



**Dr. V. N. Bedekar Institute of Management Studies**

**(Affiliated to University of Mumbai  
&  
Approved by AICTE)**

# **EXAMINATION POLICY AND GUIDELINES**

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## Background

Dr. V. N. Bedekar Institute of management Studies is an Institution affiliated to University of Mumbai and approved by AICTE which adopts Choice Based Credit System (CBCS). Assessments of the students are carried out continuously using formative modes as well as summative assessment, incorporating innovative methods like open book tests, individualized assignments, mini-projects and term papers.

## Objectives of Examination

- To conform rules, regulations, procedures & guidelines laid down by regulatory authorities
- To cover all the activities relating to the conduct of examinations including project presentations and viva-voce as per the examination cycle.

## Preamble

Assessment of student learning should be a fair and transparent process which follows university and Institute department regulations so that students are treated respectfully and impartially across the institution.

Two Year, Semester wise/Trimester wise programmes are run in DR VN BRIMS, Thane which is academically affiliated to Mumbai University & AICTE. MMS Second Year [Semester III (one Paper) and IV (One Paper)] Examinations are conducted by University by setting, assessing the papers under OSM-CAP. Statement of marks / Degree is awarded by University. MMS First Year (semester I and II) and PGDM (All Trimesters) Examinations are conducted by the Institute. These Examination question papers are set by External paper setter and assessed in the Institute. Statements of marks are awarded by Institute on the behalf of University for these examinations. As articulated in the various circulars from Mumbai University, students will be provided with a clear indication of how to appear in various examinations (In induction Programme). This document incorporates all of the policies, rules and procedures relating to students assessment.

## Academic Calendar / Announcement of Examination Schedules

- Academic calendar of the forthcoming year shall be prepared in advance before the commencement of the academic year and uploaded on Institute website for all stakeholder with details of reopening dates after vacation, schedules of examinations and other important Institutional events / International Day(s) celebrations.

## Examination Committee

The Examination Committee is an apex body of the Institute. Conduction of all examinations is the prime responsibilities of the Examination committee. Further, Examination committee coordinates with the University regarding all examination matters. The Examination In-Charge reports the director in all examination matters. Any information either received or required to be sent to the University is being dealt by the Examination committee in coordination with various departments. Committee facilitates three sections:

- Examination,
- Record Maintenance and
- Administration.

**Objective:** To help and ensure smooth and orderly conduct of examinations in the institute as per guidelines issued by regulatory authorities from time to time.

### Committee form of:

Sr. No.	Designation	Status
1	Director of the Institute	Chairman
2	Asst. Professor	Examination In-Charge
3	Asst. Professor	Member
4	Senior Clerk	Member

### Current Committee Members

Sr. No.	Committee Member Name	Designation	Status
1	Dr. Nitin Joshi	Director of the Institute	Chairman
2	Ms. Vibhuti Save	Asst. Professor	Examination In-Charge
3	Mr. Sandeep Moghe	Asst. Professor	Member
4	Mr. Kishor Nimkar	Senior Clerk	Member

### Roles and responsibilities Examination Committee (Examination Committee):

1. To ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
2. To prepare various formats for record keeping and monitoring all examination related activities.
3. To ensure that all written exams are held in accordance with the regulations of the University.

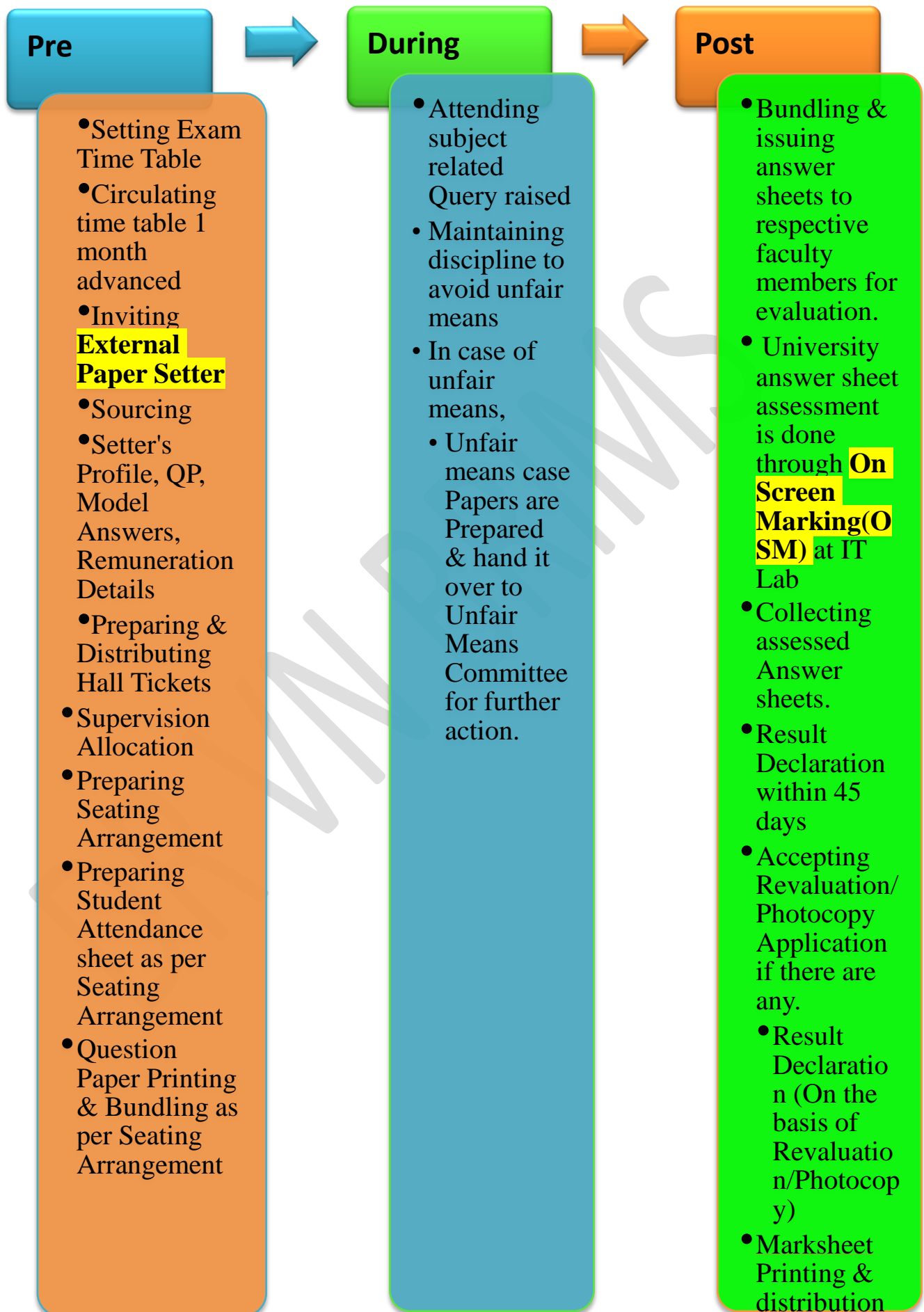
### Duties of Examination In charge (In designing, executing & monitoring following processes)

1. Circulars, Guidelines, Office Orders, Notifications are received by the Exam cell. Any reply, thereof is authenticated by **the Director** and is dispatched to the University.
2. Prepare guidelines for paper setter to prepare question paper for different examination
3. Prepare precise and lucid instructions regarding
  - (a) Pattern of question paper
  - (b) Types of questions
  - (c) Rational marks allotted to different types of questions
4. Collection of subject test paper/chapter wise test/weekly test/term test/end year examination/formative and summative assessment
5. Circular:- Giving advanced notice to the teachers/paper setter regarding submitting question paper, mark sheet on time and any other required documents
6. Form a subject expert committee to ensure the quality of question paper.
7. Preparation of Question Paper:-Ensure preparation of question paper i.e. final print out before 48 hours. Preparation of standard question paper subject wise according to guidelines given by the Examination. Question paper should be in proper format. Grammatical mistakes should not be there in question paper. Question paper must not exceed or less than the prescribed marks for the particular examination.
8. Preparation for Examination:-Ensure necessary items to conduct examination i.e. question paper, answer sheets, Mark sheets, thread and other stationary items. Give advance requirement to the administrative officer.
9. Seating Arrangement:-Making proper seating arrangement for students for different examinations.
10. Time-table:-Making examination time table with the consent from Director and Academic coordinator.
11. Duty charge:-Prepare examination duty charts for supervisors.
12. Preparation of marking scheme: Teacher will prepare marking scheme of question with question paper and submit it to the Examination In charge Committee.
13. Answer sheets correction: – Teacher will submit corrected answer sheet within specified duration after the examination.
14. Records keeping:-Keeping records of all the examination held in the school in soft as well as hard copy.
15. Result Analysis all of the examination results.

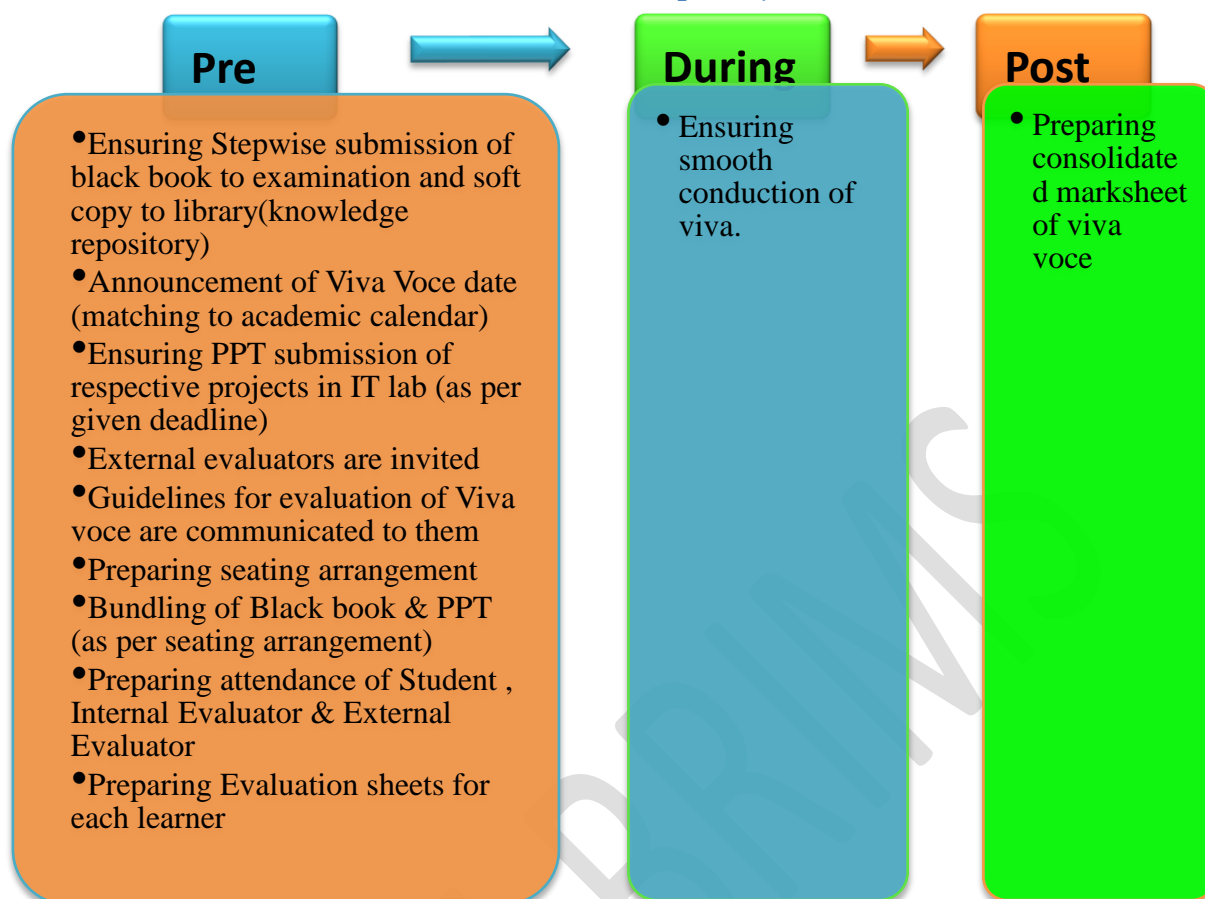
16. Preparation of Report Card:-Preparation of Mark sheets format for different examination.
17. Printing Report Card:- Examination In charge will ensure final printing of report card.
18. Distribution of Report Card: Examination staff will distribute the report card to students by mentioning the day & time of the same
19. Verification and Conduction of photocopy/revaluation process of university and college examinations accordingly.
20. Submission of the Report of the respective Examinations to the Principal.

DR VIN BRIMS

Summary of examination activities  
Written Examination Activities



## Oral Examination Activities- Viva Voce of Summer and Winter internship Projects



### Selection and appointment of the external examiners

Examiners for conducting examinations (Written/Oral) are appointed by the Examination In-Charge in consultation with the Director, time-to-time, from the approved list of examiners maintained in the record. Faculty members appointed as the examiners for project viva voce examinations and preparation of the question papers for summative (end semester examination) shall satisfy the following requirements:

Examiner	Written (External Paper Setter)		Oral (External Evaluator)	
	Minimum	Maximum	Minimum	Maximum
Qualification	Master Degree	Doctorate	Master Degree	Doctorate
Experience	<u>Academic</u> Experience: 5 Years (Respective Domain Area)		<u>Industry</u> Experience: 5 Years	

### Decisions on question paper pattern

It is expected that question papers are prepared to assess the programme outcomes in terms of the student's learning in cognitive domains, problem solving and ability to use novel tools and methods with respect to the courses enrolled. Scope of the questions shall encompass mapping of Course Outcomes against each question, Cognitive Domains (Apply, Analyze, Evaluate and Create). Question paper shall comprise Case study analysis, Application oriented questions which will enhance students thinking skills and develop analyzing & creative skills. (Annexure-I- QP Pattern).



### Question paper setting for theory courses

- Question papers are prepared by external examiners.
- However, the decisions on question paper pattern are unambiguously conveyed to the examiners appointed for the question paper setting.
- The question paper shall adhere to the required pattern suggested.
- Examiners shall follow the guidelines given in the **Annexure II (Question Paper Setting Guidelines)**.
- Under any circumstance, no examiners shall be allowed to set question papers more than two courses in a given semester.
- 

### Conduct of Examination - Continuous Assessment & End Semester/Trimester

#### Examinations

Our Institute is centre for conducting second year MMS examinations on the behalf of Mumbai University for assigned students. Semester III University Paper is held in the month of November and Semester IV University Paper is held in the month of May of every year.

- Schedule for the Tests (Continuous Assessment) are declared by respective course faculty member at the first session while discussing the Teaching Learning Plan and
- The End Semester/Trimester Examinations are published 4 weeks before the beginning of the Examinations and communicated to all the students and respective departments through e-mail.
- Arrangements of the venues for conducting the tests and examinations are arranged and displayed on noticed.
- In the case of tests and examinations, the students are expected to occupy their respective places at least 10 minutes prior to the start and shall not leave the venue before 30 minutes.
- In the case of end-semester/Trimester end examinations, a printed / digital hall tickets along with the Instructions (**Annexure III Hall Ticket sample**) are issued to the students, showing the details of various courses registered for the examination.

#### Venues and Procedure for Evaluation of Answer Scripts

- Venues for conducting continuous assessment tests along with the date, time and duration are announced to all the students, at least two weeks in advance by individual faculty member.
- Venues for conducting laboratory examinations and End Semester/End Trimester Examinations, along with the date, time and duration are announced to all the students, at least four weeks in advance, through individual mails as well as on notice board.
- Test papers of the continuous assessments are evaluated in the respective places of the faculty members and marks are posted to the examination within the stipulated time.
- Answer scripts are given to the faculty members as per the allotment for evaluation.
- For University answer script, Examiners carefully check, evaluate the answer scripts allotted to them and award marks through On Screen Marking. (**Annexure IV-IA+SE Template**)

#### College Examination:

- In semester, At least one **Internal Assessment** Tests is conducted by respective faculty members. Test papers are assessed by respective faculty members. Marks of tests are submitted to Exam Cell for result preparation. Relative weightage for internal assessment is typically 20%.
- For **Semester End Examination** external paper setting has been done. Relative weightage for semester end examination is typically 60% as per University guidelines.

## University Examination

- The End Semester Examination will be held as per the University schedule. The grade for theory courses can be awarded only after successful completion of both Internal Assessment and End Semester Examination of the respective course as per the curriculum manual of the respective program.
- Marks of Internal Assessment & Semester end examination conducted internally by the institute are uploaded on university portal as per prescribed time schedule for Semester III & Semester IV.

## Scheduling

- All examinations conducted by the institute are planned in advance through academic calendar and uploaded on institute website for reference.
- University examinations are conducted twice in year
  - In November-MMS semester III
  - In May-MMS Semester IV

## Conduct and invigilation

- Examination Cell plan conduction of examination on the basis of Examination Time Table.
- Seating arrangements are made in blocks.
- Faculties are appointed as Senior Supervisor, junior supervisor for university examination.
- In every block, one junior supervisor is present.
- Senior Supervisor supervises the overall conduction of examination by assigning duties to peons, distribution and packaging of question papers and answer books.

## Leaving block after starting of examination and before 30-minute

Students are not allowed to leave the examination room until 30 minutes after the start of the examination.

## Identification

Students are required to have suitable identification (student I.D. card and Hall Ticket) available during examinations. Block Supervisor (JS) may request students to produce such identification during examinations. If a student claims not to have any proof of identity, the student can be required to present suitable I.D. to the supervisor at some mutually agreeable time and place. The student shall be informed that failure to appear at the agreed upon time and place will constitute an irregularity that will be reported to the Chief Conductor.

## No unauthorized assistance (such as copying)

- Students shall not bring into the examination room any books, papers, calculators or any other electronic devices (such as laptops, tablets, cell phones, etc.), or other materials except as indicated on the examination paper.
- Students shall hold no communication of any kind with anyone other than the Block Supervisor while the examination is in progress.
- If malpractice such as copying from books, carrying mobiles occurs during Examination, Junior Supervisor reports to Senior Supervisor and Chief Conductor.
- A fresh answer book is issued to student by seizing suspected answer book.
- Copy case is made by writing report in university format and it is forwarded to University for Final Year Examinations.
- While internal Examinations, such cases are transferred to college level Unfair Means Committee.

### Leaving block for any reason after 30 minutes starting of examination

Students who need to leave the examination room for any reason require the permission of the supervisor. Before leaving the examination room, students are required to sign a tally sheet indicating their attendance at the examination and submission of examination materials.

### Emergency evacuation

- If the examination is interrupted by fire alarm, power outage, or similar emergency requiring evacuation, the invigilator should lead the students out of the examination room in an orderly fashion.
- The invigilator should, to the extent that this is possible, advise the students not to communicate with each other about the examination and supervise the students until the resumption of the examination.
- If the situation requires cancellation of the examination, it will be rescheduled by the Examination In-Charge in consultation with the director of the institute at the earliest practical date and time.

### Accessibility of examination papers

- After finishing of examination, answer books are tallied with attendance sheet.
- While second year University papers are sent to University on the same day once the examination is over just by tallying with attendance sheet.
- All marked final examination papers, together with the tally sheets and the final examination questions, shall be retained in the Examination Cell
- For details regarding Examination Conduction, refer Mumbai University ordinances (Annexure VI)

### ASSESSMENT POLICY

- Papers for Third and Fourth semester examinations are sent to University.
- Papers of first and second semester examinations papers are kept in institute for assessment. Assessment is carried out by respective teaching faculty members.

### CAP- Central Assessment Project

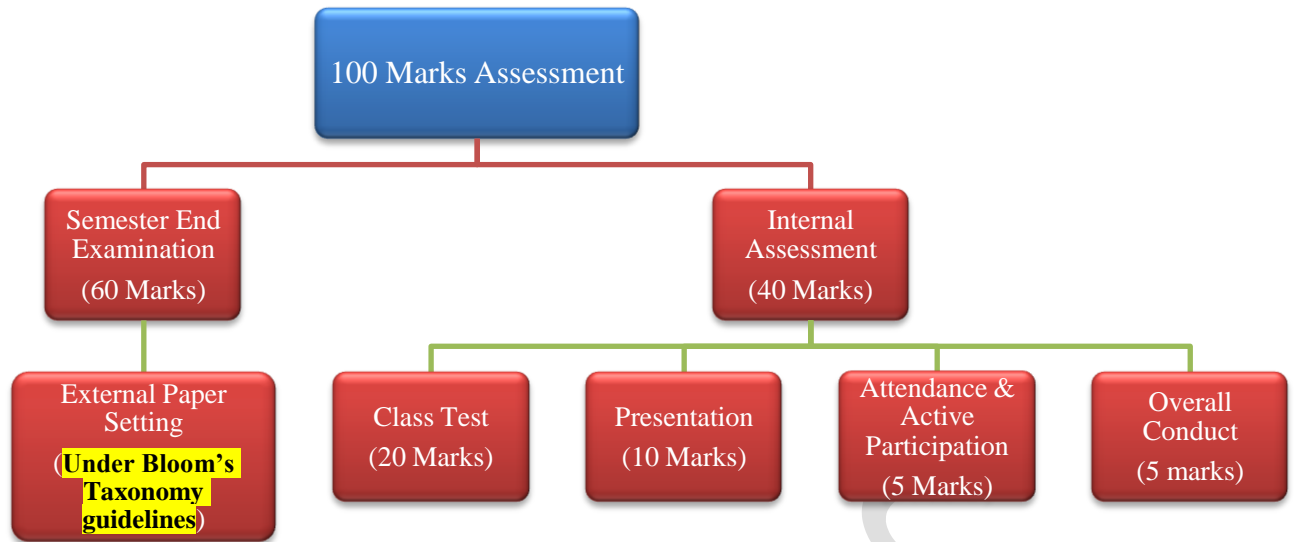
- Online assessment is carried out for University Examination.
- Our institute is CAP centre.
- Papers are made available online from University for third and Fourth semester Examinations.
- In IT lab 10 computers are designated for online screen marking.
- Approved faculty with more than 2 years teaching experience, can assess these papers.

### Internal Assessment

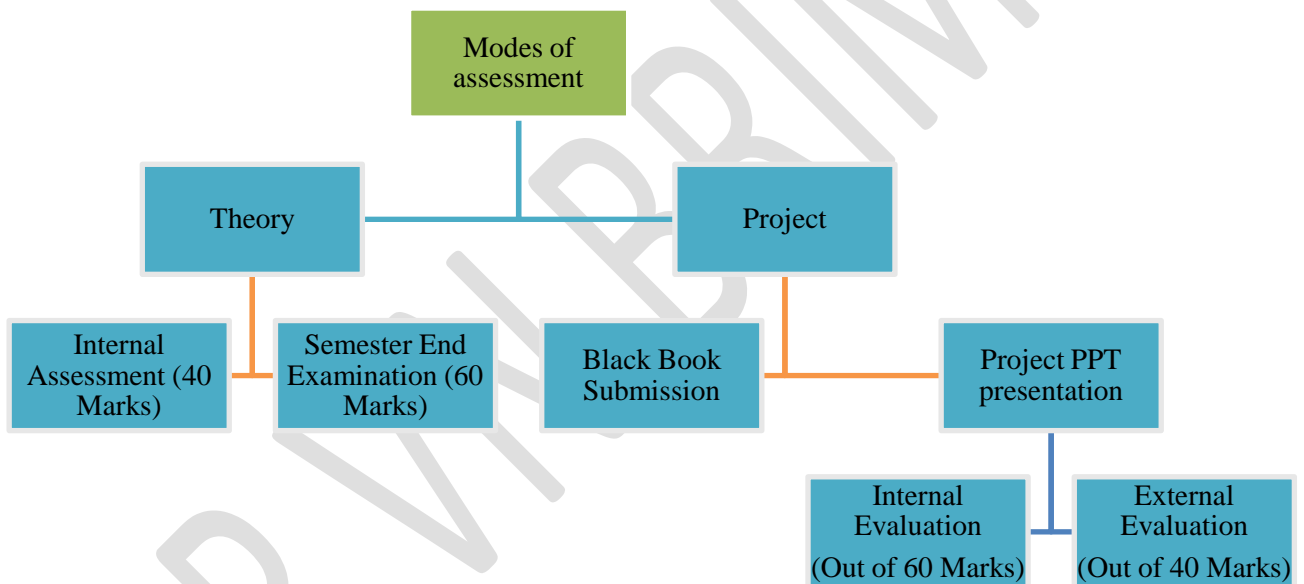
- Manual assessment is carried out for Institute internal Examinations.
- All faculty members send internal assessment and semester end examination marks in prescribed template via email/hard copy. (Annexure IV)
- Internal assessment (IA out of 40) marks & Semester end examination (SE out of 60) marks are filled into exam software.
- In-charge of examination checks about proper implementation of ordinances applicable for passing, getting grace marks.
- Exam Cell declares the result by displaying on notice board and circulating through respective Google groups.

#### ○ Grading system

Semester wise performance assessment of every registered learner is to be carried out through various modes of examinations.



### Modes of Assessment/Evaluation



- **Grading of performance**

In every course, based on the combined performance in all assessments in a particular semester as per the curriculum/ syllabus, the student is awarded a letter grade. Numeric equivalent of this letter grade is grade point.

Whenever there are reforms regarding grade table it is notified by regulatory authorities via email or circular to the institute and same will be implemented as per guidelines.

Whenever there is reform or up gradation in the syllabi by regulatory authority the same includes evaluation & grading reforms, which are implemented by Institute as soon as received with mentioned guidelines.

Regarding Mark sheet preparation of M.M.S. (Sem. I / II)(CBCSGS – Choice Based Credit System & Grading System) from Second Half of 2016. ✕ 🖨 📄



**MMS SECTION** <exammmms36@gmail.com> Wed, Jan 18, 2017, 2:52 PM  
to 664, Aditya, admin, admin.hkim@hkcollege.ac.in, admin@cimsr.org, admin@mmbgims.com, ad

To  
Respected Director's / Principal's / Hod's / Concerned Exam Clerk's

Sir / Madam,

This has reference to the M.M.S. (Sem. I / II) (CBCSGS – Choice Based Credit System & Grading System) held in November, 2016 (Second Half of 2016).

As per syllabus the examinations of the above two examination are to be conducted at college levels. You are requested to prepare the mark sheets as per the Performa attached along with this email. Kindly see the attach excel files and do the needful at your level.

For any queries contact the below mention persons who is looking after the concerned examination. Please note that this is personal number and not to issue to any of the candidates in any circumstances, it is only for official use for above Authorities:-

Office Address & Number :-

Examinations Section,  
Commerce Unit,  
1<sup>st</sup> Floor, Room No.36,  
University of Mumbai,  
Vidyanagari Campus,  
Santacruz – East,  
Mumbai – 400 098.

Office No. : 022 2654 3399 (Commerce Unit), 022 2654 3397 (A.R.)

Email Address: [exammmms36@gmail.com](mailto:exammmms36@gmail.com)

(Above email is officially address for MMS exam only)

**Please acknowledge the receipt after you received this email and files.**

Regards,  
Pavan Matkar/ Jyoti Kumbhar.  
Commerce Unit,  
M.M.S.Section.  
7715038067

Exam Code	Exam Date	Exam Grade	Exam Marks	Credits	Grade Points	Credits Awarded to Candidate
MMS I		B	60	4	12	12
MMS II		C	60	4	12	12

**Abbreviations and Formula's Used for calculation of grades:-**

**G:** Grade

**GP:** Grade Points

**C:** Credits



**CP:** Credit Points

**CG:** Credits X Grades (Product of credits & Grades)

**ΣCG:** Sum of Product of Credits & Grades points

**ΣC:** Sum of Credits points

**SGPA =  $\frac{\Sigma CG}{\Sigma C}$**

-----  
ΣC

- **SGPA:** Semester Grade Point Average shall be calculated for individual semesters. (It is also designated as GPA)
- **TGPA:** Trimester Grade Point Average shall be calculated for individual trimesters. (It is also designated as GPA)
- **CGPA:** Cumulative Grade Point Average shall be calculated for the entire Programme by considering all the semesters taken together.

### Semester Grade Performance Average (SGPA)

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

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

The SGPA is calculated to two decimal places. The SGPA for any semester will take into consideration the “**F** or **AB**” grade awarded in that semester. For example if a learner has failed in course 4, the SGPA will then be computed as:

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

### Trimester Grade Performance Average (TGPI)

The performance of a learner in a trimester is indicated by a number called Trimester Grade Point Average (TGPA). The TGPA is the weighted average of the grade points obtained in all the courses by the learner during the Trimester. For example, if a learner passes five courses (Theory/Projects etc.) In a trimester with credits C<sub>1</sub>, C<sub>2</sub>, C<sub>3</sub>, C<sub>4</sub> and C<sub>5</sub> and learners grade points in these courses are G<sub>1</sub>, G<sub>2</sub>, G<sub>3</sub>, G<sub>4</sub> and G<sub>5</sub> respectively, and then learners' TGPA is equal to:

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

The TGPA is calculated to two decimal places. The TGPA for any trimester will take into consideration the “**F** or **AB**” grade awarded in that trimester. For example if a learner has failed in course 4, the TGPA will then be computed as:

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

### Cumulative Grade Performance Average (CGPA)

An up to date assessment of the overall performance of a learner from the time s/he entered the University of Mumbai is obtained by calculating a number called the Cumulative Grade Point Average (CGPA), in a manner similar to the calculation of SGPA/TGPA. The CGPA therefore considers all the courses mentioned in the curriculum/syllabus manual, towards the minimum requirement of the degree learner have enrolled for. The CGPA is calculated at the end of every semester/trimester to two decimal places and is indicated in semester/trimester grade report cards. The CGPA will reflect the **failed status** in case of **F grade(s)**, till the

course(s) is/are **passed**. When the **course(s)** is/are **passed** by obtaining a **pass grade** on subsequent examination(s) the **CGPA** will only reflect the **new grade** and not the **fail grades** earned earlier.

Example: Up to semester/trimester  $r$  a learner has registered for  $n$  courses, among which s/he has “**F**” grade in  $i$ th course. The semester/trimester grade report at the end of semester/trimester  $r$  therefore will contain a CGPA calculated as:

$$\text{CGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_i \cdot \text{ZERO} + \dots + C_nG_n}{C_1 + C_2 + C_3 + \dots + C_i + \dots + C_n}$$

Even if a learner has **failed** in a course **more than once**, the course will figure **only once** in the **numerator** as well as the **denominator**. At the end of semester/trimester  $r+1$  s/he has appeared for examination for  $k$  number of courses including the  $i$ th **backlog course** and has cleared all the courses including the **backlog course**, the CGPI at the end of this semester/trimester is calculated as,

$$\text{CGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_i \cdot G_i + \dots + C_nG_n}{C_1 + C_2 + C_3 + \dots + C_i + \dots + C_n}$$

There will also be a **final CGPA** calculated which considers **all the credits earned** by the learner specified for a particular programme.

### Illustration of Computation of SGPA, TGPA and CGPA

#### Computation of SGPA, TGPA and CGPA

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

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

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

$$\text{TGPA} (T_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

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 over all the semesters of a programme, i.e.  

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

where  $S_i$  is the SGPA of the  $i$ th semester  
 $T_i$  is the TGPA of  $i$ th Trimester and  
 $C_i$  is the total number of credits in that semester/trimester.
- The SGPA, TGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. A Successful learner who has passed in all the courses of each Semesters i.e Semester I, Semester II, Semester III and Semester IV shall and Trimester I, Trimester II, Trimester III, Trimester IV, Trimester V and Trimester VI be awarded grades as shown in the table given below programme wise:

### Grade Table for MMS

<b>Letter grades and their equivalent grade point Master of Management Studies</b>		
<b>Range of Percentage of Marks</b>	<b>Letter Grade</b>	<b>Grade Point</b>
80 and above	O	10
75-79.99	A+	9
70-74.99	A	8
65-69.99	B+	7
60-64.99	B	6
55-59.99	C	5
50-54.99	P	4
Below 50	F	0
Absent	AB	0

SGPA - Semester Grade Performance Average =  $E$  (Credit Earned X Grade Points / (Credit Earned))

<b>Symbols</b>	<b>Description</b>
F	Head of Failure
----	Not Applicable
/	Female
\$	Carried forward Grade of the Head

### Grade Table for PGDM

<b>Proposed Grades for Post Graduate Courses 7 Point Scale for Post Graduate Courses</b>			
<b>Range of Scores</b>	<b>Grade</b>	<b>Grade Point</b>	<b>TGPA Range</b>
75 & Above	O	7	6.5 - 7
70 - 74.99	A	6	5.5 - 6.49
65 - 69.99	B	5	4.5 - 5.49
60 - 64.99	C	4	3.5 - 4.49
55 - 59.99	D	3	2.5 - 3.49
50 - 54.99	E	2	2 - 2.49
< = 49.99	F	1	< 2

### Heads of Passing

Internal Assessment (IA) and End Semester Examination (ESE) should be two separate heads for passing. E.g. 40 marks (IA), 60 marks (ESE). Passing standard will be 50% in each individually, i.e. 20 marks in (IA) and 30 marks in ESE.

### Re-examination of IA and ESE

Re-exam for IA should be completed before commencement of next semester theory exam.

Re-exam to ESE will be conducted as per schedule planned by University of Mumbai/Examination Cell.



## Promotion of Learner and Award of Grades

A learner will be declared **PASS** and be eligible for **Grade** in **M.M.S. Programme** and **PGDM Programme** if a learner secures **at least 50% marks separately in each head of passing as mentioned above.**

## Semester/Trimester Grade Report

At the end of each Semester/Trimester the grade report, which reflects the performance of the learner in that Semester/Trimester, is prepared and issued to the learner. This report includes the fail grades as awarded. In case of backlog courses, learner should be issued separate grade report card as and when she/he passes courses. The grade card can be issued to learner reflecting-

**L** – Letter Grade

**C** – Credit points at individual courses

**SGPI** –SGPI for each semester

**TGPI**--TGPI for each trimester

**CGPI** –for all successfully completed courses till that Semester/Trimester exam.

## Photocopy/ Revaluation Of Answer book

A learner, who is dissatisfied with the assessment of her or his work or performance in final examination, shall follow the procedures set out for photocopy / revaluation. **(Annexure VI)**

## Carry Forward of Marks

**Assessment and/or End Semester Examination** in one or more courses:

- A learner who **PASSES** in the **Internal Assessment** but **FAILS** in the **End Semester/Trimester Examination** of the course shall reappear for the **End Semester/Trimester Examination** of that course. However his/her marks of the **Internal Assessment** shall be **carried over** and he/she shall be entitled for grade obtained by him/her on passing.
- A learner who **PASSES** in the **End Semester/Trimester Examination** but **FAILS** in the **Internal Assessment** of the course shall **reappear** for the **Internal Assessment** of that course. However his/her marks of the **End Semester/Trimester Examination** shall be **carried over** and he/she shall be entitled for grade obtained by him/her on passing.

## Re-examination of Internal Assessment and End Semester Examination

**Re-examination for Internal Assessment and End Semester/Trimester Examination** should be completed, as per the schedule planned by the respective institutes, before the commencement of next semester/Trimester theory examination.

**Example:** A learner who is supposed to reappear for **Internal Assessment or End Semester/Trimester Examination** in semester/trimester-I course will appear for the re-examination before commencement of End Semester/Trimester Examination of semester/trimester -II. However, if a learner has to appear for the reexamination for a subject in semester/trimester II then the examination should be conducted and the result should be declared by the institute before the examination forms for the semester III (for MMS) are sent to the University.

*Re-examination of Internal Assessment* will be based on single examination having same marks as of original assessment. A learner who supposed to reappear for Internal Assessment will be given some work by the concerned teacher. The work assigned can be of the form of a course project/ assignment problems/ test/ tutorials etc. A learner will do the submission of

the assigned work in the predefined period. Records should be maintained properly for all the re-examinations as well as Internal Assessments.

### **Rules for Standard of Passing and Allowed to Keep Terms (ATKT)**

#### **Rules for Standard of Passing and Allowed to Keep Terms (ATKT)**

1. A learner in order to pass has to obtain minimum 50% marks in aggregate consisting of minimum 50% marks in each set of the examinations separately i.e. internal examination and external examination, as per the standard of passing.
2. Learner(s), who do not obtain minimum 50% marks in subject(s)/paper(s)/course(s) either in the internal assessment or in the external examination or both, shall be declared as “Fail” as per the standard of passing of examination.
3. A learner failing in not more than two subjects/papers/courses in the Semester/Trimester I exam shall be allowed to keep terms in Semester/Trimester II of the MMS and PGDM programme.
4. A learner, who has failed in more than two subjects/papers/courses in the Semester/Trimester I exam, shall not be permitted to proceed to Semester/Trimester II of his/her first year MMS programme. He/ She will, however, be eligible to re – appear for the subjects in which he /she has failed in the first semester/Trimester by re – registering himself/herself in the supplementary examination to be conducted by the institute.
5. A learner who has passed in both the semester/trimester examinations conducted by the institute i.e.:  
Semester/Trimester I and Semester/Trimester II examinations (1<sup>st</sup> year) shall be eligible for admission into Semester III (2<sup>nd</sup> year)of the programme.
6. A learner failing in not more than two subjects/papers/courses in the Semester/Trimester III examination shall be allowed to keep terms in Semester/Trimester IV of the MMS and PGDM programme.
7. A learner, who has failed in more than two subjects/papers/courses in Semester/Trimester III, shall not be permitted to proceed to Semester/Trimester IV of his/her second year MMS and PGDM programme. He/She will, however, be eligible to re – appear in the subjects in which he /she has failed in the third semester/trimester in the supplementary examination to be conducted by the institute/university or both.
8. A learner who has passed in all of the semester/trimester examinations of MMS and PGDM i.e Semester I, Semester II, Semester III, Semester IV examinations and Trimester I, Trimester II, Trimester III, Trimester IV, Trimester V, Trimester VI shall not be allowed to re – register himself/herself for improvement of his/her semester/trimester examination results.
  - a) A learner who has not appeared in the internal examinations conducted by the institute for due to hospitalization shall as a special case be permitted to appear in those subject(s)/course(s)/paper(s) in the supplementary examination conducted by the institute after he/she furnishes a valid medical certificate certified by the rank of a civil surgeon or superintendent of Government hospital to the satisfaction of the Principal/Director of the institute.

## ANNEXURE-I: Question Paper Pattern

VPM's  
DR VN BRIMS, Thane  
Programme: MMS/PGDM (20\_\_-\_\_-\_\_)

No. of Semester/Trimester Semester /Trimester Examination Month Year

Subject			
Roll No.		Marks	60 Marks
Total No. of Questions	7	Duration	3 Hours
Total No. of printed pages		Date	

	Instructions:-	Marks
	<ul style="list-style-type: none"> <li>• Q. No 1 is compulsory.</li> <li>• Attempt <b>Any Four</b> from the Remaining Six Questions.</li> <li>• Figures to the right indicate marks in full.</li> </ul>	
<b>Q. 1</b>	Case/Case-let Study (500-800 words)	<b>20</b>
<b>Q. 2</b>	Answer <b>Any two</b> from the following.	<b>5x2 = 10</b>
	a.	
	b.	
	c.	
<b>Q. 3</b>	Answer <b>Any two</b> from the following.	<b>5x2= 10</b>
	a.	
	b.	
	c.	
<b>Q. 4</b>	Answer <b>Any two</b> from the following.	<b>5x2 = 10</b>
	a.	
	b.	
	c.	
<b>Q. 5</b>	Answer <b>Any two</b> from the following.	<b>5x2 = 10</b>
	a.	
	b.	
	c.	
<b>Q. 6</b>	Answer <b>Any two</b> from the following.	<b>5x2 = 10</b>
	a.	
	b.	
	c.	
<b>Q. 7</b>	Answer <b>Any two</b> from the following	<b>5x2 = 10</b>
	a.	
	b.	
	c.	

## ANNEXURE-II: Question Paper Setting Guidelines w.r.t. Bloom's Taxonomy

### Dr. V. N. Bedekar Institute of Management Studies

#### Guidelines for setting Question Paper for MMS

A paper setter should be aware of the course outcomes defined in the curriculum of subject. The paper setter should try to ensure that all the outcomes are addressed through appropriate questions.

1. The questions set in the End Semester exams should cover the entire syllabus evenly with appropriate weightage.
2. Question should be set in such a way that it shall test the skill of applying the knowledge acquired, rather than testing the memory.
3. Question shall not be based on merely book information. The question should check the student's analytical ability and should contain application oriented.
4. It is suggested that Question Paper setter should avoid questions like define, short notes which normally check the memory of the student.
5. Faculty should submit two sets of Question Paper along with Synoptic answer sets.  
The examination section will choose one of the two questions papers for the examinations held during the Semester.

#### Guidelines for Synoptic Answers:

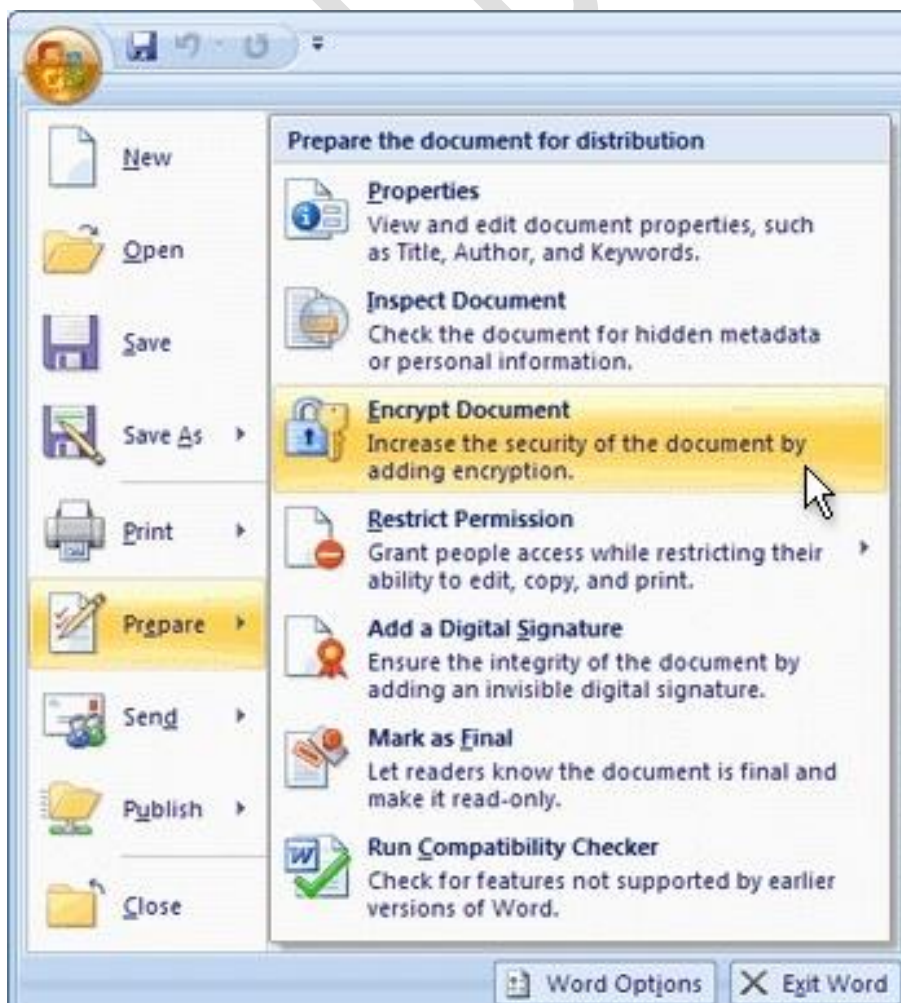
- I. For all Numerical type questions, a complete solution should be given.
  - II. For all Theoretical type questions, main points should be given. (No need for Complete Answer). This is applicable to Case Study also.
6. Ascertain that papers can be worked out by the candidates in the time allowed.
  7. The question paper setters shall specifically indicate whether any Charts, Tables, books etc. are to be provided to the students, the use of which shall be permitted during the actual conduct of the examination. Preprinted datasheets may be provided as per need, to be used by students during the examinations.
  8. The entire process of setting the question papers should be done with utmost confidentiality.
  9. Please refer below table for addressing the question and covering different levels of learning.

APPLICATION	
USEFUL VERBS	SAMPLE QUESTIONS
<ul style="list-style-type: none"> <li>Solve</li> <li>Show</li> <li>Use</li> <li>Illustrate</li> <li>Construct</li> <li>Complete</li> <li>Examine</li> <li>Classify</li> </ul>	<ul style="list-style-type: none"> <li>Do you know another instance where...?</li> <li>Could this have happened in...?</li> <li>Can you group by characteristics such as...?</li> <li>What factors would you change if...?</li> <li>Can you apply the method used to some experience of your own...?</li> <li>What questions would you ask of...?</li> <li>From the information given, can you develop a set of instructions about...?</li> <li>Would this information be useful if you had a ...?</li> </ul>
ANALYSIS	
USEFUL VERBS	SAMPLE QUESTIONS
<ul style="list-style-type: none"> <li>Analyse</li> <li>Distinguish</li> <li>Examine</li> <li>Compare</li> <li>Contrast</li> <li>Investigate</li> <li>Categorise</li> <li>Identify</li> <li>Explain</li> <li>Separate</li> <li>Advertise</li> </ul>	<ul style="list-style-type: none"> <li>Which events could have happened...?</li> <li>I ... happened, what might the ending have been?</li> <li>How was this similar to...?</li> <li>What was the underlying theme of...?</li> <li>What do you see as other possible outcomes?</li> <li>Why did ... changes occur?</li> <li>Can you compare your ... with that presented in...?</li> <li>Can you explain what must have happened when...?</li> <li>How is ... similar to ...?</li> <li>What are some of the problems of...?</li> <li>Can you distinguish between...?</li> <li>What were some of the motives behind...?</li> <li>What was the turning point in the game?</li> <li>What was the problem with...?</li> </ul>
EVALUATION	
USEFUL VERBS	SAMPLE QUESTIONS
<ul style="list-style-type: none"> <li>Judge</li> <li>Select</li> <li>Choose</li> <li>Decide</li> <li>Justify</li> <li>Debate</li> <li>Verify</li> <li>Argue</li> <li>Recommend</li> <li>Assess</li> <li>Discuss</li> <li>Rate</li> <li>Prioritise</li> <li>Determine</li> </ul>	<ul style="list-style-type: none"> <li>Is there a better solution to...</li> <li>Judge the value of...</li> <li>Can you defend your position about...?</li> <li>Do you think ... is a good or a bad thing?</li> <li>How would you have handled...?</li> <li>What changes to ... would you recommend?</li> <li>Do you believe?</li> <li>Are you a ... person?</li> <li>How would you feel if...?</li> <li>How effective are...?</li> <li>What do you think about...?</li> </ul>
SYNTHESIS	
USEFUL VERBS	SAMPLE QUESTIONS
<ul style="list-style-type: none"> <li>Create</li> <li>Invent</li> <li>Compose</li> <li>Predict</li> <li>Plan</li> <li>Construct</li> <li>Design</li> <li>Imagine</li> <li>Propose</li> <li>Devise</li> <li>Formulate</li> </ul>	<ul style="list-style-type: none"> <li>Can you design a ... to ...?</li> <li>Why not compose a song about...?</li> <li>Can you see a possible solution to...?</li> <li>If you had access to all resources how would you deal with...?</li> <li>Why don't you devise your own way to deal with...?</li> <li>What would happen if...?</li> <li>How many ways can you...?</li> <li>Can you create new and unusual uses for...?</li> <li>Can you write a new recipe for a tasty dish?</li> <li>Can you develop a proposal which would...</li> </ul>

## Dr. V. N. Bedekar Institute of Management Studies

### Guidelines for setting Question Paper for PGDM

- The questions set in the End Semester exams should cover the entire syllabus evenly.
- Units mentioned in the course should be covered with appropriate weightage.
- Question should be set in such a way that it shall test the skill of applying the knowledge acquired, rather than testing the memory.
- Question shall not be based on merely book information. The question should check the student's analytical ability and should contain application based.
- Avoid Questions such as – Short Note and Direct Questions.
- Question paper should be balanced with low, medium & high difficulty level questions.
- Question No.1 (Compulsory Question) should be worth 20 Marks/ 10 Marks for 60 Marks / 30 Marks Paper respectively and it should focus on evaluating attributes of the learner.
- Ascertain that questions do not contain gender, religious or cultural bias and that any questions on political, religious, and culturally sensitive items are set and assessed in a clear and fair manner
- Ascertain that papers can be worked out by the candidates in the time allowed.
- Faculty member should note that each question should evaluate the learning outcome of course as mentioned in your Teaching Learning Plan (TLP).



**ANNEXURE-III: Sample of Hall Ticket**

**Dr.V.N.Bedekar Institute of Management Studies**  
Thane (West)-400601

**HALL TICKET**

**Examination** Programme Name

**Name** Student's Name

G.R.No.	Seat No.	Div	College Code	M/F

**Exam held in** \_\_\_\_\_

**University Code** Course Title



\_\_\_\_\_  
**Candidate's Signature**

\_\_\_\_\_  
**Course Coordinator's  
Signature on the Candidate's  
Photo**

**Note: - Candidate Must Preserve and Produce This Card at Each Session of the Examination, Without Which Admission to the Examination May Be Disallowed.**



# ANNEXURE-IV: Internal Assessment + Semester End Examination Marks recording Template



**DR. V. N. Bedekar Institute of Management Studies**

## MARKSHEET TEMPLATE

**MMS/PGDM(Batch Year) -SEMESTER/TRIMESTER – I/II/III/IV/V/VI**

**Month Year**

**Course/Subject Name :**

S. No.	Roll No.	Students' Name	INTERNAL ASSESSMENT					SEMESTER END PAPER	GRAND TOTAL
			Class Tests	Presentations	Attendance & Active Participation	Overall Conduct	Internal Marks Total		
			20	10	5	5	40		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Number of students appeared: .....

Number of students passed: .....

Number of students Failed: .....

Date : .....

Faculty Name: .....

Signature: .....

Checked by Examination In charge:.....



**ANNEXURE-V: Revaluation and Photocopy of answer book/s**

**Application for the Revaluation of the assessed answer-book/s**

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

To  
The Examination Cell  
Dr. V. N. Bedekar Institute of Management Studies  
Thane (West)  
400 601

Subject: Application for the Revaluation of the assessed answer-book/s

Dear Sir/Madam,

As per University Ref.: AA/ICD/2016-17/102 Dated July1, 2016, I hereby applying for the revaluation of the assessed answer book/s. relevant details are as follows:

Name of the candidate: \_\_\_\_\_

Seat No. /Roll No.- \_\_\_\_\_ Examination: First/Second Year

Course Name: \_\_\_\_\_ Semester/Trimester:- \_\_\_\_\_

Batch:- \_\_\_\_\_

Category: General/Reserved (If reserved, Specify \_\_\_\_\_)

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

Contact No. : \_\_\_\_\_

Question wise objections/reasons for revaluation of the answer book/s are as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yours Faithfully

**IN CHARGE OF EXAMINATIONS**

(Signature of the Student)

**Application for the Photocopy of the assessed answer-book/s**

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

To  
The Examination Cell  
Dr. V. N. Bedekar Institute of Management Studies  
Thane (West)  
400 601

**Subject:** Application for the Photocopy of the assessed answer-book/s

Dear Sir/Madam,

As per University Ref.: AA/ICD/2016-17/102 Dated July1, 2016, I hereby applying for the photocopy of the assessed answer book/s. relevant details are as follows:

**Name of the candidate:** \_\_\_\_\_

**Seat No. /Roll No.-** \_\_\_\_\_ **Examination:** First/Second Year

**Course Name:** \_\_\_\_\_ **Semester/Trimester:-** \_\_\_\_\_

**Batch:-** \_\_\_\_\_

**Category:** General/Reserved (If reserved, Specify \_\_\_\_\_)

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact No. :** \_\_\_\_\_

Question wise objections/reasons for photocopy of the answer book/s are as follows:

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

**Yours Faithfully**

**IN CHARGE OF EXAMINATIONS**

**(Signature of the Student)**

## **ANNEXURE-VI: Examination ordinances**

### **Ordinance O.5045A:- 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 are restricted to maximum up to 10 marks only.

Condonation of deficiency of marks is 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.5048A:- Amendments of Results**

#### **(A) Due to errors**

In any case where it is found that the result of an examination has been affected by errors, the controller of Examination 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 of declaration of results. Errors detected thereafter shall be placed before the Board of Examinations.

#### **Error Means:-**

- 1) Error in computer/data entry, Printing or programming and the like.
- 2) Clerical error, manual or machine, in totaling or entering of marks on ledger /register.
- 3) Error due to negligence or oversight of examiner or any other person conned with evaluation, moderation and result preparation.

#### **(B) 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 examiner, 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 examiner and to make such declaration as the Board of Examination considers necessary in that behalf.

### **Ordinance O.5049A:- Appointment of Paper-setters, Examiners, Senior Supervisors and conduct of examination etc.**

1. No person can claim appointment as paper-setter/examiner/ moderator or any other examination work as a matter of right. Appointments of persons as paper setters/ examiners / moderators shall be ordinarily made at the time of annual examination. However, if it is necessary to do so, the appointment of paper setters may be made at time of October examinations.
2. The Paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the university, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper-setters/examiner/ moderator.
3. The paper-setters/examiners/moderators shall follow all the directions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
4. There shall be two senior supervisors at each examination centre, one internal and one external, having minimum of three years of experience of teaching/working in senior college. Out of these two, one shall be the external supervisor to be appointed by the university and the other shall be the internal senior supervisor.

5. The Principal of the concerned college shall himself/herself be the Chief conductor. Where substitute arrangement is required it shall be done only by prior permission of the University. However, the Principal shall alone be responsible for any lapse/lapses occurring during the conduct of the examination.
6. The external senior supervisor appointed by the university shall report to the Principal of the college where examination centre is located one day earlier to ensure the arrangements for the conduct of examinations.
7. He shall ensure that the stationery required for the conduct of examinations, question papers, etc. are received at the examination centre. He shall also ensure that the packets of question papers are intact and duly sealed and are opened in his presence 20 minutes before the start of the examinations.
8. He shall also ensure that the students are not resorting to unfair means/ practices. In case incidences occur, he shall immediately report the cases of unfair means to the controller of examinations along with his report. He should not leave the examination centre during the examination period.
9. He shall ensure that the answer book is distributed to the students 10 minutes before the start of the examination.
10. The examination forms of the students shall be accepted by the principal within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms the college along with the fees so collected, by demand draft.
11. After the receipt of examinations forms in the University the name list, summary and Admit cards of the students shall be sent to the concerned examination centres by the University generally 15 days before the commencement of the concerned examination.
12. The principal shall, immediately after the examination is over, dispatch the answer books to the CAP centre/concerned examiner, as per the instructions of the university from time to time.
13. The directors of the CAP appointed by the university shall receive the bundles of answer books sent by the principals of the concerned examination centre.
14. The directors of the CAP shall arrange for the assessment of the answer books centre as per central assessment programmed prescribed by the university.
15. The director of the CAP shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions received by the University from time to time.
16. As soon as the mark lists are received in the University examination branch the same should be processed immediately.
17. The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed in Maharashtra Universities Act, 1994, and shall dispatch the result along with the statement of marks and passing certificates to the colleges for distributing the same to the concerned students.
18. The answer papers of examinations shall be preserved for a period of

#### **Ordinance O.5050A:-Ordinance regarding unfair means resorted to by the students**

1.
  - a) On receipt of a report regarding use of unfair means by any students 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 Examination shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from any University examination or from any University course in a college or Recognized Institution or in the University Department or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.

- b) Where the examinations of the University courses are conducted by the constituent college/Recognized Institutions on behalf of the University, the Principal/Head of the concerned constituent college /Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules by exclusion of such a student from any such examination or any University course in any College/Institution either permanently or for a specified period or by cancellation of the result of the student in the College/ Institution examination for which he/she appeared or by deprivation of any College/ Institution Scholarship or by cancellation of the award of any College/Institution prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways.
- c) 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 or Colleges or Recognized Institution including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations or the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the University, as the case may be, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person 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 concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

## **2. Competent Authority**

- a) The Board of Examinations of the University constituted under the provisions of Section 31(3) shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing using unfair means at the examination conducted by the University.
- b) The Principal of the constituent College or Head of the Recognized Institution 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 examination conducted by the College or Institution on behalf of the University.

## **3. Definition-Unless the context otherwise requires:**

- a) "Student" means and includes a person who is enrolled as such by the University/College/Institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma, or certificate examination.
- a) "Unfair means" includes one or more of the following acts or omissions on the part of student/s during the examination period.
- i. Possessing unfair means material and or copying there from.
  - ii. Transcribing any unauthorized material or any other use thereof.
  - iii. Intimidating or using obscene language or threatening or use of violence against
  - iv. invigilator or person on duty for the conduct of examination or manhandling
  - v. him/her or leaving the examination hall without permission of the supervisor or causing disturbance in any manner in the examination proceedings.
  - vi. Unauthorized communicating with other examiners or anyone else inside or outside the examination hall.
  - vii. Mutual / Mass copying.
  - viii. Smuggling-out, either blank or written, or smuggling-in of answer books as copying material.
  - ix. Smuggling-in blank or written answer book and forging signature of the Jr.
  - x. Supervisor thereon.
  - xi. Interfering with or counterfeiting of University/College/ Institution seal, or answer-books or office stationary used in the examinations.
  - xii. Insertion of currency notes in the answer-books or attempting to bribe any of the persons connected with conduct of examinations.

- xiii. Impersonation at the University/College/Institution examination.
  - xiv. Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the University or College or Institution examination.
  - xv. Or any other similar acts/and/or omission/s which may be considered as unfair means by the competent authority.
- c) “Unfair means relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.
  - d) “Unfair means material” means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (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.
  - e) “Possession of unfair means material by a student” means having any unauthorized material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
  - f) “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 Committee or Examination Squad or any other person authorized 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 Chief Conductor or any other authorized person to the Controller of Examinations or Principal or Head of the Institution concerned or any officer authorized in this behalf.
  - g) “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 illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.
  - h) “Chief Conductor” means Principal of the College concerned or Head of the University Department or Recognized Institution concerned, where concerned examination is being conducted, and any other person duly authorized by him or person appointed as in-charge of examination, by prior approval of the University.

**4. During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s.**

**5. Chief Conductor/s of the Examination Centre shall, in the case of unfair means, follow the procedure as under:**

- i. The student shall be called upon to surrender to the Chief Conductor the unfair means material found in his or her possession, if any, and his/her answer-book.
- ii. Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Conductor shall also sign on all the relevant materials and documents.
- iii. Statement of the student and his/her undertaking in the prescribed format and statement of the concerned Jr. Supervisor and Sr. Supervisor shall be recorded in writing by the Chief Conductor. If the student refuses to make statement or to give undertaking the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures.
- iv. Chief Conductor shall take one or more of the following decisions depending upon seriousness/gravity of the case:
  - a. In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for remaining examination.

- b. Obtain undertaking from the student to the effect that decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
- c. May report the case to the concerned police station as per the provisions of Maharashtra Act No. XXXI1982- an Act provided for preventing malpractices at University; Board and other specified examinations.
- d. Confiscate his/her answer-book, mark it as “suspected unfair means case” and issue him/her fresh answer-book duly marked. All the materials and list of material mentioned in sub-clause (I) and the undertaking with the statement of the student and that of the Jr. Supervisor and mentioned in clause No. (ii) and (iii) and the answer-book shall be forwarded by the Chief Conductor, along with his report, to the concerned Controller of Examinations/ Principal/Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked “Suspected unfair means case”. vi. In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/Principal/Head of the Institution, as the case may be.

**6. Procedure to be followed by Examiner during Assessment :-**

If the examiner at the time of assessment of answer-book suspects that there is prima facie evidence that the students / whose answer-book the examiner is assessment appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the Chairman in the subject, along with the evidence, to the controller of Examinations/ Principal/Head of the Institution, as the case may be, with his/her opinion in separate confidential sealed envelope marked as “Suspected unfair means case”.

- 7. Case of unfair means having prima-facie,** reported to the University/College/ Institution by the Chief Conductor/ Jr./Sr. Supervisor and or examiners shall be inquired into by the committee appointed by the Board of Examination/ Principal /Head of the Institution, as the case may be. In the event cases of unfair means reported through any other sources, the concerned officer/In-charge of the Sub-section/Unit to which the case is primarily pertained, at the Examination Section of the University/ College/Institution shall scrutinize the case, collect preliminary information to find out whether there is prima facie case so as to fix up primary report to the concerned competent authority. If the competent Authority is satisfied that there is a prima-facie case it shall place the same before the Unfair Means Inquiry committee for further investigation. The concerned officer of the Sub-section/Unit 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 and Court of Justice and shall deal with the case till it is finally disposed of.

- 8. Examination Results of the concerned students involved in such cases shall be held in reserve till the competent Authority takes final decision in the matter and the concerned students and the college / Institution to which he/she belongs to, shall be informed accordingly.**

**9. Appointment of Unfair Means Inquiry committee**

- i. For the purpose of investigating unfair means resorted to by students at the University examination, the Board of Examinations shall appoint a Committee in terms of the provisions made under section 32 (6) (a) of the Maharashtra Universities Act 1994. The term of the Committee shall be five years subjects to provisions of Section 42 & 43 of the said Act.
- ii. For the purpose of investigating unfair means resorted to by students at the examination held by the College/Institution, the Unfair Means Inquiry Committee appointed by the College/Institution shall consist of five teachers (other than the Principal /Head) to be nominated by the Principal /Head of the Institution, one of whom shall be designated as Chairperson. The members appointed on the College/Institution Examination Committee shall not be appointed as members on the Unfair Means Inquiry Committee.
- iii. The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority, which will issue final orders with regard to the penal action to be taken against the

students / after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the concerned implicated student in his/her defense, the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

#### **10. Procedure of the Committee should be as under**

- i. The Controller of Examinations of the University / Principal of the College or Head of the Recognized Institution, or the officer authorized by them 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 charges/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 a 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 charges/against the student should be shown to him/her by the Inquiry Committee, if the student presents himself/herself before the committee. The evidence, if any, should be recorded in the presence of delinquent.
- iv. Reasonable opportunity, including oral hearing, shall be given to the student in his/her defense 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 should 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 defense. 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 concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

#### **11. Punishment**

The competent Authority concerned i.e. the Board of Examinations in the cases of University examination, the concerned Principal in the cases of college examination, and the Head in the cases of examination held by the Recognized Institution, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the students found guilty of using unfair means:

- a) Annulment of performance of the student in full or in part in the examination he/she has appeared for.
- b) Debarring student from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.
- c) Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.
- d) Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him /her in that examination.
- e) In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment / penalty as it may deem fit.
- f) The concerned student is informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorized