



**Government of Maharashtra
Ismail Yusuf College of Arts,
Science and Commerce,
Jogeshwari (East), Mumbai 400 060**

**EXAMINATION
MANUAL
(Standard Operating
Procedure)**

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**Functions, Duties and Responsibilities of Examination Committee to
Conduct Examinations of Semester I to IV.**

**IN EXAMINATION MATTERS, COMPLETE SECRECY IS TO BE
MAINTAINED BY THE MEMBERS OF THE EXAMINATION
COMMITTEE, EXAMINERS AND THE UNDERSTUDY SUPERVISOR/S.**

A. PRE-EXAMINATION

- 1) At the beginning of the academic year the Committee must finalize the list of examinations that needs to be conducted at the college level in consultation with the Principal.
- 2) To finalize the Examination Schedule of the College for all the Examination to be conducted by the College after taking into account the academic plan of the College (to identify the last date to conduct lectures **(Minimum 90 days of teaching should be done)**, curricular, co-curricular and extra-curricular activities etc.)
- 3) To decide the schedule and mode (Online/Offline) for filling the examination forms for Regular / Medical grounds / ATKT Examinations by the students after deciding the format of the examination (if any). The Schedule must specify the norms for accepting forms without late fee, with late fee/s, documents required (proper arrangement of documents is necessary).
- 4) To decide the schedule for filling the examination forms for Regular / Medical grounds / ATKT Examinations and specify the norms for accepting forms without late fee, with late fee/s
- 5) Examination Forms & Fees to be accepted only through online mode via ERP Mastersoft student's login account. The examination forms to be issued only to the eligible students by the ERP software. The record of Examination Forms and fees receipt to be maintained online by the ERP software.
- 6) Discuss, decide and finalize the time tables of the examinations to be conducted by the college taking into consideration the academic and examination schedule of the Junior College and the University Examination Schedule and the requirement of human resources for the same.
- 7) Ensure proper display of all such notices well in advance giving sufficient exposure to the notices displayed and time to the students to read and act on

the instructions given in the notices with the assistance of the office staff. If possible assign notice boards for the exclusive use of the Examination Section on the ground floor near the college entrance for easy visibility of students and through electronic means (College website and Students WhatsApp Groups).

- 8) All instruction to the Office Staff, Students and the Teachers from the Examination Section and/or Principal must be issued in writing.
- 9) Allocation of seat nos./Hall tickets to all the eligible applicants.
- 10) Give sufficient notice to H.O.D's and faculty to draw question papers. However, the respective H.O.D's /Coordinators will be finally held responsible for any delay in submitting sets of question papers.
- 11) For every subject / course, **THREE sets of question papers are required for every examination.**
 - i. e. **Semester End Examinations (100/75 MARKS)** wherever applicable.
- 12) **For INTERNAL Examinations (25/20 MARKS)** wherever applicable, **TWO SETS** of question papers are to be drawn. Along with the question paper, the paper setter is required to give the model answer along with the marking scheme. Also not more than 30% of the questions can be repeated in the question paper set.
- 13) In case if a particular subject/course has more than one teacher teaching the subject, the Head of the Department / Senior Most teacher is required to divide the duties amongst the teachers such that none of the teachers are overburdened with the task of paper setting. Also the group of teachers may set the 3 sets independently / collectively but the Head of the Department / Chairperson of the Paper Setter Committee will have to ensure that no more than 30% of the questions are repeated and that the question paper is based on the syllabus prescribed. Paper setter shall ensure that the question papers, model answers and marking scheme are as per the syllabus and paper pattern prescribed by the University.
- 14) Head of the Department/Senior most Teacher/Teacher (in case of one person department) must submit the sets of question papers along with model answers and marking scheme to the Chairperson, Exam Committee/ member nominated by the Chairperson and take due acknowledgement of the same.
- 15) All question papers are to be submitted in envelope provided by the Examination Committee.
- 16) Details of all question paper manuscripts in sealed packet must be entered in a register and obtain signature of the paper setter/s in the register.
- 17) The Principal / Chairperson Examination Committee / Person authorized by the Principal, will select one of the question paper from the set of 3 question papers (or the number of question paper sets remaining with the

- college) to be used for the current Examination. The question paper to be printed, pinned (if required) and packets must be sealed under CC-TV surveillance.
- 18) On the day of Examination all the supervisors must report the Examination Section 30 minutes before the commencement of the examination. The Examination Committee shall hand over the block distribution and answer sheets to the supervisors, and supervisors shall reach the allotted blocks at least 15 min before the commencement of examination. The Examination Committee shall handover the question paper bundle to the block supervisor at least 5 minutes before the commencement of examination to ensure that all examinees receive the question paper in time.
 - 19) The Examination Committee must prepare the seating arrangement/block distribution, based on the number of benches available in the class room. Precaution must be taken that no two or more students of the same course / program of the same class are sitting on a bench.
 - 20) The Examination Committee, after calculating the total number of working blocks during the examination session, must prepare supervision duty chart based on the norms and parameters prescribed by the University. The supervision duties must be distributed equitably amongst the staff members. The Committee must ensure that the appointment of Junior Supervisors are made as per the norms prescribed by the University and after due consultation and approval of the Principal.
 - 21) In order to ensure smooth and effective conduct of the supervision, the Examination Committee may seek details from the teachers about their preferences, if any like going on leave or other academic engagement etc., before preparing the supervision chart with clear instructions to the teachers that attempts will be made to adjust their request but it is not a matter of right of the teachers.
 - 22) Seating Arrangement (for semester I to IV) must be circulated/mailed well in advance (at least 3 days in advance) of the commencement of the Examination. Under unavoidable circumstances, with the approval of The Principal, Examination Committee may take the services of the available staff for examination purpose.
 - 23) It is necessary that the Seating arrangements should be displayed on the day of the examination on a proper notice board with seating arrangement written in big and bold letters for easy reading of the students. Proper signage / seating arrangement should be displayed on the floor and/or in the class rooms where examinations are conducted.
 - 24) The Examination Committee in consultation and approval of the Principal must appoint the understudy and other support staff as required and

- prescribed by the University. The Registrar / Office Superintendent / Head Clerk must ensure that the staff assigned for examination duties is made available for the Examination Work. Ensuring that the Office and other support staff are on duty will be their responsibility.
- 25) Under normal circumstances, members on examination duties are not eligible to take leave and remain absent.
 - 26) Ensure that photocopy of the content of the Maharashtra Act, XXXI i.e. Act Prohibiting Unfair Means in Examinations is displayed in all the blocks along with the seating arrangement of the block is displayed / written in every block.
 - 27) Ensure that answer papers, supervisor's reports, masks, map, graph paper etc. are ready at least two days prior to the commencement of examinations.
 - 28) Examination Committee should ensure that all required stationery is procured well in advance by following the proper procedure with the office.
 - 29) Examination Committee should ensure that all Computers, Internet, CCTV and photocopier/digital cyclostyling/Xerox machines are working properly.
 - 30) Examination Committee should ensure proper cleanliness in examination blocks, corridors, lavatories and make suitable arrangement to provide drinking water to all the examinees.
 - 31) Provisions for First-Aid and Fire safety are to be ensured.
 - 32) Letter to the local police station for security and smooth functioning of the examinations be given, if required.
 - 33) EC shall maintain the file of all University Circulars, Ordinance, Notices, Agenda and Minutes.

B. PRINTING OF QUESTION PAPERS

- 34) Utmost precaution must be maintained while printing question papers in the College.
- 35) The Chairperson of the Examination Committee (EC) should allocate duties to members of the EC who are authorized only to carry out the printing of question papers.
- 36) The sealed question paper manuscript/s should be handed over to the authorized personnel in advance and an entry be made in a register by the Chairperson/member of EC.
- 37) The sealed packet must mention number of copies to be printed.
- 38) The sealed question paper manuscript/s should be open only by the authorized person.
- 39) The EC should ensure that the question papers are printed well in advance for the smooth conduct of the examination.

- 40) Ensure that the question paper manuscript/s is placed back inside the original envelope.
- 41) Proper coding to the question paper shall be given.
- 42) The photocopier/Xerox/digital cyclostyling machine should be switched off in the presence of the authorized person.

C. ON THE DAY OF EXAMINATION

- 43) The EC Chairperson/Member must report at least 2 hour before the commencement of the Examination.
- 44) The Junior Supervisors (JS) must report at least 30 minutes before the commencement of the examination.
- 45) The Examination Committee shall hand over the block distribution and answer sheets to the supervisors, and supervisors shall reach the allotted blocks at least 15 min before the commencement of examination.
- 46) The JS must verify that all the answer books are in order before proceeding to the block concerned.
- 47) The Examination Committee shall handover the question paper bundle to the block supervisor at least 5 minutes before the commencement of examination to ensure that all examinees receive the question paper in time.
- 48) The JS should call at least 2 students who are appearing for the examination and request them to sign and put their seat nos. on the bundle after verifying that the bundles are properly sealed and unopened.
- 49) The JS must open the bundle and distribute or prepare block wise sets of question papers ensuring that bundle for each block consists of all the question papers allotted to the block and are as per the number of students appearing for the examination in the block concerned.
- 50) **The understudy shall ensure that all the non-teaching support staff is in place and the class rooms and washrooms are cleaned properly.**
- 51) **The understudy shall ensure that provisions are made for serving drinking water to students inside the class room and proper arrangement of jugs and clean glasses are available.**
- 52) **The understudy shall ensure that the support staff have ensure that the washroom are free of any copying material like text book, chits etc.**
- 53) **The understudy as per the instruction of the Examination Committee** will ensure that the bell rings on time and the schedule for ringing the bell is made available well in advance and staffs is assigned to perform the task effectively and efficiently.
- 54) The bells must ring 10 minutes prior to the commencement of the examination, at the time of commencement of the examination (could be

- longer than usual), 30 minutes after the commencement of the examination, after every hour, 10 minutes prior to the end of the examination and on completion of the required duration of the exam (could again be longer than the normal bell).
- 55) No student will be allowed alone to go to the washroom. The supporting staff must accompany the student to the washroom, wait outside and ensure that the student is escorted to the classroom. It is necessary that the supporting staff clears / cleans the washroom of all the papers / chits etc. before the commencement of the Examinations.
- 56) **In last ten minutes of the examinations no student is allowed to leave the block.**

D. DURING EXAMINATIONS

- 1) The JS must ensure that they are carrying sufficient number of answer books, graph papers etc. to the examination hall before they leave the staff room / examination enter for their respective blocks.
- 2) The JS must ensure that the students are seated in the class room as per the seating arrangement without carrying any bags / envelopes etc.
- 3) The JS must inform the students not to carry any mobile phone / any other electronic items not permitted by the authorities concerned and that possessing of such devices and/or hand written material etc. will be treated as use of Unfair Means and minimum punishment is nullification of the performance in the current examination in all the subjects.
- 4) The JS must now distribute the main answer book to the student after signing the answer book on the spot and also write the date of the day. JS must ensure that the answer books are not signed in advance and are fresh answer books.
- 5) The JS must collect the question paper from the EC members.
- 6) At the time of commencement of the examination (indicated by the bell) the JS must distribute the question papers to the students. Any spare question paper must be properly kept.
- 7) **No student must be permitted to enter the examination hall after 30 minutes of the commencement of the examination.**
- 8) **No student must be allowed to leave the examination hall for any purpose within 30 minutes of commencement of the examination.**
- 9) JS must ensure that the attendance is recorded of all the students present in the examination hall in both the copies of "Attendance cum Supervisor Report" provided by EC after verifying hall tickets / identity cards.
- 10) JS should sign the main answer book of all the students **after 30 minutes of the commencement of examination.**

- 11) JS must ensure that the students are provided with additional answer books, graphs, log tables, drinking water etc. at their seat itself.
- 12) JS must ensure that any document issued to the students is signed and acknowledged by them at the time of issue to the students.
- 13) JS must ensure that proper decorum is maintained during examination and that the students are not talking amongst themselves in any form.
- 14) EC should ensure that all the JS enters daily records as per the "Attendance cum Supervisor Report" in the "Attendance Summary Report" which will be circulated to all the blocks one hour after the commencement of examination, on the basis of the same EC will prepare "Unique Answer sheet Codes"
- 15) It is required that the JS moves in the classroom regularly so that the JS can prevent any attempt by the student to resort to unfair means.
- 16) It is also necessary that the EC members to take rounds in the examination hall to ensure smooth, effective, and efficient conduct of the examination and invigilation.
- 17) The understudy must ensure that the 2nd last bell is rung 10 minutes before the ending time of the examination.
- 18) The JS must make an announcement informing to tie (in some cases stapling) the main answer book and the supplements taken by the student.
- 19) The JS must ensure that entries are made on the main supplement about the number of supplements attached by the students to the main answer supplement and the total number of answer books used by the student after counting the same and sign in the column specified.
- 20) Keep relevant forms, a question paper and an ANSWER PAPER ready in case of alleged unfair means case is reported.
- 21) In case of any emergency, EC members should respond immediately.
- 22) EC members should take immediate cognizance of alleged unfair means case reported by the JS.
- 23) Collect all answer books, get them masked and put unique code provided by the EC on each answer sheet.
- 24) Each answer sheet bundle should be submitted along with two copies of Attendance cum Supervisor Report and a question paper.
- 25) EC should ensure that all unused question papers are submitted to the library with details.
- 26) Prepare for the next day's examination.
- 27) Report to the Principal.
- 28) Handover all answers papers with a report to the Chairperson of CAP.

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

- 1) The EC Chairperson/Member should personally attend the block concerned immediately with relevant forms, a question paper and answer book.
- 2) Then follow these steps:
 - i. Seize the COPY MATERIAL/S, ANSWER PAPER, HALL TICKET and QUESTION PAPER from the examinee.
 - ii. Obtain examinee's signature, date and time on each written page/s in the ANSWER PAPER and also on the question paper.
 - iii. Take the examinee's statement in the "Unfair Means Form" provided by EC.
 - iv. Write on top of the seized answer paper "**THIS ANSWER PAPER IS CONFISCATED ON ACCOUNT OF ALLEGED UNFAIR MEANS**"
 - v. Issue the second answer paper and write on the top of the ANSWER PAPER '**THIS ANSWER PAPER HAS BEEN ISSUED AFTER CONFISCATING THE FIRST ANSWER PAPER ON ACCOUNT OF ALLEGED UNFAIR MEANS**'.
 - vi. Issue a fresh answer paper.
 - vii. **Junior supervisor should collect the second ANSWER PAPER separately and submit finally both the first and the second answer papers separately at the end of the examinations to the Examination Committee in separate sealed envelopes.**
 - viii. Entry on the Attendance cum Supervisor Report should be made in Red color against the concerned candidate.

F. POST EXAMINATION

- 1) All HoDs/Coordinators to submit the list of Examiners/Moderators appointed for the assessment work.
- 2) CAP Committee should circulate a notice stating the last day for paper assessment/moderation by the concerned examiners.
- 3) Result Committee should issue blank Computerized Mark sheets to all HoDs/Coordinators for filling up the marks in CAP Section.
- 4) All statement of marks should be submitted in sealed packet to the Chairperson or any person authorized by the Chairperson
- 5) Ensure that results are declared within the stipulated time as specified in the Maharashtra Public Universities Act, 2016.
- 6) Get the statement of marks processed.
- 7) Once processed, verify meticulously each entry of marks from examiner's mark lists and that with the computerized consolidated mark lists.

- 8) In case of errors, correct it with red pen and put your initial. Report to the Principal in case of any discrepancy found/detected during the entire examination process.
i.e. right from the conduct of examinations to declaration of final results.
Concealing any information deliberately will amount to disciplinary action against the person/s concerned under relevant rules / ordinances / statutes of the University/Government from time to time.
- 9) Put your initials on each page after verification.
- 10) Collect duly signed internal resolution of marks from each examiner.
- 11) Inform the Principal.
- 12) Send verified computerized consolidated mark list (first copy) and duly signed resolution of marks for preparation of final results.
- 13) After receiving the final results verify once again from the first copy that with the final copy.
- 14) Display the results only when you are confirmed and confident that result is flawless. Keep no room for doubt. Remember that once the result is displayed, you shall be held responsible for any errors detected at a later stage.
- 15) Along with results, display notice as per the University circular No. Exam. VCD / DBOEE /ICD/2017 -18/325 dated 24th July, 2017.
- 16) Sign on each page of the result, get stamped with date and obtain Principal's signature.
- 17) Submit original copy of the result to the office and other copies are to be kept with the EC for future reference.
- 18) Collect all answer papers of internal examinations from examiners concern. These are important documents as students can apply for revaluation and photocopy of those. Instruct understudy supervisor/s to enter in register as soon as answer papers both internal and external are received.

G. DUTIES of Chairperson, CAP

- 1) He / She shall be responsible for the answer papers kept in the CAP room till the assessment and moderation of all answer papers are completed.
- 2) He/ She shall inform in writing to the all the examiners concerned about
 - i. the venue of CAP,
 - ii. date of commencement of CAP and time,
 - iii. last date of CAP
 - iv. any other information deems fit.
- 3) Synoptic answer must be prepared by the examiner concerned. Assessment of answer papers should not be allowed without synoptic answer. After assessment and moderation of answer papers synoptic answer will be in the

- possession of the Examination Committee.
- 4) Ensure that all papers are assessed in the given time.
 - 5) Submit in writing number of answer papers subject wise to be moderated, to the Office at least 10 days in advance for remunerations to be paid to the moderators. The office will prepare packets and handover the same to you along with vouchers.
 - 6) Those packets are to be given to the examiners to pay to moderators (collect signed voucher).
 - 7) On completion of assessment and moderation of all answer papers, statement of marks of all subjects in sealed packets should be submitted to the Chairperson of Examinations. He /She should also handover the charge of assessed answer papers to the Chairperson of Examinations.
 - 8) All signed vouchers should be submitted to the office.
 - 9) Collect examination remuneration bills from examiners as soon as moderation of answer papers are over.
 - 10) Report to the Principal about CAP completion.

H. MODERATION

- 1) Moderators are to be appointed by the Principal. Teachers can suggest moderators' name.
- 2) Ensure appointment letters are sent to the moderators in time.
- 3) Invite them only after you finish assessment of answer papers and transfer marks to the statement of marks in blue/black ink only.
- 4) Arrange to supply answer papers to the moderator from the bundle along with the synoptic answer.
- 5) Ensure moderator sign on both sides of the statement of marks in green ink.
- 6) Fill moderator's report and obtain the confidential report from moderator.
- 7) All moderated answer papers should be kept back in the bundle.
- 8) Handover statement of marks in sealed packets to the Chairperson, CAP.

I. GENERAL

- 1) Chairperson Examination Committee (EC)/Members/Supervisors shall be directly responsible for the smooth conduct of examinations.
- 2) Chairperson of the Examination Committee (EC) should report to the Principal from time to time.
- 3) All cases of alleged unfair means shall be handed over to the Unfair Means Inquiry Committee (UMIC).
- 4) Claim for examination remunerations should be verified by the Remuneration Committee after verifying the data from EC/CAP Committee.

PRINCIPAL

**EXAMINERS SHALL OBSERVE THE FOLLOWING INSTRUCTIONS WHILE
ASSESSING AND ENTERING MARKS IN THE ANSWER - SCRIPTS AND IN THE
MARK - LIST:**

1. Examiners shall enter marks legibly on their answer scripts in red ink.
2. Please do not write marks over the written answer. Since the candidate has the right of revaluation.
3. As far as possible do not over write marks. If any such entry is revised, the revised figures shall be cancelled by a line being drawn through it so that the cancelled marks entry can be easily deciphered. Re write the revised marks. Each correction so made shall be initialed by the examiner concern.
4. Fractional marks should not be assigned to individual question.
5. If a question is divided into sub questions, marks should be assigned to each sub-question. Examiners should ensure that the total marks assigned to all sub-questions are correct and as indicated by a circle being drawn round the figure at the end of the answer.
6. If a candidate attempts questions more than he/she is required to answer, all the questions shall be assessed and marks of all the questions shall be entered first on the front page of the answer script. While totaling, however the only of the maximum number of the questions including compulsory question/s, if any, be taken into consideration. Marks not considered should be denoted by drawing a circle around the marks.
7. In case of any unfair means is detected or suspected while assessing answer scripts, the examiner must immediately report in writing to the CAP In-charge.
8. If any answer script found illegible by an examiner, the examiner shall forward the answer script concern to the CAP In-charge with a written report.
9. Complete assessment of all answer books within the time limit given so as to declare results in time.
10. Examiners should verify and re-verify marks entered in answer scripts and in the mark lists before final submission.

DUTIES OF BLOCK SUPERVISOR

1. Be present at the examination centre and report to the Senior Supervisor at least 30 minutes before the start of the examination. On first day of the examination. On subsequent days, be present at the centre at least 20 minutes before the paper is set to candidates.
2. Find out from the Senior Supervisor the block allotted to you for the session of examination. Reach the Block at least 15 minutes before the examination commences; carry with you blank answer-books, supervisor's report forms, students' attendance report and other material to be supplied to candidates.
3. Go round the block and make sure that the examination hall is ready in all respects. The black-board, if any, in the hall should be kept clean; books, stray papers etc., must be scrupulously removed from the hall.
4. After the warning bell is given, allow the candidates one by one to the hall. Make sure that no books, papers, etc. are carried to the hall. (All such materials shall be kept outside.)
5. Instruct the candidates to occupy their correct seat, as per the seat number pasted on the desk.
6. Give each candidate one main blank answer-book, for each section, after putting your full signature with date on the cover page. DO NOT give more blank supplementary answer-books than necessary.
7. When the commencement bell goes, start distributing the question-paper from the candidate with the last number in your block.
Where the question-paper is of more than one sheet, instruct the candidates to ensure that they have received all the pages of the full question - paper.
Where the candidates with different options are seated in your blocks, it is your duty to make sure that every candidate gets the right question-paper.
8. Ten minutes after the commencement of the paper, go round the block, check the examination fee receipt/hall ticket/I card and make sure that every candidate occupies the proper seat. Half an hour after, check the identity card and fee receipts, especially those with photos of every candidate, in every session. Get the daily attendance report signed by every student present in the block.
9. Keeps continuous alert watch on the candidates writing the examination. Alertness will prevent use of malpractices by the examinees. Go round the block as often as possible.
10. Whenever a candidate asks for a supplement, make sure that he has completed the answer-book before giving a new supplement. Sign the supplement (with date) before handing it over to the candidates.

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

11. DO NOT encourage candidates to leave the Hall during the examination time.
12. DO NOT allow any candidate to come to the examination Hall late by more than 30minutes. Report all such cases to the Senior Supervisor.
13. DO NOT allow any candidate to leave the Hall, within the first 30 minutes of distribution of the question paper.
14. If any candidate wants to leave the Hall before the closing time for the examination, collect all his answer-books, written or blank, before allowing him to leave the Hall. Make sure that the Sections are separately collected, and in each section, the main and supplementary answer-books are tied together, and the cover page details regarding Seat No. etc. are fully entered.
15. Ask candidates to cancel all unwritten or blank pages.
16. The warning bell be given 10 minutes prior to the closure of the examination, close the entrance doors, and do not allow any candidate to leave the Hall. When the final bell goes collect the answer books from the last candidate onwards to the first candidate in the block. Do not allow anyone to leave the hall till you have collected all the answer books.
17. Arrange the answer books serially from the first number to the last number. Separate answer books into sections if any, and prepare bundle accordingly and submit to the Sr. Supervisor for checking.
18. After answer books are verified by the Sr. Supervisor, all answer books are to be masked.
19. While the examination is on:
 - i) DO NOT TALK WITH CANDIDATE/S
 - ii) DO NOT READ ANSWER BOOKS
 - iii) DO NOT GIVE EXPLANATION TO CANDIDATE/S ON QUESTION PAPER
 - iv) DO NOT CARRY MESSAGE FROM ONE CANDIDATE TO THE OTHER.
 - v) DO NOT ENGAGE IN ANY OFFICE/PRIVATE WORK or READ NEWS-PAPER /JOURNAL /MAGAZINE etc.
 - vi) DO NOT PERMIT COPYING/TALKING and EXCHANGE OF PEN /PENCIL/ERASER etc.
 - vii) IF YOU suspect any malpractice/unfair means bring to the notice of the Chairperson/ Sr. Supervisor immediately (Please see instruction C for details).
 - viii) DO NOT USE MOBILE PHONE WHILE IN SUPERVISION.

PRINCIPAL

DUTIES OF UNDER STUDY SUPERVISOR

- 1) Supply information to the Chairperson/Sr. Supervisor about class wise bench position 10 /15 days prior to the commencement of examinations.
- 2) Type all notices given by the Chairperson/Sr. Supervisor and arrange to display those properly.
- 3) Pasting of seat/ roll numbers of students as per the seating arrangements done.
- 4) Allocate duties to floor peon/s for bundling answer papers.
- 5) Prepare seating arrangements in consultation with the Examination Committee.
- 6) **The understudy shall ensure that all the non-teaching support staff is in place and the class rooms and washrooms are cleaned properly.**
- 7) **The understudy shall ensure that provisions are made for serving drinking water to students inside the class room and proper arrangement of Jugs and clean glasses are available.**
- 8) **The understudy shall ensure that the support staff have ensure that the washroom are free of any material like text book, chits etc.**
- 9) **The understudy as per the instruction of the Examination Committee** will ensure that the bell rings on time and the schedule for ringing the bell is made available well in advance and staff is assigned to perform the task effectively and efficiently.
- 10) The bell must ring 10 minutes prior to the commencement of the examination, at the time of commencement of the examination (could be longer than usual), 30 minutes after the commencement of the examination, after every hour, 10 minutes prior to the end of the examination and on completion of the required duration of the exam (could again be longer than the normal bell).
- 11) The understudy supervisor has to issue answer papers for assessment to examiners concerned in CAP as per the instruction of the Chairperson of CAP. He/ She should maintain a register to record the number of answer papers given to the examiner/s every day. He/ She should obtain signature of examiner/s on supplying answer papers and on receiving those answer papers from the examiner/s.
- 12) He/ She should ensure that all assessed answer papers are packed, labeled for future reference and be kept in the cupboards.

COMPLETE SECRECY IS TO BE MAINTAINED

PRINCIPAL

DISTRIBUTION OF RESPONSIBILITIES

Sr. No.	NATURE OF WORK	RESPONSIBILITY
1.	Time Table	Examination Committee
2.	Dates of Examination form collection	Chairperson of the Examination Committee in consultation with the office.
3.	Supply information in writing of list of students with seat nos. of unfair means cases whose form/s is not to be accepted.	Chairperson of the Examination Committee
4.	Examination form collection (only after compliance of 3).	Office
5.	Issuance of hall ticket to student	Office to distribute only after verification and signature of Chairperson/Member of the Examination Committee followed by signature (stamp) of Chief Conductor/Principal.
6.	Preparation and circulation of Supervision Chart	Examination Committee
7.	<p>Seating Arrangements</p> <p>i. Bench position classroom wise</p> <p>ii. Preparation of room/block allocation chart with number of students in each class/block</p> <p>iii. Pasting of seat numbers.</p> <p>iv. Display of Seating arrangements</p> <p>v. Display of unfair means notice in each block.</p> <p>vi. To ensure fans and lights are working in block/s</p> <p>Note: a) For (ii) to be approved by the Chairperson of the Examination Committee.</p> <p>b) Copy of Display of Seating arrangements to be signed by the Chairperson of the Examination Committee.</p>	<p>i. Office/Under Study Supervisor</p> <p>ii. Under Study Supervisor</p> <p>iii. Peons (under the guidance of Under Study Supervisor)</p> <p>iv. Under Study Supervisor</p> <p>v. Under Study Supervisor</p> <p>vi. Under Study Supervisor</p>
8.	Maintaining of inventory or record of Answerbooks/supplements.	Under Study Supervisor

9.	Printing of Answer Papers	Office will take stock of answer papers and decide about fresh requirement from time to time (if any) in consultation with Chairperson of Examination Committee. <i>(For procuring fresh answer books Office should follow regular procedure)</i>
10.	Various reports and other stationery items required from the first day of examination till the end of assessment of answer papers.	Under Study Supervisor
11.	Question paper printing	Examination Committee
12.	Question paper packing	Peon/s in the presence of Examination Committee
13.	To keep question paper packets in safe custody	Chairperson/Member of the Examination Committee
14.	Circulation of notice of Unfair means rules	Chairperson of the Examination Committee
15.	Unpacking of Question paper bundle	Chairperson/Member of the Examination Committee
16.	Question paper counting before distribution to blocks	Chairperson/Member of the Examination Committee/ Sr. Supervisor/Reliever(s) (teaching staff)
17.	Question paper distribution to block/classroom	Chairperson/Member of the Examination Committee/ Sr. Supervisor/Reliever(s)
18.	Collection of answer papers block wise	Chairperson/Member of the Examination Committee/ Sr. Supervisor/Reliever(s)
19.	To keep answer paper packets in safe custody	Chairperson/Member of the Examination Committee
20.	Printing of Answer Papers	Office will take stock of answer papers and decide about fresh requirement from time to time (if any) in consultation with Chairperson of Examination Committee. <i>(For procuring fresh answer books Office should follow regular procedure)</i>
21.	Various reports and other stationery items required from the first day of examination till the end of assessment of answer papers.	Under Study Supervisor

INSTRUCTIONS TO STUDENTS

Students resorting to the use of unfair means during the examinations conducted by the College by themselves or on behalf of the University or by the University itself are requested to note that the minimum punishment recommended by the University (vide circular no. UG / 139 OF 2001 DATED 23RD APRIL 2001) is “Annulment of the performance of the Student at the University / College / Institution Examination in full.”

The above action is recommended in case the student is found in possession of the copying material. If it is established that he/she has actually copied from the material, the recommendation is “Exclusion of the student from the University or College or Institution Examination for one additional examination”.

The above referred circular is available with the Examination Committee for your reference.

The broad Categories of Unfair Resorted to by Students at the University/ College/ Institution Examinations and the Quantum of Punishment for each Category thereof as per **Ordinance 5050**.

Sr. No	Nature of Act	Quantum of Punishment
1.	Possession	Annulment of the performance of the student at the University/ College/ Institution examination in full. (Note: - This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereat.
2.	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
3.	Possession another student's answer book	Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS)
4.	Possession of another student's answer book + Actual evidence of copying there from.	Exclusion of the student from University or College or Institution examination for two additional examinations. (BOTH THE STUDENTS)
5.	Mutual / Mass copying	Exclusion of the student from University or College or Institution examination for two additional examinations.
6.	Smuggling-out or smuggling-in of answer book as copying material. i. Smuggling-in of written answer-book based on the question paper set at the examination. ii. Smuggling-in of written answer book and forging signature of the Jr. Supervisor there on.	i. Exclusion of the student from University or College or Institution examination for two additional examinations. ii. Exclusion of the student from University or College or Institution examination for two additional examinations. iii. Exclusion of the student from University or College or Institution examination for two additional examinations.
7.	Attempt to forge the signature of the Jr. Supervisor on the	Exclusion of the student from University or College or Institution examination for two additional examinations.

	answer book or supplement.	
8.	Interfering with or counterfeiting of University /College / Institution seal, or answer books or office stationary used in the examinations.	Exclusion of the student from University or College or Institution examination for two additional examinations.
9.	Answer book, main or supplement written outside the examination hall or any other insertion in answer book.	Exclusion of the student from University or College or Institution examination for two additional examinations.
10.	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 or College or Institution examination for two additional examinations.
11.	Using obscene language / violence threat at the examination center by a student at the University / College / Institution examination to Jr. / Sr. Supervisors / Chief Conductor or Examiners.	Exclusion of the student from University or College or Institution examination for two additional examinations.
12.	(a) Impersonation at the University/ College/Institution examination. (b) Impersonation at the University/ College/ Institute student at S.S.C./H.S.C. any other examinations.	(a) Exclusion of the student from University or College or Institution examination for two additional examinations. (b) Exclusion of the impersonator from University or College or Institution examination for five additional examinations.
13.	Revealing Identity in any form in the answer book by the student at the University or College or Institution Examination.	Annulment of the performance of the Student at the University or College or Institution examination in full.
14.	Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the student at the University or College or Institution examination in full.
15.	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence.
16.	If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.	

17.	<p>Practical /Dissertation/Project report Examination.</p> <p>Student involved in malpractices at Practical / Dissertation/ Project report examinations shall be dealt with as per the punishment provided for the theory examination.</p>
18.	<p>The Competent Authority, in addition to the above mentioned punishments may impose a fine on the student declared guilty.</p> <p>(Note: The term “Annulment of Performance in full” includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used threat).</p>

Principal

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Ismail Yusuf College of Arts, Science and Commerce,
Jogeshwari (East), Mumbai 400 060

DECLARATION FORM BY THE PAPER SETTER/S OR EXAMINER/S

I teaching in
(program) has set in the following question paper/s

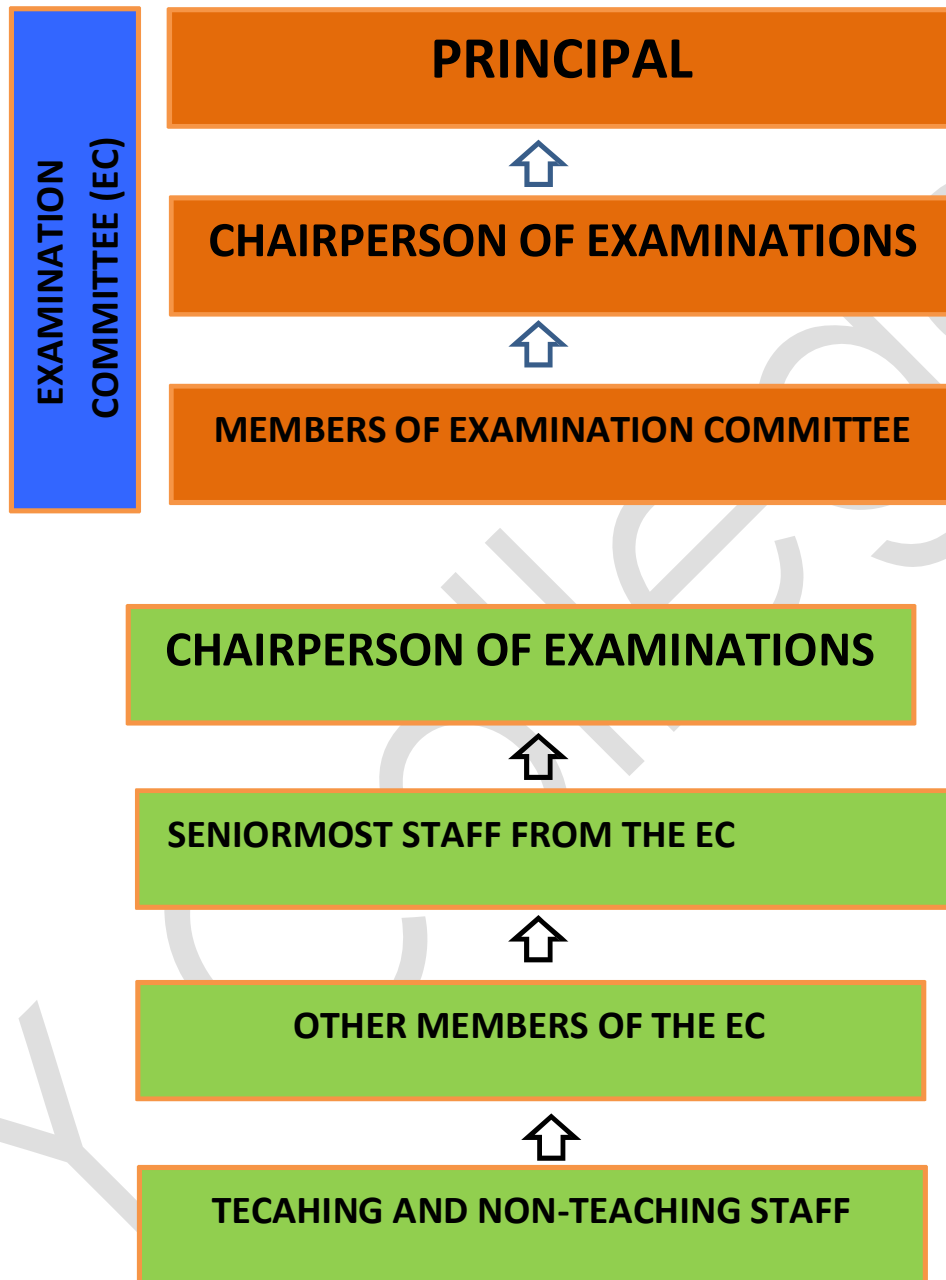
Course	Marks	Duration	Examination (semester, month/year)

I hereby declare that I do not have soft copy or soft copies of the above stated question paper manuscripts, in my laptop/desktop/USB and any other storage devices. I hereby assure that I have deleted soft copy or soft copies of the above stated question paper manuscripts from my laptop/desktop/USB and any other storage devices.

Date:

(Name and Signature)

ORGANOGRAM – EXAMINATION



SOP FOR EC FOR AIDED AND UNAIDED SECTIONS

DRAWING QUESTION PAPERS

NOTIFICATION OF DATES FOR INTERNAL EXAMINATIONS OF 25/40/40/75 MARKS AT LEAST 25 DAYS BEFORE (NOTICE BOARDS AND WEBSITE)



THREE WEEKS PRIOR NOTICE TO TEACHING STAFF TO SUBMIT QUESTION OF 25/40/40/75 MARKS WITH A DEAD LINE. ALL QUESTION PAPERS TO BE SUBMITTED IN SEALED ENVELOPES TO THE PRINCIPAL OR CHAIRPERSON OF EC ONLY.



SELECTION OF QUESTION PAPERS BY THE



CHAIRPERSON TO ALLOT DUTIES TO TEACHING AND NON -TEACHING STAFF FOR PRINTING OF QUESTION PAPERS.

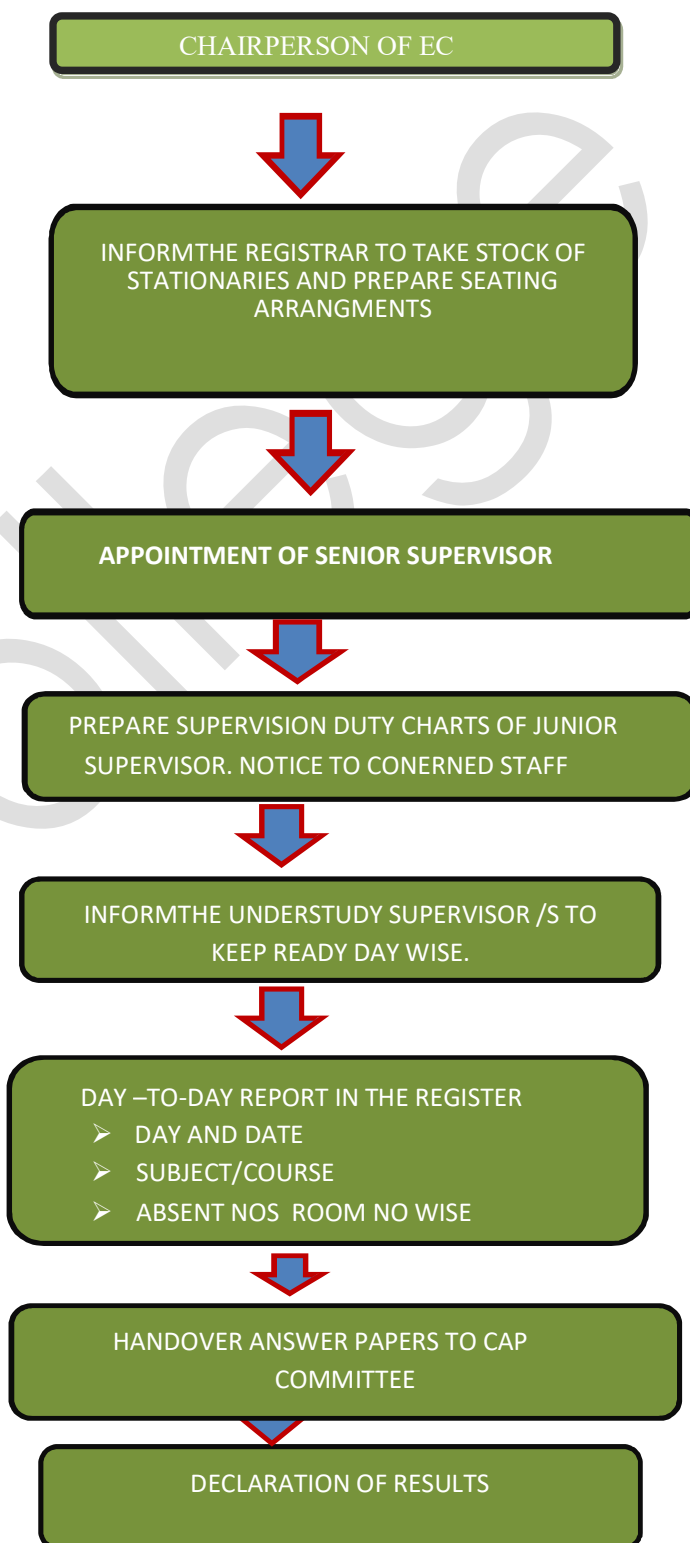
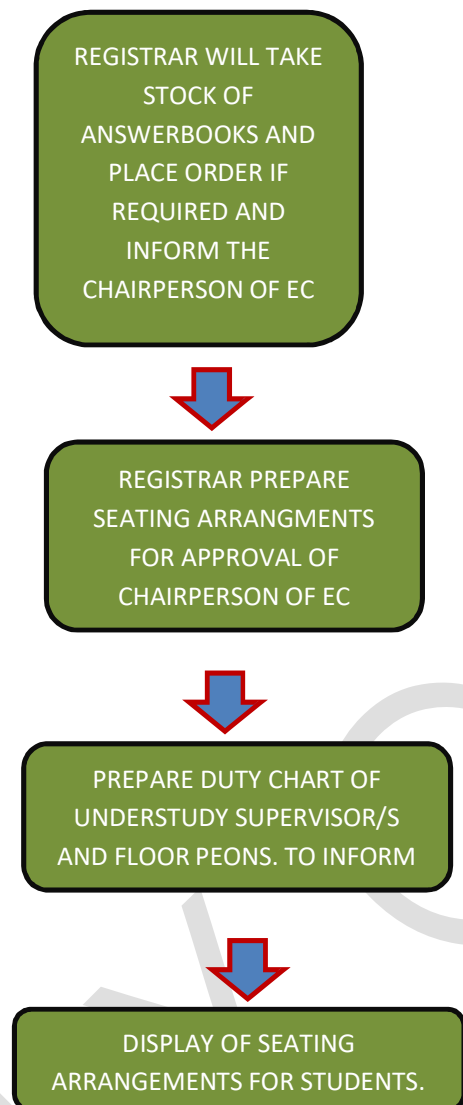


ALL PRINTED QUESTION PAPERS ARE TO BE BUNDLED IN A SEALED PACKET AND TO BE KEPT IN SAFE CUSTODY. ALL SEALED PACKETS ARE TO BE SUPERSCRIBED WITH PAPER CODE AND DATE OF EXAMINATION.

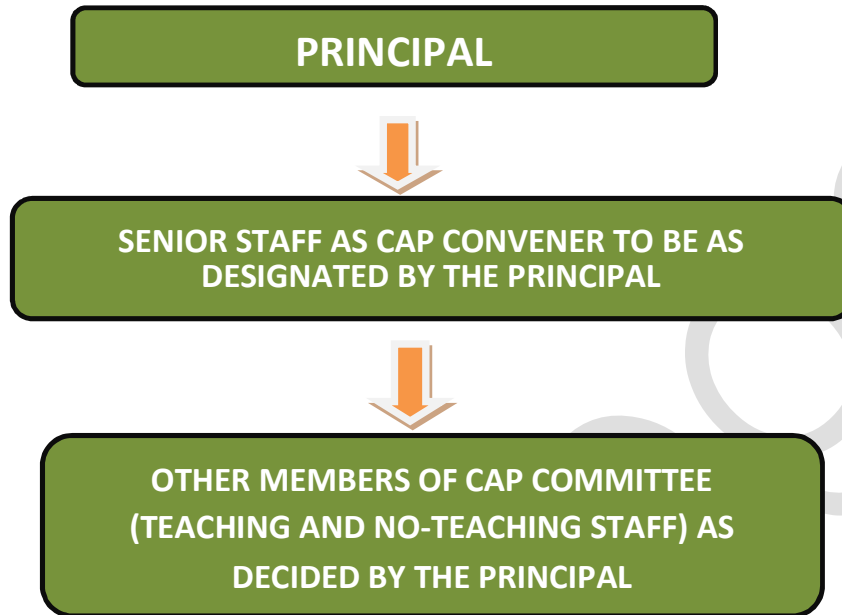
SOP OF EC

SOP FOR CONDUCT OF EXAMINATIONS

REGISTRAR/ UNDERSTUDY SUPERVISOR



ORGANOGRAM OF CAP



SOP OF CAP

CONVENER CAP

UNDERSTUDY SUPERVISORS/ (US) UNDER THE INSTRUCTIONS OF CAP CONVENER FROM TIME TO TIME.

Understudy supervisor will maintain the CAP register.

Once the CAP is over, the US will bundle all answer papers, label them and keep those in safe custody for a period of 1 year.

PREPARE ATTENDANCE REGISTER TO RECORD STAFF ATTENDANCE WITH NUMBER OF ANSWER PAPERS ISSUED AND ASSESSED DAY WISE. ALL ANSWER PAPERS TO BE COUNTED WHILE RECEIVING BACK.

CIRCULATE NOTICE TO STAFF CONCERN OF TIME AND DATE OF STARTING AND ENDING OF CAP

CIRCULATE NOTICE TO HoDs TO SUGGEST 3 NAMES OF MODERATORS

PRINCIPAL TO APPROVE FINAL MODERATORS FOR DIFFERENT SUBJECTS

CONVENER TO INFORM HoDs THE APPROVED LIST OF MODERATORS.

CONVENER TO ASK OFFICE TO ARRANGE FOR CASH FOR PAYMENT TO MODERATORS

GET ALL PAPERS MODERATED IN THE PRESENCE OF EXAMINERS CONCERNED.

HANDOVER ALL STATEMENT OF MARKS TO CHAIRPERSON, EC

- Moderation responsibility lies with the HoDs.
- Signatures of moderators on both side of the statement of marks.
- After moderation done, right and left side of the statement of marks are to be separated and to be sealed packet separately with details on the top of the packets.
- Handover both the packets to Convener, CAP

Academic Council 25/05/2011

Item No. 4.101

University of Mumbai



NAAC ACCREDITED
(2001-2006)

Additional Provisions

To

General Ordinances

With Respect to

**Credit Based Semester and Grading System
(CBSGS)**

For the Programmes

Under

The Faculty of Arts, Commerce & Science

With effect from the Academic year 2011-12



Page 1 of 6

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ORDINANCE O.5042 – A: - Grace Marks passing in each course/ head of passing (Theory/ Practical/ Oral/ Sessional/ TW/ External / Semester End Exam / Internal Assessment)

The examinee shall be given the benefit of grace marks only for passing in each course / head of passing (Theory / Practical / Oral / Sessional/ TW) in External / Semester End Examination or Internal Examination Assessment as follows:

Head of Passing	Grace Marks Upto
Upto - 50	2
051 - 100	3
101 - 150	4
151 - 200	5
201 - 250	6
251 - 300	7
301 - 350	8
351 - 400	9
And 401 and above	10

Provided that the benefit of such gracing marks given in different courses/ head of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of marks under this Ordinance, shall be applicable only if the candidate passes the entire examination of semester / year.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE, UGC etc.

ORDINANCE O. 5043-A: - Grace Marks for getting Higher Class / Grade

A candidate/learners who passes in all the subjects / courses and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class / Higher Second Class/ First Class or next Higher Grade by marks not more 1% of the aggregate marks of that examination or up to 10 marks, which ever is less, shall be given the required marks to get the next higher or grade as the case may be.

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Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate course / head of passing also, if prescribed, in the examination concerned.

Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of Class / Grade has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

ORDINANCE O.5044-A: - Grace Marks for getting distinction / Grade 'O' in the subject / course only


A candidate/learners who passes in all the Courses or Subjects/ Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the courses/ subject/s falls short by not more than three marks for getting Grade 'O'/ distinction in the courses / subject/s respected shall be given necessary grace marks up to three (03) in maximum two subjects, courses subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

Provided that benefits of above mentioned grace marks shall not be given to the candidate only for such examination/s for which provision for distinction in a course / subject has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

ORDINANCE O. 5045-A: - Condonation

If a candidate/learners fails in only one course/ head of passing, having passed in all other courses/ heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that course / head of passing in which he/she is failing, whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.


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Condonation of deficiency of marks be shown in the Grade Card/ Statement of Marks in the form of asterisk and Ordinance number.

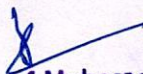
Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

ORDINANCE O. 5046-A: - Moderation

1. The Moderation System shall be application to all the faculties for Under Graduate and Post Graduate Semester End Examination / External Theory Examination.
2. 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that course / paper.
3. In case of professional faculties / courses, 100% moderation shall be carried out in case of candidates obtaining 70% and above marks or Grade 'O'. For non-professional faculties / courses 100% moderation shall be carried out in case of candidates obtaining First Class Grade 'A' and above marks.
4. The moderation of answer books of at least 5% of total number of candidates obtaining marks between Grade 'E' / minimum passing marks and marks required for Grade 'A' and above First Class/ distinction shall be carried out on random sample basis.
5. One moderator shall be appointed per five examiners. However Chairman, Board of paper setters will act as the moderator, where there are less than five examiners.
6. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAPs.
7. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.
8. Each University shall formulate detailed scheme of moderation on the basis of guidelines given above.

ORDINANCE O.5047-A: - Vigilance Squad

1. The Vigilance Squad/s of not less than three and not more than four members shall be appointed by the Vice Chancellor to visit the Centres of University Examinations to:
 - i. Ensure that the University Examinations are conducted as per norms laid down.


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- i. Observe whether the Senior Supervisors and Block Supervisors are following scrupulously instructions for conduct of the University Examinations.
 - ii. Check the students who try to resort to malpractices at the time of University Examinations and report such case to the University.
2. The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the In-charge of the Examination Centre to check the record and other material relating to the conduct of Examination. They can enter in any block of Examination for checking the candidates identify card, fee receipt, hall tickets etc. to ascertain the authenticity of the Candidate. The Vigilance Squad shall e authorized to detect use of malpractices and unfair means in the University Examination.
 3. The Vice Chancellor shall appoint Vigilance Squad which may include:
Senior Teachers of Affiliated College/Recognized Institution/ University Departments / Teachers and desirably one lady teacher; and any other person as the Vice Chancellor considers appropriate.
 4. The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Vice Chancellor with a copy to the concerned Principal. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
 5. The Principal of the College where the centre of examination is located shall be responsible for the smooth conduct of examination. He/ She shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as the law of enforcing authority.

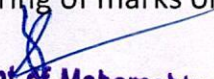
ORDINANCE O. 5048-A: - Amendments of Results

Due to errors

In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice Chancellor / Pro Vice Chancellor, provided the errors are reported / detected within 6 months from the date declaration of results. Errors detected thereafter shall be placed before the Board of Examinations.

Error means:-

- i) Error in computer/data entry, printing or programming and the like.
- ii) Clerical error, manual or machine, in totaling or entering of marks on ledger/register.


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iii) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

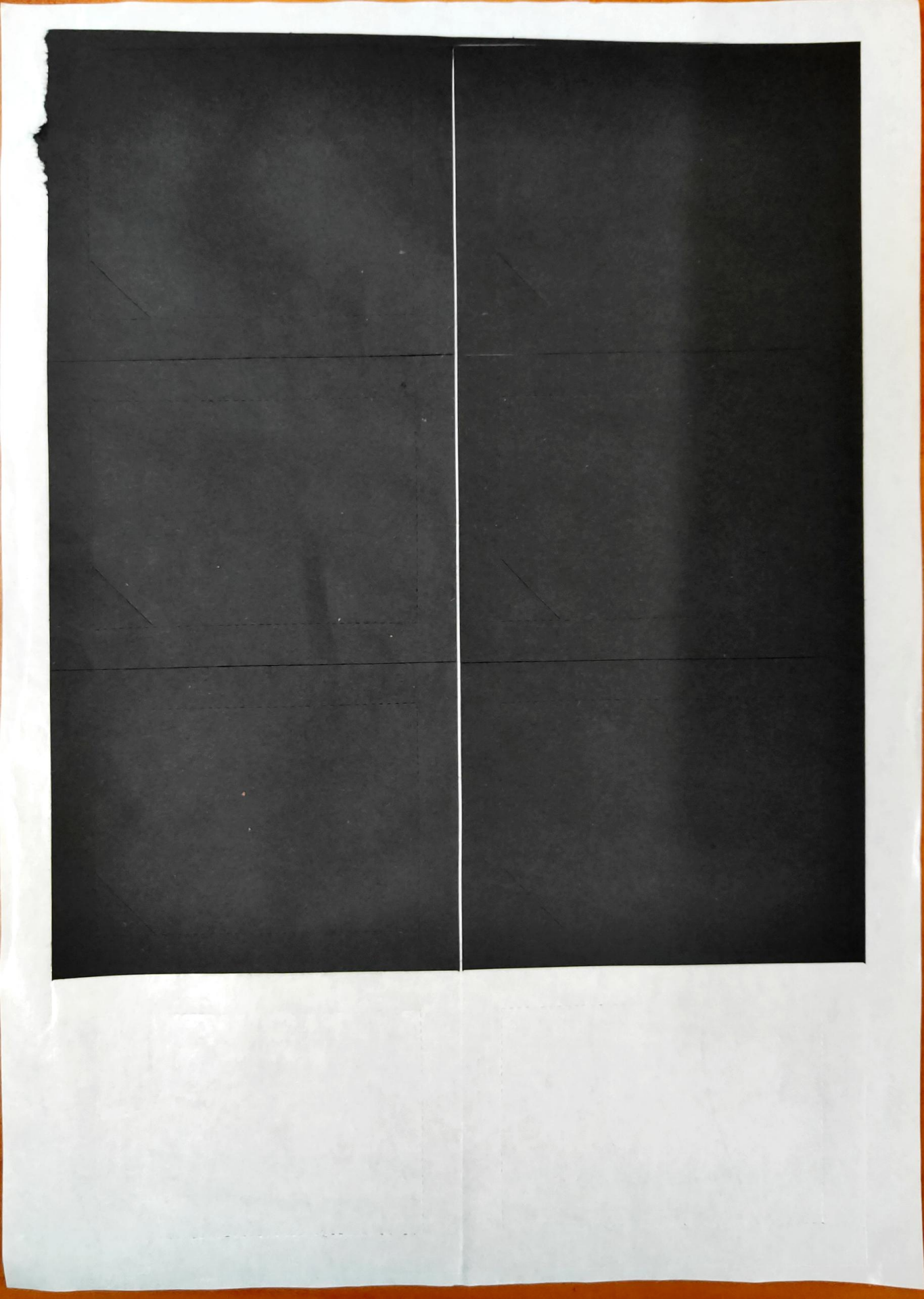
A. Due to fraud, malpractices etc.

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 examinee has benefited and that such examinee, has in the opinion of the Board of Examination been party of privy to or connived at such malpractice, fraud or improper conduct, the Board of Examination 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 Examination considers necessary in that behalf

Note: a) The Ordinances 0.5049, 0.5050 will be as per the existing ordinances. However, the term "Student" be read as "Learners"

b) The Number of the Ordinances will be same. However, it is followed by alphabet 'A' only.


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JOGESHWARI (EAST), MUMBAI - 400 060.



सा विद्या या विमुक्तये

Code No.:

Seat No. In Figures :

In Words.....

Sign. of Student

Signature of Supervisor's
With Date :

Examination : Date :

Class : Subject : Semester :

No. of Supplements attached to Answer - Book

INSTRUCTIONS TO CANDIDATES

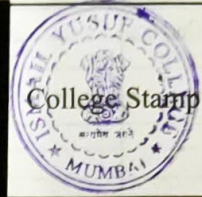
- Candidate should occupy the correct seats and write correct seat numbers in the space provided for the purpose in the answer books. If they occupy wrong seats and write wrong numbers, the marks assigned to such answer-books will not be transferred to their correct seats.
- Each section will be answered in separate answer-book, if so instructed. Examiners do not undertake to examine were written in wrong sections. Tie together all answer-books relating to the same paper or section and enter on the first page of the answer-book the total number of answer-books tied together.
- Do not write anything in the column provided for marks to be assigned by the examiner.
- Candidates will not be permitted to leave the examination hall until half an hour after the question papers are distributed.
- Every candidate present must sign against his / her seat number on the attendance sheet provided by the supervisor.
- Candidates are for bidden to — (i) bring any books, notes, scribbling papers, Mobile Telephones or any other similar device into the examination hall (ii) speak or communicate in any manner to any other candidate while the examination is in progress, and (iii) take with them any answer-book written in or blank while leaving the examination hall.
- Candidates should write their answers legibly they are warned that no marks will be assigned to answers which cannot be assessed by the examiners due to illagible hand writing.
- Write on both sides of a page. Rough work, when necessary should be done on the Left-hand side and in pencil only.
- Candidates should not write their names in any part of the answer-book and reveal their identity in any form in the answer written by them.
- No sheet shall be torn from the answer-books provided nor shall any additional papers attached to them.
- All answer-books supplied shall be returned whether written or blank.
- Exchange of writing materials, stencils, mathematical instruments etc. is strictly prohibited.
- A candidate who disobeys any instructions issued by the Supervisor or who is guilty of rule or disobedient behaviour is liable for disciplinary action to be taken against him / her by the college.

Q. No.	Examiner	Moderator
1		
2		
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7		
8		
9		
10		
11		
12		
Total Marks		
Marks in Words		
Signature of Examiner		
Marks in Words		
Signature of Moderator		

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JOGESHWARI (EAST), MUMBAI - 400 060.



Code No.:

Signature of Supervisor's

Date :

Examination :

Date :

Class : Subject :

Semester :

No. of Supplements attached to Answer - Book

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Q. No.	Examiner	Moderator
1		
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10		
11		
12		
Total Marks		
Marks in Words		
Signature of Examiner		
Marks in Words		
Signature of Moderator		

Government of Maharashtra

Ismail Yusuf College of Arts, Science & Commerce



सा विद्या या विमुक्तये



College Stamp

Seat No. In Figures :

In Words.....

Sign. of Student

Signature of Supervisor's
Write :

Code No.:

Examination :

Date :

Class :

Semester :

No. of Supplement

INSTRUCTIONS TO CANDIDATES

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Q. No.	Examiner	Moderator
1		
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10		
11		
12		
Total Marks		
Marks in Words		
Signature of Examiner		
Marks in Words		
Signature of Moderator		

University of Mumbai

Examinations Section, Mahatma Jotirao Phule Bhavan, Vidyanagari, Kalina,
Santacruz (East), MUMBAI - 400 098



No. Exam./Photo & Rev./Univ./VCD/ 4637 of 2010

Rules and Procedure for providing the Photo/Xerox copies of assessed answer-book/s to the examinee and Process of Revaluation of the Answer-book/s of the examinee who apply for the revaluations

(Examinations Conducted by the University)

WHEREAS as per the Order of the Hon'ble High Court of judicature at Bombay passed by a division bench consisting of their Lordship Chief Justice Dalvir Bhandari and Justice D. Y. Chandrachud, while hearing a group/bunch of petitions filed by students from different faculties, directing the University to restart revaluation in all faculties that has been scrapped since 2002, it was decided to restart the revaluation system in order to bring transparency on the examination system, and accordingly the Vice-Chancellor of University of Mumbai issued Directions No. Exam./Rev./VCD/785 of 2004 dated 17th November, 2004,

AND

WHEREAS considering the delay being caused due to the modalities and procedure of revaluation, it was decided to modify the procedure of issuing Xerox copy and revaluating the answer books,

AND

WHEREAS the Board of Examinations at its meeting held on 7th April, 2007 vide item No.6, appointed a committee to review the existing revaluation process and to suggest modifications for making the process more effective and faster,

AND

WHEREAS the said committee suggested the modifications and recommendations in that behalf and prepared a revised draft of the Vice-Chancellor's Directions to that effect,

University of Mumbai

Examinations Section, Mahatma Jotirao Phule Bhavan, Vidyanagari, Kalina,
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AND

WHEREAS considering the observation passed by the Hon'ble High Court in Writ Petition bearing No. 52 Of 2009 dated 31st August 2009, regarding completion of the process of revaluation expeditiously, and considering the importance and urgency of the matter,

AND

WHEREAS the said draft is finally approved by the Board of Examinations at its meeting held on 22nd October 2009 vide item No.04,

AND

WHEREAS, making of the new Rules and Regulations in this respect by the Management Council will take some time,

Now therefore, I, Dr. Chandra Krishnamurthy holding the charge of the Vice-Chancellor, University of Mumbai in exercise of powers conferred upon me under sub section (8) of section (14) of the Maharashtra Universities Act, 1994, hereby issue the revised **Directions in supersession of the earlier Directions No. Exam./Rev./VCD/785 of 2004 dated. 17th November, 2004 as under:-**

1. This direction may be called "Rules and procedure for Supply of Photo/Xerox copy of answer book/s to the examinee and for revaluation of the answer books of the examinee."
2. These directions shall come into force from the examinations to be held from the First Half of the Year 2010.
3. In this directions unless the context otherwise requires :
 - (a) "Act" means Maharashtra Universities Act, 1994.
 - (b) "Directions" means a direction issued in accordance with the provisions of sub-section (8) of section 14 of the Act.
 - (c) "College" means a College conducted by the University or affiliated to the University, situated in the University area, including autonomous College,

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academic institution/Department of higher learning not being a College, associated with and admitted to the privileges of the University including autonomous institution, University Institution and recognized institution, University department of higher learning, research or specialized studies, recognized to be so by the University and imparting undergraduate/post-graduate instructions or guidance for research.

- (d) "Principal" means a head of 'the College' {as defined in rule 3(c)}.
 - (e) "Examinee" means the examinee, who has appeared for the examination conducted by the University during the current session.
 - (f) "Answer book/s" means the answer book/s used by the examinee/s for answering the questions of theory paper of the examination.
 - (g) The "32 (5) (a) Committee" means a committee constituted by the Board of Examinations in accordance with the provisions of Clause (a) of sub-section (6) of Section 32 of Maharashtra Universities Act, 1994, in order to appoint paper-setters, examiners and moderators.
 - (h) The "32 (6) (a) Committee" means a committee constituted by the Board of Examinations in accordance with the provisions of Clause (a) of sub-section (6) of Section 32 of Maharashtra Universities Act, 1994, in order to investigate and recommend disciplinary action for malpractices and lapses against the person or persons involved in the malpractices directly or indirectly.
4. **Applying for Photo/Xerox copy of answer book and applying for Revaluation will be two independent processes.**
5. Applying for the Photo/Xerox copy of the answer book or having Photo/Xerox copy of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject.

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6. The student can independently apply for Revaluation or Photo/Xerox copy or both simultaneously.

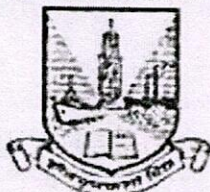
PART - I

Rules and Procedure for providing the Photo/Xerox copy/ies of assessed answer-book/s

7. The facility of obtaining Photo/Xerox copy/ies of assessed and/or moderated answer book/s by the examinee is extended with a view to bring transparency in the examinations system and ensure its credibility.
8. This facility, thus provided, shall be for theory papers only of all the examinations conducted by the University in the current session.
9. Under these rules applying for the Photo/Xerox copy/ies of answer-books shall not be permitted in respect of :
- The examinations conducted by the University at Post-graduates level in the faculties of Medicine, Ayurved, Dentistry and Unani Medicine.
 - The examinations conducted by the Director of the Institute of Distance Education/Principals of constituent/affiliated Colleges or Directors/Heads of University Departments/Recognized Institutions on behalf of the University.
 - The scripts of practical examination / sessional work / project work / dissertation / internal assessment / term work (including theory part) and in Viva voce /oral / practical examinations. However within seven (07) working days from the date of declaration of the results or on issue of the statement of marks by the College the candidate shall be allowed to apply in the prescribed format for the head wise internal split of his marks obtained at such examinations along with payment of non-refundable fee of Rs.100/- by cash or D.D. drawn in favour of the Principal of the respective College to which the candidate has registered for the said course; and the provisions of Rule 10 to Rule 24 shall be applicable mutatis mutandis, to

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the extent they shall be applicable, for supply of the head wise internal split of the marks, except that of applying for revaluation.

10. The Photo/Xerox copy/ies shall be sought by submission of application in the prescribed form along with the non-refundable fee of Rs.100/- per answer- book by the examinee. The said fee shall be remitted by cash or by D.D. drawn in favour of the Principal of respective Colleges to which the candidate to which the candidate belongs or through which the candidate has submitted the examination form. The examinees belonging to the reserved categories shall be granted 50% concession in the fee.
11. The prescribed application form for obtaining Photo/Xerox copy/ies of answer book shall have to be filled and signed by the applicant examinee only and shall be submitted to the respective College to which the candidate belongs or through which the candidate has submitted the examination form within seven (07) working days from the date of the declaration of result of the examination or receipt of the statement of marks by the College / institute, whichever is later.
12. Incomplete application forms shall be rejected without assigning any reason whatsoever and the fees paid along with the application form neither shall be refunded nor will any representation be entertained.
Note - a) It will be the responsibility of the College 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 College and apply for photo/Xerox copy/ies or / and revaluation within stipulated time.
c) No application after the due date will be entertained on any ground whatsoever.
13. The Principal of the College or Head of Department will publish the last date of submission of application for photocopy of each examination on the notice board.

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14. The respective College to which such applications for the Photo / Xerox copy/ies are submitted shall forward to the Controller of Examinations of University of Mumbai, the list of such applicants within ten (10) working days from the date of declaration of result or receipt of the statement of marks by the College, whichever is later (i.e. within three (3) working days from the last date of submission of forms), in such format and as per such procedure as shall be prescribed by the Controller of Examinations, along with Rs. 80/- per Photo / Xerox copy of the answer book / subject and retain Rs. 20/- per Photo / Xerox copy of the answer book / subject as the administrative expenses at the College out of Rs. 100/- per application received from the students.
15. The University shall endeavor to supply Photo/Xerox copy/ies of answer books as far as possible within twenty five (25) working days from the date of receipt of application to the University from the respective College through which the candidate has made the application for Photo/Xerox copy/ies of the answer book/s.
16. The Principal of the College shall publish the list of students on the Notice Board, whose Photo/Xerox copies are received from the University in the College.
17. The Photo/Xerox copy/ies shall be handed over by such respective College to the applicant examinee in person only and under no circumstances to any other person.
18. While obtaining the Photo/Xerox copy/ies from such respective College the applicant examinee shall have to produce the original receipt of submission of application form and to establish his/her identity, to the Principal or the Officer of the College authorized by him.
19. On receipt of Photo/Xerox copy/ies the applicant examinee shall be the sole custodian of it and under any circumstances the examinee shall not part with the custody/possession of the same and also shall not use the same for any other purpose/s.
20. The Photo/Xerox copy/ies so obtained by the examinee shall be for his/her exclusive and relevant use. Neither the said examinee nor any other person can use the said copy to

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dispute or challenge the quality of assessment or quantum of marks assigned to the answers therein.

21. If the examinee is found guilty of indulging in any unfair act/attempt he/she shall be liable to be tried before the Unfair Means Inquiry Committee of the University and the decision taken by the authorities based on the recommendation of the said committee shall be final.
22. If his/her indulgence/commission in unfair act/attempt is proved, the examinee shall be liable for the punishment ranging from: (i) cancellation of his/her marks in the said subject, either originally granted or granted on revaluation as the case may be, (ii) annulment of examination/s for a stipulated period of maximum up to 5 examinations, (iii) cancellation of his/her result of the examination etc.
23. On receipt of the photocopy if the discrepancy of following nature is noticed by the examinee, he should apply to the University through the Principal in the prescribed form along with the said photocopy and copy of the question paper **within seven (07) working days** from the date of publication of notice by the Principal of the respective College under clause No. 12 hereinabove, to be forwarded to the Controller of Examinations.

- i) Mistake in totalling
- ii) Non assessment of a question / sub-question if required

After due verification, the Controller of Examinations shall make necessary rectification in the marks allotted to the said subject and consequently in the result of the candidate without charging any further fee for rectification.

24. On receipt of the notice of the rectification of the result by the college as per the provisions above the Principal of the College shall forthwith intimate the candidate of such rectification, the candidate can apply for revaluation **within seven (07) working days** from the date of receipt of the rectified result, if he/she by such rectification becomes eligible for revaluation in the said subject, subject to other limitations

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contained herein; and the Principal of the College shall forward such application for revaluation within ten (10) working days from the date of receipt of the rectified result.

25. In case of non-assessment of question / sub-question the original assessor or if the answer book is moderated the moderator will be called for rectification. It will be binding on the concern examiner / moderator to attend the call of the University and it will also be the responsibility of the Principal to relieve the examiner / moderator under intimation to the Controller of Examinations to attend University on the given date or within four (04) working days if no specific date is communicated. Not attending the call of the University within stipulated period will be treated as misconduct and penalty of Rs. 100/- per day will be imposed on all concerned and recovered from the pay by the Principal on receipt of the intimation from the Controller of Examinations and the same will be deposited with the University. The concern examiner / moderator will be entitled for only travelling allowances.
26. The examinee is free to apply for Photo/Xerox copy/ies of answer books of as many subjects as he / she desires.

PART- II

Rules and Procedure for the Revaluation of the Answer-book/s

27. If the examinee is not satisfied with the marks awarded, he/she may independently apply for revaluation to the University through College in the prescribed form within the period and as the manner prescribed hereinafter, whether or not he/she has applied for Photo/Xerox copy/ies of the same.
28. This revaluation facility shall be for theory papers only of all the examinations conducted by the University for the respective current session.
29. Under these rules the revaluation of answer books shall not be permitted in respect of

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- i) The examinations conducted by the University at Post-graduates level in the faculties of Medicine, Ayurved, Dentistry and Unani Medicine.
 - ii) The examinations conducted by the Director of the Institute of Distance Education/Principals of constituent/affiliated Colleges or Directors/Heads of University Departments/Recognized Institutions, on behalf of the university,
 - iii) The marks awarded to the scripts of practical examination/ sessional work / project Work / dissertation / internal assessment/term work (including theory part) and in viva voce / oral / practical examinations.
30. A candidate can apply for the revaluation of the answer book of the subject only if he/she has secured at least 20% of the total marks in that subject or 40% of the marks required for passing in the said subject, whichever is less or the grade equivalent to the above criteria where grades are assigned to the theory papers.
31. The prescribed application form for revaluation of answer book can be obtained from the respective College to which the candidate belongs or through which the candidate has submitted the examination form.
32. The non refundable prescribed fees of Rs. 500/- per subject/answer book for the purpose of revaluation shall be paid by the examinee. The said fee shall be remitted by cash or by D.D. drawn in favour of the principal of respective College to which the candidate belongs or through which the candidate has submitted the examination form. The candidates belonging to the reserved categories shall be given 50% concession in the fees, provided a certified copy of the caste certificate is enclosed.
33. The prescribed application form for revaluation of answer book duly filled in and signed by the applicant examinee only is to be submitted to the concerned college office along with the statement of marks, prescribed fees as above and question paper/s for which he/she intends to apply for revaluation, **within seven (07) working days** from the date of the declaration of the result of the respective examination or from the date on which the

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college issued the statement of marks, whichever is later. Incomplete form and form not accompanied by relevant documents may be rejected without assigning any reason whatsoever.

34. The respective College to which such applications for the revaluation are submitted shall forward the list of such applicants along with forms and documents, to the Controller of Examinations, University of Mumbai **within fourteen (14) working days** from the date of declaration of result of respective examination or from the date on which the College received the statement of marks, whichever is later, in such format and as per such procedure as shall be prescribed by the Controller of Examinations, along with Rs. 450/- per subject for revaluation on retaining with itself Rs. 50/- per subject as the administrative expenses out of Rs. 500/- as fees for revaluation per subject.
35. The applications for revaluation received after the last date shall not be accepted by the University under any circumstances, whatsoever.
36. On receipt of the applications for revaluation from the Colleges, the subject wise consolidated information and list of the examiners for the process of revaluation shall be prepared. The examiners shall be appointed by the Controller of Examinations from the examiners panel approved by Board of Examinations on the recommendation by the Dean of the Faculty or the Chairman of the concerned Board of Studies for the process of revaluation.
37. The processing and co-ordination of the revaluation cases will be done by the Revaluation Unit; the verification and rectification, if required, in these cases will be done by the Revaluation Unit; assessment of the Revaluation process will be done by arranging the CAP and marks statement will be send to the CCF for processing and result/s will be declared with new result file of the revaluation by the respective Results Units of the Examinations Section.
38. Effect shall be given to the change in original marks on revaluation, as under:-

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(i) The marks obtained after revaluation shall be accepted by the Principal of the respective college, if the marks assigned to a paper as a result of revaluation, increase or decrease in revaluation by ten percent (10 %) or more than the marks originally obtained by the candidate in the paper without any grace, and in such cases the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored for the purpose of computing the ten percent (10%) difference in marks.

Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the University, if the candidate gets benefit of passing the subject/examination or change of class or grade in that paper or in the overall result at the said examination with or without grace marks under the provisions of relevant Ordinances or as resolved by the examiners in the said subject.

(ii) Notwithstanding what is contained in clause 38(i) where the difference between the marks originally obtained by the candidate in the paper with corrections, if any, made during the process of revaluation without any grace marks and the marks obtained after revaluation will be accepted up to twenty five percent (25%) of the maximum marks assigned to that paper (Ignoring the fractions, if any). If the difference between the marks originally obtained by the candidate in the paper, if any, made during the process of revaluation without any grace marks, and marks obtained after revaluation increase or decrease by twenty five percent (25%) ignoring the fractions, if any, of the maximum marks assigned to that paper, a second revaluation of the said answer books be done by a third examiner from the panel of examiners for the said subject, in such an event the average marks of the first and second revaluations shall be accepted by the University as the final marks for the said subject.

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(iii) An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of faculty or Chairperson of the Board of Studies of the University if on the first revaluation a candidates marks are decreased below the passing marks or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

(iv) The revised marks obtained by a candidate after revaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student/s through Principal of the respective college.

39. The Principals of the Colleges shall be bound to make available the teachers required for revaluation on top priority basis on the day and date communicated by the Controller of Examinations.
40. It will be mandatory for the teachers of the Colleges to attend the revaluation 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 Principal of the College fails to relieve the teacher for revaluation or the teacher fails to attend the work of revaluation, penalty of Rs. 100/- per day may be imposed on all concerned and the same shall be recovered from the pay by the Principal of the College or any other authority responsible to draw the salary and the same shall be credited to the University funds as directed from time to time.
41. The remuneration for examiner/s appointed shall be paid at the rate of Rs. 20/- per answer book and Rs.120/- as travelling allowances per day; or the lump sum remuneration of Rs.320/- shall be paid to the examiner if the answer books available for revaluation at the revaluation centre are less than 10 (ten) when the examiner visits the revaluation centre

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from other colleges. The examiner/s from the University Department shall not be entitled for the travelling allowance.

42. The answer books already revaluated shall not be moderated or further re-revaluated, unless so directed by the Vice-Chancellor, in exceptional cases.
43. The whole process of revaluation shall be completed as far as possible within a period of forty five (45) working days from the date of receipt of the application for revaluation by the University.
44. **THE PHOTO/XEROX COPY OF THE REVALUATED ANSWER-BOOK/S SHALL NOT BE PROVIDED TO THE EXAMINEE/S.**
45. Pending the process of revaluation, 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. 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. for admission to the next class in the original examination as per the rules applicable for the stream and faculty his/her education, if he/she had originally obtained required passing marks in the papers in which he/she had applied for revaluation,

(ii) The college shall be entitled to charge fees of Rs. 500/- at the time of granting admission to such students to the next class before declaration of the result of the revaluation,

(iii) Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him/her to

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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.

46. In case if the student is declared pass in the requisite number of the subjects on revaluation which would entitle him/her to take admission in the next class as per the Ordinances / regulations, the provisional admission will be regularized in the college:-
- (i) In case of the reserved category student or other students who are entitled to get the fee concession, on appropriating the amount equal to the amount of fees which the College can collect from the student and the balance amount shall be refunded to the student at the time of confirmation and continuation of his/her admission. (ii) In case of other students, the said amount shall be deducted from the total fees which the College or the institution is entitled to collect from the student as per the rules applicable.
47. Pending the declaration of the result of the revaluation, the students who have taken admission to next higher class, as mentioned above, shall be allowed to appear at the examination of the next class and their results of the next examinations shall be declared only on their passing in the requisite number of the subjects on revaluation which would entitle them to take admission in the next class; and in case the students does not succeed in passing in such requisite number of subjects, their admission to the examinations of the next class, their performance and results of the same shall be treated as null and void.
48. 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.
49. The Controller of Examinations will prescribe the detailed office / administrative procedure.

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This VCD shall come into force with immediate effect i.e. First Half 2010 Examinations and shall remain in force till new rules and regulations in pursuant to the subject matters dealt with in this VCD are made by the appropriate authorities

Mumbai - 400 098
Date: 05th April, 2010

(Dr. CHANDRA KRISHNAMURTHY)
Ag. VICE-CHANCELLOR

No. Exam /Photo & Rev./College/VCD/ 4637-A of 2010

To,

The Directors / Heads of the University Departments, Professor-cum-Director of Institute of Distance & Open Learning, The Principals, Sir J.J. College of Architecture and the Principals / Directors of the affiliated colleges / Institutes are requested to implement the above VCD immediately.

Copy forwarded with compliments for information to:-

1. The Secretary to His Excellency Chancellor of University of Mumbai, Rajbhavan, Malbar Hill, Mumbai.
2. The Principal Secretary, Higher & Technical Department, Government of Maharashtra.
3. The Secretary to the Chairman, University Grant Commission, Delhi, Bahadur Shah Zafar Marg, New Delhi. 110002.
4. The Director of Higher Education, Higher Education Maharashtra State, Central Building Pune, 411001.
5. The Director of Technical Education, Directorate of technical Education, Maharashtra State Mahapalica Marg, Mumbai.
6. The Joint Director, Higher Education, Mumbai Region, Mahapalica Marg, Mumbai.

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7. The Joint Director, Technical Education, Mumbai Region, Khetwadi, Bandra. Mumbai.
8. The Deans of faculties of Arts, Science, Commerce, Law, Technology & Fine Arts of University of Mumbai.

Copy to:-

The Director (CCF), the Director (Students Welfare), Director (Adult & Continuation Education & Extension), the Co-ordinator (Ratnagiry Sub centre), All Deputy Registrar, All Assistant Registrar, Assistant Registrar (Ratnagiry Sub centre), Executive Secretary to the Vice Chancellor, Personal Assistant to the Pro-Vice Chancellor, Personal Assistant to the Registrar, Personal Assistant to the Director (BCUD), Personal Assistant to the Controller of Examinations, Personal Assistant to the Finance & Accounts Officer.

Mumbai - 400 098
Date: 05th April, 2010

(Prof. Vilas B. Shinde)
Controller of Examinations