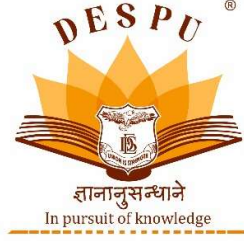


DECCAN EDUCATION SOCIETY - Since 1884

**DES PUNE
UNIVERSITY**

EXAMINATION ORDINANCES 2023





DECCAN EDUCATION SOCIETY - Since 1884

**DES PUNE
UNIVERSITY**

Examination Ordinances 2023

Sr. No.	Reason for Change	Change Content	Revision	Date	Updated By
1.		New Document	0	03/01/2024	Jeevan Limaye
2.	Suggestions incorporated as per directions of Board of Examinations	Point No. 10 and other minor changes	1.0	12/02/2024	Dr. Mahesh Gaikwad
3.	Suggestions incorporated as per directions of Board of Examinations	CGPA to Percentage Formula	2.0	21/03/2025	Dr. Mahesh Gaikwad
4.	Suggestions incorporated as per directions of Board of Examinations	Exemption (E) grade for the courses which are exempted from PhD Coursework exam for the candidate	2.0	21/03/2025	Dr. Mahesh Gaikwad

Table of Contents

1. Introduction and Definitions	3
1.1 Preliminary	3
1.2 Definitions	3
2. Examinations	6
2.1 Pre-Examination Work	7
2.2 Actual Conduction of Examination	7
2.2.1 Internal Examinations	7
2.2.2 End Semester Examinations	7
2.2.3 Post Examination work	8
3. Duties and Responsibilities	9
3.1 Controller of Examinations (CoE)	9
3.2 Deputy Controller of Examinations (Dy. CoE)	9
3.3 School Examination Officer (SEO)	9
3.4 Senior Supervisor - Duties and Responsibilities (Internal & External)	10
3.5 Junior Supervisor - Duties and Responsibilities	11
3.6 Vigilance Squads	13
4. Conducting University Examinations	16
4.1 Appointment of Paper-setters, Examiners, Senior-Supervisors, Conduct of Examination	16
5. Central Assessment Programme Scheme	18
5.1 Preliminary	18
5.2 Evaluation, Tabulation and Declaration of Results	18
5.3 Pre-assessment	18
5.4 Appointment of Examiners/Moderators	19
5.5 Collection of Answer books	19
5.6 Preparation for CAP	19
5.7 Assessment and Moderation Process	19
5.8 Moderation	20
5.9 Post -Assessment	20
6. Grace Marks for Passing	21
7. Examination Eligibility and Passing Criteria	22
7.1 Attendance	22
7.2 Passing Marks	22
7.3 Progression Rule for students admitted in the Academic Year 2023-24 and later	22
7.4 Letter Grades and Grade Points	22

7.5	Computation of SGPA and CGPA	22
7.6	Illustration of Computation of SGPA and CGPA	23
7.7	Illustration for CGPA	23
7.8	Overall Grade and Conversion Formula	24
a)	Overall Grade	24
b)	Conversion Formula	24
7.9	Award of Degree	24
7.10	Rank Declaration	24
7.11	Time Limit for Programme Completion	25
7.12	Grade Improvement	25
8.	Revaluation & Re-totalling of the Answer-Book(s)	26
9.	Amendment of Results	28
9.1	Due to errors	28
9.2	Error Means	28
9.3	Due to fraud, malpractices etc.	28
10.	Multiple Entry and Exit as per National Education Policy (NEP) 2020	29
11.	Unfair Means by the Candidate	32
10.1	Definition-Unless the context otherwise requires	32
10.2	Competent Authority	33
10.3	Procedure to be followed by the Examiner during Assessment.	34
10.4	Appointment of Unfair Means Inquiry Committee	34
10.5	Punishment	35
12.	Lapses Committed by the Employee	38
11.1	Lapses Means	38
11.2	Definition - Unless the Context Otherwise Requires	38
11.3	Competent Authority	38
11.4	Investigating Committee	39
11.5	Procedure for Investigation	39
11.6	Punishment	40
13.	Visually Impaired or Disabled Students	43
12.1	Appointment of Writer	43
12.2	Time to Handicapped Students/Blind Students/Learning Disable	43
14.	References	43

1. Introduction and Definitions

In exercise of the powers conferred by and in discharge of duties assigned under the relevant provision(s) of the DES Pune University, Act 2023, Statutes and Ordinances, made thereunder, the Academic Council hereby makes the following Ordinances, namely;

1.1 Preliminary

Short Title and Commencement

(a) These Ordinances shall be called the **Examination Ordinances, 2023.**

(b) These shall come into force from the Academic Session 2023-24.

1.2 Definitions

In these Ordinances, unless the context otherwise requires:

1. "Academic Calendar" means the schedule of academic and other related activities as approved by the Academic Council;
2. "Academic Council" means the Academic Council of the University;
3. "Academic Office" means the Academic Office of the University;
4. "BoE" means the Board of Examinations of the University;
5. "BoS" means the Board of Studies of a particular Programme / School / Department / Faculty of the University;
6. "CoE" means the Controller of Examinations of the University;
7. "SEO" means the School Examination Officer who is appointed by the Controller of Examinations. He / she is responsible for smooth coordination between the examination department and respective schools / faculty.
8. "External Senior Supervisor" means, a senior teaching faculty member appointed by CoE to observe and monitor the conduct of examinations independently.
9. "Certificate and Diploma Programmes" includes all certification programmes and diploma programmes.
10. "Degree Programme" includes all Undergraduate Degree and Postgraduate Degree Programmes.
11. "Department" means an academic unit under School / Faculty offering the concerned Degree / Diploma programmes;
12. "Examination Section" means a unit duly constituted by the University to deal with all activities related to university examinations;
13. "Examination Centre" means a place where the University examinations are conducted;
14. "Expulsion" means permanent removal of the student from the University rolls with prohibition on future enrolment;
15. "HoD" means the Head of Department.
16. "HoS" means the Head of School.
17. "Institute" means a constituent institution of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;
18. "Programme Curriculum" includes the set of Programme Structure and Course-Structure, Course-Contents / Syllabi;
19. "President" means the President of the University;
20. "University" means DES Pune University, Pune;
21. "Vice Chancellor" means the Vice Chancellor of the University;
22. "School" means an academic unit between Department and Faculty.

23. "Student" means and includes a person who is enrolled as such by the Department / School for receiving instructions qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and students registered as candidates (examinee) for any of the degree, diploma or certificate examination.
24. "Dy. CoE" - means an officer appointed in the said position to assist Controller of Examinations for ensuring and implementing the processes for efficient functioning of university examinations, tests, evaluation and declaration of results.
25. "Centre In-Charge" means – an officer appointed to conduct the examinations at the Examination Centre.
26. "CAP Officer" means – an officer appointed in the said position to assist Controller of Examinations for ensuring and implementing the processes for efficient functioning of the Central Assessment Programme and declaration of results.
27. "CAP Coordinator" - means an officer appointed to coordinate the Central Assessment Programme at Department / School / Faculty.
28. "Control Room Staff" means – The staff appointed to conduct the examination at Department / School / Faculty as per requirement for the period of examinations.
29. "Paper Setter" means – A course teacher / course expert appointed to set the Question Paper for a particular course.
30. "External Examiner" means – an expert / a teacher appointed from another School / Faculty / Institute / University / Industry to conduct specific examination activities.
31. "Moderator" – A person who reviews and moderates the question paper or answer scripts to ensure consistency of evaluation.
32. "Exam Block" means – a room or block created for smooth conduction of Theory Examinations at a specific centre.
33. "Vigilance Squad" means – a squad created to supervise through surprise / random visits, to ensure the smooth conduction of examinations as per norms.
34. "Academic Year (AY)": two consecutive semesters / one year of academic instructions, evaluations and assessments.
35. "Choice Based Credit System (CBCS)": The CBCS provides choice for students to select from the prescribed list of courses.
36. "Course" usually refers to papers of a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures / tutorials / laboratory work / field work / outreach activities / project work / vocational training / viva / seminars / term papers / assignments / presentations / self-study, etc. or a combination of some of these.
37. Credit Based System (CBS): Under the CBS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of specified minimum number of credits to be completed by the student.
38. Credit Point: It is the product of grade point and number of credits for a course.
39. Credit: A unit by which the course work is measured. One credit is equivalent to 15 contact hours of classroom teaching or 30 hours of Practical Work / Lab Work / Tutorial or 45 hours of Field work / Project Work / internship duration specified.
40. Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in

various courses in all semesters and the sum of the total credits of all courses in all the semesters till the progression of the programme. It is expressed up to two decimal places.

41. Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.
42. Letter Grade: It is an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
43. Program: An educational programme leading to the award of a diploma, certificate or degree.
44. Grade Point Average (GPA): It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits of that semester. It shall be expressed up to two decimal places.
45. Grade Card: Based on the grades earned, a grade card shall be issued to all the registered students after every semester. The grade card will display the course details (code, title, number of credits, grade and grade points secured) along with GPA of that semester and CGPA earned till that semester.

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In pursuit of knowledge

2. Examinations

The Examination Department manages appointment of paper setters, examiners, moderators, supervisors, exam schedule preparation, conduct, performance assessment, results declaration, and awarding degrees, diplomas, and certificates, divided into three functional parts:

Pre-Examination work.

Actual conduction of Examinations.

Post Examination work.

- a. The Semester / Year End Examination is the final examination held at the end of each semester/annual, as per the University's Academic Calendar.
- b. The detailed schedule of the Semester / Year End Examinations conducted by the University shall be published / announced by the CoE at least 02 (Two) months before the scheduled date of examinations.
- c. The Semester / Year End Examination shall be held at the designated examination centres of the University.
- d. The Mid Term / Internal assessment Examinations shall be conducted as per norms by the HoS on the dates specified in the Academic Calendar.
- e. The detailed schedule of the Mid Semester Examinations / Internal assessment shall be published / announced by the Deans / HoS at least 02 (Two) weeks before the scheduled date of Mid Semester / Internal assessment examinations.
- f. The Semester / Year End Examinations shall be conducted by the CoE on the dates specified in the Academic Calendar. The Final Examination shall be held at the designated examination centres of the University.
- g. The Final Examinations for Practical, Jury, Viva Voce, Project Evaluation, etc., as applicable shall be conducted by the Deans / HoS shall publish the schedule at least a week before commencement of the same.
- h. All other continuous assessment examinations / tests / assessments shall be conducted by the respective faculty members / course instructors as per the schedule announced in the respective Course Plan. The concerned Deans / HoS shall be responsible for the smooth and timely conduct of such continuous assessments and the declarations / publication of the results / marks obtained in these continuous assessments / tests.
- i. Marks / Grades of internal exams / Continuous Assessment / Practical Exams / Viva-voce etc. shall be uploaded in the ERP within a week by concerned faculty members.
- j. **Time Slots for University Examinations: #**

External Marks	Duration of Examination	Compensatory Time in case of Writer
25- 40	1 hour	20 min.
40 to less than 60	2 hours	30 min.
60 to less than 80	2 hour and 30 minutes	50 min.
80 and more than 80	3 hours	60 min.

These are guidelines and outlier cases may be discussed in Board of Examinations for approval

k. **By the orders of the Controller of Examinations, a signal bell shall be given:**

- a. 10 minutes before the commencement of the examination for allowing the student to enter the examination room.
- b. Second bell shall be given at the beginning of the examination for distribution of the question papers.
- c. Third bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall.
- d. The final bell shall be given at the conclusion of the examination.

2.1 Pre-Examination Work

It is related to

1. Preparation and publication of schedule of examinations which includes Time-Table and other related matters.
2. Appointment of Paper-setters, Examiners, Moderators, Vigilance Squads, Sr. Supervisor and Central Assessment Programme (CAP) Officers.
3. To prepare the financial estimates for incorporation in the budget of the University examinations and submit the same to the finance for approval.
4. To receive, scrutinise and accept students' examination forms.
5. Declaration of eligible / non-eligible candidates for examination.
6. Preparation of hall ticket.
7. Preparation of bar code and attendance sheets.
8. Distribution of Examination Stationery to the concerned Examination Centres.
9. Fixing the venue of the Central Assessment Program to conduct the actual assessment.
10. Distribution of question papers to the examination centres.

2.2 Actual Conduction of Examination

2.2.1 Internal Examinations

At DES Pune University, Pune, 50% weightage is given to Internal Examinations. To Conduct Practical / Oral / Project exams as per norms, the Internal / Practical Examinations are to be conducted by the HoS / Dean at school or department level and the marks are to be uploaded in ERP within a week after completion of the said examination.

2.2.2 End Semester Examinations

50% weightage is given for End Semester Examinations which is to be conducted by the University Examination Department of DES Pune University, Pune. The activities involved in ESE are as follows:

1. Display of Timetable on notice board eight days before the commencement of the examination.
2. Preparation of blocks to conduct the examination a day before the commencement of examinations.
3. Appointment of Jr. / Block Supervisors a week before the commencement of examinations.
4. Appointment of necessary administrative staff at examination centre.
5. Maintenance of the summary reports of the students appearing for the examination (daily) at the examination centre.
6. Preparation of block-wise bundle of answer books, allotment of blocks to Jr. / Block Supervisors.
7. Receiving question papers by SEO from the examination department.

8. Distribution of question papers block-wise to the Jr. / Block supervisor 5 minutes before the starting time of examination.
9. Providing the supplements to the blocks, if necessary, after 15 minutes from the starting of examination
10. Collection of Absentee report after 30 minutes of starting the examination (block wise) along with the balance question papers in the block
11. Collection of answer books from the Jr. / Block Supervisors along with Jr. Supervisor report at the end of examination and tally with absentee/ present report.
12. Handing over the answer books and balance question papers to the examination department before the end of the day by SEO.
13. Submit the unfair means cases separately to the Examination Department with the supporting documents.
14. Preparation and submission of bills of honorariums for teaching and non-teaching staff involved in examination activity to examination department immediately after the completion of examinations.

2.2.3 Post Examination work

1. Arranging Venue for CAP
2. Appointment of Assistant to CAP officer as per requirement
3. Receiving answer books at CAP Center, Verification of answer books by CAP officer
4. Communication to the examiners by concerned CAP officer regarding the assessment schedule at least a week before the commencement of CAP
5. Assessment & moderation of answer books
6. Dealing with unfair means cases with the help of unfair means committee
7. Uploading and validation of marks in ERP system by CAP Officer of concerned faculty / school and examination department
8. Preparation and Declaration of result including Gracing, Grading and CGPA calculations within 30 days.
9. Issuance of Photocopy of answer books on the demand of the students
10. Receiving the Revaluation applications from students
11. Arrangement of revaluation answer books
12. Revaluation and assessment and result processing
13. Payment of honorarium of paper assessment be prepared and paid by the examination department
14. Declaration of result after revaluation
15. Distribution of Passing certificate
16. Receiving applications for convocation / Degree Certificates
17. Fixing the date of convocation and Organization of Convocation Ceremony once a year.

3. Duties and Responsibilities

3.1 Controller of Examinations (CoE)

- a. The Controller of Examinations (CoE) shall be the Principal Officer for conducting the Examinations of the University.
- b. The CoE shall be a member secretary of the Board of Examinations.
- c. The CoE will be responsible for conducting the evaluation of the Answer Books of the Semester / Year End Examinations and declaring the results of the Semester / Year End Examinations of the University within 30 days after the last date of examinations.
- d. The CoE, in consultation with the Concern Dean and the approval of BoE / Vice Chancellor, shall prepare and publish a schedule of examinations for each programme conducted by the University at least 02 (Two) month before the scheduled date of examinations.
- e. The CoE of the University shall maintain the list of examining bodies, examiners and moderators (where applicable), proposed by the Board of Studies, duly scrutinised and approved by the Board of Examinations.
- f. The Paper Setter, Moderator, Internal and External Examiners shall be appointed by CoE from the approved panel of examiners. In case of unavailability of Paper Setter and Examiner so appointed, another Paper Setter and Examiner shall be appointed from the approved panel.
- f. The CoE shall send intimation to the Paper Setter, Examiner and Moderator (as applicable) regarding their appointment with appropriate instructions, guidelines relating to the paper setting / assessment, as the case may be.
- g. The CoE shall conduct meetings of BOE at the beginning of each semester for detailed discussion.
- h. The CoE shall be a responsible officer for overall examination activities of the University.

3.2 Deputy Controller of Examinations (Dy. CoE)

- a. The Dy. Controller of Examinations shall work in such a manner and on such terms and conditions of service, as may be specified by the statutes.
- b. Dy. Controller of Examinations shall be the in-charge of the conduct of examinations and tests of the University and declarations of their results.
- c. He shall work directly under the direction of CoE
- d. The Dy. Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him by CoE.
- e. To collect the data and organize annual Convocation / Graduation Day ceremony.

3.3 School Examination Officer (SEO)

- a. The School Examination Officer (SEO) is to be appointed by the CoE on the recommendation of Dean / Associate Dean / HoS for each centre.
- b. The School Examination Officer (SEO) is in-charge officer for the conduction of examinations at the centre and shall work under the CoE of the University during the examinations.
- c. The SEO should coordinate and confirm the Pre-Examination work is completed satisfactorily which includes Subject Mapping, Eligibility of Students, Backlog Details, Examination Forms, Hall Tickets etc.
- d. The SEO shall arrange to assign seat numbers to different blocks under the guidance of the CoE.
- e. The SEO should give the signed declaration of sending a person with Xerox of his/ her Identity Card to collect daily Question Papers 1½ hours before the examination schedule time from the Examination Department.
- f. The SEO shall on the days of examination arrange to supply the blank answer books, additional answer books and other stationary required for each block and deliver the packets of question papers

to the blocks concerned. The School Examination Officer (SEO) shall ensure that the Jr. Supervisors are supplied with all necessary requirements for the smooth and fair conduct of examination.

- g. The SEO shall allot blocks to Jr. Supervisor at the time of examination. As far as possible, the same Jr. Supervisor shall not be posted to the same room successively.
- h. The SEO shall remain at the centre during the entire period of University examination. In case of any emergency, he / she shall take the permission of the Controller of Examinations requesting him to make alternate arrangements.
- i. The SEO shall see that the candidates with valid Hall Ticket and Identity card only are allowed to enter the examination hall. If any candidate has lost his / her hall ticket, after ascertaining bonafide, he/she will request the Controller of Examinations to issue a duplicate Hall Ticket on payment of required fee as per the rules and regulations of DES Pune University, Pune.
- j. The SEO shall help the Controller of Examinations to prepare the packets, **Semester wise / Subject wise / Paper wise** in serial orders enclosing the relevant proforma. Then bundles of 100 answer books in each bundle shall be provided with the following information
 - a. Name of the Centre with the Centre code
 - b. Semester
 - c. Course (UG / PG / PG Dip/.....)
 - d. Subject
 - e. Subject Code
 - f. Branch
 - g. Date and time of the Examination
 - h. Total number of Answer Books
- k. The SEO shall dispatch the answer book bundles in cloth bags duly sealed and provide with the above information to the CAP Center.
- l. The SEO shall in addition to the above duties attend to any other work entrusted to him by the Controller of Examinations in connection with the Examination.
- m. As soon as all the examinations are over in that centre, the SEO shall send a report to the Controller of Examinations as to whether the examination was conducted properly or he noticed any irregularities. However, he/she shall also report to the Controller or Deputy Controller of examinations about any improper or irregular aspect in the conduct of examination as soon as it is noticed, taking appropriate measures to rectify it with the help of the Controller of Examinations.
- n. If the SEO has to leave the centre during the examination for any other important work of the University like valuation or for any extraordinary reasons, he/she shall obtain the prior permission of the Controller of Examinations after the proper substitute arrangement is made.
- o. If the SEO doesn't carry out his / her duties sincerely, the CoE may cancel his appointment as SEO and replace the other person in consultation with the Dean / Associate Dean / HoS.

3.4 Senior Supervisor - Duties and Responsibilities (Internal & External)

1. The Senior Supervisor (Internal) is to be appointed by the HoS from amongst the senior faculty members of the schools.
2. The Senior Supervisor (External) is to be appointed by the CoE from amongst the senior teaching members of other faculty / School.
3. The Senior Supervisors (Internal and External) are overall responsible officers for the smooth conduction of examinations at the centre and shall work in cooperation with each other.

4. The Senior Supervisors (Internal and External) shall report to the School Examination Officer (SEO) a day before the commencement of the first day examination. The Senior Supervisors should plan regarding the blocks, Jr. Supervisors and Control room staff etc. required for the smooth conduction of examinations.
5. The Senior Supervisors shall be present at the time of opening of the sealed packets containing question papers to ensure that the question paper packets were kept intact & secrecy is maintained. They should assist the SEO in checking and arranging the question paper packets (in the serial order date wise and time wise.)
6. During the Examination he / she shall constantly be moving around the examination halls to ensure that all the Jr. Supervisors are discharging their duties properly & there is no scope for malpractice.
7. The Sr. Supervisors should distribute blank answer books to Jr. Supervisors in time before the examination starts and collect the used answer books after the examination by verifying the number and other necessary details.
8. The question papers should be distributed to the Jr. Supervisors at the respective blocks in time.
9. Sr. Supervisors should collect the presentee / absentee report of each block through the control room staff after half an hour beginning of the examination for every session which should be tallied at the end of examination while collecting the used answer books.
10. The Sr. Supervisors should supervise along with the SEO the packing and sealing of the answer book bundles and its safe custody.
11. If any case of unfair means occurs during the examination, the Sr. Supervisor should take proper action in consultation with SEO and if necessary should be informed to CoE.
12. The answer books and other copy material found in the unfair means cases should be packed separately and be reported to CAP Centre every day.
13. The SEO shall give his / her own observations whenever malpractice cases are detected.
14. In case of answer books, which cannot be dispatched on the same day, the answer book bundles shall be kept under the safe custody of the SEO with proper care. However, the SEO and Sr. Supervisors shall jointly sign the paper seal pasted to the room where the bundles are preserved.
15. If the Sr. Supervisor has to leave the centre during the examination for any other important work of the University like valuation or for any extraordinary reasons, he/she shall obtain the prior permission of the SEO after the proper substitute arrangement is made.

3.5 Junior Supervisor - Duties and Responsibilities

1. The Junior Supervisor should be appointed by the SEO from amongst the faculty members of the school.
2. PG and PhD students receiving stipends/ Lab Assistants / Office Clerks having minimum qualification of Graduation may be appointed as Jr. Supervisor as per the requirement by SEO. In case a sufficient number of staff mentioned above are not available then faculty members may be appointed as Jr. Supervisor.
3. The duties assigned to the Jr. Supervisor should not be adjusted to or substituted by another person without the permission of SEO.
4. The Jr. Supervisor should report to the Control room / Sr. Supervisor at least 30 minutes before the commencement of the examination and ascertain the examination block assigned to him / her and the number of candidates in the block.
5. The Jr. Supervisor should collect the answer books and necessary stationary along with him and attend the block allotted to him at least 15 minutes before the commencement of the examination.

6. The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination by the Jr. Supervisor.
7. The Jr. Supervisor shall announce to the students, to keep the books, papers and other reference materials etc., outside the examination hall and instruct the candidates to search desks, tables, their packets, wallets, instruments box before the issuance of answer books and hand over if any papers / notes / manuscripts / books or any material found to the Jr. Supervisor. The students are expected to ensure that they are not in possession of any written material on hands/s, palm, writing pads, inner and outer covers of calculator / geometry box, or handkerchief. etc.
8. Jr. Supervisor should ascertain that, student should not carry mobile phones or any other electronic equipment in the examination hall and should keep it at his own risk out of the examination hall.
9. The answer books shall be distributed to the candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
10. The Jr. Supervisor shall distribute the question papers to the candidates seated in the examination hall only when the commencement of the examination bell is rung.
11. The Jr. Supervisor shall ensure that no candidate is entering the examination hall after half an hour of the commencement of examination.
12. The Jr. Supervisor should allow half an hour extra time to a physically handicapped student who is officially permitted by the authorities and allowed to take help of a writer.
13. Candidates shall be allowed to leave the examination hall only after 30 minutes of the commencement of examination.
14. The Jr. Supervisor shall affix signature at the place marked as Jr. Supervisor's Signature only after ensuring that, the candidates have taken their proper seats and have entered the correct seat number and other particulars required on the front sheet of the answer book, check the identity of the candidate with photo on Hall Ticket and obtain signature of the candidates on attendance report (FORM A).
15. The Jr. Supervisor should ensure that no impersonation happens in the block.
16. The Jr. Supervisor shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the supplementary answer sheets, graph sheets, etc. which are permissible.
17. If any student has not brought his / her hall ticket, the matter shall be brought to the notice of the SEO for further action.
18. If any candidate is absent, the word **ABSENT** shall be written in capital letters in the appropriate column of the attendance sheet (**FORM A**), **preferably in red ink**, after expiry of 30 minutes from the time of commencement of the examination. A consolidated statement showing the subject-wise, candidates present and absent be submitted in form A.
19. After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the SEO through control room staff when he / she visits the examination hall or return it to the office of Controller of Examinations.
20. The Jr. Supervisor shall not accept the answer book of any candidate without ensuring that it bears his / her correct seat number and other information asked on the front page of the answer book.
21. The Jr. Supervisor shall not allow the candidate to use unfair means in the examination hall.
22. The Jr. Supervisor are expected to take rounds in the hall and shall not engage themselves in conversation with other Jr. Supervisor, while the examination is going on and also shall not read magazines or newspapers. Mobile phones or any other electronic gadget are not allowed for Jr. Supervisors in the examination block.

23. The violations of instructions by any candidate shall be brought to the notice of the SEO immediately and a written report is to be made regarding such cases to the CoE through Sr. Supervisor / SEO.
24. Taking Tea / Coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.
25. Whenever, the candidate wishes to change the pen/ink, the Jr. Supervisor SHALL AFFIX THE SIGNATURE ON THE TOP OF THE FACING SHEET OF THE ANSWER SCRIPT to this effect.
26. After the expiry of the time of the examination, when the final bell is given, the Jr. Supervisor shall collect the answer books and shall arrange it, as per seat number and hand it over to the Sr. Supervisors along with other reports.
27. The Jr. Supervisor shall be personally held responsible for loss, misplacement of any answer book.
28. While taking rounds of the examination hall, if the Jr. Supervisor notices that, any candidate is indulging in copying or possessing a manuscript or answer papers other than that of the candidate any written material on calculator / geometry box / scale, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he / she has used for copying and immediately report to the Sr. Supervisor for further action.
29. Any negligence of duty on the part of the Jr. Supervisor is seriously noted and the Controller of Examinations shall take necessary action as per the guidelines of the University and report the same to the Lapses Committee immediately.
30. Whenever a flying squad of the University makes a surprise visit, the Jr. Supervisor shall ensure their identity and allow them to enter the examination hall for a surprise check.
31. The Jr. Supervisor shall not leave the College premises until, he / she personally hands over the answer books and other reports to the Sr. Supervisor.

3.6 Vigilance Squads

- a. The Controller of Examinations shall appoint a Vigilance Squad which may include Senior Teachers of Departments and any other person as the Board of Examinations considers appropriate.
- b. The Controller of Examinations shall issue an identity card to each member of the vigilance squad appointed. The identity card shall bear a passport size photograph of the Squad Chairman / member with attestation and signature of CoE with seal.
- c. To ensure conduct of University examinations as per norms, a Vigilance Squad of not less than 03 (three) members of whom at least 01 (one) shall be a lady member, shall be constituted.
- d. the vigilance squad should be appointed only when there are multiple centres, Otherwise Sr. supervisor, Dy. CoE or CoE can act as vigilance squad in the examinations.
- e. The Vigilance Squad shall be authorised to visit any Examination Hall and enter in the office of the SEO without prior intimation to check the records and other materials relating to conduct of University examination for ascertaining the authenticity of the examinee by proving their identity. The Vigilance Squad shall be authorised to detect use of malpractices and unfair means in the University Examination, by physical check, if necessary. In case of female candidates, the physical check shall be made only by the lady member of the squad in complete privacy.
- f. The SEO shall extend all co-operation to the Vigilance Squad at the time of visit.
- g. The Chairman of Vigilance Squad/s shall submit the report on surprise visits directly to the CoE with a copy to SEO. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations in their report, if necessary.

- h. The squad team shall conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of disorder which shall disturb the students attending the examination.
- i. The Squad team shall not cause any kind of harassment either to the students or to any of the officials to the examination centre.
- j. The Squad team shall inspect the University examination centre's assigned to them surprisingly and frequently to ensure whether the arrangements made at different centre's for the conduct of examinations are proper and adequate.
 - i) The Chairman of each squad team will obtain and maintain a Day Book and carry it with him/her while visiting each examination centre.
 - ii) After the inspection of examination halls and before leaving the centre, signature of the SEO shall be taken in the DAY BOOK about the visit of squad to the concerned centre.
 - iii) The DAY BOOK shall be returned to the CoE after the examinations are completed, along with the remuneration bill.

Further they shall,

- i) Report the cases of malpractice detected to the Controller of Examinations immediately for further action; however, the regular report of Malpractice together with the documents / proofs shall be sent by the SEO concerned as envisaged under the Regulations of Malpractice.
- ii) Book the candidates under Malpractice, who are found indulging in Malpractice and send such candidates out of examination hall after taking necessary undertaking and signature from the candidate on the prescribed forms.
- iii) It also advised to take signatures of two candidates appearing for the examination in the same block to ensure the malpractice as witness.
- iv) Report simultaneously the instances of grave malpractice such as mass copying etc., to the Controller of Examinations and local police for further action as per law.
- v) Give a detailed report on the work done after all the examinations are over, duly recording daily entries in their dairy.
- vi) Carry out any other duties assigned by the Controller of Examinations for the smooth conduct of examinations and to curb the number of malpractice cases at any centre.
- vii) Not to release any press statement under any circumstances.
- viii) Ensure utmost care to take the Controller of Examinations into confidence in the process of execution of their duties and not to use improper language.
- ix) Do not visit any Examination centre when there is no examination.
- x) It is sincerely requested that vigilance squads shall not create unnecessary distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking to the office of the HoS / SEO, the Controller of Examinations, without further enquiring in the hall disturbing others for a prolonged period.
- xi) The malpractice case shall be booked with the intimation to the SEO. Once a candidate is booked under malpractice, the report shall be sent along with other relevant documents to the office of the Controller of Examinations. The Controller of Examinations shall serve a memo to the concerned candidate instructing him/her to attend the unfair means enquiry committee meeting, as fixed by the University.

The Chairman and the squad members who are not employees of DES Pune University, Pune for University examinations are entitled to draw Remuneration, TA & DA as per rates prescribed by the University from time to time by submitting individual bills of a member duly signed by the chairman and the bill of chairman should be signed by Dy. CoE or CoE.

The Controller of Examinations is authorised to call for explanation from the members of the Squad including the chairman of the team in case he/she receives any kind of complaint against the squad team.



4. Conducting University Examinations

- a. Duties assigned to any faculty member regarding university examinations are mandatory to carry out the exam work in proper spirit and time.
- b. The CoE on recommendation of concerned Dean / Associate Dean shall appoint an SEO for a constituent School / Department for the period of Three years. He / She should look after smooth conduct of University examinations.
- c. In exceptional circumstances, CoE on the direction of the Vice Chancellor may appoint a person as the SEO to conduct of University examinations at a centre even though he/she may not be a faculty member of the constituent School / Department of the University, however he / She should be a faculty member of from any School / Department of DES Pune University, Pune.

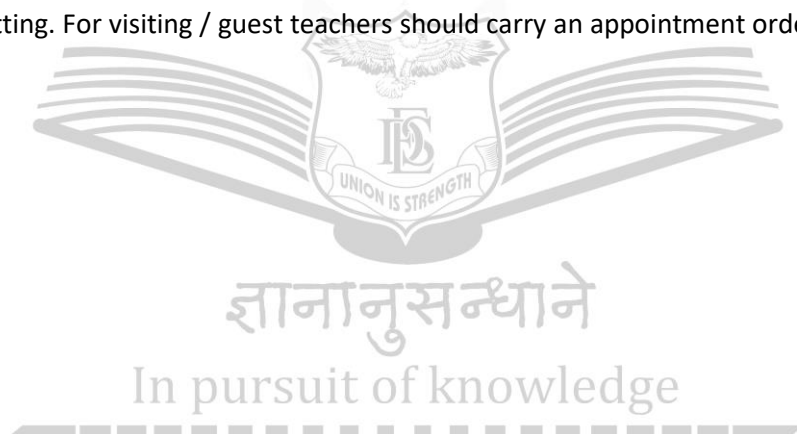
4.1 Appointment of Paper-setters, Examiners, Senior-Supervisors, Conduct of Examination

- a) No person can claim appointment as paper setter/examiner/moderator for any examination work as a matter of right. Appointments of persons as paper setters/examiners/moderators shall be ordinarily made at the time of an examination. These appointments shall be made from the panel of paper setters/examiners/moderators prepared by the Board of Studies concerned.
- b) The work assigned as paper-setters/examiners/moderators is mandatory and shall not be refused to accept the assignment of the examination work. They shall also ensure their availability is communicated to the Exam Department of the University in the prescribed (preceding 5 working days) time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper setter/examiner/moderator.
- c) The paper setters/examiners/moderators shall follow all the directions given by the Department of Examination of the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.

General Guidelines to the Paper Setter(s)

1. The question paper setting appointments will be sent to individual teachers based on relevant, timely data submitted by respective Faculty.
2. The paper setting team per course would consist of a chairperson and maximum two paper setters. The Chairperson shall come along with the paper setters in the Department of Examinations (DoE) for paper setting.
3. The Chairman shall carry the approved version of syllabus along with text / reference books and required diagrams (jpeg / jpg/ png / bmp) for setting THREE sets of Question Paper manuscripts at DoE.
4. The Chairperson and paper setters shall be familiar with the course and shall have teaching experience of not less than three years. Further the team shall also be familiar with the approved assessment criteria for the course by respective BoS. Before and after setting the paper, the team shall check that all the questions in question paper manuscript are based on / within the limit of approved syllabus of respective course.
5. Please do not set/refer/use any material/questions hurting sentiments, reflecting race or sex bias and are Anti-National.
6. After setting the paper, the team should prepare the Model Answers of the Question papers.
7. It is compulsory to type the question paper manuscript by the paper setting team in a given format using the assigned computer at DoE and submit a Marking Scheme along with the model answer booklet.
8. No assistance shall be given to typing work to paper setters due to security / confidentiality.

9. If problem statements/case studies are taken from suggested text/reference books, it is required to cite reference for originality.
10. It is required to check that the Course Code, Title, Duration and Total Marks of the examination are entered correctly on the manuscript.
11. It would be the responsibility of the question paper setting team to complete the proof reading of the question paper manuscript and check marking scheme before Submission.
12. It is required by the chairperson, the printed question papers carefully for printing defects (e.g. unclear diagrams or equations etc.) and make sure that there is no defect in the question paper.
13. The Chairperson and Paper setters should endorse the proof reading of text in question paper manuscript by signing the backside of Question Papers and by putting his / her full name and mobile number.
14. The Chairperson and paper setters shall submit the declaration available in DoE about the confidentiality of the submitted question paper manuscripts.
15. The remuneration bills of paper setting shall be submitted by the Chairperson and Paper setters in prescribed forms at the time of submission of manuscripts.
16. The paper setting team is directed to adhere with the allotted time schedule for paper setting. Any delay or non-submission of assigned course question papers in stipulated time will attract disciplinary action.
17. Paper setters should switch off their mobile handsets and submit it to the counter before entering the paper setting hall.
18. It is expected by the teacher to carry the University identity card along with the appointment order for paper setting. For visiting / guest teachers should carry an appointment order along with identity proof.



5. Central Assessment Programme Scheme

5.1 Preliminary

The conduct of examinations and declaration of results is one of the important activities of the University. The Scheme of Central Assessment Programme (CAP) is being introduced with a view to

1. Declaring the results in the shortest possible time,
2. Increasing the reliability and confidentiality of the results,
3. Maintaining uniformity and consistency in the assessment,
4. Increasing accuracy and efficiency in the declaration of results and
5. Creating confidence amongst the students about the assessment system.

5.2 Evaluation, Tabulation and Declaration of Results

- a. There shall be centralised evaluation of answer books for which schedules shall be notified in each Semester/Annual Examination. The CoE shall arrange for the Central Assessment Program (CAP) Centre and a CAP Officer for the same.
- b. The Answer Books of the University Examinations will be kept in safe custody at the CAP Centre(s) and the CAP Officer will issue the answer books to the examiners on the dates and timings specified by the CoE in consultation with the HoS concerned.
- c. The Evaluation work has to be started immediately after the examination of the first Subject / Paper and all assessment should be completed by all assigned examiners within 3 days from the last day of examination.
- d. The concerned CAP Officer should upload the marks in ERP immediately the evaluation work is over.
- e. The results of the examinations shall be declared **within 30 days after the last date of examination** and published by the CoE after due approval of the Vice Chancellor. The results so declared shall be placed before the Board of Examinations for information in the next meeting.
- f. The Grade Sheets shall be issued by the Examination Section on the dates announced by the CoE. The actual issuance of the grade sheets shall be administered by the concerned school.
- g. The Passing Certificate / Provisional Degree Certificate of the final year students shall be issued immediately after the declaration of result. The actual issuance of the Passing Certificate / Provisional Degree Certificate shall be administered by the concerned school.

The CAP shall consist of the following stages

I. Pre-assessment work

II. Assessment and Moderation process

III. Post-Assessment Work

5.3 Pre-assessment

1. To fix the venue of the CAP

The venue of the CAP shall be decided by the University authorities. It shall be on the University Campus in School / Department or any other place decided by the University authorities.

2. Appointment of CAP Officer

The CAP officer for the Central Assessment Program shall be appointed by the CoE from amongst the following

- i. A senior faculty member nominated by HoS.
- ii. Any other senior person with the suitable academic and administrative experience recommended by HoS.

CAP officers shall communicate his acceptance to CoE along with the undertaking in the prescribed format.

5.4 Appointment of Examiners/Moderators

The School Examination Officer of concerned Faculty / School shall provide a list indicating the number of students appearing for each subject and other relevant information to the CAP officer. The CAP officer / CoE shall ascertain the number of examiners and moderators required per subject.

The CAP officer / CoE shall send Appointment letters to all the examiners and moderators shown in the lists and finalised by the CoE well in advance (minimum 10 working days) so as to enable the examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, CAP officers shall consult the CoE and make decisions. All the instructions regarding the CAP shall also be sent to the examiners and moderators. In case of shortage of examiners/moderators as reported by CAP officers, the substitute appointments of examiners/moderators shall be made by the CoE.

5.5 Collection of Answer books

It is the responsibility of the SEO to see that the answer books of the examinations held at his centre are sent to CAP Centre on the same day.

5.6 Preparation for CAP

- i. The CAP officer shall make adequate arrangements to receive answer-books coming from the examination centres from time to time.
- ii. On receipt of the answer-books at the CAP Centre, the staff employed for this work shall check the number of answer-books, Junior Supervisor/s Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the Deputy Controller of Examination or an Officer nominated by the CoE.
- iii. It shall be seen and verified that all the answer-books of the subjects are received from the examination centre. This shall be checked with the subject wise and centre wise summaries of the examinations concerned. In case of non-receipt of answer-books from examination centre, CAP officer shall take immediate steps for receiving the said answer-books from the concerned examination centre under intimation to the External Senior Supervisor and Dy. Controller of Examination.
- iv. The bundle of answer-books so prepared shall be computer coded. The Junior Supervisor/s Reports shall be taken out and kept in a separate file. Papers or bundles tied or presented in a doubtful manner shall be separated and further decision regarding their evaluation shall be taken in consultation with CoE.
- v. Answer books of unfair means cases be kept separately with CoE for further action.

5.7 Assessment and Moderation Process

The CoE of the University shall issue instructions to Deans / HoS, Paper setter, Examiners, teachers on the following

- i. Consistency and uniformity in assessment
- ii. Remedial measures in respect of discrepancies detected/noticed in the question paper.
- iii. Unfair means noticed during the assessment process
- iv. Administrative, financial and organisational details
- v. Any other details not covered under this Ordinance prescribed by the Controller of Examination and or CAP officer shall be carried out accordingly.

5.8 Moderation

- a. The Moderation System shall be applicable to all Schools / Departments of undergraduate and postgraduate examinations.
- b. 100% moderation shall be carried out in case of answer books having less than 40% and more than 80% of total marks.
- c. Random 5% moderation of the answer books having marks between 40% and 80% should be carried out.
- d. One moderator shall be appointed for a group of five examiners per course if number of students appeared for the examination is large. However, the Chairman should act as a moderator in the case of less than five examiners.
- e. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAP centres.
- f. If marks awarded by the examiner and the moderator vary, the marks awarded by the moderator shall be considered as final.

5.9 Post -Assessment

The CoE shall issue instructions on the following

- i. Decoding of assessed answer-books.
- ii. Scrutiny and verification of assessed answer-books.
- iii. Preparation and schedule of submission of mark lists to the Exam Department
- iv. Complete the mark entries in the ERP and declare the results within 30 days after the last date of examinations.



6. Grace Marks for Passing

1. A Candidate will get 1% of the total marks of the semester or 5 (five) grace marks (whichever is less) if he / she is getting failed and these marks may be distributed to maximum 3 subjects as per the requirement for passing the subjects.
2. 1% of the total marks of the semester or 5 (five) grace marks (whichever is less) will be allotted to the candidate only if he / she is getting failed and not for securing higher class or any award / scholarship.
3. The grace marks will not be applicable to backlog subjects or repeater candidate
4. The policy of grace marks will be Semester wise.
5. The policy of grace marks will be applicable only for End Semester Examinations.
6. The policy of grace marks will be applicable to the candidate if he / she fails not more than 3 (Three) subjects. Maximum 3 (Three) grace marks can be given in a subject / course.
7. Subjects requiring least grace marks are given the benefit of grace marks first / on priority.
8. If there are two or more subjects requiring the same grace marks then the subject with maximum percentage marks in corresponding internal / external examination marks shall be considered.
9. In case of tie at (8) above, the subject appearing in the mark-sheet ahead in the sequence shall be considered.
10. After distributing the grace marks as per requirement of passing the subjects, if the sum of the marks are balanced in the limit of grace marks will lapsed and could not be carried forward.
11. Granting authority for the Grace marks shall be the Controller of Examinations in the limit of above rules.
12. Students representing DES Pune University, Pune in International level Sport / Cultural events with active participation / participated in conferences organised by reputed organisation society and presented and published research papers in the same as a first author will be given **FIVE** Grace Marks.
13. Students representing DES Pune University, Pune, Pune in National level Sport / Cultural events with active participation / participated in conferences organised by reputed organisations and presented and published research papers in the same as a first author will be given **FOUR** Grace Marks.
14. For students representing DES Pune University, Pune, Pune in State level Sport / Cultural event with active participation / participated in conference organised by reputed organisation society and presented and published research paper the same as a first author will be given **THREE** Grace Marks.

In pursuit of knowledge

7. Examination Eligibility and Passing Criteria

Higher Education Institutions worldwide are transitioning to a choice-based credit system, enhancing teaching-learning processes and allowing students to choose courses, learn at their own pace, and acquire more credits, promoting an interdisciplinary approach and flexibility in curriculum design.

7.1 Attendance

1. A student should have minimum 75% attendance in a semester considering all concessions such as attendance concession given for sport, sick leave etc. to appear for End Semester Examination for that semester.
2. If a student is not allowed to appear for End Semester Examination due to attendance shortage (detention) then the student will have to re-register for that course and fulfil the attendance criteria.

7.2 Passing Marks

1. A student should score **40% marks** in Continuous Assessment (CA) **AND 40% marks** in Practical / Oral End Semester Examination (ESE) **AND 40% marks** in Theory End Semester Examination (ESE) to pass in that course.

7.3 Progression Rule for students admitted in the Academic Year 2023-24 and later

1. If a student earns greater than or equal to 50% of credits out of total number of credits for one academic year, then the student is allowed to take admission in next academic year (ATKT).
2. A student is allowed to take admission in third year only when a student has cleared / passed all courses offered in the First Year.
3. A student is allowed to take admission in fourth year only when a student has cleared / passed all courses offered in the Second Year.

7.4 Letter Grades and Grade Points

Marks Out of 100	Letter Grade	Grade Point
90.00 – 100.00	O (Outstanding)	10
75.00 - < 89.00	A+ (Excellent)	9
65.00 - < 75.00	A (Very Good)	8
60.00 - < 65.00	B+ (Good)	7
55.00 - < 60.00	B (Above Average)	6
50.00 - < 55.00	C (Average)	5
40.00 - < 50.00	P (Pass)	4
Below 40.00	F (Fail)	0
NA	E (Exempted) *(Applicable only for PhD Coursework)	0
AB	AB (Absent)	0
Detained / Defaulter	R (Repeater)	0
Audit / Non-Credit Courses	P (Pass) / F (Fail)	0

7.5 Computation of SGPA and CGPA

The University follows the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The SGPA is the ratio of summation of the product of the number of credits with the grade points scored by a student in all the courses taken by a student in annual and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA} (t_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i^{th} course, and G_i is the grade point scored by the student in the i^{th} course.

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student overall in the year of a program, i.e.

$$\text{CGPA} = \frac{\sum (C_i \times t_i)}{\sum C_i}$$

Where t_i is the GPA of the i^{th} year and C_i is the total number of credits in that year.

The SGPA and CGPA shall be rounded off to two decimal points and reported in the transcripts.

Number of contact hours per credit are approximately FIFTEEN.

7.6 Illustration of Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Subject 1	3	A	8	3 X 8 = 24
Subject 2	4	B+	7	4 X 7 = 28
Subject 3	3	B	6	3 X 6 = 18
Subject 4	3	O	10	3 X 10 = 30
Subject 5	3	C	5	3 X 5 = 15
Subject 6	2	F	0	0
Total	18			115

Thus, $\text{SGPA} = 115/18 = 6.38$

7.7 Illustration for CGPA

Semester 1	Semester 2
Credit : 20	Credit : 22
SGPA: 6.95	SGPA: 7.8

Thus, $\text{CGPA} = \frac{20 \times 6.95 + 22 \times 7.80}{42} = 7.39$
and thereafter.

7.8 Overall Grade and Conversion Formula

a) Overall Grade

The Overall grade shall be awarded as follows

SGPA / CGPA	Letter Grade
9.00 – 10.00	O (Outstanding)
8.00 - < 9.00	A+ (Excellent)
7.00 - < 8.00	A (Very Good)
6.00 - < 7.00	B+ (Good)
5.50 - < 6.00	B (Above Average)
5.00 - < 5.50	C (Average)
4.00 - < 5.00	P (Pass)
Below 4.00	F (Fail)

b) Conversion Formula

Conversion formula for Cumulative Grade Point Average (CGPA) to Percentage is as follows:

$$\text{Percentage equivalent of CGPA} = \text{CGPA} * 10$$

For example, CGPA is 7.85 is considered equivalent as $7.85 * 10 = 78.50\%$

7.9 Award of Degree

Bachelor Degree with 4 year Programme: shall be awarded to the candidates who have passed all the stipulated examinations from 1st to 8th semesters and declaration of the class of the degree shall be based on the performance of the candidate from all semester examinations taken together.

Bachelor Degree with 3 year Programme shall be awarded to the candidates who have passed all the stipulated examinations from 1st to 6th semesters and declaration of the class of the degree shall be based on the performance of the candidate from all semester examinations taken together.

Master's Degree with 3 year Programme shall be awarded to the candidates who have passed all the stipulated examinations from 1st to 6th semesters and declaration of the class of the degree shall be based on the performance of the candidate from all semester examinations taken together.

Master's Degree with 2 year Programme shall be awarded to the candidates who have passed all the stipulated examinations from 1st to 4th semesters and declaration of the class of the degree shall be based on the performance of the candidate from all semester examinations taken together.

Master's Degree with 1 year Programme shall be awarded to the candidates who have passed all the stipulated examinations from 1st to 2nd semesters and declaration of the class of the degree shall be based on the performance of the candidate from all semester examinations taken together.

Certificate Programme shall be awarded to the candidates who have passed all the stipulated examination and declaration of the class of the degree shall be based on the performance of the candidate from all semester examination taken together

7.10 Rank Declaration

- Ten ranks shall be awarded in each programme wherein the candidate numbers more than 100 with least being 6.75 CGPA in all first attempts only.
- Ten percent of ranks shall be awarded in each programme wherein the candidate numbers more than 10 and less than 100 with least being 6.75 CGPA in all first attempts only.

- c) Three ranks shall be awarded in each programme wherein the candidate numbers more than 10 but less than 50 with least being 6.75 CGPA in all first attempts only.
- d) Candidates passed in the programmes and fail to score more than 6.75 CGPA in first attempt shall not be considered for award of the ranks.

A candidate shall be eligible for a rank at the time of award of degree in each school of every programme, provided he/she has

- a. Passed in all the subjects from **All** semester in **FIRST attempt** only.
- b. For award of rank in school the **Cumulative Grade Points Average** secured by the candidate from **All** semesters shall be considered.
- c. Should not have repeated/rejected any of the lower semesters.
- d. Should have completed the prescribed course of study within specified regular academic years.
- e. Should have not caught in examinations and found guilty (as recommended by Unfair means committee)

7.11 Time Limit for Programme Completion

If a student has few backlog courses yet to be cleared even after the completion of program limit period / semester / year, the student will be permitted to complete all the course and credit requirements specified in the curriculum, with an additional grace period of two years from the year of joining the University, under that programme ('n+2'). Under no circumstances, the period of study shall be extended beyond (n+2) period and thereafter his/her studentship stands cancelled automatically. No separate intimation in this regard will be sent to the student. Such cases will be brought to the notice of the Academic Council by the Dean of Academics.

7.12 Grade Improvement

Students at their final year or graduating year or pass out the program are permitted to register more than one 'Grade Improvement' courses, in order to improve their CGPA, which may help them later during their placement process. However, the student has to pay the course fee for registering the course again.

Such a course should be indicated as a 'Grade Improvement' course during the Course Registration. The Grade improvement option is available only for the final year, pass out students. Following are the conditions for grade improvement

- a. Student can select any 1/3 of total courses offered for the program for grade improvement
- b. Grade improvement is allowed for end semester theory exam only and it is not applicable for internal, practical, project, seminar courses
- c. Student has to improve at least 10% marks in the grade improvement courses to make change in the grade.
- d. If student fail to improve 10% marks in a particular course / courses there will be no change in his / her earlier performance.

8. Revaluation & Re-totalling of the Answer-Book(s)

Revaluation is a grievance redressing mechanism, which facilitates the students to get the answer scripts reassessed by a different examiner.

A candidate may apply for a photocopy of corrected answer script by paying Rs. 200/- online within 02 days from the declaration of result.

A candidate at the University examinations is eligible to apply for Verification of marks and Revaluation of answer book(s), within 05 days from the date of declaration of result.

A candidate may apply for verification of marks of all subjects appeared at the examination concerned. Revaluation of answer books includes the process of verification of marks & rechecking of answer books(s).

The revaluation of the answer book/s, however, shall not be permitted in respect of scripts of Practical Examination / Term work / Internal Assessment/ Sessional Marks / Dissertation / Thesis / MCQ (Multiple Choice Question in practical examination)

Rules

1. The student can apply for revaluation & retotalling online.
2. If the examinee is not satisfied with the marks awarded, he/she may apply for revaluation or retotalling in the prescribed form within the period and in the manner prescribed.
3. This revaluation & retotalling facility shall be **for theory papers only.**
4. The revaluation or retotalling of answer books shall not be permitted in respect of the marks awarded to the scripts of practical examination / term work / seasonal work / project work / dissertation / internal assessment / term work (including theory part) and in viva voce / oral / practical examinations.
5. The prescribed application form for revaluation or retotalling of answer books can be filled online.
6. The non-refundable prescribed fees of Rs.500/- per subject per answer book for the purpose of revaluation or Rs 200/- per subject per answer book for the purpose of retotalling shall be paid by the examinee. The said fee shall be remitted online.

Note: -

- a) It will be the responsibility of the School / Department to distribute the statement of marks immediately on receipt from the University.
- b) It will also be the responsibility of the student to collect the statement of marks from the School / Department and apply for revaluation or retotalling within stipulated time.
- c) No application after the time span given will be entertained on any ground whatsoever.
7. The prescribed application form for revaluation or retotalling of answer book duly filled in and signed by the applicant examinee only is to be submitted along with the statement of marks, prescribed fees as above and question paper/s for which he/she intends to apply for revaluation, **within five (05) days** from the date of the declaration of the result of the respective examination.
8. The application is to be made online by the candidate.
9. The Head of the School (College / Institute) shall be bound to make available the teachers required for revaluation or re-totalling on top priority basis on the day and date communicated by the Controller of Examinations.
10. It will be mandatory for the teachers to attend the revaluation or re-totalling work on top priority basis. If any teacher fails to comply with the orders, it shall be treated as misconduct and such teacher shall be liable for disciplinary action. If the Head of the School / Department fails to relieve the teacher for revaluation or re-totalling or the teacher fails to attend the work of revaluation or

retotalling, it will be reported by the Controller of Examination to Vice Chancellor and also annotation would be made in the service book of the teacher. This would be considered during annual appraisal.

11. The answer books already revaluated shall not be moderated or further re-revaluated, unless so directed by the Vice-Chancellor, in exceptional cases.
12. The whole process of revaluation shall be completed within a period of Ten (10) working days from the last date of receipt of the application for revaluation by the Examination Department of the University.

****Applying for Retotalling of the answer book and applying for Revaluation will be two independent processes.**

13. Applying for the Retotalling of the answer book shall not be a prerequisite for applying for revaluation of the answer book in the said subject.
14. The student can independently apply for revaluation OR retotalling (Revaluation would automatically include retotalling).
15. Pending the process of revaluation/ retotalling, and subject to the availability of the seats in the college, the student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted A.T.K.T. (Allowed to keep terms) for admission to the next class in the original examination as per the rules applicable for the stream and faculty of his education, as per the following norms:-
 - i. The student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted A.T.K.T. (Allowed to keep terms) for admission to the next class in the original examination as per the rules applicable for the stream and faculty his/her education,
 - ii. The university shall entitle to charge Full fees at the time of granting admission to such students to the next class before declaration of the result of the revaluation/ retotalling,
 - iii. ***Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation/ retotalling process, if the student is not declared passed in the requisite number of the subjects on revaluation/ retotalling which would entitle him/her to take admission in the next higher class, and in such case the fees originally collected by the college or any part of the same shall not be refunded & transferred for subsequent academic year.***
16. Examiners and/or moderators, if found careless in the original assessment, the appropriate action will be taken as per the rules and regulations of the University.
17. The benefit of the revaluation shall be given to a candidate if the original marks and the marks obtained after revaluation exceed by 10% or more of the maximum marks of the paper of Semester End Examination.
18. When Student apply for revaluation, he surrenders his original performance and will now accept the revised performance in which: -
19. There can be NO CHANGE,
20. There can be INCREASE in the marks,
21. A candidate shall note that the result of the revaluation of his/her answer-book(s) of the theory paper(s) shall be binding.
22. Re-totalling changes will reflect at actual.

9. Amendment of Results

9.1 Due to errors

In any case where it is found that the result of an examination has been affected by errors, the CoE shall have power to amend such result, in accordance with the true position and to make such declaration as is necessary, with the necessary approval of the Vice Chancellor.

9.2 Error Means

- i. Error in computer/data entry, printing or programming and the like.
- ii. Clerical error, manual or machine, in totalling or entering of marks in ledger/register.
- iii. Error due to negligence or oversight of the examiner or any other person connected with evaluation, moderation and result preparation.

9.3 Due to fraud, malpractices etc.

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examiner has benefited and that such examinee, has in the opinion of the Board of Examinations been party of privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations shall have power, at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, (to amend the result of such examinee and to make such declaration as the Board of Examinations considers necessary in that behalf.)



10. Multiple Entry and Exit as per National Education Policy (NEP) 2020

The NEP 2020 introduces a flexible system that enables students to enter and exit the higher education system at various stages. This means that a student can pursue a degree, diploma, or certificate and choose to exit at a certain point with a recognized qualification.

This multiple entry and exit system not only provide academic flexibility but also recognizes and values the knowledge and skills gained by students at different stages of their education. It allows learners to re-enter the system at a later stage without any loss of academic credits.

To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, degree are organized in a series of levels in an ascending order from level 5 to level 10. Level 5 represents certificate and level 10 represents research degree as shown in following table

Qualification Type and Credit Requirements		
Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate (in the field of learning/discipline) for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	36–40
Level 6	Undergraduate Diploma (in the field of learning/discipline) for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	72–80
Level 7	Bachelor' Degree (Programme duration: Three years or six semesters).	108–120
Level 8	Bachelor' Degree (Honours/Research) (Programme duration: Four years or eight semesters).	144–160
Level 8	Post-Graduate Diploma for those who exit after the successful completion of the first year or two semesters of the two-year Master's degree programme). (Programme duration: One year or two semesters)	36–40
Level 9	Master's Degree (Programme duration: Two years or four semesters after obtaining a Bachelor's degree).	72–80
Level 9	Master's Degree (Programme duration: One year or two semesters after obtaining a four-year Bachelor's Degree (Honours/Research).	36–40
Level 10	Doctoral Degree	Minimum prescribed credits for course work and a thesis with published work

The four-year undergraduate programme may comprise courses under many categories. Some of these include:

- disciplinary/interdisciplinary major (40-56 credits)
- disciplinary/interdisciplinary minor (20-28 credits)
- vocational studies (12-18 credits)
- field projects/internship/apprenticeship/community engagement and service (24-32 credits).

Qualification Type and Credit Requirements are given in Table. 1. The entry and exit options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is Secondary School Leaving Certificate obtained after the successful completion of Grade 12. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment at the secondary level of education specified in the programme admission regulations. Admission to the Bachelor degree programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

Exit 1: A certificate will be awarded when a student exits at the end of year 1 (Level 5). The first year of the undergraduate programme builds on the secondary education and requires 36-40 credits during the first year of the undergraduate programme for qualifying for an undergraduate certificate.

2nd Year

Entry 2: The entry requirement for Level 6 is a certificate obtained after completing the first year (two semesters) of the undergraduate programme. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

Exit 2: At the end of the 2nd year, if a student exits, a diploma shall be awarded (Level 6). A diploma requires 72-80 credits from levels 5 to 6, with 36-40 credits at level 6.

3rd Year

Entry 3: The entry requirement for Level 7 is a diploma obtained after completing two years (four semesters) of the undergraduate programme. A programme of study leading to the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

Exit 3: On successful completion of three years, the relevant degree shall be awarded (Level 7). A Bachelor's degree requires 108-120 credits from levels 5 to 7, with 36-40 credits at level 5, 36-40 credits at level 6, and 36-40 credits at level 7.

4th Year

Entry 4: An individual seeking admission to a Bachelor's degree (Honours/Research) (Level 8) in a specified field of learning would normally have completed all requirements of the relevant three-year bachelor degree (Level 7). After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's degree with Research.

Exit 4: On the successful completion of the fourth year, a student shall be awarded a degree (Honours/Research). A Bachelor's degree (Honours/Research) requires a total of 144-160 credits from levels 5 to 8, with 36-40 credits at level 5, 36-40 credits at level 6, and 36-40 credits at level 7, and 36-40 credits at level 8.

Admission paths for the postgraduate programme:

- Students shall be admitted to a two-year programme with the second year devoted entirely to research for those who have completed the three-year Bachelor's programme
- Students completing a four-year Bachelor's programme with Honours/Research, may be admitted to a one-year Master's programme
- There may be an integrated five-year Bachelor's/Master's programme.

Entry 5: The entry requirement for Level 9 is

- A Bachelor's Degree (Honours/Research) for the one-year/two-semester Master's degree programme.
- A Bachelor's Degree for the two-year/four-semester Master's degree programme.
- A Bachelor's Degree for the one-year/two-semester Post-Graduate Diploma programme.

A programme of study leading to the Master's degree and Post-Graduate Diploma is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake postgraduate study in a specialist field of enquiry.

Exit 5: For postgraduate programmes, there shall only be one exit point for those who join the two-year Master's programme, that is, at the end of the first year of the Master's programme. Students who exit after the first year shall be awarded the Post-Graduate Diploma.

Credit Requirements

- A one-year/two-semester Master's degree programme builds on a Bachelor's degree with Honours/Research and requires 36-40 credits for individuals who have completed a Bachelor's degree with Honours/Research.
- The two-year/four-semester Master's degree programme builds on a Bachelor's degree and requires a total of 72-80 credits from both years of the programme, with 36-40 credits in the first year and 36-40 credits in the second year of the programme at level 9.
- A one-year/two-semester Post-Graduate Diploma programme builds on a Bachelor's degree and requires 36-40 credits for individuals who have completed a Bachelor's degree.

A student will be allowed to enter/re-enter only at the odd semester and can only exit after the even semester. Re-entry at various levels as lateral entrants in academic programmes should be based on the earned credits and proficiency test records.

The validity of credits earned will be to a maximum period of seven years or as specified by the ABC. The procedure for depositing credits earned, its shelf life, redemption of credits, would be as per UGC (Establishment and Operationalization of Academic Bank of Credits (ABC) scheme in Higher Education) Regulations, 2021.

11. Unfair Means by the Candidate**10.1 Definition-Unless the context otherwise requires**

- a. "Candidate" means a student who is eligible for the examination and appeared for the concerned examination.
- b. "Unfair means" includes one or more of the following acts of commission or acts of omission on the part of student/s during the examination period.
 - i. Possessing unfair means material and or copying therefrom.
 - ii. Transcribing any unauthorised material or any other use thereof.
 - iii. Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
 - iv. Unauthorised communication with other examinees or anyone else inside or outside the examination hall.
 - v. Mutual/Mass copying.
 - vi. Smuggling-out, either blank or written, or smuggling-in of answer-books as copying material.
 - vii. Smuggling-in blank or written answer-book and forging signature of the Jr. Supervisor thereon.
 - viii. Interfering with or counterfeiting University/College/Institution seal, or answer-books or office stationery used in the examinations.
 - ix. Insertion of currency notes in the answer-books or attempting to bribe any of the persons connected with conduct of examinations.
 - x. Impersonation at the University examination.
 - xi. Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the University examination. Or any other similar act/s of commission and/or acts of omissions which may be considered as unfair means by the competent authority.
 - xii. "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 candidate (examinee) or on wood or other material, in any manner, or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
 - xiii. "Possession of unfair means material by a candidate" means having any unauthorised material on his / her person or desk or chair or table or at any place within his/her reach in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
 - xiv. "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided, report to that effect is submitted by the Sr. Supervisor or SEO or any other authorised person to the CoE or any officer authorised on this behalf.
 - xv. "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent

person and if the material is not produced as evidence or has become eligible for any of the reasons referred to in clause (xiv) above; the presumption shall be that the material did 'relate to the subject of the examination."

10.2 Competent Authority

- a. The Board of Examinations of the University shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.
- b. HoS shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the internal examination conducted by the Department / School.
- c. On receipt of a report regarding use of unfair means by any student at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examinations shall have power, at any time, to institute inquiry and to punish such student for resorting to unfair means or for breach of the rules, by exclusion of such student from any University examination or from any Convocation for the purpose of conferring degree, either permanently or for a specified period; or by cancel the performance of the student in the University examination for which the student appeared; or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal given to him/her; or by imposition of fine or in any two or more of the aforesaid ways, within a period of one year.

During examination, examinees and other students shall be under disciplinary control of the SEO. SEO of the Examination Centre shall, in the case of unfair means, follow the procedure as under

- (a) The student shall be called upon to surrender to the unfair means material found in his or her possession along with his/ her answer-book to SEO.
- (b) Signature of the student concerned shall be obtained on the relevant materials and list thereon. Jr / Sr. Supervisor and the SEO concerned shall also sign on all the relevant materials and documents.
- (c) The SEO shall record statements of the student and his / her undertaking in the prescribed format and statement of the Jr. Supervisor and Sr. Supervisor concerned in writing. If the students refuse to make a statement or to give undertaking the Sr. Supervisor and SEO shall record accordingly under their signatures.
- (d) Statements of the examinee near the student should be recorded.
- (e) SEO shall take one or more of the following decisions depending upon seriousness / gravity of the case
 - I. In the case of impersonation or violence, the student and the person who is impersonating should be handed over to the Police.
 - II. Obtain undertaking from the student to the effect that the decision of the competent authority concerned in his/her case shall be final and binding and allow him/ her to continue with his/her examination.
 - III. May report the case to the concerned Police Station with permission of CoE.
 - IV. Confiscate his/her answer-book, mark it as "suspected unfair means case" and issue him/her fresh answer-book duly marked only if the unfair means is noticed in the first half an hour.
- (f) All the material and list of material and the undertaking with the statement of the student and that of the Jr. Supervisor and the answer-book/s shall be forwarded by the SEO, along with his report,

to the CoE, as the case may be, in a separate and confidential sealed envelope marked "Suspected Unfair Means Case".

- (g) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or authorised person concerned shall record the facts in writing and shall report the same to the CoE, as the case may be.

10.3 Procedure to be followed by the Examiner during Assessment.

If examiner at the time of assessment of answer-book suspects that there is prima-facie evidence that the student/s whose answer-book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, through the Chairman in the subject, and through the CAP Officer along with the evidence, to the CoE, as the case may be, with his/her opinion in separate confidential sealed envelope, marked as "**Suspected unfair means case**".

The case which is prima facie a case of unfair means, reported to the department by the Jr. / Sr. Supervisor/ SEO and examiners shall be inquired into by the Committee appointed by the Board of Examinations, as the case may be, in the event cases of unfair means reported through any other sources, to which the case is primarily pertained, at the Examination Department of the University shall scrutinise the case, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/ her primary report to the Board of Examination/ CoE. If the Examination Department / Vice chancellor is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The Dy. Controller of Examinations concerned through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities, Court of Justice shall deal with the case till it is finally disposed of.

Examination Results of the concerned student/s involved in such cases shall be held in reserve till the Vice chancellor takes final decision in the matter and the student/s concerned and the Department to which he/she belongs to, shall be informed accordingly.

10.4 Appointment of Unfair Means Inquiry Committee

a) Internal

HoS shall appoint an Unfair Means Committee for the purpose of investigating unfair means resorted to by students at the internal examination held by the department. Unfair Means Inquiry Committee shall consist of three teachers (other than HoS) to be nominated by the HoS, one of whom shall be designated as Chairperson. The members appointed on the Department Examination Committee shall not be appointed as members on the Unfair Means Inquiry Committee.

b) University Examinations

For the purpose of investigating unfair means resorted to by students at the University examination, the Board of Examinations shall appoint a Unfair Means Inquiry Committee.

The unfair means investigation committee at the University Examinations Consists of

- 1) Dean / Associate Dean / Head of the Faculty / School – Chairperson
- 2) Faculty member – Member
- 3) Faculty member – Member
- 4) Controller of Examinations or his Nominee

The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to the Board of Examinations, which will issue final orders with regard to the penal action to be taken against the student/s 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 implicated student concerned in his/her defence, the principles of natural justice have been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

Procedure of the Committee should be as under

- i. The CoE of the University or the Officer authorised, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- ii. The student may appear before the Inquiry Committee on the day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/ herself only shall present his /her case before the Committee.
- iii. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student shall be shown to him/ her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, shall be recorded in the presence of the delinquent.
- iv. Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- v. The Committee shall follow the above procedure in the spirit of the principle of natural justice.
- vi. After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances, if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.
- vii. The Committee shall submit its report to the Controller of examination, along with its recommendations regarding punishment to be inflicted or otherwise.

10.5 Punishment

The Board of Examinations in the cases of University examinations, after taking into consideration the report of the Unfair Means Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or forgiving him/her from the charges and shall impose anyone or more of the following punishments on the student/s found guilty of using unfair means

- (a) Cancellation of performance of the student in full or in part in the examination he/she has appeared for.
- (b) Debarring students from appearing for any examination of the University for a stipulated period not exceeding five years.
- (c) Debarring students from taking admission for any course in the University for a stipulated period not exceeding five years.
- (d) Cancellation of the University Scholarship/s or award/s or prizes or medal etc. awarded to him/her in that examination.

- (e) In addition to the above-mentioned punishments, the Vice chancellor may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the Vice chancellor may impose on such a student additional punishment/ penalty, as it may deem fit.
- (f) The student concerned shall be informed of the punishment finally imposed on him/her in writing by the Controller of examination or by the Officer authorised by him / her on this behalf, under intimation to the School / Department he/she belongs to.

The Vice-Chancellor may impose any of the above punishments to the candidate on the recommendations of the Unfair Means Committee.

The unfair means cases be resolved immediately after the examination is over

The Broad Categories of Unfair Means Resorted to by Students at the University Examinations and the Quantum of Punishment for each Category thereof.

1.	Possession of relevant copying material	The candidate should be given "Strict Warning"
2.	Actual copying from the copying material for the first time	Cancellation of performance for that particular Course Paper
3.	Actual copying from the copying Material more than two Course Papers in the same Semester / Annual Exam	Exclusion of the student from university Examination for one additional Semester/Annual examination.
4.	Copying another student's answer-book and possession of another student's answer book.	Cancellation of performance for the particular Course Paper of both the students
5.	Mutual / Mass copying	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations
6.	(i) Smuggling-out or smuggling-in of Answer book as copying material.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations
	(ii) Smuggling -in of written answer-book based on the question Course Paper set at the examination.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations
	(iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations with additional fine.
7.	Interfering with or counterfeiting of University seal, or answer-books or office stationery used in the Examinations.	Exclusion of the student from University Examination for TWO additional Semester/Annual examinations.
8.	Answer book main or supplement written outside the examination hall Or any other insertion in the answer-book.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations

9.	Insertion of currency notes / to bribe or attempting to bribe any of the Person/s connected with the conduct of examinations.	Exclusion of the student from University Examination for FOUR additional Semester/Annual examinations. (Note: This money shall be credited to the Income of University)
10.	Using obscene language / violence threat at the examination centre by a student at the University examination to Jr./ Sr. Supervisors/ Centre In- Charge or Examiners.	Exclusion of the student from University Examination for FOUR additional Semester/Annual examinations.
11.	Using Mobile Phone or any sort of Electronic Gadget and copying from / using it which is not allowed in the examination	Cancellation of performance for that particular Course Paper also confiscates the electronic gadget.
12.	Impersonation at the University Examination.	Exclusion of the student from University examination for FIVE additional semester Examinations. (Both the students if impersonator is the student of University)
13.	Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the University Examination	Cancellation of the performance of the Student at the University examination for that particular Course Paper
14.	Found having written on palms or on the body, or on the clothes, while in the examination	Cancellation of the performance of the Student at the University examination for that particular Course Paper.
15.	All other malpractices not covered in the aforesaid categories.	Punishment depending upon the gravity of the offence.
16.	If on a 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.	
17.	Practical/ Dissertation Project Report Examination Students involved in malpractices at Practical/ Dissertation Project Report examinations shall be dealt with as per the punishment provided for the theory examination.	
18.	The Vice Chancellor / Controller of Examination, in addition to the above-mentioned punishments, may impose a fine on the student declared guilty.	

***(Note: The Term " Cancellation of Performance in full" includes performance of the student at the theory as well as Annual Practical examination, performance at term work, project work with its term work, oral or practical & dissertation examinations.)**

12. Lapses Committed by the Employee

11.1 Lapses Means

On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University, including breach of the rules laid down for proper conduct of examination, as the case may be shall have power at any time to institute inquiry and to punish for such malpractices or lapses by declaring disqualified the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the authorities concerned for taking such disciplinary action as deemed fit.

Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination.

11.2 Definition - Unless the Context Otherwise Requires

- (a) "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.
- (b) Malpractice/lapses includes one or more of the following acts or omissions on the part of the Person/s included in relating to the examination:-
 - i. Leakage of question/s or question paper set at the University examination before the time of examination.
 - ii. Examiner/ Moderator intentionally awarding marks to students in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
 - iii. Paper-setter omitting question, Sr. No. of question, repeating question or setting question outside the scope of syllabus.
 - iv. Examiner/ Referee showing negligence in detecting malpractice used by student/s.
 - v. Jr. Supervisor, Sr. Supervisor, SEO showing negligence / apathy in carrying out duties or aiding / abetting/ allowing / instigating students to use malpractice/s.
 - vi. Any other similar act/s of commission and or act/s of omission which may be considered as malpractices or lapses by the competent authority.

11.3 Competent Authority

- a. The **Board of Examinations** shall be the competent authority in respect of "University Examination" to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.
- b. **Departmental Examination Committee** consisting of Respective Dean / Associate Dean, HoS, SEO and two senior faculty shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the internal examination conducted by the School / Department.

11.4 Investigating Committee

- a. **University of Examination:** - The Committee of three members shall be appointed by the Board of Examinations to investigate the cases of malpractices used and/or lapses committed, by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examination at the University examinations. One senior member of the committee shall be the chairman / chairperson of lapses committee. Two other members of whom one should be from another School / Department.
- b. **Internal Examination:** - A Committee shall be appointed by the HoS to investigate malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of Internal examinations conducted by School / Department.

11.5 Procedure for Investigation

Investigation committee

- a. The Deputy Controller of Examination shall scrutinise the cases of alleged use of **unfair means** or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University. He/ She shall collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his primary report to the CoE. If the CoE is satisfied that there is a prima-facie case, it shall place the same before the unfair means or Lapses Committee for further investigation. Deputy Controller of Examination through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- b. The Deputy Controller of Examination shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of malpractices used and or lapses committed by him /her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.
- c. The person concerned shall be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/ explanation to the show cause notice served on him/her and charge is levelled against him/her therein. The person concerned himself/herself only shall present his/her case before the Committee.
- d. The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the person concerned shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in presence of the delinquent.
- e. Reasonable opportunity, including oral hearing, shall be given to the person concerned, in his/her defence before the Committee. The reply/ explanation given to the show cause notice shall also be considered by the Committee before making the final report/recommendation.
- f. The Committee should follow the above procedure in the spirit of principles of natural justice.
- g. If the person concerned, fails to appear before the Committee on the day, time and place fixed for the meeting, he/ she will be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances, if the person concerned fails to appear before the Committee, the Committee shall take decision in his/her case in his / her absence on the basis of

whatever evidences/ documents available before it and the same shall be binding on the implicated person concerned.

- h. The Committee shall submit its report to the competent authority concerned along with its recommendations regarding punishment to be inflicted on the person concerned or otherwise.

11.6 Punishment

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

- i. Declaring disqualified the paper-setter, examiner, moderator, referee, teacher or any other person concerned with the conduct of examination, from any examination work either permanently or for a specified period.
- ii. Imposing fine. If the person concerned fails to pay the fine within a stipulated period, the Vice chancellor may impose on such a person additional punishment/ penalty as it may deem fit. .
- iii. Referring his/her case to the disciplinary authority concerned for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- iv. The Deputy Controller of Examination shall inform the person concerned of the decision taken in his/her case and the punishments imposed on him/her.
- v. An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No.(iii) above, shall lie with the Board of Examinations if the case is pertaining to the University examination and their decision in the appeal shall be final and binding.
- vi. The Competent Authority shall supply a typed copy of the relevant extract of fact -finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant / petitioner, if applied for in writing.
- vii. The court matters in respective cases of malpractices/lapses shall be dealt with by the respective competent authority.
- viii. As far as possible the quantum of punishment should be prescribed category-wise as hereunder:

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

Sr. No.	Nature of Lapses	Punishment
1.	Paper-setter found responsible for leakage of the question set in the University examination/s whether intentionally or due to the negligence before the time of examination	Disqualification from all examinations Work for a Semester + disciplinary action suggested by the Lapses Committee.
2.	Leakage of question/ question paper set in the University examination before the time of examination at the University or at examination centre by any person/s connected with the conduct of the examination.	Disqualification from all examinations Work for a Semester + disciplinary action suggested by Lapses Committee

3.	Favouring a student (examinee) by examiner, moderator, referee in assessment of answer-books/ dissertation/ Project Report/ Thesis by assigning the student marks to which the student is not entitled, at the University/ school College/Institution examination.	Disqualification from all examinations Work for a Semester + disciplinary action suggested by Lapses Committee
4.	Examiner/ Moderator /Referee 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 University examinations	Disqualification from all examination work + disciplinary action suggested by Lapses Committee
5.	Paper-setter omitting questions at the time of finalisation of question paper set at the examination or repeating Sr. No. of question while writing.	Warning / Show Cause Notice should be issued to the Paper Setter by CoE and action should be taken as suggested by the Lapses Committee after inquiry.
6.	Paper-setter repeating questions in same/different section/s.	Disciplinary action suggested by Lapses Committee
7.	Paper-setter setting questions outside the scope of the syllabus	Disciplinary action suggested by Lapses Committee
8.	While assessing answer-book examiner showing negligence in detecting malpractices used by the student/s	Disciplinary action suggested by Lapses Committee
9.	Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student)	Disciplinary action suggested by Lapses Committee
10.	Sr. Supervisor / Center in charge showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before prescribed time)	Disciplinary action suggested by Lapses Committee

11.	Jr. Supervisor helping students in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	**Disqualification from all examination work for a Semester + disciplinary action suggested by Lapses Committee
12.	Jr Supervisor helping student (examinee) in mass-copying, while on examination duty	Permanent disqualification from all examination work + disciplinary action suggested by Lapses Committee as per the rule if he/she is a University employee.
13.	The Vice Chancellor, in addition to above mentioned punishment, may impose a fine on the concerned person if declared guilty.	
14	If the nature of grievance is very serious and it is affecting the spirit of examination and reputation of the University, The competent authority may take an action of "Cancellation of Approval" of that concern Teacher/s.	
15.	The competent Authority may report the case of the implicated person concerned to appropriate Police Authorities.	
16	In addition to the above listed punishments, any other punishment deemed fit by the Vice Chancellor.	

*****The above punishments shall be placed or recorded in the service book / personal record of the employee. The above punishments may be taken cognizance at the time of promotion / increments or any other benefit awarded to concerned employees.***

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13. Visually Impaired or Disabled Students

12.1 Appointment of Writer

The writer appointed by the Controller of Examinations to write answer papers of the visually impaired, disabled and learning disabled or such other examinee will be paid Rs. **200/-** per paper in respect of graduate examinations and Rs. **225/-** in respect of post graduate examinations. (The charges of the writer may revise by the Vice-Chancellor on the recommendations of Board of Examinations)

The SEO are authorised, to make the appointment of a writer at an examination for a candidate who, in their opinion, is unable to write answer-scripts on serious medical grounds, blind or disabled and learning disabled. The writer to be appointed must not have passed the examination at which he is appointed to work for the examination. The concerned writer should not be first relative with Examinee, i.e. Mother-Father, Sister-Brother, Cousin, Paternal and Maternal Uncle. The concerned Examinee must submit a medical certificate from 'Registered Medical Practitioner'.

The SEO shall make a separate seating arrangement for the candidate and the writer. The SEO will recover the prescribed fee of Rs. 200/- per paper up to graduation and Rs. 225/- per paper for Post-Graduate examination, from the candidate asking for the writer.

The SEO is permitted to collect the writer fees at the prescribed rates mentioned above from the candidates concerned and disburse them to writers appointed by them directly.

No writer fee shall be collected from the blind candidates. The Department should pay the remuneration in respect of the writer provided to the blind candidate from the factotum charges.

12.2 Time to Handicapped Students/Blind Students/Learning Disable

1. For Handicapped and Learning Disable

The SEO are also authorised to sanction additional **half an hour** to handicapped and learning-disabled students. However, students will have to submit the medical certificate of civil surgeon. The candidate application must be received through the Principal to the Senior Supervisor concerned.

2. Visually Impaired Students

The visually impaired students will be given an additional **one hour**, i.e., over and above the prescribed time.

14. References

- 1) Curriculum and credit framework for undergraduate programs by University Grants Commission.
- 2) Government Resolution, Government of Maharashtra – Department of Higher and Technical Education, No. NEP-2022/Q. No. 105/6th December 2022.
- 3) Circular No. 117/2020, Savitribai Phule Pune University, Pune dated 13th June 2020 regarding evaluation criteria in choice-based credit system 2019.
- 4) <http://exam.unipune.ac.in/Pages/Ordinances.html>
- 5) Examination ordinance 2020 of MIT World Peace University, Pune.
- 6) [https://siuexam.siu.edu.in/EXAMRULEBOOK-\(WEBVERSION\).pdf](https://siuexam.siu.edu.in/EXAMRULEBOOK-(WEBVERSION).pdf)
- 7) Examination Ordinance 2023 Dr. P. A. Inamdar University Pune.
- 8) Guidelines for Multiple entry and exit in academic programmes offered in higher education institutions by University Grants Commission.
