes Repeater students and students registered as candidates (Examinees) for any of the degree, diploma or certificate examination.

- b) “Unfair Means Investigation Committee (UMIC)” means a Sub-Committee constituted by EC for investigation of cases related to Unfair Means.
- c) “Unfair means” means one or more of the following acts or commissions on the part of the students in the examination precincts.
  - 1. Possessing unfair means material and / or copying there from.
  - 2. Transcribing any unauthorized material or any other use thereof.
  - 3. Unauthorized communicating with other Examinees or anyone else inside or outside the examination hall.
  - 4. Mutual / mass copying
  - 5. Smuggling-out either blank or written, or smuggling-in of answer books as copying material
  - 6. Smuggling-in blank or written answer book and forging signature of the Invigilator thereon.
  - 7. Interfering with or counterfeiting of Institution seal, or answer books or office stationary or any other official material used in the examinations.
  - 8. Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
  - 9. Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the Institution examination.
  - 10. Impersonation at the Institution examination.
  - 11. Intimidating or using obscene language or threatening or use of violence against invigilator, HODs or a person on duty for the conduct of examination or man- handling him/her or leaving the examination hall without permission of the invigilator or causing disturbances in any manner in the examination period.
  - 12. Any other similar acts or commission which may be considered as unfair means by the Competent Authority. Possession and/or use of electronics devices like mobiles, pagers, radio transceivers etc.
- d) “Paper-setter, Examiner, Invigilator, Moderator & Teacher” means and includes persons duly appointed/deputed as such for the examination work.
- e) “Malpractices” mean and include one or more of the following acts or commissions on the part of the persons included at 51.1 (c) above relating to the examinations:
  - 1. Leakage of questions or question paper set for the examination before the start of examination.
  - 2. Any members of the Subject Examination Committee copying down the

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material from the sets of the question papers, which they are setting and/or moderating.

3. Invigilator / or any other person appointed by the Institution for conduct of examination aiding / abetting / allowing / instigating students to use malpractices.
  4. Examiner / moderator intentionally awarding marks to student in assessment of answer books, practical work project work or internal assessment to which the student is not entitled or not assigning marks to the student to which the student is entitled.
- f) “Lapses” mean and include one or more of the following acts or commissions on the part of the persons included at 51.1 above relating to the examinations:
1. Invigilator / or any other person appointed by the Institution for conduct of examination showing negligence / apathy in carrying out duties
  2. Any other similar acts and / or omissions, which may be considered as malpractices or lapses by the competent authority.
  3. Paper-setter omitting question, Sr. No. of Questions, repeating question or setting question outside the scope of syllabus or not setting the question paper unit wise.
  4. Examiners showing negligence in detecting malpractice used by students
- g) “Unfair means material” means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (Examinees) or on desk or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc., which is not allowed and permitted in the examination hall.
- h) “Unfair means material in Possession of Examinees” means having any unauthorized material on his person or desk or chair or table or at any place within his reach, in the examination center and its environs or premises at any time during the examination hours.
- i) “Student found in possession” means a student, reported in writing, as having been found in possession of unfair means material by Invigilator, member of the Vigilance Squad or Examination Committee or any other person authorized for this purpose, even if the unfair means material is not produced as evidence because of its being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the Examinees or by any other person acting on his behalf to such an extent that it has become illegible. Provided that report to that effect is submitted by any authorized person to the Controller of Examinations or to any officer authorized on his behalf.
- j) “Material related to the subject of Examination” means and includes,

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- a) if the material is produced as evidence, any material certified as related to the subject of the examination by any authorized person and
- b) if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (53.1(i)) above, the presumption shall be that the material did related to the subject of the examination.

The “EC” shall be the Competent Authority to take disciplinary action against a student / Examinees or any other person, for use of unfair means by him during the examinations conducted by the Institution.

- a) The EC shall constitute a sub-committee called as Unfair Means Investigation Committee of not more than three persons of whom one shall be a chairman. Such committee shall investigate unfair means cases and submit its report along with its recommendations to the EC which shall take disciplinary action against a student/person involved in the unfair means / malpractice directly or indirectly in the matter as it deems fit.
- b) The Unfair Means Investigation Committee will function as a enquiring and re- commendatory body and submit its recommendations in the form of a report to the EC, which will issue final orders with regard to the penal action, if any, to be taken against the students or any other person after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the concerned implicated student or person concerned in his defense, the principles of natural justice have been followed and then recommend quantum of punishment in accordance with the guidelines laid down in this behalf.

**51.2** The report against a student / Examinees received in his / her misconduct or unfair means committed by him / her during the examinations, by the Examination In-Charge, shall be submitted in a separate and confidential sealed envelope marked “suspected unfair means case” to CoE. The CoE shall place these cases before the Unfair Means Investigation Committee for their investigation and recommendations.

**51.3** CoE shall take one or more decisions depending upon seriousness / gravity of the cases as under:

1. In the case of impersonation or violence, expel the concerned student from the examination and not allow him to appear for remaining examination and shall inform the action taken to the CoE immediately.
2. Obtain undertaking in the prescribed form from the student to the effect, that decision of the concerned competent authority in his /her case shall be final and binding and allow him / her to continue with his/ her examination.
3. May report the case to the concerned Police Station as per the provisions of

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Maharashtra Act No. XXXI 1982- An Act to provide for preventing Malpractices at University, Board and other specified examinations.

4. Confiscate his answer book, mark it as “suspected unfair means case” and issue him fresh answer books duly marked.

**51.4** If the examiner at the time of assessment of answer book suspects that there is a prima- facie evidence that the students whose answer books the examiner is assessing, appears to have resorted to unfair means in the examination, the examiner shall forward his report, through the In Charge, CAC, in case the assessment of answer book is being done centrally, along with the evidence, to the CoE with his opinion in separate confidential sealed envelope marked as “suspected unfair means case”. In case of those examinations, where the assessment of answer book is not done centrally, the examiner shall send his report directly, in sealed envelope, marked as “suspected unfair means case” along with evidence to the CoE.

**51.5** Prima-facie cases of unfair means reported by the examiners shall be inquired into by the Unfair Means Investigation Committee. In the event of cases of unfair means reported through any other sources, the CoE shall collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility and then shall submit the said case with his preliminary report to the Director/Principal. If the EC is satisfied that there is a prima-facie case it shall place the same before the Unfair Means Investigation Committee for further investigation. The CoE/In Charge, CAC, through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Investigation Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed off.

**51.6** Examinations results of the concerned students involved in such cases shall be ‘With hold’ under “Unfair Means Category” till the EC takes final decision in the matter.

- i. The student shall be asked to appear before the Unfair Means Investigation Committee on a day, time & place fixed for the meeting, with written reply / explanation to the show cause notice served on him therein. The student himself only shall present his case before the Committee.
- ii. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the student shall be shown to him by the Unfair means Investigation Committee, if the student presents himself before the Committee. The evidence, if any, shall be recorded in the presence of delinquent.
- iii. Reasonable opportunity, including oral hearing shall be given to the Examinees in his defense before the Committee. The reply / explanation given by the Examinees to the show cause notice shall be considered by the Committee

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before making final recommendations in the case.

- iv. After serving a show cause notice, if the implicated student fails to appear before the Unfair Means Investigation Committee on the day, time and place fixed for the meeting, the Committee shall take decision in his case in his absentia, on the basis of the available evidence / documents which shall be binding on the student concerned.
- v. The Committee shall follow the above procedure in the spirit of the principles of natural justice.
- vi. The Committee shall submit its report to the 'EC' along with its recommendation regarding punishment to be imposed or otherwise.

**51.7** The EC after taking into consideration the report of the Unfair Means Investigation Committee, shall pass such orders as it deem fit, including granting the student benefit of doubt, issuing warning or exonerating him from the charges and may impose any one or more of the following punishments on the students found guilty of using unfair means:

- i. Annulment of performance of the student in full or in part in the examination he appeared for.
- ii. Debarring student from appearing for any examination of the Institute for a stipulated period not exceeding three years.
- iii. Debarring student from taking admission for any course in the Institution for a stipulated period not exceeding three years.
- iv. Cancellation of the Institute scholarships or awards or prize or medal etc. awarded to him/her in that examination.
- v. The student concerned be informed of the punishment finally imposed on him in writing by the EC or by the officer authorized by it in this behalf.
- vi. The Court matters in respect of the unfair means cases should be dealt with by the CoE.
- vii. As far as possible the quantum of punishment should be as prescribed (category wise) as mentioned in.

**51.8** The EC shall take appropriate disciplinary action like disqualification from examination work against the paper-setters, examiner, moderators, teachers or any other persons connected with the conduct of examination committing lapses or using, attempting to use,

aiding, abetting, instigating or allowing to use malpractices in the examination conducted by the Institution.

**51.9** The Unfair Means Investigation Committee appointed by the EC under the rules to investigate unfair means reported in respect of students at the Institution examinations shall also investigate the cases of malpractices used and or lapses committed by the paper- setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations at the Institution examinations.

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- a) Malpractices or lapses committed by the paper setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations, reported to the Institution. The CoE shall place the same before the Unfair Means Investigation Committee for further investigation. The concerned officer through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Unfair Means Investigation Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- b) The CoE shall inform the implicated person (paper-setter, examiner, moderator, teacher or any other person connected with the examination) in writing of the act of malpractice used and / or lapses committed by him at the examination and shall ask him to show cause as to why the charges leveled against him should not be held as proved and the punishment stipulated in the show cause notice be not imposed.
- c) The concerned person shall be asked to appear before the Unfair Means Investigation Committee on the day, time and place fixed for meeting, with written reply / explanation to the show cause notice served on him and charge leveled against him therein. The concerned person himself only shall present his case before the Committee.
- d) The documents that are being taken into consideration or to be relied upon for the purpose of proving charges against the concerned person shall be shown to him by the Unfair Means Investigation Committee, if he presents himself before the Committee. The evidence, if any, shall be recorded in presence of the delinquent.
- e) Reasonable opportunity, including oral hearing shall be given to the concerned person in his defense before the Unfair Means Investigation Committee. The reply / explanation given to the show cause notice shall also be considered by the Unfair Means Investigation Committee before marking final report / recommendation.
- f) If the concerned person fails to appear before the Unfair Means Investigation Committee on the day, time and place fixed for the meeting, he shall be given one more opportunity to appear before the Committee in his defense. If even after providing two chances, the concerned person fails to appear before the Committee, the Committee shall take decision in his case in his absentia on the basis of whatever evidence / documents which are available before it and same shall be binding on the concerned implicated person.
- g) The Unfair Means Investigation Committee shall follow the above procedure in the spirit of principles of natural justice.
- h) The Committee shall submit its report to the 'EC' along with its

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recommendations regarding punishment to be imposed on the concerned person or otherwise.

**51.10** The EC, after taking into consideration the report and recommendations of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him from the charges and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractices or committing lapses at the examinations:

- a) Declaring the concerned paper-setter, examiner, moderator, teacher or any other person connected with the examination to be disqualified from any examination work either permanently or for a specified period.
- b) Referring his case to the concerned disciplinary authorities i.e. the Vice-Chancellor / Registrar of RTMNU and/or Management of Institution for taking such disciplinary action as deemed fit as per the rules governing his service conditions.
- c) The officer authorized in this behalf, shall inform the concerned person of the decision taken in his case and the punishment imposed on him.
- d) The court matters in respective cases of malpractices / lapses should be dealt with by the respective competent authority.
- e) As far as possible the quantum of punishment shall be as prescribed (category wise).

#### **EX 52 Process of Filling of Examination form for appearing for End Semester / Make-up Examination:**

Before the commencement of ESE/Make-up/Summer Term ESE all the students shall fill the Examination Form as per the guide lines mentioned below. The CoE shall take out notification for the same well in advance before the commencement of ESE/Re- Sit/Summer Term ESE. The student shall pay the prescribed examination fee for every examination for which he/she shall appear,

- 1) Examination forms shall be made available online through MIS with required details
- 2) Student shall
  - a) Check the information,
  - b) Accept the same if correct, tick the courses,
  - c) Deposit the fee in account section as per the schedule,
- 3) In case of any discrepancies in Examination form, student shall approach COE office for necessary correction.
- 4) CoE Office shall prepare the discrete list of students from MIS according to Programme, Semester, Section, Term (ODD/Even/Re-sit/Summer), Academic year, Student category (Regular/Ex/Abs). Name of student, Gender, Reg. ID
- 5) The examination section must ensure following things
  - i. Detained student shall not appear for ESE without Re – registration.



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- ii. The absorbed student shall not appear for ESE without completing the term for the course not studied in RTMNU pattern.
- iii. The student who cancels led the admission temporary / permanently shall not appear for the examination.
- iv. The student promoted by mistake of operator shall be taken due care.(above students may not be in detained list)
- v. The student section shall send duly certified examination forms along with discrete list to the office of controller of Examination.
- vi. CoE office shall print the admit card and send to student section.
- vii. Student section shall distribute the Admit card to the concerned student by confirming the outstanding dues against the student with the help of account section.
- viii. The student section shall distribute the grade card to the concerned student.
- ix. Any discrepancies pointed out by any student in admit card or grade card shall be forwarded to the office of CoE by student section.
- x. CoE office shall do the necessary corrections in admit card/grade card and send to student section for distribution.
- xi. The CoE office shall send the list of failure students as soon as the results are declared and will print the notice stating the dates of declaration of result, last date without fine and with fines.
- xii. The student section shall arrange for the examination forms to be filled by the student as above for preparation of Re-sit examination or Ex-student for ESE as applicable.
- xiii. In case of online examination form take necessary care to cover all above matter through suitable programming.

#### **EX 53 Instructions to the Students/Examinees:**

- 53.1** (a) Examinees shall write his/her Roll number in English, in figures as well as in words.
- (b) The Examinees should not write anything on the answer book, except their Roll Number, Enrolment number, Registration Number, Course and date of examination, at the places provided for the purpose, before he receives the question papers. The Examinees should read the instruction on the inside cover page of answer book carefully and write their answers on the both sides of the leaf of answer book supplied.
- 53.2** The Examinees shall not get the additional answer book. They should write their answers within the answer book supplied to them.
- 53.3** (a) A warning will be given ten minutes before the concluding time of the examination.
- (b) During the last ten minutes before the concluding time of the examinations, Examinees(s) shall not leave examination hall, unless the answer books of all the

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- Examinees are collected by the invigilators at the end of the paper(s)
- 53.4** Examination will be held on the dates and time mentioned in the program/Time table of the examination.
- 53.5** Examination hall shall open half an hour before the prescribed time on the first day of examination and 15 minutes before the succeeding days.
- 53.6** Entry without the Identity/ Admit card is prohibited.
- 53.7** Identity /Admit card will be checked during the examination.
- 53.8** The candidate must be in his seat in the hall ten minutes before the commencement of the examination. However, the CoE at his discretion may allow late-comer up to half an hour. There after no permission to entry in examination room.
- 53.9** Every candidate shall maintain peace in examination hall.
- 53.10** Examinees shall not bring with him any book(s), written/Printed papers of any objectionable material etc. in the examination hall unless otherwise permitted by the instructions printed on the question paper.
- 53.11** Before writing the roll number on the answer book the Examinees shall observe the condition of the answer book. If found bad, containing loose pages, pages are not serially numbered, answer book is without serial number on its cover page etc. then he shall bring the discrepancy to the notice of the invigilator and COE immediately, and obtain new answer book.
- 53.12** Examinees shall not write anything on the question paper supplied to him.
- 53.13** No Examinees shall be allowed: -
- a. To leave his seat with in the first half an hour.
  - b. To submit his answer book before completion of an hour from the starting of the examination.
- 53.14** Examinees shall leave the hall only after handing over his Identity/Admit Card to the invigilator.
- 53.15** The Examinee who has submitted answer book and left the examination hall will not be allowed to enter the examination hall again.
- 53.16** Examinees shall sign the attendance sheet.
- 53.17** Examinees found using unfair means or violating the rules shall be liable for punishment by the Examination Committee of the Institution.
- 
- 53.18** Examinees will not ordinarily be allowed to change seating arrangement.
- 53.19** Facility of lesser qualified amanuensis/writer to the handicapped students can be availed by the Examinees after submission of original medical certificate issued by the civil surgeon/Orthopedic surgeon for verification to the CoE of their respective examination.
- 53.20** Facility of one additional hour (over and above the stipulated time limit of the paper) to the writer of the Examinees and extra half an hour (over and above the stipulated time limit of the paper) to the writer of handicapped Examinees can also be availed.
- 53.21** Facility of extra hour (over and above stipulated time of the paper) to write answer

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during the examination can be availed by orthopedically handicapped Examinees who have and co- ordination problem/visually handicapped Examinees. These Examinees should obtain prior permission well in advance from the COE before the commencement of the examination by the submitting original certificate issued by the civil surgeon/orthopedic surgeon for verification.

- 53.22** The Examinees shall not bring with them any mobile/cell phone/communications devises in the examination hall.
- 53.23** Those students leaving examination hall before 3 hours will have to submit question paper along with answer book to invigilator. Student will be allowed to take question paper outside the examination hall only after 3 or 4 hours
- 53.24** Undertaking from student at Examination Centre shall be taken by invigilator if student do not have College ID Card or Admit Card at the time of Examination. The student will have to pay fine of Rs. 500=00
- 53.25** The student who is not allowed the examination due to detention or punishment due to unfair means shall not appear the examination of that course otherwise action will be taken.
- 53.26** If there is change in status of detention, the Examinees shall immediately submit the admit card to CoE for correction.
- 53.27** Write correct question number on answer book, otherwise zero marks will be allotted.
- The Institution reserves the right to cancel the admissions of the students at any stage when it is detected that his admission to the examination or to the institution is against the rules.

### **EX 54 The Process Flow of Digital Evaluation:**

- i. Chairpersons of boards of studies shall submit, program wise/ subject wise, the names of internal/ external eligible valuers for end semester examinations. Office of the Controller of examinations shall send letters to all the eligible internal and external valuers seeking their consent to be valuers for end semester examinations. Upon receiving their consent for valuation their appointment as internal as well as external valuers shall be done by the office of the Controller of examinations.
- ii. Calendar of valuation according to the end semester examination time table shall be prepared and accordingly the valuers shall be called in advance for on-line digital valuation.
- iii. Upon the completion of each paper on that particular date the Officer In-charge Examination (OIC) shall sent the answer sheets to the custody of

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Office of Controller of examinations. All the answer sheets received from the Officer In-charge examination shall be stored date wise/program wise, in a safe condition of Office of Controller of examinations.

- iv. Being a digital evaluation, the stored answer sheets shall be brought under the supervision of COE to the scanner hall for the purpose of scanning of answer sheets. After the scanning of particular paper is completed, in-charge valuation, under the command of Office of COE, shall allot the answer sheet bundles in software image format to the particular concerned evaluator for on screen evaluation of answer sheets.
- v. On screen evaluation shall be done in a separate hall where Window based computer systems are installed with proper internet connectivity. In-charge digital evaluation shall ensure it that the image copy of answer sheet which is visible to the valuer for on screen valuation is clear and easy to evaluate.
- vi. For any technical difficulty faced by valuers during the on-line evaluation the team of technical experts from the office of COE shall assist to solve the problem.
- vii. After the on-line valuation the marks of each answer sheet shall be stored in the data base of digital software as well as in the azure cloud with all security features with the dedicated server of the Office of COE and in a separate hard disk.
- viii. Once the entire process of on-line valuation is over for all the subjects/papers, ERP system shall generate a tabulation register which shall be thoroughly cross checked against internal documents, for error free processing of the result.
- ix. During on-line valuation, the roll numbers and other credentials like permanent registration number of examinees shall be invisible to the valuers because scanning of the first two pages of answer sheets shall get hidden by the digital software program.
- x. In this manner strict confidentiality and integrity of the valuation process shall be ensured and maintained by the Office of COE.

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### APPENDIX – I

#### UNFAIR MEANS RESORTED TO BY STUDENTS AT THE INSTITUTION EXAMINATION AND THE PUNISHMENT FOR EACH CATEGORY

Sr. No.	Nature of Malpractice	Quantum of Punishment	Total Punishment
1	Possession of copying material	Annulment of the performance of the student at the Institution examination for the course.	01
2	# Possession of Mobile during examination	Annulment of the performance of the student at the Institution examination for the course	01
3	# Actual copying from the copying material from Mobile during examination	Annulment of the performance of the student at the Institution examination for the course/ complete examination. Exclusion of the student from Institution examination for the course, for One additional examination.	1+1
4	# Possession of Mobile during examination & Transferring question paper & Receiving of Answers using mobile	Annulment of the performance of the student at the Institution examination for the course. Exclusion of the student from Institution examination for the course/ complete examination, for Two additional examination. (BOTH STUDENTS/ all involved)	1+2
5	# Helping other examinee in unfair means activity by supplying answers of questions via mobile or in hard copy (Externally)	Exclusion of the student from Institution examination for the complete examination	1 Complete Exam
(Note : This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. 2 to Sr. No. 12 in addition to the punishment prescribed thereat).			
6	Actual copying from the copying material	Exclusion of the student from Institution examination for the course for one additional examination.	1+ 1
7	Possession of another students answer books	Exclusion of the student from Institution examination for the course for one additional examination. (BOTH STUDENTS)	1+1 Both Students

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8	Possession of another students answer books actual evidence of Copying there from	Exclusion of the student from Institution examination for the course, for two additional examinations. (BOTH STUDENTS)	1+2 Both Students
9	Mutual / Mass copying	Exclusion of the student from Institution examination for the course for two additional examinations (BOTH STUDENTS)	1+2 Both Students
10	a) Smuggling-out or smuggling-in of Question paper/ answer-book as copying material	Exclusion of the student from Institution Examination for the course for two additional examinations.	1+ 2
	b) Smuggling-in of written answer-book based on the question paper set at the examination.	Exclusion of the student from Institution examination for the course for three additional examinations	1+ 3
	c) Smuggling-in of written answer-book and forging signature of the Invigilator Supervisor thereon	Exclusion of the student for Institution Examination for the course for four additional examinations.	1+ 4
11	Attempt to forge the signature of the Invigilator on the answer book Or supplement.	Exclusion of the student from Institution examination for the course for four additional examinations.	1 + 4
12	Interfering with or counterfeiting of Institution seal or answer-books/supplement	Exclusion of the student from Institution examination for the course for four additional examinations.	1+ 4
13	Answer book written outside the examinations hall or any other insertion in answer-books	Exclusion of the student from Institution examination for the course for four additional examinations.	1+4
14	Insertion of currency notes / to bribe or attempting to bribe any of the persons connected with the Conduct of examination.	Exclusion of the student from Institution examination for the course for four additional examinations	1+4
Note: This money shall be credited to the Institution Fund.			
15	Using obscene language / violence threat at the examination center by a student to Invigilator / any other person	Exclusion of the student from Institution examination for the course for four additional examinations.	1+4
	Connected with the conduct of examination.		

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16	a) Impersonation at the Institution examination.	Exclusion of the student from Institution examination for the course for five additional examinations.	1+5
	b) Impersonation by a College / Institutions Student at Institution examination	Exclusion of the student from Institution examination for the course for five additional examinations.	1+5
Both the students if impersonator is an Institute student.			
17	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the Institution examination	Annulment of the performance of the student at the Institution examinations for the course	01
18	Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the student at the Institution examination for the course.	01
19	All other malpractices not covered in the aforesaid categories	Annulment of the performance of the student at the Institution examination for the course and further punishment depending upon the gravity of the offence	01
20	Misuse of Hall Ticket for Unfair Means	Annulment of the performance of the student at the Institution examination for the course.	01
21	<p>If on previous occasion a disciplinary action was taken against a student for malpractice used at 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 students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.</p>		
22	<p>Student involved in malpractices at Practical / Dissertation / Project Report examinations shall be dealt with as per the punishment provided for the theory examination</p>		
23	<p># Student involved in malpractices at ESE / Practical Examination shall be dealt with as per the punishment provided for the theory examination. (Punishment can be from awarding zero marks in the exam in which he has used malpractices/ Cancellation of ESE/ to registration Cancellations in one or more subjects and / or not allow to appear for next one Examinations.</p>		



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### APPENDIX – II

#### UNFAIR MEANS RESORTED BY PAPER-SETTERS, EXAMINERS, MODERATORS, TEACHERS OR ANY OTHER PERSONS CONNECTED WITH THE EXAMINATION

Sr. No.	Nature of Malpractice / Lapses	Punishment
1	Paper-setter found responsible for leakage of the question set in the Institution examinations whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work + disciplinary action by concerned rules applicable.
2	Leakage of questions / question paper set in the Institution examination, before examination at the center, by any persons connected with examinations.	Disciplinary action against the guilty /responsible persons as per the prevailing rules by the concerned authority.
3	Favoring a student (Examinees) by examiner, moderator, in assessment of answer books / dissertation / project report / Thesis by assigning the student marks to which the student is not entitled to at the Institution examinations.	Disqualification from any examination work + disciplinary action by the concerned authorities.
4	Examiner/Moderator intentionally/negligently not assigning the student in assessment of his / her answer books /dissertation/ project work, the marks to which the student is entitled to at the Institution examinations	Disqualification from any examination work + disciplinary action by the concerned authorities.
5	Paper-setter omitting question at the time of finalization of question paper set at examination or repeating Sr. No. of question while writing	Disqualification from any examination work for a period of three years.
6	Paper-setter setting questions outside the scope of the syllabus	Disqualification from any examination work for a period of three years.
7	Paper-setter setting questions outside the scope of the syllabus	Disqualification from any examination work for a period of three years.
8	While assessing answer book examiners showing negligence in detecting malpractices used by the students.	As decided by the authorities of the Institution.

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9	Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student)	As decided by the authorities of the Institution.
10	Invigilator / any person helping student in copying answers in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	Disqualification from any examination work up to a period of three years + disciplinary action by the concerned authorities as per the rules if he / she is an Institution / College / Institution employee.
11	Invigilator helping student (Examinees) in mass-copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rules if he / she is a University / College / Institution employee.
1 2	The Competent Authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982.	

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**APPENDIX III**  
**UNDERTAKING LETTER**

1. I undersign undertake to maintain the secrecy in matter of paper setting of subject (with code no) and all other assigned work including Correspondence pertaining to PJLCP, Nagpur.
2. Further, I assure you that I shall maintain utmost secrecy in the work entrusted to me for Semester Examination and discharge all my duties impartially without involving in any type of malpractice which violates the code of conduct of examination.
3. No relative\* of mine is appearing at the examination work assigned to me.
4. I have neither given tuition to any student or attached with any tuition classes and imparted any private or personal tuition or training or coaching for the examination where I am appointed as Paper-setter and/or Examiner.
5. I have also not published any guides, digests of text-book concerning the examination where I am appointed.
6. I have deleted all the files/folders pertaining to assigned exam work from the hard disc of the PC which I have used for PJLCP exam work.
7. While setting questions the distribution of marks as per the syllabus has been strictly followed.
8. I assure you that the paper has been completely prepared by me and I have followed all the "Guidelines for Paper Setter".

Note: Paper Setter should put his/her Digital Signature and name on the soft copy of Question paper on each page.

Yours Truly,

Date:.....

Signature:-----

Place:.....

Full Name:-----

Mob. No. : .....

UPDATED ADDRESS (IN BLOCK LETTERS)

Residence:

College:

\* The meaning of relatives is defined as under: wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, son-in-law, sister-in-law, daughter-in-law, nephew, niece, sister's daughter and son and their son and daughter, uncle, aunt.

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**APPENDIX – IV**

To,  
The Inspector / Sub-Inspector,  
.....Police Station,  
.....

Subject:- Complaint against the student for the alleged use of Unfair Means at  
the.....

examination held at Priyadarshini J. L. College of Pharmacy, Nagpur

Sir,

On behalf of the Priyadarshini J. L. College of Pharmacy, NAGPUR, the..... examination held  
in the First Half / Second Half of \_\_\_\_\_ is conducted in the premises of the Priyadarshini J.  
L. College of Pharmacy, Nagpur. I have been authorized by Priyadarshini J. L. College of  
Pharmacy, Nagpur, to act under the provisions of Maharashtra Act XXXI of 1982.

I furnish herewith the details of the following students who has / have used unfair means at the  
examination.

1. Name of the Student: .....
2. Examination Seat No.: .....
3. Name of the College .....appeared for the examination
4. Name of the Subject: .....
5. Name of the Invigilator:..... OR  
Name of the Centre  
Supervisor/person Who detected the case
6. Material found with the Examinee:.....
7. Other information if any in .....connection with the case

According to Section 7 of the Maharashtra Act XXXI of 1982 – An Act to provide for  
preventing malpractices at University / Board and other specified examinations, Shri / Ku..

Has committed the offence at the.....

Examination and therefore, I lodge a complaint against him/her with the Police Station.

.....  
..... Name of the Police  
Station.

Place : .....  
Date : .....

Yours faithfully  
.....  
Signature of CoE with Seal

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### APPENDIX – V

## Maharashtra Prevention of Malpractices at University, Board and otherspecified Examinations Act 1982

10232

*Maharashtra Prevention of Malpractices [1982 : Mah. XXXI  
 at University, Board and other specified  
 Examinations Act, 1982.*

Duties of persons entrusted with printing, etc. of question papers and punishment for contravention.

4. (1) Any person who is entrusted with the work of printing, cyclostyling, typing or otherwise producing copies of any question paper set for the purposes of any examination shall not supply or cause to be supplied a copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the work to him.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Duties of persons entrusted with custody of question papers and punishment for contravention.

5. (1) Any person who is entrusted with the custody, or is otherwise in possession, of any question paper set up for the purposes of any examination shall not supply or distribute or cause to be supplied or distributed any copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the custody or gave possession thereof to him.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Prohibition of supply or publication of any question paper before examination is held.

6. Whoever has in his possession any question paper set or purported to be set for any examination and supplies or causes to be supplied or offers to supply a copy thereof, or communicates or offers to communicate the contents thereof, to any person, whether for any consideration or otherwise, or gives publicity thereto in any manner, except in accordance with the instructions issued in writing by an authorised officer of the University, Board or other authority concerned with the examination, at any time before the examination is held, shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Prohibition of copying and impersonating at examinations.

7. Whoever is found in or near an examination hall by the invigilator or any other person appointed to supervise the conduct of the examination, copying answers to the question paper set at the examination, from any book, notes or answer papers of other candidates, or appearing at the examination for any other candidate or using any other unfair means, shall, on conviction, be punished with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both.

Punishment for abetment<sup>1</sup> [of] offences.

8. Whoever abets any offence punishable under this Act shall be punishable with the punishment provided for the offence.

Offences to be cognizable and non-bailable.

9. Notwithstanding anything contained in the Code of Criminal Procedure, 1973, all offences under this Act shall be cognizable offences and shall be non-bailable. II of 1974.

Offences to be tried summarily.

10. Notwithstanding anything contained in the Code of Criminal Procedure, 1973, all offences under this Act shall be tried in a summary way by any Metropolitan Magistrate or any Judicial Magistrate of the First Class and the provisions of sections 262 to 265 (both inclusive) of the said Code shall, as far as may be, apply to such trial : II of 1974.

Provided that in the case of conviction for any offence in a summary trial under this section, it shall be lawful for the Magistrate to pass a sentence of imprisonment for any term for which such offence is punishable under this Act.

<sup>1</sup> This word was substituted for the word " or " by Mah. 22 of 1991, Second Schedule.

**Examination Manual 2024-25**

**1982 : Mah. XXXI ]** *Maharashtra Prevention of Malpractices  
at University, Board and other specified  
Examinations Act, 1982*

10233

Mah.  
Ord.  
IV of  
1982.

**11. (1)** The Maharashtra Prevention of Malpractices at University, Board and other specified Examinations Ordinance, 1982, is hereby repealed.

Repeal of  
Mah. Ord. IV  
of 1982 and  
saving.

(2) Notwithstanding such repeal, anything done or any action taken (including any notification issued) under the said Ordinance shall be deemed to have been done, taken or issued, as the case may be, under the corresponding provisions of this Act.

A-418-2.

GOVERNMENT PRESS, NAGPUR.